

**LOOSE PRIMARY SCHOOL**  
**Local Governing Body Meeting**  
**Wednesday 5<sup>th</sup> February 2020 at 5.30pm**

**Present:** Sam McMahon (Chair), Sarah Holman (HT), Mark Baker (Parent Governor), John Kenny (Co-opted Governor), Emma Eldridge (Co-opted)

**In attendance:** Liz McLaren (Schools Clerk)

Item number	Action
<p><b>1 Welcome and any introductions</b>            The CoG welcomed everyone to the meeting. LM read out the following statement on behalf of Carole Hardy, Chair of the Trustees for the Coppice Primary Partnership: "As you are aware, John West has resigned as Co-chair of Loose LGB. Sam McMahon will be chairing the meeting today and the position will be formally ratified by the Trustees at our meeting on 12<sup>th</sup> February"</p>	
<p><b>2 Apologies for absence</b>            Apologies for absence had been received from Anita Makey (HoS and invited visitor to governor meetings) and Ingrid Dutch (Staff Governor). The meeting was declared quorate.</p>	
<p><b>3 Declaration of business interests and any other admin matters</b>            3.1 MB advised of changes to his work role. LM advised that a new Business Interests form would be emailed to him for completion and return.            3.2 Following a discussion on issues regarding internet access, it was agreed that LM would request permanent log in details for all Governors.</p>	<p>LM LM</p>
<p><b>4 Minutes of the last meeting held on 27<sup>th</sup> November 2019 and any matters arising</b>            The minutes of the last meeting were duly agreed and signed by the Chair.</p>	
<p><b>5 Any other urgent business</b>            There was no other urgent business</p>	
<p><b>6 Update on Trust matters</b>            6.1 <u>CPP Audit &amp; AGM</u>            The HT updated that the CPP Audit and AGM had gone very well, in their first year.            6.2 <u>Overstaffing &amp; Flexible Working</u>            The HT advised that that overstaffing and flexible working is being looked at in each school. Flexi working requests are received and always considered. To recruit the best teachers, adverts have been placed currently. Recruiting new staff early, allows the school to overstaff to offset any potential vacancies and to recruit a higher calibre of staff. 2 NQTs will be recruited over the 3 schools and over the Trust 5 teachers are needed in total.  <b>Q. Will the induction training be a challenge for the NQTs?</b>            A. HT - there is a good ongoing Professional Development programme but induction is key. This process is being looked at to develop it further.            6.3 <u>New Admissions Policy for staff</u>            The current admissions policy for staff has been amended to show that any member of staff who has been employed for over two years or any new</p>	

<p>member of staff who has been recruited to fill a specific post, and all who have school aged children, will be considered for a place over the criteria of proximity of the home address to the school.</p> <p><b>6.4 <u>School Conditions Surveys</u></b> These are currently being sought and will be done annually.</p> <p><b>6.5 <u>Broadband Contract</u></b> A new Broadband contract has been introduced across the Trust. It was advised that the same would be done for the catering and cleaning contracts in due course. Concerns were voiced that the Trust should be mindful in terms of what contractors offer and what they actually provide. SH confirmed that the schools will have input at some stage and that healthy meals would be a priority.</p> <p><b>6.6 <u>LPS Sports Funding</u></b> The HT confirmed that this had been awarded. KS1 play equipment had been previously approved and was now purchased and in situ .</p> <p><b>6.7 <u>New CPP Business Structure</u></b> The chart was shown and explained to Governors. Further information and questions are in the Confidential Annex for Governors.</p>	
<p><b>7 Trust policies</b> The Curriculum statement and School Food Guidelines policies were noted.</p>	
<p><b>8 School strategic matters – Headteachers Report (verbal)</b> <u>Staffing Update</u></p> <p>8.1 The HT advised that new staff had been employed, including a replacement TA for yr 4, a 1:1 HNF TA and a cover supervisor. A new admin officer and environment assistant started in January 2020.</p> <p>8.2 Currently 2.4 (equivalent) teaching posts are being advertised for September. Staff are working extra days (fixed) to cover these current roles. The Trust has also agreed to advertise for one school direct (trainee) salaried teaching post for each of the schools.</p> <p><b>Q.What does the Environment Assistant do?</b> A. HT - she is responsible for keeping the environment around the school in good order, keeping it all neat and tidy.</p> <p><u>Professional Development Summary</u></p> <p>8.3 The 3<sup>rd</sup> Development Day in January was linked to supporting pupils with anxiety which in turn linked into the schools Headstart Project and pupil wellbeing priority. The 4th Day is being held on 14th February and will focus on “An Ethic of Excellence” lead by the EHT in the first morning session and a Deep Dive session with Paul Murphy in the second session.</p> <p>8.4 The HT advised that Deep Dives look at specific subjects in depth to ascertain how and why schools tackle the subject and the impact of this. It is important that the Governors check and monitor this in their reports. Currently the school is working on Deep Dive reviews in science, reading and phonics and PE. Later this term the school will be involved in a session with Challenge Partners with local collaboration schools .</p> <p>8.5 The HT advised that the three key priorities in the SIP are reading, wellbeing of children and staff and developing leaders. The Governor monitoring pairs will be looking at these priorities in their Quality of Education visits.</p> <p>8.6 The HT advised that there are three PDS sessions a term. Sessions for the remainder of the academic year will be on developing areas of the global curriculum and subject leadership.</p> <p>8.7 The T&amp;L leader is currently working with HLTAs, Cover Supervisors and Sports Teachers and continues to support and work alongside other leaders</p>	

<p>and subject leaders to support them in their development too.</p> <p><u>Premises</u></p> <p>8.8 Recent surveys show that the school premises are in good order. The HT advised of the changes to offices in LPS and the creation of the new Trust Office in KS1 building to accommodate the EHT, the CEO and other Trust employees. The recent staff and parent surveys showed that it was felt that the quality of the school environment and buildings was good.</p> <p><u>Budget</u></p> <p>8.9 Currently above the 2% reserve. Projected end of year figure is showing as £92.775k which is down on the original forecast of £120,000.</p> <p><b>Q. Is any of the reserve money ring-fenced?</b></p> <p>A. HT – no. Bearing in mind that the forecast was set in April 2019 and there have been a number of changes, for example, the change in HT, purchase of new furniture, re-organisation of offices and the introduction of a new Trust Office. Pay related changes have occurred too. Income was less than expected from the PTA than when the budget forecast was set. The swimming pool contributions from parents have been much lower.</p> <p>8.10 <b>Q. Why doesn't the school charge for the hire of the swimming pool?</b></p> <p>A. HT – The pool is let to a number of swimming instructors according to our lettings policy. There are group swimming lessons for pupils at our school in years 2 and 3 and these are free although voluntary contributions of £20 are requested annually. This is much lower than if the children swam elsewhere. The school only receives half of the potential contributions from parents. At the end of sessions, most children can swim and any incoming children in yrs 4, 5 and 6 who are unable to swim are offered free 1:1 lessons. The cost of maintenance is high (water / electricity charges).</p> <p><b>Q. Can the situation regarding charging be looked at?</b></p> <p>A. The HT confirmed that this would be looked at and perhaps another voluntary payment letter could be sent out in due course.</p> <p>8.11 The school received HNF/Medway funding which was been offset by new support staff roles to support pupils.</p> <p>8.12 Pay related changes had occurred since the last monitoring and had been approved in 19/20 budget. This will be discussed further in the next monitoring meeting.</p>	<p>HT</p>
<p><b>9 Safeguarding and disability matters</b></p> <p>There were no safeguarding or disability matters to discuss.</p>	
<p><b>10 Any other school matters</b></p> <p>Residential visit – Y4 – April 2020</p> <p>The HT advised that the Sayers Croft trip had been approved at a previous Governors meeting and asked for approval for ID to take responsibility for the paperwork and planning of the trip. This was agreed.</p> <p>LM advised that ID had sent in an update regarding the school trip to Sayers Croft. She confirmed that the paperwork had been completed and uploaded to Evolve. The system appeared very robust with internal checklists mirroring the requirements of Evolve.</p> <p>Staff packs (including medical and dietary information) were nearing completion and would be shared with staff at the trip briefing.</p> <p>Briefing meetings with staff and children would be scheduled nearer the time. Most payments have been received and communications sent to any that were outstanding.</p> <p>Two children were unable to attend the trip and arrangements would be put in place for them in due course. ID confirmed that Sayers Croft was a certified centre and they provided all risk assessments. Mr Farley had checked all</p>	



<p><b><u>New monitoring report format and timely completions</u></b></p> <p>11.11 A discussion was held on the formatting and completion of forms. In general, the layout and form are liked. The reports are very detailed but realistically should be a summary. It was felt that perhaps there was a need to have to fill each box however the priority should be whether the school has reached the targets set.</p> <p>11.12 A timeline and deadline would be helpful in getting the reports back in time. LM to action going forward.</p> <p><b>Q. To HT – Do you find it useful to have the Key Targets in the form set out in front of you?</b></p> <p>A.HT – yes it makes it easier to keep the focus and questions on school priorities and targets during the monitoring pair meetings.</p> <p>11.13 Further information and questions are in the Confidential Annex for Governors.</p> <p>Remove? The Trust will have a separate bank account moving forward. It was felt that Governors would need to understand the amounts being paid to the Trust and the benefits to the school.</p> <p>11.14 Curriculum spends, with SLs putting together a plan for funding, was felt to be a strong area. Depending on the level of spend this is authorised by the SL, HT or EHT.</p> <p>11.15 Charity donations (eg non uniform days for red nose day) are paid directly to the charity. .</p> <p>11.16 With school income, it was felt that certain facilities are just about breaking even. Perhaps the TB/School should look at these to estimate costs going forward. Discussions were held on the KPIs for finance and SH suggested using the CPP KPIs as a comparison. LM to send these out with the minutes.</p> <p>11.17 A list of focus points had been compiled for the next review. It was outlined and agreed that an action point would be added: “Safeguarding will be covered by the Welfare monitoring pair and in the interim JK will be attending Welfare visits.”</p>	<p>LM</p> <p>LM</p> <p>ID</p>
<p><b>12 Any other governor matters</b></p> <p>12.1 <u>Training Needs</u></p> <p>LM was asked if LPS Governors were members of the Governor Hub. If so, would there be training available and what would be the associated costs? LM to investigate</p> <p>12.2 <u>Other Matters</u></p> <p>Nothing further to report</p>	<p>LM</p>
<p><b>13 Agreement of confidentiality and action points</b></p> <p>13.1 Items of confidentiality were agreed. These included items on staffing and budgeting.</p> <p>13.2 Action points were agreed as listed in the table below.</p>	
<p><b>14 Points to feed back to the Trust Board</b></p> <p>Nothing to feedback</p>	
<p><b>15 Dates for next LGB meetings and any school events:</b></p> <p><b>Wednesday 18<sup>th</sup> March 2020 at 5.30pm</b></p> <p>Wednesday 13<sup>th</sup> May 2020 at 5.30pm</p> <p>Wednesday 8<sup>th</sup> July 2020 at 5.30pm</p> <ul style="list-style-type: none"> <li>• Governors to see weekly newsletter for school events</li> </ul>	

Signed.....

Date.....

**(Chair of governors to initial bottom of every page)**

**ACTION LIST**

Para no	Action point	By whom/when
3.1	To forward on a Business Interest form to MB	LM asap
3.2	To arrange permanent internet log in codes for Governors	LM asap
8.11	Re assessment of swimming pool charges. Letter to be sent out to parents in due course	HT
11.4	Quality of Education monitoring reports must ensure governors include where they offer challenge to leaders	CoG/EE -next monitoring reports.
11.5	Welfare monitoring reports need to show the impact of the nurture teacher and Governors to provide feedback on this.	ID/JK – next meeting reports
11.7	JK to additionally take on Welfare monitoring until further notice	JK – next visit
11.9	Changes to next monitoring meeting – prefects to offer tour (prior to or following visit), various curriculum leaders to attend monitoring across the year so a range meet with governors.	HT – next visit
11.12	A timeline and deadline for completion and return of monitoring reports to be set.	LM – next visit
11.17	To obtain KPIs for Trust Board and to send to Governors with the minutes	LM
11.18	An action point to be added to the Welfare Monitoring report, as follow: “Safeguarding will be covered by the Welfare monitoring pair and in the interim JK will be attending Welfare visits.”	ID
12.1	LM to investigate Governor training and costs	LM – next meeting