

LOOSE PRIMARY SCHOOL
Local Governing Body Meeting
Wednesday 3rd February 2021 at 5pm
by ZOOM

Present: Sam McMahon (Chair of Governors (CoG)/Co-opted Governor), Sarah Holman (HT), Ben Farley (Staff Governor), Matt Tarrant (Parent Governor), Katherine Atkinson (Parent Governor);

In attendance: Liz McLaren (Schools Clerk, minutes), Berenice Pretlove (Co-Opted Governor), Chris Hogwood (AHT)

Item number	Action
<p>1 Welcome and any introductions</p> <p>1.1 The CoG welcomed everyone to the meeting and in particular Berenice Pretlove (Co-Opted Governor) and Chris Hogwood (AHT).</p> <p>1.2 It was advised that Sam Sanders had now transferred to Coxheath Primary School LGB and the HT thanked her for all her hard work.</p> <p>1.3 It was acknowledged that the meeting was being recorded for the purpose of minuting and the recording would be deleted once draft minutes were approved.</p>	
<p>2 Apologies for absence</p> <p>2.1 Apologies for absence had been received from Sam Sanders.</p> <p>2.2 The meeting was declared quorate.</p>	
<p>3 Declaration of business interests and any other admin matters</p> <p>3.1 There were no further interests to declare.</p>	
<p>4 Minutes of the last meeting (date) and any matters arising</p> <p>4.1 The minutes and confidential annex of the last meeting, held on Thursday 9th July, were duly agreed and signed by the Chairman.</p> <p>4.2 All action points had been completed</p>	
<p>5. Any other urgent business</p> <p>5.1 There was nothing further to report.</p>	
<p>6 Update on Trust matters</p> <p>6.1 The minutes from the Trust meeting held on 9th December were duly acknowledged. There were no questions.</p> <p>6.2 LM advised that the AGM minutes had just been received. These would be forwarded on and noted at the T4 LGB meeting.</p> <p>6.3 The HT advised that the TB Inclusion Leader role remained pending and would be agreed with the new Trust Leader in due course. In the meantime Linda Fitch from SKPS would continue to lead the termly SENCO and Inclusion meetings across the Trust.</p>	
<p>7 Trust policies</p> <p>7.1 There were no Trust policies to note</p>	

8 School strategic matters

Headteachers report

Staffing Update

8.1 The HT reported that all new staff had settled in well.

8.2 Following an SLT restructure, a new AHT/ Yr 6 teacher had been appointed. One member of staff was due to go on maternity leave at Easter. Existing leaders would be providing cover for her post.

8.3 A permanent music teacher had been appointed for four days a week from January 2021, to offer excellence in music provision at LPS. Feedback had been very positive and the music provision had made a very positive impact across the school, in a very short space of time. Further information was contained in the Confidential Annex for Governors.

8.4 Further information was contained in the Confidential Annex for Governors.

8.5 The SENCO returning from maternity leave had requested reduced hours to working one day a week and this had been agreed. Further information was contained in the Confidential Annex for Governors.

8.6 Staff had been given the opportunity to undertake Covid tests twice a week.

8.7 Some extended services staff had been furloughed due to the lack of parental contributions available to fund the extended services posts. This had allowed the services to break even financially.

Professional Development Summary

8.8 Staff had been working well in completing online training during lockdown for example, online platforms for teaching and assemblies, You Tube and SEND specialisms. Staff had shared knowledge which had improved skills further. Professional Development Meetings (PDMs) had taken place and there had been a different focus at each meeting. Staff, other than SLTs, had used their expertise to present meetings.

8.9 The HT advised that there were three members of staff who were keen to be developed further in terms of leadership and their roles within school.

School Improvement

Teaching and Learning Summary

8.10. Leaders had each been focussing on a year group and assessing the quality of teaching and learning across the full curriculum. They had looked at all subjects and areas as well the provision that was offered. The Government had specifically requested information on the feedback to children, ie, how they received feedback to motivate and engage in order to improve their learning

Q. How confident are you with the quality assurance of the work in the assessment?

A, The slides and provision that the year groups are putting out to their teams are of very high quality. Staff have overcome technical challenges to include technical features in their presentations which enhance that provision. Initially we started with PowerPoint presentations and supplementary worksheets but now these contain features such as embedded You Tube links and sound buttons.

In terms of assessment, Government guidelines have outlined that marking feedback for online learning should happen at least once a week but our staff have taken it upon themselves to respond more frequently, meaning more support for children and parents but also an increase in their work. Consequently, staff have been advised to consider their own wellbeing and workloads too. Teachers have been encouraged to mark on the slides rather than write lengthy responses. All outstanding marking feedback is being tracked in an evidence portfolio for future reference.

Pupils and Outcomes

8.11 The HT advised that pupil outcomes had been very difficult to track and record during lockdown. Gaps in education and any misconceptions would be identified once

children had returned to school. A Pupil Progress meeting had been planned in T4 to assess this. Catch up funding was still available to support the process.

Collaboration & Consultant Support

8.12 CH advised that a training session, in pig wrestling, had taken place. This training advised on how to approach problems strategically by using different methods. It had been a very worthwhile exercise. Following this leaders had completed a spotlight review which had shown character traits for each person. Going forward, these skills and strengths would be used in school and would also allow for professional development where needed.

Admissions & School Roll

8.13 The HT advised that final numbers were due to be confirmed but LPS was currently oversubscribed for YrR on initial first choice places.

Inclusion

8.14 SH advised that the SEN figures were lower than average but the ECHP/HNF pupils was higher than expected in a mainstream primary school.

Safeguarding

8.15 BF advised that LPS was due to switch to online reporting via "My Concern". He reported that this system was more flexible and streamlined but still very secure. This would be delivered out to all staff on Friday 12th February. SH advised that overall this would save time and resources. She advised that the Welfare Monitoring pair would need to view this during monitoring visits.

Q Have the most vulnerable children been attending school?

A. Some have but some parents have been concerned regarding the potential health risks. Some vulnerable children are still at home and the nurture team contact these children daily with home checks taking place where necessary. TAs visit their 1:1 children who are at home and drop off work in the morning and collect it again at the end of the school day.

Attendance

8.16 The HT explained the procedures for recording attendance during Covid. Children learning from home had been given an X code as they weren't able to attend school and this automatically skewed the attendance figure, as shown on the report. The persistent absence figure was higher than usual, particularly with vulnerable children and this would be addressed once all children had returned to school.

Further information is contained in the Confidential Annex for Governors.

Q. How is home learning engagement being monitored and how is it going?

A. The analysis systems on Google Classroom are limited but we are able to monitor track logging in/out times and submissions of work, to assess engagement. If these methods show a decrease then we communicate with the parents to see why this is happening and to recommend alternative methods to engage their child. Printed packs can be provided if preferred or referral to the nurture team if necessary. Across the school, engagement is high.

8.17 After discussion it was agreed that BF would request the percentage on engagement from SJ. The HT advised that the same process had been applied to PP children so as to provide a comparison with non PP children. Further information was contained in the Confidential Annex for Governors

Behaviour

8.18 A behaviour ladder had been sent out to parents to support them if they wished to use it.

Health & Safety

8.19 Due to a successful CiF bid, new fire doors and an external fire escape would be installed in due course. There were no issues to report.

BF by next meeting

<p><u>Premises Update</u> 8.20 The HT advised that a new CiF bid had been submitted in December 2020 for works on water, pipework, boilers and the roof. The music room project had been completed and the music room was now in use. The new atrium project was progressing which would provide extra learning space. There were no other concerns</p> <p><u>Budget Update</u> 8.21 The HT reported that the budget figures were as expected. Ipads, Chrome books and laptops had been purchased and further purchases were anticipated. The range of different devices increased children’s knowledge of using different systems and devices. It was hoped that in due course, each year group would have their own set of devices to use in any lesson. 8.22 Children had learned a lot through using Google Classrooms and moving forward this would be reviewed in terms of best practice. Up until recently, e-safety across the internet, social media and communication had tended to be theoretical and scenario based but using new practices during lockdown had demonstrated e-safety for real and the children had picked this up very quickly. They were now using the messaging service very appropriately. MT commented that this training was superb as many families would have been unlikely to have had this knowledge. The HT advised that Smart watches had become popular and children had been advised that these should be turned off in school to avoid misuse during lessons. 8.23 The HT advised that an online safety training workshop for parents would take place in due course. MT advised that he would be happy to help with this training.</p> <p><u>Other</u> 8.24 The HT advised that a Covid section had been added to the Home Page on the school website. This had enabled parents to access all Covid related information, links and home learning packs. 8.25 The HT advised that all tests had been cancelled apart from phonics test already taken place for Yr 2 pupils and end of year assessments to go ahead, where possible, for Yr R pupils. The results for phonics had been lower than expected but there were no concerns at this stage.</p> <p>School Strategic Document 8.26 The HT advised that this would be updated again in T4. She explained that the priorities at the end of the report are those that will need to be reviewed during monitoring visits. Curriculum policies were in the process of being updated. There were no questions.</p>	<p>HT/MT in due course</p>
<p>9 Safeguarding and disability matters 9.1 The installation of the disabled toilet in the swimming pool, was underway.</p>	
<p>10 Any other school matters 10.1 There were no other school matters to report.</p>	
<p>11 Governor monitoring 11.1 It was confirmed that Monitoring meetings for 2020/21 would take place on the following dates:</p> <ul style="list-style-type: none"> • 5th March 2021 – by Zoom • Monday 8th (finance) 10-11am by Zoom • 18th June 2021 <p>The timetable for each visit would remain as follows:</p> <ul style="list-style-type: none"> ○ 8-10am – Quality of Education ○ 10am-12.30pm - Leadership and Resources ○ 1-3pm - Welfare 	

<p>11.2 Monitoring pairs were agreed as follows:</p> <ul style="list-style-type: none"> • Quality of Education – Sam McMahon/Ben Farley • Welfare - Matt Tarrant • Leadership & Management - Katherine Atkinson/ Berenice Pretlove <p>11.3 It was agreed that the HT would send snapshots to the Quality of Education Monitoring pair. Additionally leaders should bring books to show during the meeting.</p>	HT/AHTs
<p>12 Any other governor matters</p> <p>12.1 LM recommended that Governors should access the NGA learning modules. BP would be sent NGA log-in details in due course. LM advised that copies of any training certificates (whether from Governance or work sources) should be forwarded to LM for the school Governors folder.</p> <p>12.2 The online training session booked for 28th January 2021 had been cancelled and would be rescheduled in due course.</p> <p>12.3 The HT reminded Governors that whole school Child Protection and Safeguarding training would be taking place on 12th February 2021. The link would be resent to Governors.</p> <p>12.4 It was agreed that future LGB meetings would commence at 5pm.</p>	<p>All Governors/LM</p> <p>All Governors/LM</p>
<p>13 Agreement of confidentiality and action points</p> <p>13.1 items of confidentiality and action points were agreed. Action points are listed below.</p>	
<p>14 Points to feed back to the Trust Board</p> <p>14.1 There was no information to advise to the Trust Board</p>	
<p>15 Dates for next LGB meetings and any school events:</p> <ul style="list-style-type: none"> • T4 Weds 24th Mar 2021 • T5 Weds 19th May 2021 • T6 Weds 7th July 2021 <p>15.1 After discussion it was agreed that the time for future meetings would remain as 5-7pm. Potentially there is a clash for 24th March</p> <p>15.2 Governors were advised to check the weekly newsletter for school events.</p>	

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
8.17	To request % figures on engagement from SJ	BF by next meeting
8.23	In house Online Safety Training	MT at next session
11.3	To send snapshots and provide books for next monitoring meetings	HT/AHT
12.1	To send in any relevant training certificates and to access training modules via NGA.	All Governors/LM
12.1	To register BP with NGA	LM
12.3	To access online Safeguarding training scheduled for 12 th Feb 21	All Governors/LM