



## LOOSE PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2022/2023 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON TUESDAY 1<sup>ST</sup> FEBRUARY 2023

#### PRESENT

John Edgar (Trustee) <b>LGB Chair</b>	Berenice Pretlove (Co-opted Governor) <i>until 18.30</i>
Richard Benjamin (Parent Governor)	Tetyana Bennett (Parent Governor)
Sarah Holman (Governor and Headteacher for Loose Primary School)	Sean Johnson (Associate Governor and Deputy Headteacher for Loose Primary School) <i>until 17.40</i>
Katherine Atkinson (Associate Governor)	

#### IN ATTENDANCE

Stacey Marsh (Governance Clerk)	
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#### PART A – PUBLIC MINUTES

Yellow highlighted text demonstrates challenge / questions to the Trust representatives

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

- **LGB Chair** welcomed all parties to the meeting, and Stacey Marsh was introduced as the new Governance Clerk for the Trust.
- Apologies were received and accepted from Samantha McMahon and Elizabeth Harris.
- The meeting was nevertheless quorate throughout.

#### 2. DECLARATIONS OF INTEREST

- Governors and parties present were given the opportunity to declare any interests against the agenda presented for the meeting, to which none were declared.

#### 3. GOVERNING BODY MEMBERSHIP

- **LGB Chair** confirmed B.Pretlove's term of office is due to be reviewed by the Trust Board on the 8<sup>th</sup> February with the view to extend for a further term of office and K.Atkinson's new term will be served as a Co-opted Governor.

#### 4. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

- Governors confirmed they had read the draft minutes presented, and unanimously approved the minutes as a true and accurate record.
- **Actions outstanding;**

ITEM	ACTION	OWNER	UPDATE
<b>Actions arising from 30<sup>th</sup> November 2022</b>			
1.	(4.1) Sign minutes	John Edgar	01/02 update - Clerk to check
2.	(4.2) Parent Governor election	John Edgar / Sarah Holman	01/02 update - Complete

3.	(6.1) Committee attendance and feedback	John Edgar	01/02 update - Complete Tim Williams has now resigned as a Governor.
4.	(8.2) Snagging to discuss with AL	John Edgar	01/02 update - Complete JE has had a number of conversations with Andy Lacey, TBM, re CIF bids; email today to say underway. Lots planned for Feb half term.
	(9.1) Loose Gets Lively spend / letter to clarify CIF bid, our contribution – toilet refurbishment	Sarah Holman / John Edgar	01/02 update Complete SH, letter shared £1190 on two nights; letter clearly said it money from tickets will be used to “raise money for the school”. CIF Bids; Discussion going on with each CIF bids around adding a school contribution will made a difference. In conversation with CIF BID contractor. SH – Put money into budget for contribution and CIF Bid for this year to be for all pupil toilets across the school. Quality of work from CIF Bid projects is not a high standard. Still ongoing issues around the recent doors project.
6.	(13) Governor attendance – Development Day – Jan 2023 who can attend?	All Governors	01/02 Complete SJ attended in role of Governor; really exciting development. Policy tabled within the agenda.

## 5. SCHOOL STRATEGIC REPORT

### Sarah Holman provided a written report to Governors;

- The school are utilising the tutor led funding with an additional teacher appointed for 1 day per week to work across Key Stage 1; they are tasked with delivering phonics catch up sessions working with identified children who require additional support. There are approximately 22 children across the key stage with some already identified to have made sufficient progress to return to whole class teaching. A small group of approximately 12 children will continue to receive this additional support that is taking place before school.
- The recent data drop has identified maths to be significantly lower than reading. Reading has been written into the School Improvement Plan following the recent Ofsted inspection which the school have focussed on as a priority and there is evidence of rapid progress in this area. This impact of this hard work is evidenced in the data report provided. Maths has now been added to the SIP as a new area of focus.
- **Governors questioned if the Sounds Write programme is now in-place across all Trust schools** to which Mrs Holman confirmed that it is, however, Loose has a greater number of staff needed to complete training. The cost of the training is a considerable investment; to date the cost is circa £27,500 for staff training and cost of resources is in addition to that figure.
- The new art scheme has been designed by Coxheath Primary School and is now being rolled out across Loose Primary School. Monitoring has taken place this term and it is an ambitious programme of study that the school will fine-tune over the next year.
- The Design and Technology curriculum was implemented at end of the 2021/22 academic year that the school continues to refine; feedback from staff so far is very positive.  
Governors questioned what the Ofsted judgement would be on the curriculum now that the initial work has been completed;

At this stage, there is evidence to show that all subjects now have the appropriate overviews and systems of progression in place, however there is variability in terms of how it is being applied in the classroom and how staff are trained, and this will be developed over time. Senior leaders are working to ensure that there is consistency in the way subjects are taught with a modelling focus starting next term. Overall, they would anticipate Ofsted to make a good judgment and the school are not concerned about any one particular subject at this stage.

- In relation to the formal SATS testing in May, Reading is in a good position and the school are working on Maths being taught in smaller groups with whole school maths improvement work driven around the implementation of manipulatives.

There is work being undertaken across the Trust with teachers sharing out adaptive planning.

Some prefer to complete their planning independently to be bespoke for their cohort, however senior leaders would always recommend that collaborative planning would need adapting to suit the particular needs of a class.

- Attendance remains a focus for Loose Primary School; currently they are achieving 94% which they would consider as low. There are several children who are accessing a part time timetable, and this was reflected in the attendance codes, however following a visit from the Local Authority, they have requested this coding be changed and now those part time timetables are impacting the authorised absence figure.

**Governors challenged why the school would need to code the part time timetables in this way;**

K. Atkinson highlighted that she has been looking at this on behalf of the central analytics team for SEND children and there is early indications around coding inconsistencies, however, there has been no formal feedback from the Local Authority at this stage.

When the part time timetables are coded as they were previously, the attendance of the school increases to 97% which highlights the significant impact this is having across the school.

The Attendance Advisory Practitioner visited the school recently, and they gave positive feedback around the systems and processes in place across Loose Primary School, however suggested that the school still continue to focus on those persistent and severe absence cases across the school, particularly for Pupil Premium eligible pupils.

**Governors questioned if unauthorised absence includes late arrivals to school** to which they were advised that this is included; parents are regularly updated on the impact of late arrivals into school, and this is highlighted as lost learning time.

- Governors had previously asked for an update on suspension data which has been provided in the report. Mr Edgar receives all suspension paperwork as LGB Chair to ensure that this is in-line with DfE suspension guidance.
- LGB Chair highlighted that at a recent Educational and Curriculum Committee meeting a discussion took place around how the nurture provision can be evaluated for impact. At Loose Primary School, highlighted students have a Boxall profile completed beforehand that identifies areas to focus on within a nurture setting. Once they have attended the nurture provision, they are then evaluated through a further Boxall profile, and this highlights the progress that the children have made.

*Action – Mr Edgar to feed Boxall profile evaluation for the nurture provision to the Education and Curriculum Committee.*

The Nurture provision at Loose Primary School costs around £30,000 to run and therefore it is important for the school to be able to understand value for money / good impact. The nurture provision is designed to help children in several ways, and at Loose Primary School children who have lost family members have been able to access the provision, as have the Ukrainian refugee students to connect with one another and have time speaking their own language at school.

- The Sports Premium report was provided to Governors prior to the meeting, and this was confirmed as the final version for this academic year. The school work on this plan across the year and at Loose Primary School there has been particular focus on the implementation of Opal Play and this would be a worthwhile area for Governors to monitor how it is having a positive impact on the children across the school.

## 6. FINANCE REPORT

### Budget monitoring

- The school has a good level of in year reserves, however with costs increasing in a number of areas, these are expected to reduce. The finance team are ensuring there are appropriate controls around where the schools can spend particularly as it is unknown when certain grants will end.

### Supply Cover Analysis

- Governors were provided with a supply cover analysis report ahead of the meeting which highlights the significant level of expenditure to support cover across the school. For Loose Primary School, staff absence is higher, and this is mostly around high levels of staff training.  
HLTA vacancies have been advertised 5 times without any success and these roles will be to support cover across the school and therefore reduce the money that the school is spending on external supply cover. Going forward, senior leaders are evaluating the staffing structure and they are being encouraged to use senior leaders to teach when cover is required, however this would potentially impact the capacity for leadership activity across the school.

As well as the significant costs for external supply cover, the quality of individuals is very different.

**LGBChair asked if there has been any consideration to the HLTA salary;**

Mrs Holman shared that the KR5/6 salary continues to be an area of concern for them; and with the addition of jobs being advertised as “fixed term” the calibre of applicants they are seeing is not up to the standard that the school needs.

Governors made a suggestion to look at apprentices to train staff in-house in a cost-effective way.

## 7. SAFEGUARDING

- K. Atkinson confirmed that she has undertaken Governor Safeguarding training  
**Action – K. Atkinson to forward safeguarding training certificate to the Clerk.**

## 8. POLICIES

- **Play Policy;** Sean Johnson is the link Governor for this policy. So far parents have been involved in the working party around Opal Play and this will be an 18-month project for Loose Primary School. The school have also considered the home-school agreement policy with relevant risk assessments completed

Governors unanimously agreed to approve the Play Policy.

## 9. GOVERNOR MONITORING

- Governors would like a reminder of the monitoring dates agreed by the school  
**Action – Clerk to advise Governors of agreed monitoring dates.**
- Monitoring pairs agreed as below:
  - Safeguarding and Welfare - Richard Benjamin and Tetyana Bennett
  - Quality of Education – Elizabeth Harris and Berenice Pretlove
  - Leadership and Resources – John Edgar and Katherine Atkinson

## 10. GOVERNOR TRAINING

- The new Parent Governor~~s~~ questioned the Governor induction programme  
**Action – Clerk to liaise with Trust staff regarding Governor induction and training information.**

## 11. TRUST UPDATE

- **Mrs Holman** shared that schools are collecting budget plans from subject leaders for the finance team to evaluate and build into the budget where appropriate.
- **Governors asked how the budgets are planned to be set;**  
In terms 3 and 4, Schools are asked to complete budget bid forms with intended impact, covering desirable and essential aspects.  
In term 4, budget forms are reviewed. with the finance team and Trust Board evaluating affordability, and linking in with trust-wide spending forecast.  
In term 4 and 5, finance will formulate budget scenarios with budgets finalised in term 6 to be approved by the Trust Board.

## 12. EDUCATION AND CURRICULUM COMMITTEE UPDATE

- **LGB Chair** advised that at the recent committee meeting, all schools across the Trust were represented; Mark Chatley, Trust CEO advised that he is in the process of writing the new Trust-wide science curriculum. The IDSR highlighted that KS1 data is a concern across all schools, and this is an ongoing impact of the Covid-19 pandemic, however there is evidence to show that all schools are addressing the gaps as a priority.  
Work is being done around school trips and making sure they add value to the curriculum.

**Mrs Holman** shared that school trips were highlighted by Ofsted as a strong extra curriculum offer, and provide good experiences and memories for the children.

## 12. CONFIDENTIALITY

- Governors confirmed there will be a requirement for confidential minutes to be stored separately.

## 13. NEXT MEETING DATES

- LGB meetings for the remainder of the 2022/23 academic year are as follows:
  - Wednesday 22<sup>nd</sup> March 2023, 5.00pm start
  - Wednesday 17<sup>th</sup> May 2023, 5.00pm start
  - Wednesday 5<sup>th</sup> July 2023, 5.00pm start

## 14. MEETING CLOSE

- **LGB Chair** thanked all parties for their attendance and contribution at the meeting, and the meeting concluded.

## ACTIONS TABLE:

Item	Action	Owner	Update
1.	Mr Edgar to feed Boxall profile evaluation for the nurture provision to the Education and Curriculum Committee.	John Edgar	
2.	K. Atkinson to forward safeguarding training certificate to the Clerk.	Katherine Atkinson	
3.	Clerk to advise Governors of agreed monitoring dates.	Clerk	
4.	Clerk to liaise with Trust staff regarding Governor induction and training information	Clerk	