

LOOSE PRIMARY SCHOOL
Local Governing Body Meeting
Wednesday 12th October, 2022 at 5.00pm
In School

Present: John Edgar (Chair of Governors (CoG)/Co-opted Governor), Sarah Holman (HT), Richard Benjamin (Parent Governor), Berenice Pretlove (Co-opted Governor), Elizabeth Harris (Staff Governor), Thea Affleck (Parent Governor)

In attendance: Sean Johnson (DHT), Sam McMahon (Associate Governor)

Clerk: Penny Monksfield (*Minutes of meeting were taken by admin assistant due to absence of clerk*)

Item Number	Action
<p>1 Welcome & any introductions</p> <p>1.1 The CoG welcomed everyone to the meeting and thanked them for attending the first meeting of the year.</p>	
<p>2 Apologies for absence</p> <p>2.1 Tim Williams was absent and no apologies were received.</p> <p>2.2 The meeting was declared quorate.</p>	
<p>3 Declaration of Business Interest and any other admin matters</p> <p>3.1 No new interests to declare.</p>	
<p>4 Minutes of the last meeting and any matters arising</p> <p>4.1 The minutes of the last meeting held on the 6th July 2022 were agreed and will be signed electronically by the CoG.</p> <p>4.2 Matters arising included the following points:</p> <ul style="list-style-type: none"> • TW agreed to send SH alternative details of frameworks to use to celebrate achievement but he has not sent them yet so this will be carried forward to the next meeting. • It was confirmed that three quotes for works to be carried out should be provided, although it is good to keep to any company that had provided a good level of work and keep them for works throughout the year. • A short autobiography was still outstanding from Tim and a new one from Thea was requested. 	<p>TW</p> <p>TW /TA</p>
<p>5 Any Other Urgent Business</p> <p>5.1 None reported.</p>	
<p>6 Trust Matters</p> <p>6.1 The minutes of the last Trust Board meeting on the 13th July 2022 had been received and noted by governors.</p> <p><u>Update re merger with OAT</u></p> <p>6.2 Discussions relating to the merger with OAT were held in a meeting on 11th October 2022 – awaiting results of this.</p> <p><u>Trust Strategic Actions</u></p> <p>6.3 Document had been circulated to governors for review.</p> <p><u>Reviewed Trust Vision & Mission Statement</u></p> <p>6.4 The Mission Statement has not been presented to the board of trustees yet. Members of the group were not able to understand what was meant by ‘Aspiration</p>	

<p>through Excellence’ and asked for clarification. It was suggested that ‘Excellence’ be the Mission Statement and JE agreed to take feedback to trustees.</p> <p><u>Trust Data Pack</u></p> <p>6.5 All data was discussed from the tables presented to the governors. They questioned where the figures were from. Sarah Holman stated that it is interesting to make comparisons between and within schools eg number of boys to girls. Also summer born children. All observations were discussed across the table.</p>	
<p>7 Trust Policies</p> <p>7.1 The following policies, approved by the Trust Board meeting of the 13th July 2022, were duly noted by the governors:</p> <ul style="list-style-type: none"> • Lettings Policy • Governors Code of Conduct • Extended Services <p>Q: Are there any issues with new lettings system?</p> <p>7.2 A new system, SchoolHire, is now being used. Some initial niggles with an existing customer which are currently being ironed out. Trust office are assisting with this due to their previous experience.</p>	
<p>8 School Strategic Matters</p> <p>Headteacher’s report</p> <p>8.1 The HT report had had been circulated to governors and the following points were discussed:</p> <ul style="list-style-type: none"> • Reading at Loose is prioritised (see strategic plan also). As a result, more pupils are being read to for pleasure in classes. It was questioned that are we now living in a Society which requires a different way of learning with so many children using screens and phones on a daily basis. • Sean Johnson included that there are more subject areas that are showing emerging strengths across the Curriculum. DT and Art are being invested in heavily this term. Our recent internal review indicated that DT and science were much improved. Full report to follow. <p>Q: Are we on track for ‘Outstanding’ if visited again by OFSTED?</p> <p>Sarah Holman stressed that this is very difficult to achieve. Our curriculum offer is really good and we see many strengths across the school in terms of pedagogy and subject specialisms. Individual aspects are outstanding but very difficult to get ‘Outstanding’ judgement overall. We are definitely moving closer to the goal each term with improvements and drive for this evident. A visit to Allington is taking place next term to understand how they have been able to obtain ‘Outstanding’ in all areas last term.</p> <p>8.2 Mrs Holman moved on to discussing the Behaviour/Exclusion figures on the chart and agreed to change the term ‘Fixed Term Suspensions’.</p> <p>8.3 Contained in confidential annex</p> <p>8.4 The matter of recruitment was discussed. It was felt by governors that any employee benefits should be reviewed. There are less unemployed people since the pandemic and with various positions paying higher hourly rates than some positions within school, what can be introduced to make any available positions attractive. Some benefits still get taxed and even training opportunities are not enticing people to apply. JE agreed to discuss staff benefits at the next trustee meeting.</p> <p>8.5 One aspect regarding current thinking and ensuring we get the right people for a position is to see how they take feedback after delivering a lesson to a class. This is</p>	<p style="text-align: center;">SH</p> <p style="text-align: center;">JE</p>

<p>part of our instructional coaching model. We could ask them to deliver the lesson again and see if they have improved because of the feedback and how well they respond to this approach.</p> <p><u>School Statutory Documents</u></p> <p>8.6 The following documents, which had been circulated to governors, were noted and approved for publication:</p> <ul style="list-style-type: none"> • Emergency Procedures • Pupil Premium Report • Uniform Policy (Subject to approval by TB) • Parent / Carer Agreement (Subject to approval by TB) <p>8.7 Currently, LPS have a Visitors Safeguarding leaflet which explains aspects of the school emergency procedures. It was discussed that not all visitors would read the leaflet and what can be done to ensure they are safe and aware of what to do in an emergency. SJ agreed to advise all staff what is expected of them if they have a visitor with them.</p> <p>8.8 SH agreed to amend the school policy on uniform as currently showing classifications as Girls and Boys separately. Pupil Premium children are offered clothing as needed and indeed any vulnerable pupils. Parent Code of Conduct to be shared with the next Newsletter.</p> <p><u>Year 6 Trip Approval</u></p> <p>8.9_SH advised that all female and male staff attending will/have clear DBS certificates. All staff use the shower facilities at different times to the children. Any children not able to afford the trip will be funded by the school (according to policy) but the trip would be cancelled if there are not enough funds received. Governors APPROVED the year 6 trip to Wildchild.</p> <p>8.10_SH advised the group that a letter had been sent to parents stating approximate expenses over the forthcoming year. This was to keep parents abreast of costs for trips etc. and to show them that we as a school are understanding the future difficulties facing them with money. The school will be inviting outside guests to deliver learning instead of needing to travel using coaches.</p>	<p>SJ</p> <p>SH</p>
<p>9 Finance</p> <p><u>August Management Accounts</u></p> <p>9.1 The details of the balances paid last year with budgets were shared within the group. It was agreed that budgets for the next year should reflect future increases in gas and electric. The water/sewage spending was questioned due to it being so low compared to the initial budget put by for this. Clare H / Carina to comment please.</p> <p>9.2 No further issues were raised regarding the spending budget as there is a plan for building to use rollover. SH to present this plan again to LGB at next meeting.</p>	<p>CH / CC</p> <p>SH</p>
<p>10 Safeguarding and disability matters</p> <p>10.1 Nothing to report.</p>	
<p>11 Any other school matters</p> <p>11.1 Nothing to report.</p>	
<p>12 Governor Monitoring</p> <p><u>Monitoring Pairs</u></p> <p>12.1 Each member of the group were asked to confirm they were happy with the times and dates to visit the school and monitor.</p>	

12.2 TA to join safeguarding and welfare monitoring pair. 12.3 Clarification requested regarding - What is a digital monitor? 12.4 Governors to actively say if they would like to see or monitor any other aspects of school life, just arrange with office, e.g. attend Parents Evenings or Parent Council meetings.	NW
13 Any other governor matters 13.1 Nothing to report.	
14 Agreement of confidentiality and action points 14.1 Confidential discussions contained in annex. 14.2 Action points were agreed and listed in the table at the end of the minutes.	
15 Points to feedback to the Trust Board 15.1 Mission Statement 15.2 Staff Benefits	
16 Dates for next LGB meetings and any school events <ul style="list-style-type: none"> • Wednesday 30th November 22 at 5pm • Wednesday 1st February 23 at 5pm • Wednesday 22nd March 23 at 5pm • Wednesday 17th May 23 at 5pm • Wednesday 5th July 23 at 5pm Governors to see weekly newsletter for school events	

Signed.....John Edgar.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
4.2	TW offered to send SH alternative details of frameworks to use to celebrate achievement	TW
4.2	A short autobiography was still outstanding from Tim and a new one from Thea was requested	TW / TA
8.2	Mrs Holman moved on to discussing the Behaviour/Exclusion figures on the chart and agreed to change the term 'Fixed Term Suspensions'	SH
8.4	JE agreed to discuss staff benefits at the next trustee meeting	JE
8.7	SJ agreed to advise all staff what is expected of them if they have a visitor with them	SJ
8.8	SH agreed to amend the school policy on uniform as currently showing classifications as Girls and Boys separately	SH
9.1	The water/sewage spending was questioned due to it being so low compared to the initial budget put by for this	CH / CC
9.2	SH to present the capital spending plan again to LGB at next meeting	SH
12.3	Clarification requested regarding - What is a digital monitor?	NW