

**LOOSE PRIMARY SCHOOL**  
**Local Governing Body Meeting**  
**Wednesday 7<sup>th</sup> July 2021 at 5pm**  
**by ZOOM**

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

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

Item number	Action
<p><b>1 Welcome and any introductions</b></p> <p>1.1 The CoG welcomed everyone to the meeting.</p> <p>1.2 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><b>2 Apologies for absence</b></p> <p>2.1 Apologies for absence were received from Matt Tarrant (Parent Governor) and duly accepted.</p> <p>2.2 The meeting was declared quorate.</p>	
<p><b>3 Declaration of business interests and any other admin matters</b></p> <p>3.1 There were no further business interests or admin matters.</p>	
<p><b>4 Minutes of the last meeting (date) and any matters arising</b></p> <p>4.1 The minutes and confidential annex of the last meeting, held on Wednesday 19<sup>th</sup> May 2021, were duly agreed and would be signed by the CoG when circumstances allowed.</p> <p>4.2 All action points had been completed.</p> <p>4.3 It was suggested that perhaps parents could be involved by sponsoring a reading dog and this would help with associated costs. The HT advised that further information on the scheme was pending and this item would be brought forward to the next meeting.</p> <p>4.4 It was confirmed that all monitoring visits would be held in school from T1 2021/22</p>	LM/Chris H
<p><b>5. Any other urgent business</b></p> <p>5.1 There was no other urgent business.</p>	
<p><b>6 Update on Trust matters</b></p> <p>6.1 The minutes of the last Trust Board meeting held on Weds 26<sup>th</sup> May 21 were noted by Governors.</p> <p>6.2 The HT/LM outlined information received from Trustees:</p> <ul style="list-style-type: none"> <li>• Trust wide work on the curriculum. It was explained that Trust wide curriculum lead roles would be developed in due course.</li> <li>• Scheme of Delegation. Trustees had agreed that this would be remodelled using the RACI (Responsible, Accountable, Consulted and Informed) method and this would clarify roles at different levels. The document would be circulated next year.</li> <li>• Trust Standards Committee (TSC). Trustees had been were aware that there had been an operational focus over the past year. Going forward the focus would be moving towards teaching and learning. The newly formed TSC would focus on standards across all schools.</li> </ul>	

<ul style="list-style-type: none"> <li>• Governor Hub. The use of Governor Hub was pending and Governors would be sent further information and log-in details in due course.</li> </ul>	
<p><b>7 Trust policies</b></p> <p>7.1 Governors noted the following policies:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Relationships and Sex Education</li> <li>• Children in Care</li> <li>• Admissions</li> </ul>	
<p><b>8 School strategic matters</b></p> <p><b>a) Headteacher’s report (verbal)</b></p> <p><u>Staffing Update</u></p> <p>8.1 The HT advised that staffing arrangements were in place for September and this information had been shared with parents. 1xTA, 3 new teachers and a new swimming coach had been appointed.</p> <p><u>Pupils and Outcomes</u></p> <p>8.2 Yr4 pupils had completed multiplication checks in June 21 and the results were being analysed and strong progress was evident. All pupils from yrs 2-6 had informally completed SATS/NFER tests, which would allow the school to gauge progress and to identify gaps in learning.</p> <p>8.3 Further information was contained in the Confidential Annex for Governors.</p> <p><b>School Strategic Document</b></p> <p>8.4 The HT advised that the School Strategic Document would be updated at the end of term. There would a new format for 2021-22 with two priorities, namely a knowledge rich curriculum and high quality professional development. Survey responses would be taken into account with these, for example, looking at the curriculum and home learning/homework. Going forward, the appraisal process (to be enquiry based / action research and led by individual staff in chosen area of focus) could also include looking at the impact of home learning and the best approaches to this.</p> <p><b>School Statutory Documents</b></p> <p><u>Primary Inspection Data Summary Report</u></p> <p>8.5 The report had been sent to Governors and there were no comments.</p> <p><u>Nurture Group Policy 2021/ Nurture Provision Review</u></p> <p>8.6 The documents had been sent to Governors and were duly noted. Governors were reminded of the need to monitor the proposals and considerations for 2021/22 and beyond, during their monitoring visits.</p> <p>8.7 The school surveys had been completed in June 2021. These showed comparison figures from Feb 2020 (pre lockdown) and June 21 (emerging from lockdown). A long discussion was held on each set of results and it was agreed that any areas identified for improvement would be addressed. The HT confirmed that more than 50% of the feedback was very positive and the emphasis on the welfare and wellbeing of the children had shown excellent feedback. Overall, it was felt that considering the past year, the timing of survey submissions hadn’t been ideal.</p> <p><u>Pupil Survey Outcomes:</u></p> <p>8.8 Some of the results had shown similar comparisons between the two years, whilst others had shown marked differences. There were concerns in regards to children’s perception of challenge regarding homework and behaviour in and out of class. These were discussed at length and comparisons, reasoning for the results and incidents (as shown on the HT report) were explained to Governors. It was felt that positive changes</p>	

could be made going forward and the school council and pupils would be fully involved in decisions made.

**Q. Last year there were 356 responses and this year it was 195. Why is there a difference?**

A. Unfortunately there were a number of classes who didn't complete the survey. The number of parent responses this year had also reduced but the staff survey responses remained the same.

Staff Survey Outcomes:

8.9 The outcomes of the survey were discussed and potential reasons for the results explained to Governors. Communication continued to be an ongoing issue and this was being managed in a variety of ways as staff were working in separate bubbles which was difficult. Other areas to improve raised were difficult to address without knowing the source or department to which they related. Accordingly changes to the forms would be suggested for next year, which would include the relevant department and a box in which to add comments. The results from this survey would be sent to the Staff Council for further discussion at their next meeting.

**Q. How is this information usually fed back to staff?**

A. Usually surveys are issued in February, giving time to address concerns and issues but these had been delayed this year due to Covid. This information would be shared at the Staff Council meeting in T1 where staff would be asked to share their thoughts and wishes.

8.10 One area identified as needing improvement was regarding consideration of staff in decision making and it was agreed that a member of staff should be invited to sit in on all school meetings as a representative and to then report back to other staff members. SH would take this suggestion to the next Staff Council meeting and advise Governors of the response in due course. The necessity of making quick decisions during Covid, within the Covid guidelines to hand at the time, had been paramount to the safety of children, staff and the running of the school so this may be a reason for this area this year. With the latest bubble closure, it had been impossible to use supply staff to cover due to the crossover of bubbles. Staff morale had been reported as low in some cases, but this figure had improved from last year.

Parent Survey Outcomes:

8.11 Parents had indicated ongoing concern in regard to receiving valuable information on their children's progress. The HT outlined that different methods of reporting back to parents had been tried in the past and a long discussion was held on potential ways to improve this. It was advised that the lack of available space to comment on the forms was definitely an issue as more information would be needed in order to address parents' concerns and to understand possible ways to improve this. It was stressed by our parent governors that parents had always been given every opportunity to contact school regarding their child's progress.

8.12 Some responses to homework on the questionnaires were discussed and would be raised at parent and pupil councils for further clarification.

**Q. Did you have a different approach to homework this year because of lockdown? Do you think that parents have had enough of home schooling to try and deal with homework too?**

A. We understand that, however Government guidance states that children should be doing homework from the age of 5, so we have to comply.

**Q. Have these surveys given you areas to explore?**

A. Yes definitely. We will be looking to make relevant changes and improvements and value all feedback.

SH – next meeting

<p><b>9 Safeguarding and disability matters</b></p> <p>9.1 There were no matters to report. The HT advised that a DSL Trust wide meeting had been planned in order to review the “My Concern” system.</p>	
<p><b>10 Any other school matters</b></p> <p>10.1 The school dog had been discussed under item 4.3 on the agenda.</p> <p><b>Q. What is happening with Yr 6 activities for the end of this term?</b></p> <p>A. Until 19<sup>th</sup> July we have to keep within Government guidelines for Covid. Arrangements have been made for the Yr6 children to write their dreams and aspirations plus their memories of school in a final assembly. This will take place outside, class by class and 2 family members per child will be able to attend. The Yr6 disco will be going ahead if restrictions are lifted.</p>	
<p><b>11 Governor monitoring</b></p> <p>11.1 The Governor Monitoring visits had taken place on 18<sup>th</sup> and 21<sup>st</sup> June. Reports were as follows:</p> <ul style="list-style-type: none"> <li>• Quality of Education (CoG/BF)</li> <li>• Welfare (MT)</li> <li>• Leadership &amp; Management/Budget</li> </ul> <p>Governors commented on how positive it had been to attend school in person and to see work in progress. Year groups were engaged and clearly loved learning. It was stressed just how impressive the leadership was across the school. Leader’s knowledge was excellent and information had been shared amongst peer groups, enabling cover for each other when needed.</p> <p>A discussion was held on producing monitoring report and the key points that were needed. It was felt that it was vital to write up the reports as soon as possible after the meeting. The HT and CoG stressed the need for all monitoring reports to show consistency in standard and to show a high level of detail as shared in the meetings so all governors were aware of the work in school. This would enable Governors to produce effective challenge in LGB full meetings.</p> <p>It was felt that the LGB would benefit from a 2<sup>nd</sup> Welfare Monitoring pair and the CoG was asked to speak to the Trust Board again regarding the vacancy.</p> <p><b>Q. Can Governors cover more than one monitoring pair?</b></p> <p>A. This is unusual and we would need to find out the official response.</p> <p>11.2 LGB Monitoring dates and times were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• T2- Friday 12<sup>th</sup> November</li> <li>• T4- Friday 4<sup>th</sup> March</li> <li>• T6- Friday 17<sup>th</sup> June</li> </ul> <p>Times on each of the above dates would remain the same, as below:</p> <ul style="list-style-type: none"> <li>• 8-10am Leadership and Resources (to include Finance)</li> <li>• 10.30am-12.30pm Quality of Education</li> <li>• 1-3pm Welfare</li> </ul>	<p>LM ASAP</p>
<p><b>12 Any other governor matters</b></p> <p>12.1 LM advised that there were no further updates on NGA and that she would advise any updates in due course.</p> <p>12.2 LM advised that Governor Hub would be set up for all Governors to use in due course. LM would forward on further information and log-in details as available.</p> <p>12.3 A discussion was held on where to hold LGB meetings for next year. Governors agreed that their first preference would be to meet on Zoom for each LGB meeting as</p>	<p>LM in due course LM in due course LM in due course</p>

<p>this was time effective for them all. Alternatively, alternate meetings Zoom/in person would be acceptable.</p> <p>12.4 On behalf of the Governors, BF was asked to write to the SLT and staff to thank them for all their hard work and dedication this year. The CoG thanked the Governors and the Clerk for their time and hard work this year too.</p>	BF ASAP
<p><b>13 Agreement of confidentiality and action points</b></p> <p>13.1 items of confidentiality and action points were agreed. Action points were listed at the end of the minutes.</p>	
<p><b>14 Points to feed back to the Trust Board</b></p> <p>14.1 The CoG was asked to feed the following points back to the TB:</p> <ul style="list-style-type: none"> <li>• Vacancy for a Co-opted Governor</li> <li>• Further information is contained in the Confidential Annex for Governors</li> </ul>	CoG
<p><b>15 Dates for next LGB meetings and any school events:</b></p> <p>15.1 21/22 LGB meeting dates were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• <b>6th October 21</b></li> <li>• <b>1<sup>st</sup> Dec 21</b></li> <li>• <b>2<sup>nd</sup> Feb 22</b></li> <li>• <b>23<sup>rd</sup> Mar 22</b></li> <li>• <b>18<sup>th</sup> May 22</b></li> <li>• <b>6<sup>th</sup> July 22</b></li> </ul>	

Signed.....

Date.....

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

**ACTION POINTS**

Para no	Action point	By whom/when
4.3	To provide further information on reading dogs	Chris H (LM next agenda)
8.10	To request a staff representative for school meetings at the next School council meeting	SH (LM next agenda)
11.1	To ascertain if Governors can be part of more than 1 monitoring pair	LM ASAP
12.1	To forward on information on NGA access To forward on Governor Hub details	LM in due course LM in due course
12.4	To write to SLT and staff to thank them for their hard work and dedication this year	BF ASAP