

<p>have more opportunities for CPD which will develop their skills whilst increasing loyalty and retaining staff within the trust.</p> <ul style="list-style-type: none"> • CH advised that trustees want to ensure all children across the trust have access to the same opportunities whilst maintaining the identities of each school. The trust does not just offer financial support but wants to encourage the sharing of all resources across the schools. Finance was identified as an issue that needed addressing and the financial position of the trust is now improving. Last year the equity fund was established to offer support to the schools with less budget to bid for resources for the children. CPS purchased a bus to convert into a library and SKS now have a school dog. 	
<p>5 Any other urgent business 5.1 None reported</p>	
<p>6 Update on Trust matters 6.1 The minutes of the last TB meeting held on Wednesday 14th July 2021 have been received by Governors. They noted and discussed the following:</p> <ul style="list-style-type: none"> • CH advised that the Scheme of Delegation is being revised and will have an impact on the remit and monitoring responsibilities of LGBs. The draft SoD will be presented to trustees on the 20th October and once the format is approved it will be circulated to governors for their input. • Trustees felt that some of the areas that governors currently monitor are too vast so options to break them down need to be explored whilst ensuring all legal requirements are met. Trustees want to ensure that all LGBs are monitoring effectively against the school plan and want to introduce a system of self-evaluation by LGBs of the monitoring process. SH reiterated the importance of governors asking the correct questions. <p>Q : How do other school manage the monitoring process? SM explained that in her school they conduct regular learning walks, look at books and speak to pupils. KA emphasised the importance of standardised monitoring reports and suggested the use of mentors for new governors. At another governing body she sits on they have established a governing body action plan which is reviewed annually and sets out key areas for the year. In addition, the other school held an immersive day where governors spent the whole day at school taking part in various activities, speaking to children and staff and seeing the school day in operation. SH raised the importance of governors being able to come into school to complete monitoring to ensure transparency and see evidence in practise.</p> <p>Q : CH asked if governors felt it would be beneficial to increase the membership of the LGB? Governors feel that if everyone is present at the meeting then the current arrangements work well. The main difficulties arise when recruiting new governors, encouraging people to apply whilst also trying to ensure a breadth of skills and experience across the LGB.</p> <p>6.2 The importance of governor training was discussed and it is hoped that the trust will provide some training going forward.</p> <p>6.3 CH explained that the process of appointing a TL has been a massive task and trustees are grateful to have MC in post. Many applicants applied from different backgrounds but did not align with the trust ethos. Trustees wanted to ensure that the new TL shared their vision for the trust to grow whilst remaining a small primary trust.</p> <p>6.4 Contained in confidential annex.</p> <p>6.5 Contained in confidential annex.</p> <p>6.6 Everyone agreed that it is important to raise the profile of governors to encourage more parents to consider standing when vacancies arise. SH advised that the next parents evenings would be an ideal opportunity for governors to attend. KA also</p>	

<p>suggested that for future parent governor elections the letter inviting applications could be adapted to include a testimonial from a serving governor.</p> <p>6.7 Governors identified Business, HR and H&S as the skills they require on the LGB. CH also explained that the LGB can appoint an associate governor to join the LGB who can be selected from outside education to bring some balance although they do not have voting rights.</p>	<p>ALL / SM</p> <p>NW</p>
<p>7 Trust policies</p> <p>7.1 The following policies, approved by The Trust board meeting of 14th July, were duly noted by the Governors and posted where appropriate:</p> <ul style="list-style-type: none"> • Finance Policy • Lettings • Appraisal Policy and Documents • Risk Register 	
<p>8 School strategic matters</p> <p>Headteachers report</p> <p><u>Staffing Update</u></p> <p>8.1 Contained in confidential annex.</p> <p><u>Staff Appraisal</u></p> <p>8.2 SH advised that the trust has implemented a new disciplined enquiry approach which involves teachers identifying an area to research. The process has already started and staff will chose their question by the end of T2. Staff will then have 12 weeks to implement their ideas after which they will review how successful the action been and feedback results. This is an area that the Quality of Education Monitoring Pair will review.</p> <p><u>Professional Development Summary</u></p> <p>8.3 SH advised that there is trust wide OTP and OTAP training in place. Unfortunately, due to the high incidence of Covid this term the training is on hold but is expected to continue in T2. ECT training is successfully taking place fortnightly across the trust.</p> <p>8.4 SLT visited Staplehurst school and the focus was to share best practice on curriculum planning and subject leadership. LPS are now sending other staff focused on improving reading at LPS to visit and share best practise.</p> <p><u>School Improvement</u></p> <p>8.5 Teaching & Learning is the key focus, with a shift in expectations and a new framework in place. The leaders want to offer high quality coaching and professional development to teachers to deliver the curriculum effectively. When assessing the curriculum Ofsted will be looking at gaps and ensuring a plan is in place to address them and is being implemented effectively.</p> <p>8.6 HT advised that the School Development Plan and External Review have both identified the same areas for improving pupil outcomes and will guide the direction to take with developing the curriculum. MC explained that the trust needs to look at maximising subject knowledge across the schools and capitalise on strengths in the curriculum. Teachers are not specialists in all subjects so it is important to share knowledge and offer training to staff.</p> <p>Q: Who is the curriculum lead?</p> <p>SH advised that Sean Johnson is the lead with many other staff supporting him. Collaboration with other schools outside the trust helps to challenge thinking and ensure continuous improvement.</p> <p>Q: How is release time for training managed in other trusts?</p> <p>SM advised that due to issues covering staff most training in her trust takes place after school. MC is keen to retain training time during school hours to offer all staff opportunities for professional development. SH explained that it is difficult to balance as parents become concerned if the class teacher is regularly out of class. The ECT training time is covered by AHTs to ensure consistency for pupils.</p>	

Q: How has the return to school been a smooth transition?

Gaps exist for Y2,3,4 pupils. Some have progressed significantly with online learning and tutoring at home whilst other children have received little, if any, formal teaching if they did not access printed materials or learning online at home. Teachers are identifying the gaps and working to close them. Years 1, 5 and 6 seem less affected by the disruption experienced. YR children are noticeably less independent than in a normal year as have attended less nursery provision.

Attendance

8.7 Attendance remains favourable compared to the national average and the FLO continues to monitor it closely and work with families concerned.

8.8 MC advised that updated national attendance figures are available which he will send to SH. He also suggested that a breakdown of covid and non-covid related attendance figures would be valuable.

8.9 Pupil Premium children still have lower attendance which will be discussed at governor monitoring and SH would like the FLO to attend the meetings.

Admissions & School Roll

8.10 LPS is full with waiting lists across year groups. However, SH explained that for the first time they struggled to fill the extra 6 places available in Year 3 when children move to KS2. Parents were loath to move children and cause further disruption after the impact of Covid.

8.11 Tours of the school have now resumed and are also being offered to the current YR parents as they missed out last year due to Covid restrictions.

Inclusion

8.12 Pupil progress meetings this week have identified a further 2 children requiring pupil support plans – one for education and one for behaviour issues.

Safeguarding

8.13 Nothing further to add.

Behaviour

8.14 SH would like the governor monitoring to focus on nurture provision. LPS is hoping to join the national nurture programme. There are two very different groups of children that need most support, those at risk of exclusion and, conversely, very timid children. With only 2 staff to manage both groups break out rooms are important.

Question contained in confidential annex.

Health & Safety

8.15 The HT makes termly site walks with the site manager. Going forward she is hoping that this role will be passed to the TBM otherwise the school will need to look for a BM in future years.

Premises

8.16 SH explained that the school are looking to install Hobbit Huts to offer extra break out spaces. The HT will be visiting West Borough school in November to see them in use and consider options.

Budget Update

8.17 No budget meeting has taken place yet this year however, SH advised that the budget is looking healthy as the teacher's pay increase had been budgeted at 2.75% but has in fact been frozen at current levels. This has resulted in surplus funds which the school is using to employ extra TAs to support teachers.

Q: Has any money been carried forward from last year and is this retained by LPS?

SH confirmed that £70/80k has been carried forward but the school will need trust approval to spend it.

8.18 Recovery funding is being used to focus on the performance of PP and vulnerable pupils. Teacher tutoring time has doubled to work with these children in small groups.

School Strategic Document

MC

FLO

<p>8.19 The updated document was discussed and approved by Governors. The priorities will be used to identify areas for governor monitoring.</p> <p>School Statutory Documents</p> <p>8.20 The Emergency Procedures Plan was duly noted and approved.</p>	
<p>9 Safeguarding and disability matters</p> <p>9.1 Contained in confidential annex.</p>	
<p>10 Any other school matters</p> <p>10.1 LPS is on the list for pet as therapy which is a service costing £15/ hour for someone to bring a dog into school to improve pupil wellbeing.</p>	
<p>11 Governor monitoring</p> <p>11.1 Monitoring pairs were agreed for 2021-22 :</p> <p>Leadership & Management : KA & BP Quality of Education : SM & BF Welfare & Safeguarding : MT & TW</p> <p>NW to circulate updated monitoring visit proformas to governors</p> <p>11.2 Confirmation of Monitoring dates/times for 21/22: TIMES for each of the dates below: 8-10am – Leadership & Resources (inc finance/budget) 10am-12noon – Quality of Education 1-3pm – Welfare& Safeguarding (including Health & Safety)</p> <p>DATES Friday 12th November 21 Friday 4th March 22 Friday 17th June 22</p>	NW
<p>12 Any other governor matters</p> <p>12.1. No update available.</p>	
<p>13 Agreement of confidentiality and action points</p> <p>13.1 Confidential items were discussed and agreed.</p> <p>13.2 Action points had been noted and NW would send these to Governors.</p>	NW
<p>14 Points to feed back to the Trust Board</p> <p>14.1 Governors need clarity regarding the changes proposed to monitoring visits following the revision of the Scheme of Delegation.</p> <p>14.2 CH will discuss the structure of the LGBs with the other schools to see if additional governors are required.</p>	CH CH
<p>15 Dates for next LGB meetings and any school events</p> <ul style="list-style-type: none"> • 1st December 21 • 2nd February 22 • 23rd March 22 • 18th May 22 • 6th July 22 <p>Parents evening will take place on the 20th October from 4-7pm and the 21st October 3.40 – 6.30pm. SH invited all governors to attend. NW to check If governor lanyards are available.</p> <p>In addition, governors are invited to participate in the curriculum training taking place from 8.30am – 1pm on the Inset Day on the 22nd October.</p> <p>Governors to see weekly newsletter for school events.</p>	NW

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
3.1	All governors will all complete a Declaration of Business Interest on GovernorHub	TW ASAP
3.1	Documents to be circulated to TW by NW and absent governors to sign proforma at next LGB meeting	NW ASAP
6.4	Governors were asked to contact CH within 10 if they wish to discuss the position of CoG further	All by 16 th Oct
6.5	In accordance with the CPP Code of Conduct governors are required to attend a minimum of 75% of meetings a year. MT did not attend the meeting so NW will check attendance figures and advise CH if in breach of the code.	NW ASAP
8.7	MC advised that updated national attendance figures are available which he will send to SH	MC
8.9	Pupil Premium children still have lower attendance which will be discussed at governor monitoring and SH would like the FLO to attend the meetings.	FLO
11.1	NW to circulate updated monitoring visit proformas to governors	NW
13.2	Action points had been noted and NW would send these to Governors	NW
14.1	Governors need clarity regarding the changes proposed to monitoring visits following the revision of the Scheme of Delegation	CH
14.2	CH will discuss the structure of the LGBs with the other schools to see if additional governors are required	CH
14.3	NW to check If governor lanyards are available	NW