

LOOSE PRIMARY SCHOOL

Local Governing Body Meeting

Wednesday 1st December 2021 at 5.00pm

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); Richard Benjamin (Parent Governor)

Apologies : Tim Williams (Co-opted Governor)

Clerk : Nicky Wheeler

Item number	Action
1 Welcome and any introductions 1.1 The CoG welcomed everyone to the meeting and welcomed Richard Benjamin, new parent governor, to the LGB.	
2 Apologies for absence 2.1 Apologies for absence were received and accepted from Tim Williams (Co-Opted Governor). 2.2 The meeting was declared quorate.	
3 Declaration of business interests and any other admin matters 3.1 NW advised that TW still needs to complete a Declaration of Business Interest on GovernorHub but he is having ongoing issues accessing the system which ATS are working to solve. 3.2 Governors were asked to provide documentation to the school office so that DBS checks can be completed.	TW KA, BP, TW, RB
4 Minutes of the last meeting on 7th July 2021 and any matters arising 4.1 The minutes of the last meeting held on Wednesday 6 th October 2021 were agreed and will be signed by the CoG when circumstances allow. 4.2 Matters arising included the following points : <ul style="list-style-type: none">• Documents for annual review to be sent to BP to confirm by email that she agrees to abide by them• NW to chase delivery of Governor lanyards	NW NW
5 Any other urgent business 5.1 None reported	
6 Update on Trust matters 6.1 The minutes of the last TB meeting held on Wednesday 20 th October 2021 have been received by Governors. 6.2 Governors were asked to review the revised Scheme of Delegation and send comments to JE (trustee) by the 3 rd December. Governors agreed that the new document is very comprehensive and easy to use, especially page 12 which gives a clear breakdown of the responsibilities of the LGB's. Q : Do each of the schools have their own Risk Register? SH confirmed that the schools all have individual Risk Registers which are overseen by AL (trust business manager). Each school previously had a business manager but this has now moved to a centralised role at trust level. However, SH advised that she is considering the need for a business manager at school level again and she will discuss this with the finance team when reviewing next year's budget. <u>GDPR Training</u>	 ALL

<p>6.3 NW explained that all governors will be sent a link to complete GDPR training. RB was nominated as the lead GDPR governor and will need to complete an additional GDPR training module.</p>	
<p>7 Trust policies</p> <p>7.1 The following policies, which had been uploaded onto the CPP website, were duly noted by Governors:</p> <p>Policies with no changes:</p> <ul style="list-style-type: none"> • Managing Allegations against Staff • Complaints <p>Policies with revisions:</p> <ul style="list-style-type: none"> • Absence of staff and Special Leave • Educational Visits • Extended Services • Finance • Health & Safety • Lettings • Pay & Reward • Risk Register – to receive for review • Safeguarding/Keeping Children Safe in Education • Teaching & Learning <p>New Policies :</p> <p style="padding-left: 40px;">Supporting pupils with health needs who cannot attend school</p>	
<p>8 School strategic matters</p> <p>Headteachers report</p> <p><u>Staffing Update</u></p> <p>8.1- 8.5 Contained in confidential annex.</p> <p>8.6 HT is pleased to report that staff absence is now improving as Covid cases reduce. She praised staff for their flexible and resilient approach to the challenging time the school has experienced.</p> <p>8.7 Many events have been cancelled and maintaining numerous bubbles with high levels of staff absence has proved difficult but there are now only 2 bubbles left in place. Teachers have also found it challenging trying to teach remotely whilst also having pupils in class to manage.</p> <p>8.8 The HT reported that parents have been very supportive of the school with very few complaints received and the children have proven themselves extremely resilient in dealing with all of the changes.</p> <p><u>Staff Appraisal</u></p> <p>8.9 SH advised that all pay appraisals have now been completed and 4 teachers and 4 leaders were assessed for pay progression. The disciplined enquiry approach is being implemented and the AHT has created a pack for staff with a range of resources and sample questions. The questions are being collected from staff and categorised into groups to allow staff to be sorted into research groups to work together on the next inset day. There are a wide range of questions, some of which feed into each other, and staff are positive about implementing the new system. Governors will be able to monitor progress as part of the regular monitoring visits.</p> <p><u>Professional Development Summary</u></p> <p>8.10 BF explained that trust led training is continuing, although some of the sessions have been via Zoom, and this offers an opportunity for subject leaders to share ideas across the school. Following research completed by BF within both the corporate and education sector the format of school PDMs has now changed. He has created a sheet with 10 bullet points to guide the member of staff presenting the session. Approximately 20 minutes at the start of each session is devoted to a presentation</p>	

<p>from the leader then the remaining time is available for staff to discuss ways to implement the actions / goals.</p> <p>8.11 SH explained that significant investment is made into training and professional development, including the trust led training sessions. MC (Trust Leader) wants trust training sessions to take place within the school day which, whilst beneficial for staff wellbeing, can be challenging for the school to release teachers and arrange cover. The HT & AHT both feel that the trust training is excellent, however, this needs to be balanced with the impact on the school day. SM agreed to raise this concern at the next Chair's meeting.</p> <p><u>Premises</u></p> <p>8.12 The HT advised that it is proving difficult to obtain three quotes for the planned creation of an Atrium. AL has been liaising with the Site Manager and the HT would like an update as she is hoping for the work to be completed by Easter to allow more space for staff to offer catch up support to pupils.</p> <p>School Strategic Document</p> <p>8.13 The HT advised that the School Strategic Document will be updated and circulated to Governors at the end of term.</p> <p>School Statutory Documents</p> <p>8.14 Governors reviewed and approved the Pupil Premium and Catch Up Premium Funding Reports.</p>	<p>SM</p> <p>NW / AL</p> <p>SH</p>
<p>9 Safeguarding and disability matters</p> <p>9.1 SH advised that the school Covid Risk Assessment is being continually updated and circulated to parents as the situation is evolving in school. Public Health have been working closely with the school and confirmed that the school is taking appropriate action to control the situation. Classes have returned to bubbles where necessary to contain the spread and this has been working well. An additional challenge is finding supply teachers willing to work in school when high infection rates are high.</p>	
<p>10 Any other school matters</p> <p>10.1 None</p>	
<p>11 Governor monitoring</p> <p>11.1 KA & BP summarised the recent Leadership & Management visit which included a tour of the school and opportunity to speak to staff. They were very impressed with the displays around school and pleased to hear that staff are positive about the introduction of the disciplined enquiry approach and changes to the PDMs.</p> <p>Q : Are staff visiting other schools?</p> <p>The HT explained that due to Covid some visits had to be cancelled which is disappointing as staff enjoy sharing best practise both with schools inside and outside of the trust.</p> <p>11.2 SM ran through details of the Quality of Education monitoring visit and confirmed that reading remains a focus in school. Teachers are working hard to embed skills and vocabulary into pupils writing and promoting opportunities for reading. Library books have been updated and a new book vending machine is used for rewarding pupils. Sounds Write is a main focus and there has been significant investment in staff training to promote its use in class. There is also an emphasis on creating a knowledge rich curriculum with subject leads working closely across schools to develop it. History, geography and science have been the focus areas this term, with other subjects to be looked at in the future.</p> <p>11.3 RB explained that the welfare and safeguarding review mainly focused on nurture provision within the school and offered governors the opportunity to meet both the nurture lead and speak to pupils. They reviewed the referral process for pupils to the nurture team and looked at how they manage the transition back to class. A walk around the school provided the opportunity to see the focus on wellbeing in practice. SH also met the governors and discussed the behaviour,</p>	

<p>safeguarding and attendance policies and the MyConcern system now in place in school.</p> <p>11.4 The Chair thanked governors for their time and positive feedback, especially RB who has only just joined the governing body. SH also thanked governors for the speedy return of reports which the staff find very useful for discussion.</p> <p>11.5 Confirmation of Monitoring dates/times for 21/22: Times for each of the dates below: 8-10am – Leadership & Management (inc finance/budget) 10am-12noon – Quality of Education 1-3pm – Welfare& Safeguarding (including Health & Safety) Dates : Friday 4th March 22 Friday 17th June 22</p>	
<p>12 Any other governor matters</p> <p>12.1. SH advised governors that all of the schools in the trust are within the Ofsted window and, as the Ofsted framework has changed, they may find it useful to complete the training available on GovernorHub in February.</p> <p>12.2 SH advised governors that Peggy Murphy (trustee) has agreed to take over as the Chair of Governors from the 1st January 2022 for up to one year and trustees have also approved the appointment of SM as an Associate Governor, which allows her to remain on the LGB and offer support. Whilst SH expressed her gratitude to PM for stepping into the role she advised governors that the LGB will need to appoint a new Chair going forward. She also thanked SM for all her hard work as Chair and her support during challenging times.</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 SM to discuss training at the Chair’s meeting to reiterate that the training on offer by the trust is excellent but it is difficult to find cover to release staff.</p> <p>14.2 Governors also felt it would be useful to have more integration between LGBs and KA advised that she found it extremely useful to visit other governing body meetings.</p>	
<p>15 Dates for next LGB meetings and any school events</p> <ul style="list-style-type: none"> • 2nd February 22 at 5pm • 23rd March 22 at 5pm • 18th May 22 at 5pm • 6th July 22 at 5pm <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
3.2	Governors were asked to provide documentation to the school office so that DBS checks can be completed	KA, BP, TW, RB

6.3	All governors will be sent a link to complete GDPR training. RB was nominated as the lead GDPR governor and will need to complete an additional GDPR training module.	ALL
8.11	The HT & AHT both feel that the trust training is excellent, however, this needs to be balanced with the impact on the school day. SM agreed to raise this concern at the next Chair's meeting.	SM
8.12	AL has been liaising with the Site Manager regarding the Atrium project and the HT would like an update.	NW / AL
8.13	The HT advised that the School Strategic Document will be updated and circulated to Governors at the end of term.	SH