



LOOSE PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2023/24 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON WEDNESDAY 11th OCTOBER 2023

PRESENT

John Edgar, Trustee and LGB (Local Governing Board) Chair (JE)	Stuart Thomson (ST), Co-opted Governor (ST)
Richard Benjamin (RB), Parent Governor	Tetyana Bennett (TB), Parent Governor
Michelle Garrett (MG), Staff Governor	Berenice Pretlove (BP), Co-opted Governor
Trevor North (TN), Headteacher	Sean Johnson, Associate Governor and Deputy Headteacher

IN ATTENDANCE

Andy Lacey, Governance Professional	
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Yellow highlighted text demonstrates challenge / questions to the Trust representatives

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 **Welcome:** JE welcomed all parties to the meeting and introduced Michelle Garrett (MG) who was recently appointed as staff governor.
- 1.2 **Apologies:** No apologies were received
- 1.3 **Quorum:** The meeting was confirmed as quorate.

2. DECLARATIONS OF INTEREST

- 2.1 All were reminded of the need to update their business interest declarations on Governor Hub if not already done so.
- 2.2 JE gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

- 3.1 **Approval of Minutes:** Subject to one amendment to para 7.2.1 amending BP to RB, Governors approved the minutes presented as a true and accurate reflection of the meeting that took place on the 5th July 2023.
- 3.2 **Actions Outstanding:**
 - 3.2.1 TN to include Ofsted parent survey carried forward to the T2 meeting. All other actions complete. BP asked about parental communications. TN advised that direct communications to parents about their children could be better but it is a question of how this could be improved and in what form.

Action – TN to provide Ofsted survey parent views to T2 meeting

4. ANY OTHER URGENT BUSINESS – there was no other urgent business not covered on the agenda.

5. TRUST MATTERS

- 5.1 **Trust Data Pack:** RB made a comment that LPS appears to have weak areas but that in the past, data had been split by Year Group and classes, and asked why this was not available. TN advised that there had been a misunderstanding as to who was producing the detailed data pack. Previously there had been two data drops

at the beginning and end of the academic year but going forward there will be three. The next data drop is on 27th November 2023 which will be too late for the T2 meeting so will be reported in T3.

Action – TN to provide school data pack to T3 LGB

JE commented that the school comparison was helpful and identified areas for improvement. TN advised that the accuracy of the data was questionable such as that for Year 6 maths and there is a need to be sure data input is accurate to be happy with the assessment.

6. TRUST POLICIES

6.1 LGB noted the Trust policies that were approved in T6, and asked the following:

- **RB – what input does the LGB have in respect of the Lettings Policy?** AL advised that there although this was a Trust policy, there were school specifics such as pool hire charges.
- **RB – who is the DPO, who has had training and how can governors track attendance to ensure this is up to date.** AL provided a summary of the arrangements. TN appreciated Trust HR might be responsible on a day to day basis but it is his responsibility at HT to ensure staff complete the GDPR training, and would welcome access to summary data.

Action – AL to relay the discussion to Trust office.

- **Risk Register** – JE provided an update on the revisions being made to the process for monitoring risks, and that schools would have their own to record, review and manage risks. The format is based on the DfE's 5 pillars. This should be implemented from T2. TN raised a concern that there were no detailed RA's for specific matters such as slips, trips and falls.

7. SCHOOL STRATEGIC MATTERS

7.1 Headteacher's Report:

7.1.1 JE commented that he liked the format – it was concise and provided governors with a better contextual understanding of the school. TN provided governors with a summary highlighting the key points.

7.1.2 KPI's: It was noted that pupil numbers were over PAN in years 5 and 6. TN advised that this would have significant financial benefits in 2024/25 with an increase in funding, and that subject to review at the end of the academic year would like to extend to year 4.

MG asked whether the additional funding was at the expense of the pupils who are likely to have less teacher contact time in class. TN advised that the additional income would be used to fund additional support in the classroom. There would be a need to balance the additional against impact on pupils.

JE asked what was the current level of TA support? TN confirmed that there are 2 TA's per Year group, which presents a challenge for teachers who are used to higher levels of support. This would help to address the situation.

7.1.3 Pastoral support: TN informed governors that nurture support had been re-focused to be pastoral support and that a 'whole school approach' had been adopted. There are individuals who provide high needs support supported by a small team.

7.1.4 Teaching & Learning: TN reported that T&L continued to be consistent with Ofsted inspection but that the focus needed to look at those at the extremes e.g. high and low achievers. EYS had settled into school very well. There were a couple of vulnerable pupils in Year 1 who required additional support, which has been provided by diverting Forest School funding.

7.1.5 Attendance: TN reported on pupil absence figures noting higher levels of absence for SEND and PPM children. **BP asked what was being done to close the gap at both school and trust level?** TN was not aware of any trust-wide approach and suggested that the school FLO's could meet to discuss. At school level, better tracking and understanding of the absence data was needed to target those pupils with comparatively poor levels of attendance and / or who were persistently absent.

ST asked if the percentage of SEN pupils was correct? TN thought that the real percentage of pupils with SEND was higher than the 9% recorded on roll. The SEND team's focus is to ensure pupils needing support are identified and that provision is put in place to improve teaching and learning, which includes attendance.

7.1.6 Assessment: TN summarised the key points in his report and invited comments from governors.

RB noticed that some of the actions were blank – Action: TN to complete.

JE asked about pupil data. TN advised that pupil attainment data was being worked on across the Trust so it informs what action(s) are to be taken to make improvements. Staff appraisal targets for the year will include measures based on pupil attainment data. The challenge is how this is used and evaluated.

JE asked if new data and assessment would highlight any issues with the curriculum? TN advised that the priority was T&L but cannot say if it would highlight any curriculum issues.

BP noted that SEN pupils were under achieving and asked if that related to attainment or progress, and how does the school support SEN pupils. TN advised that it was achievement data as there was none for progress. Data will track in year but year on year comparison is required to identify progress, and help to better understand.

7.1.7 Staff absence:

TN reported that there had been high levels of staff absence this term, which had presented a challenge having set a low supply cover budget, cover was being provided by SLT. Some TA absence was being covered by staff with zero hours support contracts.

BP expressed a concern about the high level of absence in classroom based staff as this might also impact on pupil teaching and learning especially in those Year 5/6 classes with higher pupil numbers, and reduce the strategic capacity of the leadership team. TN advised that he always considers the best options for providing cover.

BP also enquired about the process for managing staff absence especially persistent absence. TN advised that there was a trust absence policy and return to work process, absence was tracked and where there were concerns support was provided to staff. There are presently no concerns with staff absence.

7.1.8 Staffing: TN informed governors that they were recruiting for vacant positions, which included over-staffing in EYS to meet the needs of the pupils. It was hoped that the school will receive additional funding for those who have identified needs and, that one might transfer to a special school.

TB asked if parents supported the school in both seeking HNF and the possible transfer? TN advised that it was a difficult balance due to parental rights with regards to their choice of school.

7.1.9 Support staff contract change: Confidential Section

7.1.10 Health & Safety: TN reported that there had been a recent H&S compliance check, and that he has a number of concerns not least there a no detailed risk assessment for slips. Trips and hazards, there had been a recent incident where the COSHH store had been left open. TB enquired as to who carried out the compliance checks and what are their qualifications. AL said it was he who undertook the checks with school and that not only has he a recognised IOSH qualification but also has relevant experience.

7.2 School Development Plan and Outcome of Ofsted inspection: TN reported that the Ofsted outcome was as expected.

RB commented that the format of the SDP made it easier to evaluate and monitor progress. JE thought the document responded to Ofsted feedback and made it clear for all to see what the school was trying to achieve.

TN advised that he intended publishing a version of the SDP on the school website. BP volunteered to review the language of the proposed document to facilitate parent/external understanding.

7.3 School Policies:

- Both the Business Continuity Plan and Evacuation Procedures were approved without amendment.
- Trips and Visits Policy was approved but governors asked why the process appeared to be so complex. TN said that a learning for the school was that is needed to start the process earlier. JE agreed to discuss the policy at Trust Board.

8. FINANCE

- 8.1 TN informed governors that the current financial year was fine but there are pressures in the next 2/3 years. The condition surveys identified some significant maintenance items such as boundary fencing, replacement windows and refurbishment of toilets
- 8.2 There was the possibility of CiF funding but this was uncertain.
- 8.3 **JE asked what would be the impact of the DfE budgeting error?** TN said that as yet the impact was not known.
- 8.4 TN advised that the school had received an additional £90k from the LA's school enhancement fund. This had come from a fund provided by developer contributions in respect of new housing in the area. The funding was earmarked for accessibility improvements. TN had met with the project team and the plan was to use the funding to redesign the Year 4/6 toilets as presently do not meet accessibility criteria.

9. SAFEGUARDING AND ACCESSIBILITY MATTERS

- 9.1 Confidential minutes.
- 9.2 **JE asked for an update on access to the swimming pool by those parents bringing children on site for swimming lessons.** SJ / MG provided an update advising that the hirers were responsible for collecting those attending from the main reception and escorting to the pool.
- 9.3 **JE asked about future safeguarding training.** SJ advised that further safeguarding training would be provided in January. TN added that he was considering using an external company for all safeguarding. **RB asked about the recently circulated training provided by the National College** to which SJ confirmed was a requirement.

10. ANY OTHER SCHOOL MATTERS – there were no other school matters raised.

11. GOVERNOR MONITORING

11.1 TN and JE to review and discuss the monitoring arrangements for Loose and consider how to manage such including process and outputs.

Action – TN / JE to review LPS monitoring arrangements

11.2 No dates had yet been set for monitoring visits. It was agreed that the following:

- Finance has been arranged for 14th November – ST to confirm availability
- BP asked when would be a better time to carry out the Quality of Education monitoring. TN / SJ considered a morning would be better commencing at 0900 for a discussion followed by lesson observation.
- Governors to proposed dates to TN for monitoring visits to be carried out w/c 13th November

Action – Governors to propose dates for monitoring visits

11.3 School governor for digital monitoring: SJ provided an outline of the role and how its profile had increased as part of KCSIE2023. RB agreed to be the responsible governor and asked how the school monitored and reported possible cyber-attacks – SJ to check with the IT contractor (ATS)

Action: SJ to follow up cyber monitoring query with ATS.

11.4 School governor responsible for trips and visits: JE appointed as the governor responsible.

12. ANY OTHER GOVERNOR MATTERS

12.1 Training needs in relation to safeguarding see 9. Above

12.2 Attendance at school events:

- Parents evenings were being held on 17/18th October and it would be good if there were governors in attendance. MG said that in the past, governors made themselves available to parents should they wish to discuss any matters. There was a discussion about the arrangements for parents evening – it was agreed to continue with the current whereby teachers met with parents in the school hall to enable books to be available for review in classrooms where there were no time constraints on how long parents could take.

Action - MG to circulate times of parent evenings to governors

- TN advised governors that there was to be a Remembrance service on KS2 playground on 10th November to which all were invited.

13.2 Parent Governor: RB was prepared to stand for re-election as a parent governor.

Action – TN to commence process for appointing a parent governor

JE asked if there was a schedule of school events and could this be shared with governors.

Action – TN to ask AHT responsible for organising to communicate events to governors.

13. MATTERS TO REPORT TO THE TRUST BOARD

There were two matters to be raised at the Board meeting:

- Trips and visits - why was the approval and ratification of the recent Yr 6 trip so complicated?
- Trust Policy updates – how can the process for updating staff and others on policy updates be improved?

Action: JE to raise at Trust Board

14. MEETING CLOSE

14.1 Confidentiality: Governors confirmed that Items 7.1.9 and 9.1 would be recorded as confidential.

14.2. Next meeting dates: All to be held at Loose Primary School (staffroom) commencing at 1700 on:

- Wednesday 29th November 2023
- Wednesday 31st January 2024
- Wednesday 13th March 2024
- Wednesday 15th May 2024
- Wednesday 3rd July 2024

Governance calendar on Governor Hub

14.3. Meeting close: Meeting concluded at 1915. JE thanked all attendees for their contribution to the meeting.