

LOOSE PRIMARY SCHOOL
Local Governing Body Meeting

Wednesday 23rd March 2022

Present: John Edgar (Chair of Governors (CoG)/Co-opted Governor), Sarah Holman (HT), Katherine Atkinson (Parent Governor), Richard Benjamin (Parent Governor)

In attendance: Sean Johnson (DHT)

Clerk: Nicky Wheeler

Item Number	Action
<p>1 Welcome & any introductions</p> <p>1.1 The CoG welcomed everyone to the meeting and introduced himself to governors. JE explained that he is replacing PM as CoG as she has agreed to support STK since the CoG there recently resigned as he is changing job. JE advised governors that he has a background in finance and general management and has been a CPP trustee for almost 3 years.</p> <p>1.2 All of the governors introduced themselves to JE.</p>	
<p>2 Apologies for absence</p> <p>2.1 Apologies were received and accepted from Elizabeth Harris, Berenice Pretlove, Sam McMahon and Tim Williams and 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 2nd February 2022 were agreed and signed by the CoG.</p> <p>4.2 Matters arising included the following points :</p> <ul style="list-style-type: none"> • SH advised that she is continuing to investigate options to increase break out space and is meeting with the trust finance team & COO to confirm priorities on the 24th March • NW agreed to send JE the papers that were circulated to governors in February • SH confirmed that she met with IL-D, link safeguarding trustee, to conduct a trust wide safeguarding review in March • Governors were reminded to submit short autobiographies for inclusion in the newsletter • SH advised governors that the staff and student surveys have been completed and MC (TL) is collating the results. SH has reviewed the behaviour feedback in preparation for the behaviour review taking place at LPS on the 28th March • SH explained that whilst she had attempted to overstaff, by recruiting 2 additional teachers for September, natural wastage means that the school will no longer be overstaffed. Therefore, there is no flexibility if further staff leave this year and there is no agreement with the trust to continue to overstaff currently 	<p style="text-align: center;">NW</p> <p style="text-align: center;">ALL</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 8th February 2022 had been received by governors.</p>	

6.2. NW advised that the skills audit have been collated and will be discussed by the trust board on the 30th March with feedback to follow.

7 Trust Policies

7.1 The following policies, approved by the Trust Board meeting of the 8th February 2022, were duly noted by the governors:

- Admissions
- Children in Care
- Exclusions
- Finance
- Online Safety
- Risk Register
- SEND
- Staff Absence

8 School Strategic Matters

Headteacher’s report

8.1 The HT report had been circulated to governors and the following points were discussed :

Staffing Update

Q: What are the flexible working arrangements in place for the AHT?

SH explained that the AHT’s contract includes 2 teaching days but this is at the HT’s discretion as she believes it is important for the SLT to both have some time in the classroom but also dedicated leadership time. The teaching time may be used to release other staff for a particular purpose. SJ advised that in this case the impact of the release will be monitored and have a clear objective.

Professional Development

8.2 SH explained that all professional development is linked to the School Strategic Plan and the impact is monitored.

Q: Will CPD hours continue to be reported as there is variation in recording between schools?

SH explained that in future the HT report will follow a new format and instead of reporting hours of training undertaken, the focus will be on impact and outcomes and staff will be asked to complete a short (3 questions) survey after attending any training.

8.3 SJ explained that the school are using the trust curriculum review tool to monitor subjects and generate action plans. History and Geography have been monitored over 2 terms so staff can see the progress made and this information was shared with governors at the recent monitoring visit. LPS will continue to introduce use of the tool in other subjects and share the results with staff and subject leads. During Covid working together was difficult for staff so it is pleasing that work can now progress to develop the implementation plan and target work more where needed. SJ advised that he is visiting CPS to monitor with them, share skills and compare how assessments are conducted.

8.4 SH advised governors that recently the trust held its first trust wide PDM at STK where staff from all year groups worked together with leaders directing them. Staff were able to share strengths and knowledge between schools where the curriculums are aligned. There is a trust wide focus on ‘access for all learners’ and by working together across schools it avoids duplication of effort to reach this goal.

8.5 In addition, there is internal training taking place in school which is not always recorded but very valuable as it encourages collaboration amongst staff. SJ explained the concept of ‘widgets’ to governors and explained that these visual aids are invaluable to help children who struggle to access learning by traditional methods,

especially PP children and many boys. LPS has arranged to hold parent workshops to explain how parents can support their children at home. Parents welcomed the opportunity for more engagement with the school and asked for virtual training in the evening so SJ will be hosting this shortly.

Admissions

8.6 SH advised that LPS have received over 200 choices, with over 100 first choices and have been advised by KCC to expect a high number of appeals. She explained that the school has to prepare a document for the appeal panel and pay £200 per appeal but this is planned for in the budget.

Attendance

8.7 SH reiterated the importance of the Family Liaison Officer (FLO) in school to work with children with low attendance and their families. Whilst attendance is in line with national figures SH explained that it is still the most disadvantaged children who have higher levels of absence and miss out on the most learning and this is similar to the national pattern.

Q: Is the persistent absence linked to Covid?

SH explained that whilst this is often a factor there are usually more complicated underlying issues with other agencies also involved with the families.

Behaviour

8.8 Contained in confidential annex.

Health & Safety

Q: Which incidents are included in the reported figures?

SH explained that for children only incidents which require medical attention and all head injuries are included but for staff all incidents are recorded even if they are relatively minor.

Premises

8.9 SH is meeting with the finance team and trust COO to discuss capital projects and the difficulty of obtaining three quotes. SJ explained that he has been contacting companies to ask for quotes for new playground equipment and many companies refuse to come out and quote if they feel they are just being asked as a requirement and are unlikely to win the work. Governors felt this should be reviewed to require that the school provide evidence that it is seeking value for money if three quotes are not available. JE agreed to raise this with trustees and SH will circulate the 3 year budget once available.

8.10 SH advised that she is looking at capital projects which will enhance teaching and offer opportunities for children to pursue a healthy lifestyle with a focus on healthy aspirations for all. Many of the facilities being considered such as a dance/drama studio will offer opportunities for the children of the school and also the wider community with possible rental income too but would of course need trustee discussion and approval.

Q: Is £50k still ring fenced for the Atrium?

SH explained that this money is no longer ring fenced but is included in the £264k carry forward figure and is available for other capital projects that the school are investigating.

Ofsted Summary Sheet

8.11 Governors agreed that this was very useful to help them consider what they may be asked to discuss with Ofsted.

Data Review

8.12 Governors agreed that the Comparative Judgement data is extremely useful allowing a comparison across the trust and identifying areas to share best practise.

Q: Should LPS be looking at the FFT 20 and aiming to reach these figures?

JE/SH

<p>KA explained that FFT are using data which has not been updated for 2 years due to Covid so the model is probably not very accurate. The median is high but the accuracy of the figures is unreliable and this will probably change once updated data is available this summer.</p> <p>8.13 SH explained that Year 6 have recently completed mock SATs and results show that reading and writing are on target with maths still an area for improvement despite being a focus this year.</p> <p><u>Early Reading Reviews</u></p> <p>8.14 Governors agreed that the review confirmed that early reading is strong at LPS. SH explained that all of the HTs take part in all of the internal reviews which gives them an insight into how each school compares.</p> <p><u>Business Continuity Plans</u></p> <p>8.15 The document had been circulated to governors and was APPROVED. Going forward the document will need to be reviewed regularly by the school to ensure the information is up to date.</p>	
<p>9 Finance</p> <p>Q: Why is finance now included on the agenda?</p> <p>JE explained that trustees believe that it is important for the LGB to have sight of the management accounts to understand the decisions that the HT is making. Governors asked if the management accounts could be circulated to the LGB for review as soon as they are available and JE agreed to discuss this issue with the trust board.</p>	<p>JE</p>
<p>10 Safeguarding and disability matters</p> <p>10.1 SH advised governors that Hacker Young will be conducting an internal review of safeguarding across the trust in June.</p>	
<p>11 Any other school matters</p> <p>11.1 Nothing to report.</p>	
<p>12 Governor Monitoring</p> <p>12.1 KA summarised the recent Leadership and Management monitoring visit that she completed with BP. The visit included a walk around school looking at displays and new equipment purchased. The displays were high quality with a focus in the classroom on relevant vocabulary. There was a discussion about the HTs plans for capital projects and spending on the curriculum.</p> <p>12.2 The governors met with BF (AHT) and were shown the disciplined inquiry questions and discussed how they will be evaluated. They also looked at CPD action plans, staff council minutes and the opportunities to recognise good practise in the excellence flyer and trust shout outs.</p> <p>12.3 KA & BP discussed sharing best practise across the trust and how this culture is developing. BF has arranged to meet with BE (DH at CPS) to look at instructional coaching in practise and learn how to implement it at Loose. SJ explained that it is important to invest time to introduce the concept properly to staff to ensure it is successful so the rollout will probably start in September.</p> <p>12.4 SM recently completed the Quality of Education monitoring visit and met with SJ to review Early Years and Maths. SJ explained that the review included how the school are closing the gaps and the tools they are using to embed core number knowledge. They reviewed the data in depth and discussed the need for staff to assess the data and focus support accordingly. SJ explained that assessment will be included in his role to ensure there is an overview of actions taken and the impact achieved.</p> <p>12.5 RB conducted the Welfare review with a focus on behaviour. He viewed the children during lunchtime and saw evidence of clear routines and behaviour expectations in place. The visit also included a meeting with the FLO to review</p>	

monitoring sheets and actions being taken and to discuss the nurture provision at school.	
13 Any other governor matters 13.1 KA and SH recently attended an Ofsted preparation course and have shared the material and resources provided. 13.2 Governors were reminded to access training via the NGA learning link and to contact NW if they have any issues accessing the training.	ALL
14 Agreement of confidentiality and action points 14.1 Confidential discussions are contained in the 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 Parent Engagement workshops 15.2 Difficulty of obtaining three quotes 15.3 Circulation of management accounts 15.4 Training needs identified by skills audit	
16 Dates for next LGB meetings and any school events Wednesday 18 th May 2022 at 5.00pm Wednesday 6 th July 2022 at 5.00pm Governors to see weekly newsletter for school events	

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
4.2	NW agreed to send JE the papers that were circulated to governors in February	NW
4.2	Governors were reminded to submit short autobiographies for inclusion in the newsletter	ALL
8.9	JE agreed to raise the difficulty of obtaining three quotes with trustees and SH will circulate the 3 year budget once available	JE/SH
9.0	Governors asked if the management accounts could be circulated to the LGB for review as soon as they are available and JE agreed to discuss this issue with the trust board	JE
13.2	Governors were reminded to access training via the NGA learning link and to contact NW if they have any issues accessing the training	ALL