



LOOSE PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2023/24 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON WEDNESDAY 29th November 2023

PRESENT

John Edgar, Trustee and LGB (Local Governing Board) Chair (JE)	Stuart Thomson (ST), Co-opted Governor (ST)
Paul Harrington (PH), Parent Governor	Tetyana Bennett (TB), Parent Governor
Michelle Garrett (MG), Staff Governor	Berenice Pretlove (BP), Co-opted Governor
Samantha McMahon (SM), Associate Governor	Trevor North (TN), Headteacher
Sean Johnson (SJ), Associate Governor and Deputy Headteacher	

IN ATTENDANCE

Andy Lacey, Governance Professional	
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Yellow highlighted text demonstrates challenge / questions

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 **Welcome:** JE welcomed all parties to the meeting and introduced Paul Harrington (PH) who was recently appointed as parent governor.
- 1.2 **Apologies:** All governors were present
- 1.3 **Quorum:** The meeting was confirmed as quorate.

2. DECLARATIONS OF INTEREST

- 2.1 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:** Governors approved the minutes presented as a true and accurate reflection of the meeting that took place on the 11th October 2023.
- 3.2 **Actions Outstanding:**
 - 3.2.1 Ofsted parent survey feedback: TN informed governors that the keys topics arising from parent feedback were around communications and bullying.
 - SEND communications – parents wanted more information and support as to how they might access SEND additional resources for their children
 - More information about what was happening in school. Plan is to improve communications including a review of the school website.
 - More information about the curriculum. Plan is to hold curriculum workshops for parents.
 - Bullying is not being addressed. Process for reporting, recording and reviewing has been introduced.
 - 3.2.2 Governor attendance at school events – it was noted that Governors had attended recent events e.g. Remembrance and SJ advised of those taking place in the lead up to Christmas. Governors said that it was

useful to receive details of such rather than relying on weekly newsletter and it was agreed they would receive such from both the school and PTA.

ACTION: SJ to advise governors of school events and TB would do the same for PTA events.

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

5. GOVERNOR MONITORING

5.1 JE provided a brief overview of governor monitoring arrangements at the school for PH.

5.2 BP provided feedback on her monitoring visit which focused on maths, values and SEND.

- Monitoring was carried out with maths leads and HT from St Kath's, and involved 10 minutes in Year 3, 5 and 6 classes to observe teaching. BP said that the values were visible.
- BP considered the monitoring process was well organised but as a non-educationalist felt that 10 minutes in each class was insufficient. TN said that he thought 10 minutes was sufficient for him as in 2/3 minutes he had come to a view regarding how the lesson was being taught and then the rest of the time was used to validate those initial opinions.
- JE asked if teachers were aware of the planned monitoring and lesson observations. TN confirmed that teachers were aware of the monitoring visits not specifically was going to be reviewed.
- BP feedback on her assessment of maths teaching in Year 6 where there are 'sets'. She thought teaching of the lower set was excellent and engaged the pupils. However, in a Year 5 lesson pupils did appear to be as engaged.

TN said that Year 6 was 'set' in response to a need to provide additional support to those pupils who required such as teachers were able to deliver teaching and learning at an appropriate level.

- JE asked how would success of the 'setting' be evaluated? TN said success would be measured in pupil attainments in terms of: has the gap closed and have they met their learning targets.
- BP asked if there was movement between 'sets'. TN confirmed there will be when and if appropriate and based on outcome of pupil review meetings.
- ST asked what was the distribution of boys and girls across the 'sets'. This was not known

ACTION: SJ to inform governors of the split between sets.

- BP feedback on her observation in Year 5. She felt that pupils seemed positive and were able to speak about what they were doing and were getting on with their work.
- BP said that the values (ethics) boards were not clearly visible around the school and in only one classroom was the ethic of excellence board obvious and visible. In her opinion, 5 values were also too many for people to recall and there should be a maximum of 3. TN agreed there was a need to review but also mindful of the need to honour the past and sensitively implement a change.
- JE informed governors that he and Carole Hardy (Chair of Trustees) had carried out a recent visit and during their walk around noticed that most teachers were using worksheets to deliver teaching and learning and asked if this was normal. TN was of the view that worksheets were a useful resource but should not drive the delivery of the lesson, he is challenging this and wanted to move away from this approach as the use of such led to passive learning. TN wanted to make teaching and learning interesting and engaging, and had produced a proposal that he had shared with teaching staff the majority of whom had received it positively and enthusiastically.

ACTION: TN to share the document with governors.

5.3 Changes to the Teaching & Learning framework

SM enquired about the timescale for implementing the new framework for delivering the curriculum. TN advised that the target was September 2025 for all staff to adopt the teaching and learning expectations. He did however, expect SLT to adopt the new behaviours by the start of T3 (Jan 2024) as they were expected to provide support and coaching to teachers.

JE advised governors that TN was previously headteacher at a school with much worse deprivation and challenges than those at Loose yet achieved better results. The aim is to get teaching staff at Loose working at a higher level than currently and deliver what is best for the pupils.

PH asked if there were any obstacles to achieving the target? TN advised that time to implement would be the biggest challenge but that staff who accepted the change would deliver.

SJ advised that the issue was not the curriculum but the delivery of such to which SM asked how this situation had occurred? TN advised that there had been a mis-communication between the Trust and the team in that it was taken that the worksheets must be followed for the delivery of the curriculum verbatim.

JE said that the curriculum was great but that delivery of such had ended up as a tick box process, and was not delivering what we want for children.

SEE CONFIDENTIAL MINUTES

5.4 **SEE CONFIDENTIAL MINUTES**

5.5 ST provided governors with a summary of the finances following his recent budget monitoring visit:

- The school has made savings in some areas.
- The forecast for the next 2 years sees a worsening in finances due to increased staff costs and reductions in funding. However, forecast income was based on worst case scenario and the level of reserves remained healthy.
- SM asked if there were forecast deficit budgets in Years 2 and 3? JE said that were sufficient reserves and, experience shows that Year 3 does not usually materialise. There is a trust discussion regarding how budgets should be prepared.
- TN welcomed the review of budget process as whilst it is based on worse case scenario, it does not often materialise and the frustration is that there are areas where more money could be spent.

5.6 Governor monitoring arrangements: JE asked for feedback on the monitoring arrangements:

- SJ felt that the new arrangements better held SLT to account as governors saw what was happening in school rather than simply being told what is happening.
- TN valued the feedback from governor monitoring, it was seen as being open and honest.
- MG commented on monitoring feedback and said that it feels it is more in-depth, and governors observe different practices throughout the school.
- JE felt is benefitted from going around the school and for governors to see things first hand, which meant they were better able to comment and feedback.

ACTION: JE would feedback to Trustees.

6. SCHOOL STRATEGIC MATTERS

6.1 Headteacher's Report: TN provided a verbal report to governors – written reports are three times per annum.

6.1.1 Attendance: TN advised that attendance was down. MG said that this week, she had been working with FLO to review attendance and analyse to see if there were any trends or particular incidents of high absence which resulted in letters being sent to parents. There was also a communication to parents going out in this week's newsletter.

6.1.2 Attainment: TN provided an update on the latest expected results for maths, writing and reading, which he agreed to forward to governors.

ACTION: TN to provide details of the latest expected results to governors.

6.1.3 Site: TN informed governors of an issue with water pooling on the KS1 roof as a result of blocked water outlet. On clearing the blockage, the drains underneath the building could not cope with the volume of water and as a result, it backed up flooding aquamarine class. TN expressed a concern on the condition of the drains.

6.2 School Policies and documents:

6.2.1 Pupil Premium Report – it was noted that there is a requirement to publish this by 31st December and should be approved by governors.

ACTION: TN to send report to governors by 8th December for review and approval prior to publication.

7. OTHER MATTERS

7.1 SEND project update: TN advised governors that the school had been awarded £90k to improve accessibility although £10k was needed to cover professional fees so £80k was available for the work. The project will see

toilets being refurbished, accessible changing facilities, improved access around the school and accessible playground equipment.

7.2 Cleaning contract: JE informed governors that the cleaning contract was, subject to Trustees approving being awarded to Churchills.

8. SAFEGUARDING AND ACCESSIBILITY MATTERS

8.1 TN informed governors of an incident where a pupil had suffered burns to their hand after putting it on a radiator. He had been informed that it was not possible to reduce the temperature of the pipe and therefore, they were looking at options including possible lagging.

8.2 SJ advised that staff were due to complete all outstanding safeguarding training by the start of T3. TB asked what training were governors expected to complete especially in relation to PREVENT. SJ advised that only the Designated Safeguarding Leads (DSL) completed the level 2 training.

9. ANY OTHER GOVERNANCE MATTERS

9.1 Following the recent parent governor elections, Richard Benjamin was prepared to continue as an Associate member of the governing body Governors agreed and recommended to Trustees to confirm his appointment.

9.2 It was noted that SM's appointment as an Associate Governor was due to end on 31st December 2023. SM was willing to continue as an Associate member of the governing body Governors agreed and recommended to Trustees to confirm her appointment.

9.3 TB enquired about cyber security training in that having completed such, she felt the training provided was very basic and should be repeated more frequently and suggested every 6 months. JE asked AL to do some research into cyber security training as to what alternative training was available.

ACTION: AL to raise at Board as trust wide matter.

9.4 Governors were reminded of the AGM and asked to confirm their attendance to AL.

10. TRUST MATTERS - Nothing to feedback to Trustees in response to either Board or EEC minutes.

11. TRUST POLICIES

11.1 Governors noted the Trust policies that had been approved in T1.

11.2 JE informed governors F&A received a new format risk register that was being considered by Trustees at their next Board meeting hence there was no update for T2. The new risk register would be received in T3. The plan is for there to be a Trust strategic risk register and for schools to have their own operational risks registers.

12. MEETING CLOSE

12.1 Confidentiality: JE reminded Governors that discussions at meetings are confidential and should remain so until minutes are published.

12.2 Governors confirmed that Items 5.3(part) and 5.4 would be recorded as confidential.

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

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

Governance calendar on Governor Hub

12.3. Meeting close: Meeting concluded and JE thanked all attendees for their contribution to the meeting.