



## LOOSE PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2023/24 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON WEDNESDAY 13<sup>th</sup> MARCH 2024

*Governors present at the meeting held on 15<sup>th</sup> May 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

John Edgar, Trustee and Chair (JE)	Stuart Thomson (ST), Co-opted Governor
Berenice Pretlove (BP), Co-opted Governor	Michelle Garrett (MG), Staff Governor
Tetyana Bennett (TB), Parent Governor	Paul Harrington (PH), Parent Governor
Richard Benjamin (RB), 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 thanked ST for acting as Chair at the last meeting.
- 1.2 **Apologies:** Apologies were received from Samantha McMahon. Tetyana Bennett advised that she would be late to the meeting and arrived at 1720.
- 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 31<sup>st</sup> January 2024.  
**ACTION:** AL to mark minutes as signed on Governor Hub and arrange for publication
- 3.2 **Actions Outstanding from 31<sup>st</sup> January 2024** – refer to actions table. Key discussions are noted below:
  - 3.2.1 **Data (Maths):** The split between boys and girls are: Top set – 21 boys and 18 girls, middle set – 14 boys and 23 girls, lower set – 16 boys and 9 girls. ST asked if this was as expected? TN advised that the variation between boys and girls is not so different across the school.
  - 3.2.2 **Governor monitoring:** JE informed governors that he had attended St Kath's LGB meeting on Monday to share the experience and learning from LPS trialling of the new monitoring arrangements. St Kath's provided positive feedback and asked if there would be a common monitoring form for governors to use. JE agreed to take away the suggestion and having seen MG's report attached to the T4 agenda liked that format and should be used.  
**ACTION:** MG to supply AL with template for circulation to St Katherines

- 3.2.3 Site Manager:** TN informed governors that following negotiations about the hours and split shift, the school has appointed a new Site Manager who will commence once references and DBS clearance has been received. In the meantime, the Caretaker from St Kath's is providing support and working at LPS two days per week.
- 3.2.4 Governor roles and training:** JE and TN are to meet to discuss governor roles and responsibilities including training requirements and report back to T5 LGB. JE informed governors that the Trust (CH/AL) are producing a guide for Trustee / Governor induction and ongoing training.
- 3.2.5 E-safety filtering and monitoring:** SJ informed governors that the trust / schools had implemented SMOOTHWALL for digital monitoring and reporting, and was still in the process of being rolled out and subject to fine tuning. The system was providing weekly reports and alerts to any matters that appeared to breach the parameters set for safeguarding. The move to SMOOTHWALL was necessary as the previous filtering system did not provide an adequate breakdown of the issues raised which is a new requirement of KCSIE.

SJ explained that the challenge was dealing with and setting up the portable devices such as i-pads especially as these are shared between pupils, and therefore who was using the i-pad and when. **JE asked if pupils had their own logins?** SJ replied that they had but that a major benefit of the i-pads was there instant access to use during lessons. **TN asked if it was possible to log into the i-pads using VPN?** SJ confirmed it was but the school was awaiting delivery of the additional i-pads that had been ordered before setting up.

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

## 5. SCHOOL STRATEGIC MATTERS

**5.1 Headteacher's Report and Strategic Document** – TN provided an overview of his report highlighting key matters and invited governors to raise questions.

**5.1.1 Attendance:** TN informed governors that overall figures were in line with national average. Non-statutory (under 5's) was at 94.9% compared to national average of 94.3%, statutory attendance was at 95.6% compared to national average of 94.3%, with PP pupil's attendance at 92.5% which was above national average.

**5.1.2 Data & Attainment:** TN provided governors with an update on pupil attainment data. Their key points were:

- Reading – Teacher assessments for Years 5/6 were 70-80% to achieve expected standard which represents a small increase.
- Writing – *See Confidential minutes*

**5.1.3 Behaviour:** *See Confidential minutes*

**5.1.4 Finance:** TN wanted governors to note the increase in HNF funding that Jo Black (SENCO) had secured for pupils.

**5.1.5 Site Matters:** TN informed governors that there continued to be issues with the roof and specifically a leak above the school office kitchen. TN had raised the matter with the contractor, Blue Cube and then the roofing solution provider (Langleys) who had sent out a surveyor to inspect. Langleys' confirmed that they were not happy with the standard of work completed by Blue Cube and would instruct them to carry out repair and make good to the kitchen, which would be covered by the warranty.

**5.1.6 Strategic Document:** TN informed governors that the priorities for the remainder of T4 were: assessment, access, data and writing.

*See Confidential minutes*

**JE asked about SEND results and if additional funding would improve such?** TN said that adaptations to teaching and learning continue to be an issue and particularly staff understanding of provision maps. TN added that Jo Black (SENCO) was establishing clear SEND pathways, which were being communicated to parents and would help to establish a foundation the impact of such will be seen in 1-2 years.

## 5.2 School Policies and documents:

**5.2.1 Accessibility Plan** – TN informed governors that the plan had been updated in 2022 but not updated on the school website, which had been done. This policy was next due for review in 2025.

**5.2.2 Worship** – ST commented that the policy refers to maintained schools. TN acknowledged that it did and suggested that the policy along with others should be reviewed as to whether or not they are needed. AL advised that it was a school / governor decision so long as the statutory policies are updated and published. **JE asked if there were any issues?** TN said that the school was sensitive when covering a religious theme and informed parents accordingly. TB suggested deleting the policy and adding to the risk register. TN said he would be concerned if the policy was deleted as could be seen as lowering the value of worship.

**5.2.3 Teaching & Learning** – BP suggested that the paragraph relating to SEND needed to cross reference to other policy documents. The policy was approved subject to the suggested amendment.

**ACTION: TN to amend policies as discussed and publish on the school website.**

## 6. FINANCE

**6.1 January 2024 monitoring:** ST provided governors with a summary of the January 2024 monitoring report and discussion. Overall, there are no real issues regarding the current 2023/24 budget which is forecast to out-turn at £16k as planned.

**6.2 Use of School swimming pool:** *See Confidential minutes*

### 6.3 Future funding allocation and budgets:

ST referred governors to the Loose Management Accounts summary for January 2024 highlighting that Government (GAG) funding did not cover the school operating costs, and therefore the self-generated income from lettings including the pool hire was essential to balancing the budget. Staff costs represented 78% of income received, compared to the 80% target. JE added that whilst this was on target future salary increases and cost pressures would provide for a challenging situation. **PH asked what other revenue streams were available such as the letting of the halls and pitches?** TN said that not only was it a challenge to service lettings such as opening / locking up but also ensuring the facility was ready for hire e.g. pitches and goals posts etc.

## 7. SAFEGUARDING AND ACCESSIBILITY MATTERS

**7.1** SJ informed governors that they had introduced a formal process to ensure there is a clear and consistent approach to recording and investigating any incidents where pupil's arrive at school with an injury. The process includes the pupil having two separate discussions with a member of staff to ascertain the cause of the injury and, if there is a consistent record as to how it occurred. This is then logged on MyConcern and dealt with accordingly depending on the outcome of the discussions.

**7.2 LADO referrals:** TN informed governors that there had been no additional referrals to LADO since the last meeting.

## 8. ANY OTHER SCHOOL MATTERS

**8.1** There were no other school matters discussed.

## 9. GOVERNOR MONITORING

**9.1 Quality of Writing:** MG provided governors with an overview of the monitoring report saying that in her view, the writing curriculum was exciting and demonstrated a mastery of the subject rather than a tick box approach. MG feedback that teaching staff were evidently trying to achieve the learning outcomes, BP added that there seemed to be teething problems due to it being new but that it seemed an exciting approach to teaching writing skills. SJ responded saying that staff need a clear understanding of the stepped approach.

Both MG and BP came away with a positive feeling about the quality of writing and whilst the monitoring visits are useful, the 'dropping in' approach means they don't experience the whole lesson.

**JE asked what was the general feeling about the teaching?** MG replied saying pupils were engaged and where a pupil was 'off line' they were quickly brought back through good learning behaviours.

TN asked if the '3-2-1 show me you are ready' was used and it was working? Both BP and MG thought it used very well, and there was clear respect both ways.

SJ circulated the Ofsted quality descriptions, which were used to evaluate the delivery of writing learning against the three headings - Quality of Education, Behaviours and Leadership. A summary of the discussion and outcome:

- Quality of Education – MG felt that adaptive learning was being delivered by teachers but could not say that they saw sufficient evidence to say it was all of the time. It would be useful to re-visit the same classes for the next visit to see if things had moved on.

BP felt the use of phonics and teaching of early writing skills in Yr1 was very good.

- Behaviours and Attitudes – BP said that she had high expectations for pupil behaviour, which she considered to be 'good'.

TN asked if the pupils they saw were trying and also committed to handwriting? BP thought they were especially the girls whose handwriting was very neat.

Regarding the descriptors, BP saw that the children had respect for each other.

- Leadership – MG / BP feedback the view that leadership was excellent and was very clear as to what they were doing to support teachers. They did ask teachers for feedback but for it difficult to discuss when they are teaching.

TB suggested that governors were provided with the same handout for all monitoring as it helped to set expectations. TN said that it should be seen as a 'working document' that is used after the monitoring visit to assess outcomes and findings. JE thought the handout helped to put what governors had seen into context, what things to look at when doing a monitoring visit and how all three areas link.

**9.2 Pupil Premium (PP):** MG provided an overview of the governor monitoring report circulated to governors at the meeting. In summary, the key points were:

- LPS received £1,400 per pupil so c£90k per annum for PP, which was not just spent on PP pupils. MG asked whether the school received all of the possible PP income as she was not 100% certain. JE asked if PP income was based on Free School Meal (FSM) entitlement? TN said that PP was based on the number of pupils entitled to FSM and PP had to meet certain criteria. SJ added that the PP funding was based on the 'Ever6' calculation which was the number of pupils who had been in receipt of FSM over the last 6 years. TN explained that it was difficult to ensure all pupils entitled to FSM registered for such especially as KS1 pupils all received FSM.
- BP asked who applies for FSM? TN advised that it was the parents. MG added that when the office was enrolling new YrR pupils, parents were encouraged to register for FSM and that office staff cross-checked against siblings in the school who might already be in receipt of FSM such as in KS2 and therefore pro-actively encourage registration of the KS1 pupil.
- See Confidential Minutes
- JE asked if teachers knew who were the PP children in their class? TN advised that they probably did not, but then this would be picked up during pupil progress meetings where gaps in SEND and PP attainment were looked at.
- JE suggested that the PP review meeting should identify those children and progress is monitored and reviewed so staff are aware. MG added that it seems there are challenges in evaluating the data and that there is not a consistent approach across the Year Groups. TN agreed adding that data is logged onto the system, and is reliant on teacher assessment with the alternative being to wait 8 weeks for moderated standardised data.

**ACTION:** MG to attend PP progress review

- BP asked what is the school's PP strategy? TN said that it is tied in with the School Development Plan and, that the PP spend is reported annually and published on the school website. MG added that she noted the support provided to facilitate PP children attending clubs such as football, athletics but that few actually participated in any matches or events.

**ACTION:** MG to provide electronic copy of the report for Governor hub

9.3 Governor monitoring arrangements for visits and reporting: JE suggested that the focus for T6 governor monitoring would be SEND emphasising the need for governors to plan their visits well in advance of the LGB meeting ensuring reports are provided to AL by not later than the preceding Friday (28<sup>th</sup> June 2024).

**ACTION: Governors to provide T6 monitoring reports to AL by not later than Friday 28<sup>th</sup> June 2024**

## 10. TRUST MATTERS

10.1 LGB had nothing to feedback to Trustees in relation to the Board minutes from 7<sup>th</sup> February 2024 .

10.2 MG asked what was Trustees response to the site issues reported following the T3 meeting? JE advised that trustees were aware of the situation and the difficulty not having a site manager was creating for staff at LPS.

*See Confidential minutes*

## 11. TRUST POLICIES

11.1 Governors noted the Trust policies that had been approved in T4.

11.2 Governors noted the new Risk Register, which JE explained although was still 'work in progress' is more focused on strategic risks. There might be a need for a school specific risk register to record local / operational risks but that would be something for the future. JE asked for any comments to be sent to him via email.

## 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 5.1.2 (part), 5.1.3, 5.1.6 (part), 6.2, 9.2 (part) and 10.2 (part) would be recorded as confidential.

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

- Wednesday 15<sup>th</sup> May 2024
- Wednesday 3<sup>rd</sup> July 2024

Governance calendar on Governor Hub

12.3. **Meeting close:** Meeting concluded at 1940 and JE thanked all attendees for their contribution to the meeting.