



LOOSE PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2024/25 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON MONDAY 16th OCTOBER 2024

Governors present at the meeting held on 4th December 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Stuart Thomson (ST), Co-opted Governor (Chair)	Richard Benjamin (RB), Co-opted Governor
Tetyana Bennett (TB), Parent Governor	Paul Harrington (PH), Parent Governor
Michelle Garrett (MG), Staff Governor	Trevor North (TN), Headteacher

IN ATTENDANCE

Andy Lacey, Governance Professional	
-------------------------------------	--

Yellow highlighted text demonstrates challenge / questions

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 **Welcome:** ST welcomed all parties to the meeting.
- 1.2 **Apologies:** Apologies were received from Sean Johnson (SJ) who was engaged with the Parents Evening.
- 1.3 **Quorum:** The meeting was confirmed as quorate.

2. DECLARATIONS OF INTEREST

- 2.1 ST 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 8th July 2024.
ACTION: AL to mark minutes as signed on Governor Hub and arrange for publication
- 3.2 **Matters arising from the minutes and review of actions** – refer to actions table. Key discussions are noted below:
 - 3.2.1 **PP Governor to attend progress review meetings.** It was agreed that MG would meet with DHT (AM) and SENCO (JB) and arrange to join T2 review PP meetings as part of the monitoring.
 - 3.2.2 **External funding for pool repairs and improvements.** MG informed governors that she had approach the local community including the church about possible crowd and community funding for the school swimming pool. Further suggestions for increasing income were to:
 - Establish an alumni to attract external funding,
 - Review current hire charges and
 - Explore possibility of additional hire e.g. physiotherapist / FAW as there is a new hoist which would facilitate their use of the pool.

It was agreed that MG and TB would further explore the options and availability of crowd funding. TN advised that the estimate cost of repairs to the pool, which includes the building is c£60k. RB asked what is the vision and plan for the swimming pool? Is there consideration being given to demolishing the existing building and digging out the pool to enlarge therefore making it more useable? TN said that whilst he supported the ongoing maintenance and use of the swimming pool, it was not the priority focus of time and effort due to the need to improve teaching and learning, and that establishing a school nursery would take priority over having a pool. TN said he would provide an outline of the plan for the swimming pool, and future use.

ACTION: MG / TB to explore opportunities for external funding for the pool.

3.2.3 H&S and use of outdoor play equipment. TN informed governors that RIDDOR will be applied to carry out a full risk assessment and provide guidance on the safe use of the outdoor play equipment.

ACTION: TN to provide update to future LGB

4. ANY OTHER URGENT BUSINESS

4.1 There were no items raised.

5. SCHOOL STRATEGIC MATTERS

5.1 Headteacher's Report – TN summarised the key matters from his HT report and asked if there were any questions:

- **Evaluation of Teaching:** RB asked how was the evaluation of teaching derived? TN said that it stems from where he spends 10 minutes or more in a classroom to observe the T&L and the judgement is based against the 4 pillars matrix and graded accordingly. About 85% of the lessons observed are either Maths or writing and relates to about 25/26 sessions. MG asked what did the lesson observations include? TN said that the teacher assessments included an initial lesson observation and looking at what the pupils are being taught. He would then leave the room and return later in the lesson to see how understanding is being checked by the teacher and ask pupils what they have learnt including looking at children's books.

RB asked if any of the 4 pillars are more important? TN advised that assessment for understanding and adaptations for SEND were the more important and being covered off with teachers in CPD PDMs.

TB asked how the teachers received the message and lesson observations? TN said that there were anxious had not been through such before and found it challenging but he continues to question why is he not seeing all teacher consistently delivering expected quality teaching and modified resources to enable access?

ST asked if there was any local benchmarking of data rather than simply with national? TN said that the Fisher Family Trust might have local indicators but it is something that he would have to look into.

ACTION: TN to explore whether there is any local benchmarking data.

TN said that part of the SEND review via the Challenge Partners project will include ethnic minority background as LPS is significantly lower than national, and to ascertain how teachers modify T&L for those of BAME background. MG added that for a long time, LPS school roll was c9% BAME but she had noticed a significant increase in recent years.

TN said the KS2 SATS results show the disparity between disadvantages and non-disadvantaged, the example being reading where non-PP children do significantly better than PP children. There is a need to better understand the needs of SEND pupils as they do not attain as well as non-SEND but they do however, progress. AN observation of the data at LPS compared to other schools is that PP children are

See Confidential Minutes

TB asked what was the action plan to deliver improvement? TN said that this was set out in the SDP and in summary SJ (DHT) was developing a plan for Yrs 4 & 5 but that Yr 6 required specific attention. It has been decided that there will be no interventions in T1 for the priority is to improve T&L otherwise there will be a constant need for such. In T2 there will be targeted interventions which will be monitored and evaluate to see if they are having the required impact. Over time, interventions should

be for extremes and booster sessions as should be getting the teaching 'right first time' and delivering what the pupil's need.

ST asked if actual SEND numbers were higher than those on the register? TN said that there were probably more SEND children yet to be identified and felt the number was c16% rather than the 10% currently identified. ST asked if the school could cope with higher SEND numbers? TN advised that there was a high level of SEND support that was good for those who need adapted resources to access T&L but it was those who required comparatively smaller adjustments where things were not happening and if those pupils had what is needed then they would do better.

- **Attendance:** **RB asked was did the 3.3% attendance figure refer to?** TN said it related to persistent lateness and absence.
- **Quality of Education:** TN mentioned the key points within his HT report advising governors that whilst reading outcomes are good, revisions are being made to the VIPERS approach in readiness for T2 to reflect modifications to the teaching and frequency of reading with children. **RB asked if VIPERS was new?** TN said whilst it was not new, it will feel it as had not been fully implemented and sustained.
- **Finance:** TN advised governors that LPS's finances were healthy with reserves of £641k which were forecast to be £330k in 3 years. The healthy finances have allowed LPS to recruit a T&L coach on a 2-year FTC. The intention is to recruit internally and backfill on a temporary basis.
- **Safeguarding including behaviour:** TN referred to the summary in his HT report informing governors that in his view, bullying in the school is more prevalent than people are aware and is not just simply children not getting on with each other. There has been an increase in the number of parents raising concerns, which is part is due to the fact they are aware that the school is doing something about it. It has led to an increase in the number of complaints but TN is pleased with the parent response that the matter is being actioned.

RB asked if there should be greater LGB involvement in response to the increase in complaints? TN advised that there is a Complaints Policy which if a matter was escalated then governors would be involved. In the meantime, TN had upheld a complaint in support of the parent, adding that this has led to the need to modify the school behaviour policy to reflect that child on child bullying is also a safeguarding concern and not just a behavioural matter.

See Confidential Minutes.

- **Staffing:** **ST asked how staff have reacted to the internal recruitment of a Teaching & Learning coach?** TN said that there had been 6 expressions of interest so would see this as a positive reaction, adding that the benefit of an internal appointment would be that they know the school, and the aims and objectives. **RB asked if existing relationships might lead to tricky discussions between the T&L Coach and individual members of staff?** TN said there is the possibility but staff are applying for the role.
- **CPD / training:** TN provided an explanation of the Challenge Partners project advising that there are three parts:
 - SEND review where partnered with like minded schools who want to improve SEND provision. In November there will be a visit to the lead school to look at best practice. This will be followed up where the partner schools will visit LPS and then there will be visits to the other schools. The outcome and recommendations for SEND improvement will support the delivery of the SDP.
 - Quality Assurance Review (QAR) where both TN and DHT receive training on how to carry out QA reviews and then do so on schools outside of Kent.
 - INSPIRE which is a network of 29 other schools to share ideas, priorities and best practice.

5.2 Strategic Document (SDP / SEF): **RB asked if when the data was updated for T3 if that for T1 could be retained for ease of comparison?** TN agreed to include both forecast outcomes and progress.

TN asked if there were any questions on the SDP / SEF? There were none.

5.3 M&E Report: TN explained to governors that the outcomes of the M&E day were shared with staff via team briefing saying that he was trying to understand why the actions arising could not be taken forward. TN added that all staff have the best interests of the pupils and school but also need to act differently in class and deliver the teaching and learning outcomes.

RB asked if staff engagement will continue? TN said it would and is linked to the rigorous approach adopted by the Trust towards assessment.

TB asked if the teachers are seeing the 'bigger picture' and appreciate what is best practice? TN said a T&L coach is being appointed to demonstrate and share best practice with teachers, and to deliver coaching for teachers to deliver personal development and improvement the delivery of T&L.

5.4 ECG Feedback

ST provided governors with feedback from the recent ECG meeting summarising the key issues being:

- SEND as data outcomes were not only poor but questions were raised over the accuracy of such due to pupils not being recorded on the SEND register. The inaccuracy of the registers would impact on the data outcomes as well as having implications for the delivery of the curriculum in regards to modifications and adjustment in provision to ensure access.
- LGB's needed to be aware of the use of focus groups and interventions in their schools and the impact on data outcomes.

TN said that the Challenge Partners project will review SEND provision, identify areas for improvement and develop a delivery plan. TN welcomed the change in focus from the curriculum and data to improve teaching and learning included access to the curriculum for SEND / PP children, adding that enabling the schools to act is key to improving outcomes.

5.5 School Policies and documents:

- **Behaviour** - TN advised governors that the policy was not attached as still being updated. The amended policy would be circulated before the end of term for governors to approve via email so it can take effect from the start of T2.

ACTION: TN to circulate amended policy for Governors to comment before 4th November 2024

- **PE Policy** – TN discussed an amendment to the policy in relation to the wearing of earrings (studs) during PE. The currently policy did not permit the wearing or taping up of earrings for PE. This presented a barrier to those children who could not remove earrings for whatever reason in participating in PE. It was agreed to amend the policy to state 'earrings should be removed whenever possible but tape was allowed to enable pupils to participate in PE'.

ACTION: TN to update PE Policy as approved by Governors

- **Complaints Policy:** PH feedback to governors following his review of the complaints policy – a marked up version was provided with the LGB papers. The key points were:
 - Would suggest that the process for raising a concern / complaint would be better organised within a clear three stage complaints process – informal, formal and panel.
 - The process requires a concern or complaint to be submitted to the School Office, which might deter someone from submitting due to confidentiality concerns.
 - There is no option for remote attendance at the panel meeting for those who cannot or do not feel comfortable attending the panel in person.
 - If the complainant rejects the offer of three dates for the panel meeting without good reason the Trust Governance person will decide on the date – **what constitutes good reason?**
 - **Where the complaint involves a child with SEND is the SENCO involved? And if so, at what stage?** TN advised the SENCO was not necessarily involved. PH suggested that it could be helpful if the SENCO attended any meetings to discuss the complaint as they could help put the matter into context. ST agreed saying it would help to show the school is thinking of young people with SEND.
 - PH added that in a lot of cases where the child is SEND then the likelihood is that the parents might also have challenges and need support in understanding the complaints process, suggesting that there is an easy to read summary of the policy. A general comment was made suggesting that all policies should be reviewed and written in plain English with SEND pupils and parents in mind to ensure accessibility.

ACTION: ST to raise the matters at Chairs Catch-up meeting that School / Trust policies are reviewed and are accessible to those with SEND or any other access need.

- **Emergency Procedures & Lockdown:** TN informed governors that fire drills would be carried out in T1, 3 & 5 with lockdown practiced in T2, 4 and 6.
TB said that the procedures could be better organised and in response to the report on the T1 fire drills suggested that to assist with the building checks there were pre-prepared cards advising what the fire warden should do and the areas they were responsible for checking.
Governors approved the Emergency Procedures.

6. SAFEGUARDING AND ACCESSIBILITY MATTERS

6.1 LADO referrals: TN informed governors that there had been no issues to report since the last LGB meeting.

7. ANY OTHER SCHOOL MATTERS

7.1 Complaints: TN advised governors that the complaints referred to at the T6 meeting had now concluded as the complainant had not escalated the matter that required a panel meeting. *See Confidential Minutes*

8. TRUST MATTERS

8.1 Trust Board minutes: Governors noted the minutes from the T6 meeting.

8.2 Risk Policy and Risk Management: Governors noted the Trust Risk Policy and Strategic Risk Register attached to the papers. AL informed governors that the implementation and roll out of a Trust-wide approach including establishing School specific risk registers would be discussed as part of the Trust Governance Event.

8.3 Trust Governance Events: Governors were reminded of the event organised for 6th November and asked to confirm their attendance to CH (Chair of Trustees)

ACTION: All governors to inform CH as to whether or not they can attend the event.

9. TRUST POLICIES

9.1 Governors noted the Trust policies that had been approved in T6.

10. GOVERNOR MONITORING

10.1 It was confirmed that monitoring would take place sufficiently early in Terms 2, 4 and 6 to enable reporting to the LGB in the same cycle. Terms 1, 3 and 5 would focus on data.

10.2 It was agreed that the following areas would be subject to governor monitoring:

- T2 - Phonics and Writing (MG / PH) - Thurs 21st November 2024 (0900-1200) , and Safeguarding (TB / RB) – Friday 29th November 2024 (1000-1200)
- T4 - SEND and PP including Challenge Partners, T&L and CPD
- T6 - Phonics, Delivery and Impact of SIP

11. ANY OTHER GOVERNOR MATTERS

11.1 Appointment of Roles and Responsibilities: Governors reviewed the schedule of roles and responsibilities in response to the vacancies created by recent resignations.

SEND – PH / Safeguarding (inc H&S) – TB / CiC including PP – MG / Digital Monitoring – RB / Finance – ST / Quality of Education – MG / Trips and Visits – MG.

The ECG representatives would be MG / ST and it was noted both were more than welcome to attend the meetings.

11.2 Residential Trip: Ratification of approval: Governors ratified their decision dealt with by email in T6 to approve the residential trip

11.3 Compliance and Training: It was noted that all had reconfirmed their business interests. AL explained that all governors were required to complete the cyber security training annually as a requirement of the RPA insurance cover. Staff would be covered by Trust HR and that any governor would not need to complete if they could provide evidence of completion that was approved by NCSC from their employer.

ACTION: All governors to complete the SchoolPRO cyber security training or provide AL with evidence of prior learning.

12. MEETING CLOSE

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

12.2 Governors confirmed that Items 5.1 (various parts) and 7.1 (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 4th December 2024
- Wednesday 5th February 2025
- Wednesday 19th March 2025
- Wednesday 14th May 2025
- Wednesday 9th July 2025

Governance calendar on Governor Hub

12.3. Meeting close: Meeting concluded at 1930 and ST thanked all attendees for their contribution to the meeting.

APPROVED