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| <p>1. <u>ATTENDING</u> : R Beazley (for part of meeting via Google Meet)</p> <p>R Durkin L Jenkin R Lawrence E Busby J Swann C Ashenden</p> <p>In Attendance – K Harris (Link Trustee) and J Law (Clerk)</p> | | |
| <p><u>APOLOGIES</u> : None</p> | | |
| | | <u>ACTION</u> |
| 2. | <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u> | |
| | Introductions were extended, particularly to KH who is the new Link Trustee. No members had any new pecuniary interests to declare. | |
| 3. | <u>ELECTION OF CHAIR</u> | |
| | RB offered her resignation as Chair of the LGB. A huge thank you was said to her for offering such valuable support at a particularly important point. RD was voted in as her replacement, with immediate effect. LJ will continue in the role of vice chair. | |
| 4. | <u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u> | |
| | <p>The action points from the last meeting were briefly discussed. The Governor week held in November was valuable and deemed a success. All action points had been completed except a letter to GV, a former longstanding Governor and a list of apps which was to be produced for parents.</p> <p>Homework club will not be introduced at the moment, as it has been decided that children need a break by 3.15pm and giving parents the opportunity to engage with learning by assisting with homework is of considerable benefit in a number of ways.</p> | <p>RL EB</p> <p>RB</p> |

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| | The Minutes from the last meeting will be left in the office to be signed by RB. | |
| 5. | <u>FEEDBACK FROM THE TRUST BOARD</u> | |
| | <p>The “List of issues to be considered and reported on in a Head Teacher’s report” was presented alongside the new Risk Register, which will be completed by LGBs, belong to SPCMAT and be signed by the Chair. A checklist for LGB minutes is also included. These documents have been approved at Trust Board level.</p> <p>This is a process all academy trusts across the country are introducing. Meetings will be required involving Heads, Chairs, Governors and Clerks to answer and record all the questions contained within the Risk Register. It will also include issues arising from OFSTED inspections as well covering all aspects of the running of the school. KH would welcome any suggestions if areas are missing.</p> <p>A draft risk register will be produced by the end of term.</p> <p><u>Q: Does it replace the operational risk register?</u> A: Yes. It includes more detail and will pick up specific risks.</p> | <p>KH AND RD TO MEET</p> <p>RD</p> |
| 6. | <u>NEWLY APPOINTED GOVERNORS/RESIGNATIONS/ROLES AND RESPONSIBILITIES</u> | |
| | <p>CA was warmly welcomed at this, her first LGB meeting. RB has resigned, with immediate effect. A new parent Governor would be welcomed, particularly anyone who has a professional background.</p> <p>CA will take over RB’s responsibilities for Special Needs and Vulnerable pupils. LJ will take over responsibility for collective worship. RD will continue with Health & Safety and English. JS will continue as maths and EYFS Governor.</p> <p>Other subjects will be covered by the subject coordinator meeting with one or two Governors, and Governors can be invited to staff meetings on some curriculum areas to further build links and knowledge.</p> | |
| 7. | <u>HEADTEACHER’S REPORT</u> | |
| | <p>A discussion was held about challenge and its relevance, necessity and appropriateness before Richard answered questions on his report. KH reassured the LGB that challenge is both necessary and vital for good governance.</p> <p>A new school secretary, Syreeta Moulding, has just started.</p> <p><u>Q: How are challenge partners (SIP, etc) going to feed into the LGB?</u> A: Tim Richard (Interim School Improvement Director) may not be with us for the longer term. The Risk register will be a key tool in presenting the whole school picture, which link trustees/clerks will assist in communicating.</p> <p><u>Q: Please give some context to figures which are not referenced by comparators, eg absence?</u> A: No national figures are produced for absence. The figures are currently high as a large proportion of school has tested positive for COVID since September. Comparative analysis will be included where possible in future reports for context.</p> <p><u>Q: In the absence of COVID, are there persistent absentees?</u> A: Yes, involving one or two families consistently, and this can skew the percentage figures in a small school.</p> | |


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| | <p><u>Q: How do overall pupil numbers compare with previous years?</u></p> <p>The total on roll could be 74 by half term, which is similar to last year at the same time.</p> <p>The Year 1 phonics figures are low and this has been flagged. They are a small cohort (7) and were at a low level in EYFS. They are the most disrupted year group over COVID. Read Write Inc has been adopted as the new phonics programme. EB will start RWI coaching sessions with staff next week.</p> <p><u>Q: Is there no allowance from OFSTED for the disruption caused to education, especially in early years?</u></p> <p>A: No. The expectation is still to achieve a 95% pass rate in the year 1 phonics test.</p> <p><u>Q: Why does the current year 4 attainment figure look low?</u></p> <p>A: There is a high level of SEN in that year group. One pupil joined last summer term having missed a whole year of school and there are a few dyslexic pupils in that group (assessments will be done in spring/summer term). These children are having regular intervention work.</p> <p>RB left the meeting.</p> <p><u>Q: What EAL support is in place for one child who is not a native English speaker?</u></p> <p>A: Both parents speak English. LJ recommended speaking to Leedstown school where they have a number of Lithuanian speaking children.</p> <p><u>Q: Is the number of children working to above expected levels low?</u></p> <p>A: Yes. The levels were measured just before Christmas and it is not surprising that the figure is low at this stage. Teachers will tend towards being cautious in their assessments at this stage in the year. This percentage will naturally rise as the year progresses and children start to hit the targets.</p> <p>Greater subject expertise is required by OFSTED, which is clear from recent reporting. Subject coordinators are now required to be an "expert" on their subject and, at a small school, everyone has multiple areas (discussed further below at 10).</p> <p>EB presented a brief report on the EYFS setting, which contains 9 children at the moment.</p> | |
| 8. | <p><u>SAFEGUARDING GOVERNOR'S REPORT</u></p> | |
| | <p>The Single Central Record was checked just before Christmas with nothing adverse to report. The new format of reporting was completed at that time and is on Google Drive. The s157 forms will be received by school soon for completion and return to local government. About one "My concern" a week is being reported at the moment, which gives a sense of the level of issues at the moment.</p> <p>OFSTED was happy with safeguarding and deemed it effective.</p> <p><u>Q: Is there a link between SEN and Safeguarding concern?</u></p> <p>A: Not necessarily. There is a link between SEN and pupil premium, but not so with safeguarding.</p> | |
| 9. | <p><u>HEALTH AND SAFETY UPDATE</u></p> | |
| | <p>A meeting was held between RD and RL. The issue of gates, fences and access was raised. The gates are being replaced with 2m high fence/gate with a buzzer system wired to the school office, where the new full-time secretary will be able to answer it. No major first aid issues have occurred. A fire risk assessment report will be received soon. The expectation is that the SPCMAT will pick up management and cost of some of the works/issues arising.</p> | |

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| 10.a) | <u>OFSTED REPORT AND ACTIONS</u> | |
| | <p>The overall report was positive, and particularly pleasing was the acknowledgment that the school knows and supports its children very well. RL highlighted the areas he knows require improvement in the inspection, which led to a constructive tone. The current inspection regime does not favour small schools as the rolling curriculum programme is complex to organise.</p> <p>Early Years phonics was a known issue and the order for RWI had already been placed, with delays to both supply of resources and coordinator training.</p> <p>Teacher expertise in the context of specific curriculum subjects was another issue raised. As a result, teachers have joined national groups of leads in their curriculum areas, Trust coordinator meetings continue and much work is being done to address this issue, which is Trust wide.</p> | |
| 10.b,c, and d) | <p><u>SCHOOL DEVELOPMENT PLANS and REPORTS</u></p> <p>The Quality of Education plan was reviewed. The Self-evaluation plan (Link to this embedded in the QofE plan) usually takes place as a joint project in January, but needs to be focused back to the OFSTED report so will now be completed in the near future. The development of curriculum in all areas needs to improve, in terms of sophistication of conceptual development. It was advised by OFSTED that developing some subjects to demonstrate this depth of vision significantly would be preferable to lifting all by a small margin.</p> <p>A detailed examination at history and the concept tracking across classes and year groups was conducted. The curriculum will look similar for geography and science though quite different for IT, PE and PSHE and music where bespoke packages have been bought.</p> <p><u>Q: When will the new curriculum be in place?</u></p> <p>A: It will take a long time to implement fully across the board, though RL hopes to be there by the end of the academic year.</p> <p>The school development plan will be written in a new format to match the areas identified by OFSTED. Significant inroads have already been made in all areas of development. As well as raising teacher expertise, which is going well, it is also a requirement to raise TA expertise, which is proving daunting to some. Confidence in competence is an area to be developed with this group of staff in particular.</p> | |
| 11. | <u>FEEDBACK ON GOVERNOR MONITORING VISITS</u> | |
| | <p>Health & Safety, Safeguarding and English (in Owls class) have all been monitored since the last LGB meeting. The new Governor matrix format was used and will continue. More visits will be planned to cover other subject areas.</p> <p><u>Q: What is the expected frequency of monitoring?</u></p> <p>A: In short, as much as Governors are prepared to do, with specific requirements for H&S and Safeguarding. COVID is still a factor, with one new case in school this week. A Governor week in May would be a good opportunity to move forward with some outstanding areas of monitoring, after a self-evaluation exercise to set the context.</p> | |
| 12. | <u>COOPERATIVE FORUM</u> | |
| | <p>This was explained, as some Governors were not aware of it. All the school stakeholders should meet to vote a single person from one of the stakeholder groups to represent the school at the cooperative level. It is an imperative part of</p> | |

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| | being in a Cooperative Academy Trust though has been difficult in the current (COVID) climate. A further discussion will be held in school about this, coinciding with a discussion about healthy eating and snacks in school. | |
| 13. | <u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u> | |
| | The representation of the LGB at the OFSTED inspection was strong, Governor monitoring has taken place, a new Governor has joined the LGB and a Governor who has not attended regularly was present at this meeting. Overall the effectiveness was deemed positive. | |
| 14. | <u>URGENT MATTERS FOR DISCUSSION</u> | |
| | COVID rules are changing again on Thursday and bubbles will require reinstatement if there is a COVID outbreak. Other local schools are significantly affected by COVID absence at the moment and rates locally are rising again. | |
| 15. | <u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u> | |
| | Nothing of an urgent nature is to be raised at this time. | |
| 17. | <u>DATES OF FUTURE MEETINGS</u> | |
| | Tuesday 14 June at 5.00pm was agreed. | |

| <u>SUMMARY OF ACTIONS</u> | | |
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| Action | Responsible Person[s] | Date for Completion |
| 1. Letter of thanks to GV | RL | 18 Feb 22 |
| 2. List of apps recommended to parents | EB | 18 Feb 22 |
| 3. Last minutes to be signed and left in school office | RB | 18 Feb 22 |
| 4. Meetings and work to be undertaken to produce a draft Risk Register | RD/KH/RL | Easter |
| 5. Governor monitoring | All Gobs | Next LGB meeting |

Chair's Signature



Date



