

**COXHEATH PRIMARY SCHOOL**  
**Local Governing Body Meeting**  
**Tuesday 6<sup>th</sup> July at 5.30pm by Zoom**

**Present:** Clare Nursey (Chair of Governors/Co-opted Governor), Giacomo Mazza (HT), Sophie Grimley (Staff Governor), Suzie Wenham (Parent Governor), David Jones (Co-opted Governor), John Williams (Parent Governor), Sam Sanders (Co-opted Governor), Bev Evenden (DHT/Associate Governor)

**In attendance:** Liz McLaren (Schools Clerk)

Item number	Action
<p><b>1 Welcome and any introductions</b></p> <p>1.1 The CoG welcomed everyone to the last meeting of this year. She thanked governors for their work during this challenging year, and on behalf of governors thanked the entire school team for their achievement in keeping the school open safely for the children, and their efforts to ensure the children continued to learn during closures.</p> <p>1.2 It was acknowledged that meeting was being recorded for minuting purposes. The recording would be deleted once draft minutes had been approved.</p>	
<p><b>2 Apologies for absence</b></p> <p>2.1 Apologies for absence were received from John Williams (Parent Governor) and Sam Sanders (Co-opted Governor)</p> <p>2.2 The meeting was declared quorate.</p>	
<p><b>3 Declaration of business interests and any other admin matters</b></p> <p>3.1 There were no declarations of new business interests.</p> <p>3.2 Following the recent email outage there had been problems contacting Governors. It was agreed that LM would create a contact list (mobiles/emails) in due course.</p> <p>3.3 All routine governor paperwork would be available for signature next year.</p>	<p>LM ASAP</p> <p>LM</p>
<p><b>4 Minutes of the last meeting (18 May 2021) and any matters arising</b></p> <p>4.1 The minutes of the last meeting were duly agreed and would be signed by the CoG when circumstances allowed.</p> <p>4.2 Matters arising included the following points:</p> <ul style="list-style-type: none"> <li>• Plans for the School Council to input to this LGB meeting had been deferred until next year, when representatives would be able to attend a meeting in person.</li> <li>• Governors were asked to complete any outstanding monitoring reports/action points by the end of the term.</li> </ul>	<p>All Govs</p>
<p><b>5 Any other urgent business</b></p> <p>5.1 There was no other urgent business.</p>	
<p><b>6 Update on Trust matters</b></p> <p>6.1 The Trust Board minutes of Wednesday 26<sup>th</sup> May 2021 had been circulated to Governors and duly noted.</p> <p>6.2 The CoG drew attention to specific items from the minutes:</p> <ul style="list-style-type: none"> <li>• <u>Trust wide work on the curriculum</u>. This work would be developed over the next year, to draw on strengths from each school and avoid duplication of effort.</li> <li>• <u>Scheme of Delegation</u>. Trustees had agreed that this would be remodelled using the RACI (Responsible, Accountable, Consulted and Informed) model to clarify roles at different levels. LGBs would be likely to be “Consulted” and “Informed”. The document would be circulated for comment to LGBs next year.</li> <li>• <u>Trust Standards Committee</u>. Trustees were aware that they had had more of an operational focus over the past year, and going forward the focus would return to teaching and learning. Consideration was being given to forming a Trust Standard Committee, to focus on standards across all schools in the Trust.</li> </ul>	

<ul style="list-style-type: none"> <li>• <u>Governor Hub</u>. The use of Governor Hub would start in T1. Login details and advice on using the system would be issued to Governors in due course.</li> </ul>	LM
<p><b>7 Trust policies</b></p> <p>7.1 Governors were advised that the following policies had been approved at the last Trust Board meeting and had been uploaded onto the CPP website where appropriate or available to view on request:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Relationships and Sex Education</li> <li>• Children in Care</li> <li>• Admissions</li> </ul>	
<p><b>8 School strategic matters</b></p> <p><b>a) Headteachers report (verbal)</b></p> <p><u>Update following the recent IT outage</u></p> <p>8.1 The HT advised that CPS had been particularly badly affected due to the user hosting system in place. Some user drives were still inaccessible, creating difficulties and a backlog of work for some members of staff, with Admissions and SEN work particularly impacted.</p> <p><b>Q. Did the school receive many complaints as a result of the outage?</b></p> <p>A. Initial communications with parents were problematic but the school received no complaints.</p> <p><b>Q. Was the safeguarding system, My Concern, affected?</b></p> <p>A. No, this system is web based so was not affected.</p> <p><b>Q. Has the school received an explanation of the outage?</b></p> <p>A. To date, no, though the assumption is it was due to a cyber-attack. Cantium is still receiving a high number of requests to sort out the resulting and ongoing issues, and an explanation may be received once these are resolved.</p> <p><b>Q. Was school data been compromised?</b></p> <p>A. No, the school has been reassured that no data was been compromised.</p> <p><b>Q. What lessons can be learned from this incident?</b></p> <p>A. The school needs to move away from a user hosted system, as this added multi complications on this occasion, and the way in which the email system is used may be reviewed.</p> <p><b>Q. From a GDPR perspective, have staff communications remained secure?</b></p> <p>A. Staff have mainly been talking face to face. Personal email addresses have not been used as the migration to Microsoft Office 365 was up and running quite quickly, however there is still an issue with the lack of availability of historic emails as so many people work off their inbox now.</p> <p><u>Staffing Update</u></p> <p>8.2 The HT reported that there was a strong staffing team in place for September, however there would possibly be a vacancy for a 1:1 TA position in September. A member of staff had returned from maternity leave and one new TA would be starting in September. Advertising had gone out for a p/t HLTA post to replace the current HLTA who would be starting the school direct training programme from September. Should the post remain vacant, then cover would be provided by the two HLTAs who had been employed using the Covid catch-up funding. An Admissions Officer post had also been advertised and, once filled, there would be some re-structuring of office roles.</p> <p><b>Q. Is the HLTA training as a teacher through the Trust?</b></p> <p>A. Yes, the Trust has paid for the training and this will take place in Coxheath.</p> <p><u>Professional Development Summary</u></p>	

<p>8.3 The Trust Leader had delivered memory and retrieval training to all teaching staff and this would be built into the curriculum for next term. Oracy training had been introduced. The DHT and HM had completed characteristics of deprivation training and BE had put together an implementation plan. It was agreed that character of deprivation updates would be incorporated as part of future Leadership and Management monitoring.</p> <p>8.4 Work this term had centred on the curriculum as the knowledge that subject leaders would need in order to deliver the curriculum to the standard that Ofsted required was significant. To help teachers gain the subject knowledge and good quality resources, it had been agreed to purchase the Reach schemes for history and geography. This would start in September and would give teachers a better focus on understanding and delivering the lessons. The HT advised that moving forward, rather than focussing on data, Ofsted will concentrate on sequencing and progression of knowledge and skills.</p> <p>8.5 The HT reported that the Maths lead (Rebecca Knight) would begin a Master's degree in education leadership, and Darren Flisher would continue with his National Professional Qualification for School Leadership (NPQSL) qualification, completing a project focussed on inclusion.</p> <p>8.6 HT would provide a list of Subject Leaders from September.</p>	<p>L&amp;M monitoring</p> <p>HT</p>
<p><u>Teaching and Learning</u></p> <p>8.7 The Reading lead will introduce a new reading programme in September. This had been trialled in Yr 4 and had shown a significant impact. Sounds Write, a new phonics programme, would be introduced in Sept in place of the current scheme which is no longer on the government list of recommended programmes. Training in the new scheme would be taking place in September.</p> <p><b>Q. Will the new Phonics scheme help to address post Covid issues with missed learning?</b></p> <p>A. Missed learning is being addressed via the Covid Catch-up funding and the phonics lead is aware of the issues. This new programme is structured differently and more prescriptive making it easier to deliver.</p> <p>8.8 Instructional Coaching (Walkthroughs) would be introduced from September to support teacher development. The programme includes 100 strategies to develop good teaching and learning.</p> <p><u>Admissions and School Roll</u></p> <p>8.9 It was reported that the school role currently stood at 413, rising to 436 from September. Everyone who had applied had accepted their place for September.</p> <p><u>Attendance</u></p> <p>8.10 Whole school attendance from September to current date stood at 96.27%. Pupil Premium attendance from September to current date stood at 92.58%.</p> <p><b>Q. Are the attendance figures a true reflection of children actually attending school?</b></p> <p>A. During Covid, both children who were home learning and those in school were all marked as attending, so technically, it was not a true reflection of the number of children who were on school premises. This was done on the instructions from DfE. It might be useful for monitoring governors to see a breakdown of figures and various codes used to record attendance as this would give more clarity. Although the attendance looks good on paper, there was still a significant impact on learning for some children.</p> <p><b>Q. National statistics for home learning children have increased. Has this happened at CPS?</b></p> <p>A. One child has been withdrawn to be home educated but there have been no other changes.</p> <p><b>Q. Are children being kept off school unnecessarily?</b></p>	<p>Welfare monitoring</p>

A. There is still some caution but this is minimal. Children do genuinely get minor illnesses and this can now delay their return to school due to the testing procedures. Self-isolating is registered as an authorised absence.

#### Behaviour

8.11 It was advised that one child had received a one-day exclusion from school following a physical assault on a member of staff.

#### H&S

8.12 The HT advised that an H&S walk was due to take place. DJ expressed an interest in attending and it was agreed that dates would be forwarded on to him.

#### Premises Update

8.13 The HT confirmed that the CPS CIF bids had been unsuccessful but had been resubmitted on appeal. It was thought that the failure of the bids may have been down to the incompleteness of current projects from last year's successful bid. Any remaining budget from the current project would be put towards updating the kitchen hot water system.

#### Budget

8.14 It was reported that the budget surplus for next year would be approx. £96k. The current budget had allowed for the purchase of a new set of class laptops. The HT confirmed that the increase in pupil numbers had had a very positive impact on the budget and the anticipated carry forward figure for this year would be £58,415.

#### Covid update

8.15 2 members of staff and 2 children were isolating. 4 children were currently testing. Cases had risen slightly across the area and procedures at school had been tightened up accordingly.

#### **Q Is there a contingency plan if the Yr 6 bubble closes due to Covid?**

A. No, but the school is doing everything possible to prevent this happening.

#### **Q. Has today's Government announcement made a difference?**

A. As it stands under current guidelines, bubbles may be disbanded from 19<sup>th</sup> July (most existing arrangements will continue to the end of term) and hopefully changes will allow everyone to return to some level of normality from September.

#### Parent, Pupil and Staff Surveys

8.16 Parents Survey – HT advised that the Parents survey was very positive and showed that parents were very supportive of the school. However, there was some indication of issues with school communication and homework. It was thought that the impact from Covid with the lack of teacher sessions, open afternoons and (following the massive input from parent with home teaching) the lack of access to viewing school books, could have contributed to the concerns shown on the surveys. The HT was aware of this and would discuss these issues at the next Parent Council meeting.

8.17 Staff Survey - the survey was extremely positive, though showed concerns with IT and Communication, neither surprising in light of the recent KLZ problem. Work was already underway to address the IT issues, with migration to Office 365 following the outage of KLZ.

8.18 Pupil Survey – again very positive results. Some pupils had felt that their homework should include time for research. The HT advised that the parent council would be consulted and a decision then made on homework changes ready for September. CoG

<p>suggested it might be useful for parents to have advance details of topics to enable them to incorporate these into visits and days out, if they wished.</p> <p>8.19. It was felt that changes to all survey forms, including giving room for feedback and rewording questions, would improve communication and clarity and give the school a chance to address any concerns shown in the surveys. The HT felt that following such a difficult year, the surveys had overall been very positive. He praised the staff, parents and children for their positivity and support during a difficult time. HT would circulate the survey results to governors.</p>	<p>HT</p>
<p><u>Assessment data</u></p> <p>8.20 The HT advised that a new data assessment programme (Insight) was being introduced and had found to be more effective in producing the information required. The data drop this week had shown that there were some areas of concern in Yr 3, however, reasons for this were known and were being addressed. The HT advised he was confident that overall the data had shown the school to be at the expected standard for this year. Further work on the desired impact of the Catch-Up funding would be produced before the end of term. HT would circulate the data referred to above.</p>	<p>HT</p>
<p><u>Covid Catch Up Funding</u></p> <p>8.21 Any unspent Covid Catch-Up funding could be carried forward to next year and the Government had announced further funding for tutoring (CPS would be using its teachers as tutors). Further details would be released in due course.</p> <p><b>Q. Will lost learning this year impact significantly on next year's outcomes?</b></p> <p>A. Hopefully not. The Catch-Up programme has been very effective and the data shows an improvement since it was last recorded in 2019. There are groups of children still with significant gaps in their learning.</p> <p><b>Q. Has there been any increase in behavioural issues since the Easter return?</b></p> <p>A There were some minor issues with children settling in after Easter but HT is impressed how well the children have behaved and coped with the situation.</p> <p><b>Q. In terms of wellbeing, how are staff and children managing?</b></p> <p>A. In regard to staff wellbeing, the recent survey shows clearly that morale is high and there are no specific concerns. The survey also shows evidence that work-life balance is good. Staff are tired but it has been a very long and very testing year. The recent Welfare monitoring visit has taken place and Governors noted the wellbeing support in place for all staff, and SLT know that staff very much value the support available for them. The recent pupil survey confirms that children are happy at school, and nurture provision is very strong across school. The Nurture TA has completed training to become an ELSA practitioner, ie an emotional literacy support assistant. Nurture breakfast is as popular as ever. Currently, the main focus for wellbeing is on the children's transition to new year groups.</p>	
<p><b>b) School strategic document</b></p> <p>8.22 The HT advised that the Strategic Document would be updated at the end of this term, and the new document circulated for comment in T1 21/22.</p> <p><b>c) Feedback from reviews</b></p> <p>8.23 The external review planned for this term had been cancelled and would now take place in T1. Internal reviews would be termly next year, with the exception of T1 when the external review would be taking place. The Trust Leader was reviewing the format for internal reviews - further details would be given in due course.</p>	

<p><b>d) Any school statutory documents</b> 8.24 There were no school statutory documents for approval at this meeting.</p>	
<p><b>9 Safeguarding and disability matters</b> 9.1 There were no safeguarding and disability matters to report.</p>	
<p><b>10. Any other School Matters</b> 10.1 Parent Council meetings – DJ had attended the first meeting and SS the second. The next meeting would take place on Thursday 15<sup>th</sup> July at 1.30pm. SW expressed an interest in attending. The CoG stressed it was important that Governors should take every opportunity to visit the school next year and be visible in the school community. 10.2 SW advised that there had been a lack of communication in regard to classroom locations next year. The HT advised that there would be a “meet the teacher” session in September for parent and details would be forwarded on shortly. Children would be meeting their class teachers before the end of term. Signage would be put up around the school on the first day back to aid children moving around the school. Transition paperwork/pamphlets were also available for teachers and could be used with the children too. The HT would look into adding teachers’ photos to the school website.</p>	
<p><b>11 Governor Monitoring</b> 11.1 The Quality of Education monitoring report had just been circulated and would be discussed at the next meeting. SW praised staff for their support and dedication to the children, which had been evident from her recent monitoring visit. 11.2 Governors were asked to complete any outstanding reports as soon as practicable, and submit them to the Clerk once approved by the HT. 11.3 The LGB meeting dates for 21/22 were duly noted. It was agreed that monitoring dates/times would be discussed in T1.</p>	<p>All Govs T1 agenda</p>
<p><b>12 Any Other Governor Matters</b> 12.1 Parent elections would be taking place next term. Information and further details would be submitted to HT and Governors at the start of T1. Both SW/JW had agreed to stand again. 12.2 CoG asked for views from Governors on how they would prefer to conduct meetings next year – in person or via zoom. Overall, it was felt that face to face visits to the school were very important, specifically with monitoring. However, in regard to LGB meetings the majority felt that these would be equally effective, and more convenient, if alternating between face-to-face and online. The CoG would feed this preference back to the Trust Board, who may issue advice on the matter.</p>	<p>LM ASAP</p>
<p><b>13 Agreement of confidentiality and action points</b> There were no confidential items. Actions points listed in the table below.</p>	
<p><b>14 Points to feed back to the Trust Board</b> a) There was a feeling that the Trust Board had been quite removed from LGBs this year - how could this be improved? (CoG advised trustees were aware of this and had discussed receiving LGB minutes, attending LGB meetings, TL to deliver governor training in T1.) b) Advice on remote or face to face LGB meetings.</p>	

<b>15 Dates for LGB meetings next year (all Tuesdays):</b> 5th Oct 21 30th Nov 21 1st Feb 22 22nd Mar 22 17th May 22 5th July 22	
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Signed.....

Date.....

***(Chair of governors to initial bottom of every page)***

**ACTION POINTS**

Para no	Action point	By whom/when
3.2	Create a contact list (mobiles/emails) in due course.	LM ASAP
3.3	To prepare all governor paperwork for signature next year	LM
4.2	To complete any outstanding action points by the end of the term.	All Govs by end of term
6.2	To issue Governor Hub login details to Governors	LM as advised
8.3	Character of deprivation updates to be incorporated as part of future Leadership and Management monitoring	L&M monitoring pair
8.6	To provide a list of subject leaders from September	HT
8.10	Welfare monitoring governors to see a breakdown of figures and various codes used to record attendance	Welfare monitoring pair
8.19	To circulate the survey results to governors.	HT
8.20	To circulate the assessment data	HT
11.2	Governors were asked to complete their last monitoring reports as soon as possible and submit them to the Clerk via HT	All Govs ASAP
11.3	Meeting dates/times to be added to next agenda	LM next agenda
12.1	LM to send to election papers to HT/CoG	LM ASAP