

COXHEATH PRIMARY SCHOOL

Local Governing Body Meeting

Tuesday 5th October 2021 at 5.00pm

Present: Clare Nurse (Chair of Governors (CoG)/ Co-opted Governor), Sophie Grimley (Staff Governor), Suzie Wenham (Parent Governor), David Jones (Co-opted Governor), Simon Malone (Parent Governor), Sam Sanders (Co-opted governor)

In attendance: Bev Evenden (DHT/Associate Governor), Rebecca Knight (Invited), Nicky Wheeler (Trust Clerk-minutes)

The meeting was preceded by a tour of the school when the HT drew governors' attention to work completed since they were last on site, and to work planned for the coming year. Governors also had the opportunity to view displays in classrooms and around the school.

Item number	Action
1 Welcome and any introductions 1.1 The CoG welcomed everyone to the first meeting on site since the pandemic began. She introduced Simon Malone, new parent governor, and confirmed that Suzie Wenham had been re-elected as parent governor. All present introduced themselves and explained their roles at school or on the LGB. 1.2 The CoG expressed thanks to the HT for the tour of the school, and governors commented on how much work had been achieved in the past 18 months and how good the school site now looked. 1.3 Grateful thanks were extended to John Williams, outgoing parent governor, for his contributions on the LGB. CoG advised that John had kindly offered to assist the LGB in the future if his expertise would be useful. CoG also expressed thanks to Liz McLaren who had recently resigned as Schools clerk. The post was currently being advertised and CoG thanked Nicky Williams (Trust clerk) for taking minutes at this meeting.	
2 Apologies for absence 2.1 Apologies were received and accepted from GM (family commitment). 2.2 The meeting was declared quorate.	
3 Declaration of business interests and any other admin matters 3.1 Business Interest declarations were as follows: <ul style="list-style-type: none">• CN – Governor at Holy Family school and husband, Andrew Nurse, is a CPP Member• SW – parent of a child at school• DJ – none• SM – parent of a child at school• SG – member of staff and children attend Harlequins after school club• BE – none Governors were asked to complete a Declaration of Business Interest on GovernorHub. 3.2 Governors signed to confirm acceptance/understanding of : <ul style="list-style-type: none">• Code of Conduct Policy• Acceptable Use and Use of WiFi policies (annexes to the Online Safety Policy)• GDPR Policy• KCSiE document (part 2)	ALL

<p>4 Minutes of the last meeting (date) and any matters arising</p> <p>4.1 The minutes of the last meeting held on Tuesday 6th July 2021 were agreed and signed by the CoG.</p> <p>4.2 Matters arising included the following points :</p> <ul style="list-style-type: none"> • Plans for the School Council to input into the LGB meetings had been deferred and a date would be arranged later in the year. • A list of School Leaders was requested - to be circulated by BE. • Governor Health & Safety walk did not take place last term – to be rescheduled. • The external review last year was cancelled due to the high incidence of Covid in school and had been rescheduled for the 5th November. 	<p>BE GM</p>
<p>5 Any other urgent business</p> <p>5.1 None reported.</p>	
<p>6 Update on Trust matters</p> <p>6.1 The minutes of the last TB meeting held on Wednesday 14th July 2021 had been received by Governors. They noted and discussed the following:</p> <ul style="list-style-type: none"> • “Quality of Education” including the curriculum was a vast topic for monitoring and governors would appreciate further guidance from the trust board. • The Scheme of Delegation was currently under review by the trustees. Once finalised, changes would almost certainly impact on the monitoring processes undertaken by LGBs, allowing an increased focus on the link to the School Development Plan. • IT issues remain a concern at Coxheath, mainly with regards to email and login setup. The main impact of this is on the MDS staff who are unable to access MyConcern directly. ATS respond rapidly to tickets but there are still delays resulting from issues with Cantium. <p>Q. Have safeguarding procedures been compromised by problems with MyConcern?</p> <ul style="list-style-type: none"> • No. MDSs have been able to record concerns using other log in details. <p>Q: Do other schools have similar issues?</p> <ul style="list-style-type: none"> • BE confirmed that all school have reported similar issues. 	
<p>7 Trust policies</p> <p>7.1 The following policies, approved by The Trust board meeting of 14th July, were duly noted by the Governors and posted where appropriate:</p> <ul style="list-style-type: none"> • Finance Policy • Lettings • Appraisal Policy and Documents • Risk Register <p>Q: When is the complaints policy due for review?</p> <p>CN advised that the policy is currently under review by the Trust Leader and Chair of Trustees (CoT). NW would check with CH (CoT) whether the existing policy had been amended to include a clause allowing governors for panels to be selected from any of the three LGBs.</p> <p>Q: Can any governor be selected for a complaints panel?</p> <p>CN advised that any governor can participate unless tainted, or if they feel they have a conflict of interest in which case they should recuse themselves from the process.</p>	<p>NW</p>

8 School strategic matters

Headteacher's report

Staffing Update

8.1 Significant disruption to staffing due to illness has resulted in a challenging start to the year. A great deal of this absence has been covered internally, however the school has had to use some supply cover which will impact the budget. Some staff absence is related to Covid but also other viruses and absence due to staff not being vaccinated.

8.2 One P/T teacher is signed off until the 15 October with a broken leg. Job share is currently covering her absence.

8.3 BE advised that it is proving difficult to fill current TA vacancies due to the poor quality of candidates applying for roles. Following interviews last week, an offer has been made for a 1:1 TA post in year 6 so hopefully this vacancy will be filled shortly. There is still one TA vacancy remaining. The school are also advertising for a HLTA and have met with a strong candidate so waiting to see if she applies for the role.

8.4 One School Direct student, who was previously a HLTA at CPS, has started training in Year 4. In addition, last year's School Direct student remains as an Early Careers Teacher (ECT) and there is also an NQT teacher who completes her training in April.

Q: Why is it difficult to attract TAs to the school?

BE explained that many applicants do not fully appreciate what the role entails, especially for a 1:1 TA which can be a demanding and challenging role depending on the child involved. Many candidates have no prior school experience or knowledge of the curriculum. One recent applicant has been offered voluntary work by the school to help her gain the experience needed to reapply.

Staff Appraisal

8.5 A new disciplined inquiry approach to appraisals is being implemented trust wide. Through disciplined inquiry, staff will investigate an area of their practice, or the children's learning/actions, to achieve improvement. Initially only teachers and TAs will be involved but the scheme may in time roll out to non-teaching staff.

8.6 BE explained that whilst SLT can help guide teachers to choose an area of enquiry that fits with the school priorities they cannot dictate. Teachers have the flexibility to choose the area they wish to investigate and there is a focus on CPD for staff. SLT will be discussing the new system with staff on the inset day in October and they then have until Christmas to make a decision about the area they wish to focus on. BE advised that numerous studies have shown that improved practice in class has the most significant impact on pupil outcomes.

Q: How do staff feel about the change?

Teachers present agreed that whilst it is a significant change and they are keen to learn more about the new system, staff are generally positive about the new system and pleased to move away from the previous target-based approach.

Professional Development Summary

8.7 Disciplined inquiry training delivered to all teaching staff.

8.8 Writing training delivered on ensuring better retention and securing the basics of writing. Staff felt that the children did not always have the basics embedded before moving to KS2. CPS are working with the trust staff to slow down and embed good practise before moving on.

8.9 Instructional coaching training to be delivered on October inset day.

8.10 Oracy training delivered on September inset day with a focus to improve across the school.

8.11 Safeguarding update delivered to all staff.

School Improvement

<p>8.12 REACH curriculum has been implemented to teach History and Geography in KS2 and RK felt it is proving very successful so far. Staff are currently reviewing the provision and in particular for SEND pupils.</p> <p>8.13 Review of writing provision completed by MC and BT y3-6. Common themes across trust. These themes identified by writing lead during inset and plan of action in place to address.</p> <p>8.14 Oracy – Bedrock currently being trialled to teach tier 2/3 words. Whole school focus on teaching oracy/vocabulary and BE advised this is having a visible impact.</p> <p>8.15 YR-2 mastering number training. Engaging with NCTEM resources to deliver this. YR baseline being completed.</p> <p>8.16 Sounds Write training started. Currently 5 teachers undertaking the training and once completed it is to be rolled out to all KS1 and KS2 staff.</p> <p>8.17 Instructional coaching to be introduced to secure effective professional development for all teachers.</p> <p>Q: Is there any improvement with speech and language issues?</p> <p>BE advised that significant concerns remain around speech and language with one third of Year R experiencing difficulties. Speech screening has identified 18 children who require assistance and a new speech therapist is starting shortly.</p> <p>Q: Do some children follow an alternative curriculum?</p> <p>SG advised that staff are identifying children working below the expected level for their age and targeting work for them.</p> <p><u>Attendance</u></p> <p>8.18 Current school attendance stood at 96.4%. Due to the increase in numbers of Covid positive cases, some parents have taken the decision to keep their child off due to vulnerabilities within their household/families. The school is working with the families to support them but this attendance is being recorded as unauthorised.</p> <p><u>Admissions & School Roll</u></p> <p>8.19 There are currently 428 children registered at CPS.</p> <p>Q: Why have we taken extra pupils above the school's Pupil Admission Number (PAN) of 420?</p> <p>BE explained whilst classes are limited to 30 in KS1 there is capacity for 32 per class in KS2 and the trust wide policy is to take 32 if possible but not to exceed this. There is low mobility in the school and CPS have the space to accommodate the extra children in KS2. Classes are not legally allowed to go above 30 in KS1.</p> <p>Q: Is there growing pressure on the school to take more pupils?</p> <p>BE advised that the school is full in most year groups and already holds waiting lists. The catchment area is shrinking with increased building in the area, but once the school is full no more children can be admitted.</p> <p><u>Inclusion</u></p> <p>8.20 Darren Flisher is completing an NPQSL and his project focuses on ways to increase independence for SEND children, such as ensuring resourcing needs are met.</p> <p><i>Due to pressure on time, the following items (8.21 – 8.22) were not discussed at the meeting but were communicated to governors post meeting:</i></p> <p><u>Safeguarding</u></p> <p>8.21 Nothing further to add.</p> <p><u>Behaviour</u></p> <p>8.22 Nothing further to add.</p> <p><u>Health & Safety</u></p> <p>8.23 H&S walk completed term 1 – no significant issues to report.</p> <p>8.24 Fire drill/Lockdown planned for term 1.</p>	
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<p>8.25 Asbestos condition to be completed by GM/AB term 1.</p> <p>8.26 All documentation regarding legionella and fire point testing up to date.</p> <p><u>Budget Update</u></p> <p>8.22 No budget meeting update. Governors had received the school's 3-year budget plan and had noted the healthy balances predicted.</p> <p>School Strategic Document</p> <p>8.24 The updated document was discussed and approved by Governors. The priorities will be used to identify areas for governor monitoring – see item 11 below.</p> <p>School Statutory Documents</p> <p>8.25 The Emergency Procedures Plan was duly noted and approved.</p>	
<p>9 Safeguarding and disability matters</p> <p>9.1 Nothing to report.</p>	
<p>10 Any other school matters</p> <p>10.1 GM had explained to governors, during the tour of the school prior to the meeting, that the floor in the hall is water damaged and will need replacing. An insurance claim is in progress and it is hoped that the floor will be replaced with a sports floor covering which will be beneficial in the long term, enabling increased lettings. Depending on availability of contractors and materials work may cause disruption to the school.</p>	
<p>11 Governor monitoring</p> <p>11.1 Governors had a lengthy discussion of how they should monitor the new SDP, bearing in mind that the new scheme of delegation may influence monitoring going forwards, and that the upcoming external review and regular internal reviews may also impact on monitoring.</p> <p>11.2 It was accepted that Quality of Education was by far the greatest part of the document, and could not reasonably be covered by one monitoring pair as per existing arrangements. It was also agreed that keeping monitoring pairs was useful, allowing governors to share thoughts on their area for monitoring. Provisionally, monitoring areas and pairs were agreed as below for 2021-22, but CoG would discuss this further with the HT before arrangements were confirmed:</p> <p>Reading & writing – SS & SW</p> <p>Maths – SS & SM</p> <p>Welfare, Safeguarding and H&S – SG & DJ</p> <p>Leadership and Management – CN & SS</p> <p>11.3 Staff agreed that governor visits are useful as they offer teachers an opportunity to reflect on and discuss their work. Subject leads need to be involved in reviews to maximise the benefit of visits. Governors agreed that it is important to see things in practice within the school.</p> <p>11.3 Governor monitoring dates to be confirmed by CN once she has spoken to GM.</p>	<p>CN</p> <p>CN</p>
<p>12 Any other governor matters</p> <p>12.1. Governors agreed that the next meeting should be held in person at the school provided Covid circumstances allowed.</p> <p>12.1 CoG emphasised that, having been unable to attend for so long, governors needed to be visible and accessible in school this year in order to build relationships all round. To help with this, Governors were asked to have their photographs taken by the school photographer on 14th October for badges and for inclusion on the school notice board.</p>	

13 Agreement of confidentiality and action points 13.1 There were no confidential discussions. 13.2 Action points had been noted and NW would send these to Governors	NW
14 Points to feed back to the Trust Board 14.1 Advice needed on monitoring the SDP. 14.2 NW would discuss the review of the complaints policy with CH.	
15 Dates for next LGB meetings and any school events <ul style="list-style-type: none"> • T2 Tuesday 30th November 2021 • T3 Tuesday 1st Feb 2022 • T4 Tuesday 22nd Mar 2022 • T5 Tuesday 17th May 2022 • T6 Tuesday 5th July 2022 Governors to see weekly newsletter for school events	

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
3.1	Governors asked to complete a Declaration of Business Interest on GovernorHub	All asap
4.2	List of School Leaders to be circulated by BE	BE
4.2	Governor Health & Safety walk did not take place last term – to be rescheduled.	GM
7.1	Ensure that review of complaints policy includes clause on LGB panels	NW
11.3	Governor monitoring dates are to be confirmed by CN once she has spoken to GM	CN
13.1	Circulate action points	NW