

## COXHEATH PRIMARY SCHOOL

### Local Governing Body Meeting

Tuesday 1<sup>st</sup> February, 2022

Via Zoom

**Present** : Clare Nursey (Chair of Governors / CoG), Giacomo Mazza (Headteacher), 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)

**Clerk:** Nicky Wheeler

Item Number	Action
<b>1 Welcome &amp; any introductions</b> 1.1 The CoG welcomed everyone to the meeting and explained that the meeting had been moved to Zoom at short notice due to increasing Covid cases.	
<b>2 Apologies for absence</b> 2.1 Everyone was present and the meeting was declared quorate.	
<b>3 Declaration of Business Interest and any other admin matters</b> 3.1 All governors have completed a Declaration of Business Interests on GovernorHub.	
<b>4 Minutes of the last meeting and any matters arising</b> 4.1 The minutes of the last meeting held on the 30 <sup>th</sup> November 2021 were duly agreed and will be signed when circumstances allow. 4.2 In reply to questions the HT confirmed that: <ul style="list-style-type: none"><li>The TL &amp; HT have held an initial meeting to discuss the HT's appraisal and will hold a follow up meeting shortly</li><li>Governor photos have been taken and badges will be produced</li></ul>	GM
<b>5 Any Other Urgent Business</b> 5.1 None reported.	
<b>6 Trust Matters</b> 6.1 The minutes of the last Trust Board meeting on the 8 <sup>th</sup> December 2021 had been received by governors and the following points were discussed: <ul style="list-style-type: none"><li>Governors questioned the differences in the Chris Quigley &amp; Reach curriculums and if Ofsted will still focus on depth of knowledge. GM explained that it is important to be able to demonstrate a 'golden thread' of knowledge running through the curriculum. Coxheath continue to use the Reach curriculum for History &amp; Geography but are developing a bespoke curriculum for Art and Science.</li><li>The Scheme of Delegation shows LGBs as responsible for monitoring school KPIs. GM agreed with governors that this will be included in the Leadership &amp; Monitoring review which will be conducted by CN &amp; SM.</li><li>Governors expressed concern about information overload so GM agreed to summarise the relevance of data in his HT reports.</li><li>Revised Terms of Reference have been circulated to governors and now include the Education and Curriculum Committee which will include a representative from each LGB. Governors were asked to review the document and send feedback to JE (trustee) by the 11<sup>th</sup> February.</li></ul>	CN/SM GM ALL

<ul style="list-style-type: none"> <li>DJ advised that he found the skills audit unsatisfactory as it only offered the option to rank everything on a scale of 1-4. Governors were advised that it is the standard NGA skills audit and will give a general overview of strengths and weaknesses of governance across the whole trust. Feedback will be circulated once all of the responses have been reviewed.</li> </ul>	<b>NW</b>
<p><b>7 Trust Policies</b></p> <p>7.1 The following policies, approved by the Trust Board meeting of the 8<sup>th</sup> December 2021, were duly noted by the governors:</p> <ul style="list-style-type: none"> <li>Grievance</li> <li>Discipline, Conduct &amp; Capability</li> <li>Supporting Children with Medical Needs</li> </ul>	
<p><b>8 School Strategic Matters</b></p> <p><b>Headteacher's report</b></p> <p><u>Staffing Update</u></p> <p>8.1 One HLTA remains absent with a provisional return date of Term 5 and the HT advised that recruitment remains challenging and the school has been unable to fill the other HLTA. This is having an impact on release time for teachers with the catch up HLTA being used to cover and release teachers for PPA / Leadership time.</p> <p>8.2 GM explained that the school are developing a bespoke curriculum for Art and Science so need to plan additional release time for those subject leads. The February Inset Day will be used for planning.</p> <p><u>Staff Appraisal</u></p> <p>8.3 The Disciplined enquiry approach has been introduced to all support staff in preparation for targets being set in December.</p> <p><u>Professional Development</u></p> <p>8.4 GM explained that instructional coaching continues to be the focus for teacher professional development. Following completion of the training by GM &amp; BE the initial phase is being implemented with all teachers engaging in joint observations/coaching sessions.</p> <p>8.5 GM/MC/BT – continue to access memory and metacognition training as part of the Kent Effective Project.</p> <p>8.6 GM advised governors that there is a continued focus on writing and SPAG skills to drive writing outcomes and staff have been filming reviews to see how children talk about their knowledge.</p> <p>8.7 The pupil premium strategy has been shared with all staff to ensure that everyone understands their role within it and BE confirmed that this has been well received by staff.</p> <p>8.8 GM advised that the writing lead has completed moderation training and three TAs attended the maths hub specialist knowledge for teaching mathematics. The school continues to focus on embedding the curriculum changes introduced in Terms 1&amp;2 whilst being mindful of staff wellbeing.</p> <p>8.9 ECT training provided by the trust is continuing and the feedback from attendees is very positive.</p> <p><u>Teaching &amp; Learning</u></p> <p>8.10 The internal review was conducted by the trust last week and focused on early reading. The initial feedback is positive and highlighted the strength of the phonics lead and KS1 staff.</p> <p>8.11 GM explained that recent writing monitoring showed a positive impact. Children were able to verbalise their learning and show a clear understanding of the concepts taught. GM will circulate some of the videos from the reviews to governors for review.</p>	<b>GM</b>

<p>8.12 GM advised governors that the recent internal reviews have secured better collaboration with the other schools within the trust and leaders across the trust are now sharing best practice and working together.</p> <p><u>Admissions</u></p> <p>8.13 GM advised that there are currently 432 pupils on roll and he is waiting to receive the provisional numbers for next year.</p> <p><u>Inclusion</u></p> <p>8.14 Currently 5 pupils have an EHCP in place and there are 8 in receipt of HNF but a further 3 applications are in progress.</p> <p><b>Q: What is the level of HNF pupils required to hit the cap and receive a rebate?</b></p> <p>GM will speak to Carina Cuddington (Trust Financial Consultant) to confirm the details.</p> <p><u>Safeguarding</u></p> <p>8.15 The safeguarding self-review will take place this term and will be circulated to governors for discussion at the next meeting.</p> <p>8.16 The lead DSL has completed refresher training and there is a continued focus to check that staff have a good understanding of KCSIE.</p> <p><b>Q: Has Abbie Cheeseman completed her DSL training?</b></p> <p>GM confirmed that she has and is working well in the new role.</p> <p><u>Attendance</u></p> <p>8.17 GM advised that attendance of 92.6% remains above the national FFT average of 92.4%.</p> <p>8.18 There is a new attendance officer in post focusing on identifying children who arrive late but not before the register close as this has a significant impact on learning.</p> <p>8.19 Staff are following the attendance policy more closely whilst offering support to families where needed.</p> <p><b>Q: Can parents be fined for late attendance?</b></p> <p>GM explained that this is only an option if the child arrives after the register is closed and on more than 10 occasions. However this is hard to enforce for example, if a single parent has to isolate then it is difficult for them to bring a child to school.</p> <p><u>Behaviour</u></p> <p>8.20 GM explained that there have been two racially motivated incidents recorded so SLT are proactively looking at ways to offer support and educate pupils to prevent further incidents.</p> <p><u>Health &amp; Safety</u></p> <p>8.21 Following his appointment as COO, AL is now working in school once a fortnight to meet the HT &amp; site manager and advise on site and compliance issues. GM welcomed this additional support from the Trust.</p> <p><u>Premises Update</u></p> <p>8.22 GM advised governors that the hall floor will be replaced in term 4 and work will commence to install blinds shortly.</p> <p>8.23 Quotes are being obtained to partition the meeting room to create a further two break out rooms and further office space.</p> <p><u>Budget Update</u></p> <p>8.24 The budget remains healthy, with savings made from not recruiting to the HLTA vacancy/1:1 vacancies. There is a carry forward balance of £128k.</p> <p><b>Q: Is the tutoring programme in operation?</b></p> <p>GM confirmed that the school now has 8/9 tutors working with 47 pupils across the school. The tutors are existing Coxheath teachers and TAs who have existing relationships with the pupils and GM feels it is proving extremely successful. Each</p>	<p><b>GM</b></p>
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child receives 15 hours of tutoring, in 45 minute blocks before and after school, and the school has received over £10k in funding to cover the cost.

Covid Update

8.25 GM advised that Covid cases are currently low at across the school.

**Q: How is staff morale / wellbeing?**

Both GM & BE feel that staff are happy and feel able to raise concerns if they arise.

The school run regular wellbeing initiatives and staff retention remains high.

Strategic Document

8.26 GM met with MC recently to review the Strategic Document and agreed that the self-evaluation section is quite historical and does not reflect the current provision at the school. Therefore, work is being undertaken to review and rewrite the document and, once complete, it will be circulated to governors for consideration.

GM

Data Review

8.27 BE explained that the autumn term data is based on teacher judgements not assessment data. Pupils sat NFER tests and the judgements were then set by the teachers based on these scores and observation in the classroom, so they are a subjective measure. SLT will be spending more time investigating the children in the amber band (just below expected standards) to identify them and look at how to improve outcomes. Ofsted will be looking at the bottom 20% nationally, not just in each school, and it is important to identify which of the pupils fall into this group. The school will need to be able to track their progress since 2019 and demonstrate how they have been supported.

8.28 The trust set the thresholds high for assessment so this may have led to children being graded just below expected instead of being in the bottom percentile of expected, especially if teachers have been overly cautious. There are ongoing discussions across the trust to ensure the data is robust and GM explained that he is confident the school will achieve 69% expected or above across the board for reading, writing and maths by the end of the year. In 2019, Coxheath's results were poor but there have been huge improvements since then so it is important that this is reflected in this year's results allowing the school to move away from this past legacy and attract more pupils.

**Q: Are Year 4 results higher as a result of more generous teacher assessment?**

GM felt that it is likely that most pupils in the amber band are due to teachers being over cautious as it is early in the year to make a judgement.

**Q: Why have STK got more SAT results?**

GM explained that the HT had chosen to do extra tests but it is not a requirement.

**Q: How can governors track improvements in the data?**

GM explained that going forward, once there is additional data available to compare, governors should see a reduction in the red and amber banding and an increase in pupils at expected or above the expected standard.

8.29 Governors had also been sent comparative judgement data to review and GM & BE explained how the process works. The pupils are given an activity to complete which is then uploaded to a website and compared to other pieces of work nationally. The results for Coxheath are positive and reflect the thinking that teacher assessment may be too harsh. The SLT will continue to look at the results in greater depth and feedback at the curriculum monitoring visit.

8.30 BE explained that the FFT benchmark targets are based upon prior attainment of pupils at KS1 and she is not sure if they have been modified to reflect the impact of Covid so not too much weight should be attached to them at present.

<p><u>SEND Internal Review</u></p> <p>8.31 Governors felt that the review was very positive and GM confirmed that it is a true reflection of SEND provision at the school. Darren Flisher continues to work with SG to improve provision and there is a focus on how to adapt the classroom which they will continue to monitor.</p> <p><b>Q: Capacity for SEND work appeared to still be an issue so is there scope for SEND paperwork be completed centrally by the Trust?</b></p> <p>SG explained that this is not possible as the applications require detailed knowledge of the children and their needs and coordination of information across the school.</p> <p><b>Q : Will there be a spike in workload as the backlog of pupils waiting for assessments by external agencies is cleared?</b></p> <p>SG advised that the school is already monitoring pupils waiting for a diagnosis and puts interventions in place before the formal diagnosis is received.</p> <p><u>Pupil Premium Strategy</u></p> <p>8.32 Governors confirmed <b>APPROVAL</b> of the pupil premium strategy which had been previously been agreed by email to allow submission by the 31st December 2021.</p>	
<p><b>9 Safeguarding and disability matters</b></p> <p>9.1 Nothing to report.</p>	
<p><b>10 Any other school matters</b></p> <p>10.1 GM advised governors that the final design for the school bus has been agreed and work will start in the next couple of weeks. He will be updating parents on the progress of the project shortly.</p>	
<p><b>11 Governor Monitoring</b></p> <p>11.1 T2 monitoring reports had been circulated to governors for review and no questions were raised.</p> <p>11.2 Governors agreed with the HT that the next reviews should focus on Maths and revisiting actions from the last visits to check they have been addressed. The Trust internal reviews will focus on EYFS next term so this is an area that governors could look at in the term 6 monitoring visit.</p> <p><b>Q : Why do the parents workshops have low attendance?</b></p> <p>GM explained that although feedback from the workshops is very positive numbers attending remain low and the school are looking at other ways to engage parents</p> <p><b>Q : Do governors need to attend budget setting meetings to monitor finance as per the Scheme of Delegation?</b></p> <p>GM explained that the meetings include sensitive information therefore this area of monitoring should be covered by the Leadership &amp; Management monitoring visit.</p> <p>11.3 SM agreed to attend the next parent council meeting on behalf of the LGB and BE will circulate dates for the next wellbeing coffee morning to all governors.</p>	SM/BE
<p><b>12 Any other governor matters</b></p> <p>12.1 Governors agreed that the next meeting will be held in person if circumstances allow.</p>	
<p><b>13 Agreement of confidentiality and action points</b></p> <p>13.1 No confidential discussions.</p> <p>13.2 Action points were agreed and listed in the table at the end of the minutes.</p>	
<p><b>14 Points to feedback to the Trust Board</b></p> <p>14.1 None</p>	
<p><b>15 Dates for next LGB meetings and any school events</b></p> <p>Tuesday 22<sup>nd</sup> March 2022 at 5.30pm</p> <p>Tuesday 17<sup>th</sup> May 2022 at 5.30pm</p> <p>Tuesday 5<sup>th</sup> July 2022 at 5.30pm</p> <p>Governors to see weekly newsletter for school events</p>	

Signed.....

Date.....

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

**ACTION POINTS**

<b>Para no</b>	<b>Action point</b>	<b>By whom/when</b>
4.2	Governor photos have been taken and badges will be produced	GM
6.1	GM agreed with governors that the KPI monitoring will be included in the Leadership & Monitoring review which will be conducted by CN & SM	CN/SM
6.1	Governors expressed concern about information overload so GM agreed to summarise the relevance of data in his HT reports	GM
6.1	Governors were asked to review the revised ToR and send feedback to JE (trustee) by the 11 <sup>th</sup> February	ALL
6.1	Skills audit feedback will be circulated once all of the responses have been reviewed	NW
8.11	GM will circulate some of the videos from the reviews to governors for review	GM
8.14	GM will speak to Carina Cuddington (Trust Financial Consultant) to confirm the details of the HNF cap	GM
8.26	Work is being undertaken to review and rewrite the School Strategic Document and, once complete, it will be circulated to governors for consideration	GM
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