

# COXHEATH PRIMARY SCHOOL

## Local Governing Body Meeting

Tuesday 22<sup>nd</sup> March, 2022

### In School

**Present:** Clare Nursey (Chair of Governors / CoG), Giacomo Mazza (Headteacher), Sophie Grimley (Staff 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.	
<b>2 Apologies for absence</b>	
2.1 Apologies were received and accepted from Suzie Wenham & David Jones and the meeting was declared quorate.	
<b>3 Declaration of Business Interest and any other admin matters</b>	
3.1 No new interests to declare.	
<b>4 Minutes of the last meeting and any matters arising</b>	
4.1 The minutes of the last meeting held on the 1 <sup>st</sup> February 2022 were agreed and signed by the CoG.	
4.2 Matters arising included the following points:	
<ul style="list-style-type: none"><li>• BE explained that a score of below 85 on the NFER tests would indicate that a child is in the bottom 20% nationally and she is currently looking at the results at CPS to identify if this applies to any of the children</li><li>• BE confirmed that the FFE benchmarking data has not been amended to reflect the impact of Covid</li><li>• The skills audits are complete and once they have been reviewed by trustees feedback will be given to the LGB</li><li>• Governors were advised that the term of office for CN and DJ expire on the 31<sup>st</sup> August 2022 and, as they are co-opted, the Trustees will decide whether to reappoint or appoint replacements</li><li>• GM agreed to show governors videos of the children from the internal reviews at the next monitoring visit as they provide a good insight into the children's progress</li><li>• GM advised that 2 further HNF applications will be submitted shortly</li><li>• BE agreed to send dates for next well-being coffee morning to governors</li><li>• GM to check that the school held governor lanyards to increase governor visibility in and around school</li></ul>	GM  BE  GM
4.3 GM asked for governors to help during SATs week, starting the 9 <sup>th</sup> May, to check that correct procedures are being followed. SM and SS agreed to help. <i>SG arrived at 17.50pm</i>	SM / SS
<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> February 2022 had been received by governors and the following points were discussed:	
<ul style="list-style-type: none"><li>• GM confirmed that following the restructure of the trust finance team there is more clarity regarding roles.</li></ul>	

<ul style="list-style-type: none"> <li>• SS attended a recent budget monitoring meeting and confirmed that the budget looks healthy but she would like clarification regarding the governor role at the meetings. CN agreed to discuss this with trustees.</li> <li>• Regarding the EEF Guide to being an evidence informed governor, governors noted that the disciplined enquiry approach to appraisal will provide a useful evidence bank for the trust.</li> </ul>	<p><b>CN</b></p>
<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> February 2022, were duly noted by the governors:</p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Children in Care</li> <li>• Exclusions</li> <li>• Finance</li> <li>• Online Safety</li> <li>• Risk Register</li> <li>• SEND</li> <li>• Staff Absence</li> </ul>	
<p><b>8 School Strategic Matters</b></p> <p><b>Headteacher's report</b></p> <p>8.1 The HT report had been circulated to governors and the following points were discussed :</p> <p><u>Staffing Update</u></p> <p>8.2 GM advised governors that Covid absence continues to have a significant impact with approximately 90 teaching days lost since September and a similar number of days for support staff. BE has mostly managed to cover absence internally as this results in better outcomes for children. She explained that it remains difficult to obtain supply cover and this is also more disruptive for the children.</p> <p><b>Q: Has this had an impact on interventions &amp; catch up tutoring?</b></p> <p>GM explained that he will assess the impact on interventions when he reviews the provision maps as staff have been asked to record if sessions have been missed and give the reason (staff absent/covering elsewhere or child absence). Covid catch up tutoring has been covered by other teachers or TAs where possible.</p> <p><u>Staff Appraisal</u></p> <p>8.3 The disciplined enquiry approach is now in operation and GM &amp; BE continue to meet with staff to check how it is progressing. BE agreed to circulate the list of questions to governors for information.</p> <p><b>Q: Will the timescale for completion be extended due to the pressures created by staff absence?</b></p> <p>BE confirmed that staff will have until the end of term 5 to complete their enquiry with results &amp; feedback due in term 6.</p> <p><u>Professional Development</u></p> <p>8.4 GM explained that instructional coaching is producing positive results but progress has been hindered by the high levels of staff absence. BE is meeting with staff at LPS to share the skills across the trust.</p> <p><b>Q: KS1 staff have completed Sounds Write training - if they move to KS2 in September will these skills be used?</b></p> <p>GM explained that whilst KS1 staff have been trained first the plan is for KS2 staff to also receive Sounds Write training going forward. BE advised governors that the feedback from the training has been excellent and staff are keen to start using the skills they have learnt. GM suggested that it would be useful for governors to attend a session to explain it to them in more detail.</p>	<p><b>BE</b></p> <p><b>GM</b></p>

<p>8.5 Governors noted that training for non-teachers was low compared with that for teachers. GM explained that the figure was perhaps not entirely reliable and, in any case, in future the HT report will follow a new format and instead of reporting hours of training undertaken, the focus will be on impact and outcomes and staff will be asked to complete a short (3 questions) survey after attending any training.</p> <p><u>Admissions</u></p> <p>8.6 GM advised that applications for YR were the highest ever this year, and CPS expect to be over-subscribed which is extremely positive.</p> <p><b>Q: If applications continue to grow, will the school look to increase the PAN?</b></p> <p>GM explained that whilst the school grounds offer potential space for 3 form entry, expansion would impact on the existing children and staff, and there would need to be significant benefits identified before considering this option. In any case, the decision was likely to rest with KCC who would take into account whether all nearby schools were full (not currently the case) before proposing expansion.</p> <p><u>Inclusion</u></p> <p>8.7 SG explained that there have been fewer children identified with needs in KS1 this year than previously, and this could be related to the impact of Covid so further investigation is being completed.</p> <p><u>Safeguarding</u></p> <p>8.8 GM advised that the school are working with the Anti-Bullying Alliance to look at ways to identify and track bullying. Overall behaviour is strong across the school and the school has not recorded any incidents of bullying, but the word 'bullying' is open to various interpretations hence the school wishes to investigate its approach further.</p> <p><b>Q: Should the school record all reported incidents and action taken to resolve the issue even if not then confirmed as a bullying incident?</b></p> <p>GM will continue to investigate how reported incidents are recorded by teachers to ensure a record is kept of all reported incidents, the action taken and the outcome. GM advised governors that he will share an anti-bullying action plan at the next meeting.</p> <p><u>Attendance</u></p> <p>8.9 GM explained that in addition to Covid there has been a sickness bug and chickenpox in school resulting in increased pupil absence and, now that online learning is no longer a requirement, children miss out significantly on learning when not in school. Now that Covid absence is not recorded separately it is more difficult to track but the school remains committed to improving attendance with regular reminders in the newsletters and a dedicated attendance office now in post.</p> <p><b>Q: Unauthorised absence is almost double for FSM pupils than non-FSM pupils, what action is the school taking to address this?</b></p> <p>GM explained that the employment of the attendance officer is proving very successful as she is ensuring that the school policies are being followed more closely with penalty notices issued where necessary. BE advised that in many cases absence is linked to parental anxiety and the attendance officer can also help to support these families.</p> <p><b>Q: Why is FSM absence reported separately?</b></p> <p>BE explained that the school receive extra funding for these children so need to demonstrate accountability for their outcomes. SG advised that many of the SEN children are also included in the FSM group, and GM advised that a very recent review confirmed that SEN children's attendance was good.</p> <p><u>Behaviour</u></p> <p>8.10 GM advised that the trust conducted an internal review of behaviour recently and, despite 5 staff being absent, standards remained high across the school.</p>	<p>GM</p>
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<p>Evidence of this was seen in a recent fire drill where the children all evacuated quickly, calmly and in silence. MC (TL) asked GM to identify how good behaviour is achieved at CPS so that this can be shared across the trust. Staff feel that it is due to consistency and strong relationships between staff and pupils throughout the school.</p> <p><u>Health &amp; Safety</u></p>	
<p>8.11 SG agreed to complete a spot check of the SCR.</p>	SG
<p><u>Premises Update</u></p>	
<p>8.12 GM advised governors that the work on the school bus is due to start on the 5<sup>th</sup> April.</p>	
<p><u>Budget Update</u></p>	
<p>8.13 The budget had been circulated and governor noted that the position is extremely healthy. GM is encouraging staff to consider resources required for next year and investigating capital spending projects.</p>	
<p><b>Q: Does the need for 3 quotes make it difficult to complete work?</b></p>	
<p>GM confirmed that it is still difficult to obtain 3 quotes for all work and governors asked that trustees consider amending the finance policy. Currently there are blinds that need replacing in school and the HT would like to use the same company that completed the work previously so he has asked the trust finance team to approve this work without obtaining additional quotes.</p>	CN
<p><u>Strategic Document</u></p>	
<p>8.14 The document had been circulated to governors and GM explained that the format for the self-evaluation has been amended in conjunction with MC (TL) and is now more reflective of the school. He stressed that the document was very important and should guide governor monitoring, and governors agreed that it should be discussed in depth at every LGB meeting going forwards.</p>	
<p><b>Q: Who creates the document and will Ofsted review it?</b></p>	
<p>GM explained that all of the strategic leaders in school have an input and the document is circulated to the trust board, governors and all staff. It is updated regularly and needs to be relevant and honest as it will be one of the documents Ofsted request and will refer to during their visit. CN suggested some amendments and agreed to send them to GM for consideration. Governors also asked if changes could be tracked or highlighted when new versions are released for ease of reference.</p>	CN / GM
<p><u>Ofsted Briefing</u></p>	
<p>8.15 Governors had received the document and raised the following question :</p>	
<p><b>Q: Will Ofsted expect to meet governors?</b></p>	
<p>CN said Ofsted will meet with trustees as the TB was the decision making level in the trust, but she was not certain on the local governors' role at an inspection. She will raise the question at the Chair's Catch-up meeting on the 24th March.</p>	CN
<p><u>Data Review</u></p>	
<p>8.16 Governors noted that the data shows writing is strong at CPS, although with some significant gaps between boy/girl and PP/non-PP results. GM said the results are encouraging as whilst writing has been a focus this year it is too early for this to be fully embedded and reflected in the results yet. GM explained the process of comparative judgements to the governors and BE advised that there will be a meeting shortly to discuss the results and address the issues identified. There are some anomalies in the data which GM &amp; BE will continue to analyse.</p>	
<p><b>Q: How will the school address the gap between boys and girls?</b></p>	
<p>GM advised that some of the Disciplined Inquiry questions will focus on this area and the literacy team continue to work on ways to address the issue.</p>	
<p><u>Feedback from internal review of early reading</u></p>	
<p>8.17 Governors agreed to carry this over to the next agenda due to time constraints.</p>	NW

<p><u>Safeguarding Self Evaluation</u></p> <p>8.18 The document had been circulated to governors and was <b>APPROVED</b>.</p> <p><u>Business Continuity Plans</u></p> <p>8.19 The document had been circulated to governors and was <b>APPROVED</b>. Going forward the document will need to be reviewed regularly to ensure the information is up to date and specific to the school.</p>	
<p><b>9 Finance</b></p> <p>9.1 Governors had received the January budgets and no further questions were raised.</p>	
<p><b>10 Safeguarding and disability matters</b></p> <p>9.1 Nothing to report.</p>	
<p><b>11 Any other school matters</b></p> <p>10.1 Nothing to report.</p>	
<p><b>12 Governor Monitoring</b></p> <p>11.1 SS and SM agreed to visit school on the 25<sup>th</sup> March at 9.30am to undertake the Maths governor monitoring.</p> <p>11.2 SEN, Literacy, curriculum, and Leadership and Management monitoring meetings had taken place on 18 March – reports would be available for the next meeting.</p>	<b>SS/SM</b>
<p><b>13 Any other governor matters</b></p> <p>12.1 SM confirmed that he attended the recent Parent Council meeting and found it very informative.</p> <p><b>Q: How is information from the meetings communicated to parents?</b></p> <p>GM explained that there are minutes on the school website, information in the newsletters and the class representatives feedback to their class.</p> <p>12.2 It was agreed that the School Council would be invited to the July LGB meeting, not in May as previously planned.</p>	
<p><b>14 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>15 Points to feedback to the Trust Board</b></p> <p>15.1 Clarification regarding the governor role at the finance meetings</p> <p>15.2 Review of finance policy / requirement for three quotes</p> <p>15.3 Expectations for governor involvement in Ofsted visit</p>	
<p><b>16 Dates for next LGB meetings and any school events</b></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**

Para no	Action point	By whom/when
4.2	GM agreed to show governors videos of the children from the internal reviews at the next monitoring visit as they provide a good insight into the children's progress	GM
4.2	BE agreed to send dates for next well-being coffee morning to governors	BE
4.2	GM to check governor lanyards available	GM
4.3	SM and SS agreed to help in school during SATs week	SM & SS
6.1	Clarification needed regarding the governor role at the finance meetings. CN agreed to discuss this with trustees	CN
8.3	BE agreed to circulate the list of Disciplined Inquiry questions to governors for information	BE
8.4	GM to arrange Sounds Write session for governors to explain it to them in more detail	GM
8.8	GM advised governors that he will share an anti-bullying action plan at the next meeting	GM
8.11	SC agreed to complete a spot check of the SCR	SG
8.13	Governors asked that trustees consider amending the finance policy with regards to the need for 3 quotes	CN
8.14	CN suggested some amendments and agreed to send them to GM for consideration	CN/GM
8.15	CN said that she would expect that Ofsted will meet with trustees but she will raise the question at the Chair's Catch up meeting on the 24th March	CN
8.17	Governors agreed to carry feedback from the internal review of early reading to the next agenda due to time constraints	NW
11.1	SS and SM agreed to visit school on the 25 <sup>th</sup> March at 9.30am to undertake the Maths governor monitoring	SS & SM