

COXHEATH PRIMARY SCHOOL

Local Governing Body Meeting

Tuesday 17th May, 2022 at 5.30pm

In School

Present: Clare Nursey (Chair of Governors / CoG), Giacomo Mazza (Headteacher), 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
1 Welcome & any introductions 1.1 The CoG welcomed everyone to the meeting.	
2 Apologies for absence 2.1 Apologies were received and accepted from Sophie Grimley and the meeting was declared quorate.	
3 Declaration of Business Interest and any other admin matters 3.1 No new interests to declare.	
4 Minutes of the last meeting and any matters arising 4.1 The minutes of the last meeting held on the 22 nd March 2022 were agreed and signed by the CoG. 4.2 Matters arising included the following points: <ul style="list-style-type: none">• GM agreed to show governors videos of the children that were made as part of the Internal Review by the trust at the next monitoring visit• GM advised all governors to read the DfE reading framework document as it is the document Ofsted refer to and will provide useful information for monitoring visits. NW to circulate• GM explained that if children are absent due to Covid they are able to access learning via Oaks Academy but so far this has not been necessary• CN advised that when Ofsted visited Loose recently Trustees selected which governors attended the meeting depending on the area Ofsted were reviewing	GM NW
5 Any Other Urgent Business 5.1 None reported.	
6 Trust Matters 6.1 The minutes of the last Trust Board meeting on the 30 th March 2022 had been received by governors and the following points were discussed: <ul style="list-style-type: none">• GM explained that there are a number of projects in the pipeline to use the remaining equity fund money allocated to CPS including improvements to the EYFS area; TB minutes mentioned that there may be additional equity fund money to come.• CN explained that the Education & Curriculum Committee will be meeting on the 20th June at 4.30pm in the Staff Room at Loose. The committee will comprise various trustees and a representative from each LGB. SS agreed to attend the first meeting on behalf of CPS and the LGB governor on the committee may rotate in future. (CN would query why a non-educationist would be asked to chair the new committee.)	SS

<ul style="list-style-type: none"> • Governors discussed the proposed merger with OAT and felt it is a positive move for CPP as the other trust comprises of two strong schools in the local area and in Primary Education. In addition, the merger is line with government direction of travel and will strengthen the trust. GM advised governors that he has met with the HTs and CEO at OAT and they are starting to collaborate informally. Governors would have like to have been informed of the merger sooner as most of them were only notified at the same time as parents. • Governors had received the SoD for review and CN confirmed that it is a working document and will continue to evolve over time. • All governors were invited to attend the Trust Inset session at Mote Park on the 6th June & were asked to confirm to NW if they will be attending. 	ALL
<p>7 Trust Policies</p> <p>7.1 The following policies, approved by the Trust Board meeting of the 30th March 2022, were duly noted by the governors:</p> <ul style="list-style-type: none"> • Business Continuity Plans • Equalities Objectives • Capability • Complaints • Finance • Risk Register • RSE • Whistleblowing 	
<p>8 School Strategic Matters</p> <p>Headteacher's report</p> <p>8.1 The HT updated governors:</p> <p><u>Staffing</u></p> <p>8.2 Contained in confidential annex</p> <p>8.3 GM confirmed that the staffing structure for September has been finalised and will be circulated to staff on the 18th May to allow time for discussion. GM is not expecting any teaching staff to resign but they have until the 31st of May to notify the school.</p> <p><u>Professional Development</u></p> <p>8.4 GM explained that the main the focus areas for PDMs has been SEND provision and continuing to look at how to address and prioritise concerns raised by both staff and parents in the recent surveys. Due to COVID there is a backlog of assessments which the SENCo is working through. DF recently completed his NPQSL, with a project on SEND provision, and is looking at ways to adapt the curriculum to ensure access for all learners.</p> <p>8.5 CPS have used the Reading Framework (DFE) to support and review reading across the school. This document provides a clear checklist for all staff and in particular the reading lead on teaching the foundations of literacy. Reading was a focus of the recent Ofsted inspection at LPS, as had been Maths. LPS had been able to influence other subjects chosen for deep dives and GM confirmed that, when the time came, he would encourage Ofsted to look at Art which was a particular strength at the school.</p> <p>Q: Are the results if the LPS Ofsted inspection know yet?</p> <p>GM advised that whilst MC has given all of the schools a debrief the outcome will not be known until June. Currently he feels that, if asked by Ofsted, he would rate CPS Good overall and Outstanding in some areas.</p> <p><u>Training</u></p>	

8.6 Training is no longer recorded as hours completed but instead staff are asked to complete a form to rate the usefulness of the training to their role. In the latest results, 67% scored the training as 9 or 10 and 25% as 7 or 8. Lower scores were for external training so this is evidence of the high quality and value of the PDM sessions and internal training.

8.7 GM explained that the school have been working with ARISE (Anti-racism in Schools and Education) which is a company that supports schools with anti-racism training. Whilst incidents in school are low, he is looking to educate the children in this area and increase understanding of the issues involved with staff by openly exploring topics. ARISE led a staff training session last week and will be delivering workshops to the KS2 children and assemblies to the KS1 children. Following this GM is hoping to engage with parents and the wider community on the issue.

Teaching & Learning

8.8 GM advised governors that collaboration with other schools outside the trust (Hunton, East Farleigh, Staplehurst, Boughton Monchelsea) is continuing and provides valuable experience. The next visit is to take place at Coxheath 21st June. The focus will be Reading with a more detailed look at Early Reading.

8.9 During a recent visit to Staplehurst, who have recently received an Ofsted inspection, CPS staff (DHT/HT/Reading lead) looked at Reading and the different approach adopted with a greater focus on developing fluency. As a result of this visit, CPS are currently assessing children's fluency. This is also in line with STA guidance that children should read 90 words per minute for them to be able to read with sufficient fluency to focus on their understanding.

Admissions and School Roll

8.10 GM advised that there are currently 432 children on roll with a waiting list in every year apart from current year 1 with 2 places and year 6 with one place. All places for September 2022 have been accepted with a waiting of 20.

Q: Which schools do children attend who are unsuccessful in obtaining a place at CPS?

School does not have this information. GM explained that that this year the catchment area only went to 0.2 miles due to a large number of siblings and new housing in the area, so many of the children who were unsuccessful would have been offered places outside the local area.

Q: Has the school offered places to any Ukrainian refugees?

GM confirmed that the school currently has 1 refugee but may receive more applications in the future.

Attendance

8.11 GM advised governors that whole school attendance is at 92.2% compared with the FFT national attendance of 92.6%. The CPP policy is being followed with all parents being notified when attendance drops below 95%.

8.12 Several penalty notices have been issued for unauthorised holidays as some parents are taking children out during term time due to their holiday being moved because of Covid. Covid itself was now impacting very little on attendance.

8.13 The attendance office is now beginning to build a positive relationship with parents, challenging parents and reinforcing the expectation that, unless children are genuinely unwell, they should be in school.

Q: What is the impact of these changes?

GM explained that whilst it seems to be having a positive impact it is still too early to see results.

Q: Is attendance lower for PP children, if so what is being done?

GM confirmed that this is the case and the school is working closely with these families to reinforce the importance of attendance on education.

Safeguarding

8.14 There were no significant safeguarding issues to report. One item in confidential annex.

Health & Safety

8.15 One accident was reported which had resulted in an overnight stay in hospital (RIDDOR completed). This was in relation to a knock to the head during a football game at lunchtime that resulted in the child being sent home for suspected concussion. The child continued to remain unwell and was taken to hospital, kept in overnight, and diagnosed with concussion.

Q: Should Governors be notified immediately when a reportable accident occurs?

GM explained that he will update governors at the LGB meetings but at the time of the incident a report will be sent to Andy Lacey (COO) and a nominated H&S trustee for review before submission in line with the H&S policy.

Premises Update

8.16 The recent CIF bid to replace boilers/pipework has been successful. GM will meet with AL to agree on dates for the work to be completed and it is likely to start during the summer holiday.

8.17 Work continues to progress on the Reading Bus with the floor being fitted this week. Drawings for wiring and sockets have been confirmed and the next stage is to complete a survey to allow a power source to come from main building.

School Strategic Document

8.18 The revised version of the SSD had been circulated to governors and GM explained that the SEF section will be reviewed at the end of the year to be more reflective of the current position of the school. Governors would discuss March updates on progress at the next round of monitoring visits.

Q: Are Science, Art & English scheme of work still under review?

GM explained that a bespoke curriculum is being written for both Science and Art in conjunction with the other schools across the trust and the early signs are extremely positive. BE advised that English refers to writing that is still under review.

Early Reading Review

8.19 GM advised governors that the school will be moving to Sounds Write fully in September and he believes the new scheme will address the issues resulting from the current scheme, which allows children to develop at different levels.

Behaviour & Attitudes Review

8.20 A summary of the Behaviour & Attitudes review had been received by governors who agreed that the results were very positive. It was noted that the trust leader asked CPS to share their strategies for managing behaviour with other schools which is further evidence that this is an area of strength at CPS.

Q: Is there a correlation between poor behaviour in class and the perception that work is not challenging enough?

Unknown – this may become clearer when results of the surveys are discussed with the children in further detail.

Anti-bullying Action Plan

8.21 BE advised that the plan provided to governors is a summary document and she will obtain the full document and circulate it. GM advised that whilst issues are rare the school want to ensure they are recorded correctly and issues identified. Most incidents happen during unstructured time so he wants to ensure that all staff are trained appropriately to deal with them.

<p>Q: What will the impact be if there are actually more incidents than are currently identified and counted?</p> <p>GM explained that the children will not feel safe coming to school and the risks are greater for children who may already be vulnerable.</p> <p>8.22 Governors APPROVED the volunteer helpers' agreement and the adoption of the CPP trust RE & PE policies.</p> <p>Survey Outcomes</p> <p>8.23 GM felt that overall the results of the surveys were very positive, especially the staff ones, with no unexpected surprises. Homework is always an issue and it is difficult to find the correct balance but he will explore this further with the school council. Governors noted that feedback from staff was especially positive regarding communication and support, reflecting appreciation of leadership at the school.</p> <p>Q: How often are the surveys conducted?</p> <p>GM explained that they are sent to all staff, parents and pupils annually but the questions may vary slightly each year. The meeting agreed that not all questions would provoke a genuinely useful response, and wording might need reconsideration.</p> <p>Q: What percentage of parents responded?</p> <p>GM confirmed that 81 parents completed the survey which is under 20%.</p>	
<p>9 Finance</p> <p>9.1 SS (finance governor) confirmed there was nothing to cause concern in latest budget monitoring data and Governors agreed that the school is in a strong financial position. GM explained that he is investigating a number of capital projects including improvements to the entrance of the school to improve security and an all-weather pitch.</p> <p><i>Sam Sanders left the meeting at 7pm</i></p> <p>Q: Was the school expecting to have a surplus to carry forward?</p> <p>Yes, around £133k. GM confirmed that the improved budget reflects the success of the school and increased pupil numbers combined with lower than expected expenditure as an insurance claim paid for the repairs to the Hall floor and the library bus project had been funded by a parent's company.</p> <p>Q: Where are surplus balances invested?</p> <p>NW will check with AP.</p> <p>Q: Will Ofsted question the high level of reserves?</p> <p>Governors noted the ideal level of reserves was c£84k and questioned whether money over this should be spent on children actually at the school now. GM explained that plans for spending were continually being discussed, and some money will be spent on capital projects but there are delays in obtaining quotes and finding contractors to carry out work at the moment.</p> <p>Q: What is the impact of ASC on the school?</p> <p>GM explained that it is very popular and makes a profit (exact amount not known). CPS contribute to the salary for a trust lead for Wraparound Care, who was heavily involved in setting up the club but whose active role now was less clear, and he was therefore discussing the charge with MC.</p>	NW
<p>10 Safeguarding and disability matters</p> <p>10.1 Nothing to report.</p>	
<p>11 Any other school matters</p> <p>11.1 Chair of Governors advised she was dealing with a complaint as per Stage 1 of the CPP complaints policy.</p> <p>11.2 Contained in confidential annex</p>	
<p>12 Governor Monitoring</p>	

12.1 Reports from the recent monitoring visits had been circulated to governors who agreed that it was valuable to be able to visit the school in person and go into classes to see teaching. GM advised governors that Art is an area that he would like them to focus on during their next visit along with History and Geography. PE was recently inspected at LPS by Ofsted and the curriculum is replicated at CPS. Governors also asked to meet with AC to discuss attendance and nurture provision. GM will circulate possible dates for monitoring visits in Term 6.	GM
12.2 GM agreed to notify DJ of the date for the next Health & Safety Walk.	GM
13 Any other governor matters	
13.1 The next Parent Council meeting is on the 26 th May via Zoom and SM agreed to attend.	SM
13.2 The next wellbeing coffee morning is on the 30 th June and BE invited governors to attend. GM also invited them to attend the Jubilee picnic on the 10 th June.	ALL
13.3 CN advised governors that the School Council will be attending the next LGB meeting & asked them to prepare some questions.	ALL
14 Agreement of confidentiality and action points	
14.1 Contained in the confidential annex.	
14.2 Action points were agreed and listed in the table at the end of the minutes.	
15 Points to feedback to the Trust Board	
15.1 None	
16 Dates for next LGB meetings and any school events	
Tuesday 5 th July 2022 at 5.30pm (School Council in attendance) 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
4.2	GM agreed to show governors videos of the children that were made as part of the Internal Review by the trust at the next monitoring visit	GM
4.2	GM advised all governors to read the DfE reading framework document as it is the document Ofsted refer to and will provide useful information. NW to circulate	NW
6.1	SS agreed to attend the first meeting of the ECC	SS
6.1	All governors were invited to attend the Trust Inset session at Mote Park on the 6 th June & asked to confirm to NW if they will be attending	ALL
8.21	BE advised that the anti-bullying action plan provided is a summary document and she will obtain the full document and circulate it to governors	BE
9.1	NW will check with AP where reserves are held	NW
12.1	GM will circulate possible dates for monitoring visits in Term 6	GM
12.2	GM agreed to notify DJ of the date for the next Health & Safety Walk.	GM

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APPROVED