

**COXHEATH PRIMARY SCHOOL**  
**Local Governing Body Meeting**  
**Tuesday 5<sup>th</sup> July, 2022 at 5.00pm**  
**In School**  
**School Council In Attendance (item 2 only)**

**Present:** Clare Nurse (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), Sophie Grimley (Staff Governor)

**In attendance:** Bev Evenden (DHT/Associate Governor), Carole Hardy (Chair of Trustees)

**Clerk:** Nicky Wheeler

Item Number	Action
<p><b>1 Welcome &amp; any introductions</b></p> <p>1.1 The CoG welcomed everyone to the meeting and explained that it would be DJ and SG's last meeting.</p> <p>1.2 Everyone was present and the meeting was declared quorate.</p> <p>1.3 The school council joined the meeting and the CoG asked them to introduce themselves. Representatives present were: Dillon &amp; Preston – Year 6, Eve - Year 5, Kallie and Amelia – Year 4, Poppy, Holly and Tara – Year 3 and Juliette – Year 2.</p>	
<p><b>2 School Council</b></p> <p>2.1 Governors were given a copy of the Council's Improvement Plan for 21/22 and BE explained that the school council would like to inform the governors of their priorities for the year and the actions they have taken to address them.</p> <p>2.2 The year 6 children advised governors that the school council had been looking at ways to improve behaviour across the school and this included a review of the ladder system to ensure consistency of application in all classes. They explained that all children start in the middle of the ladder each day and then each time they move up they are awarded 5 house points and if they reach the top there may be an extra reward, such as the opportunity to bring in an item to show the class. If a child moves down the ladder 2 steps then they will be sent to a member of SLT for reflection time.</p> <p><b>Q: Has this consistent approach improved behaviour?</b></p> <p>The children confirmed that it had.</p> <p>2.3 The children explained that another area the school council had looked at was school meals to learn more about the content and preparation process by speaking to the school cook. As a result they have a better understanding of how the menu is chosen to ensure it is nutritious and avoids issues with allergies. The children also explained that following this review there are now more condiments available and additional vegetarian options.</p> <p>2.4 Another area that the school council have discussed is safeguarding and why this is a priority in school. Following this discussion the school have now introduced purple cards which each child has and can be placed on a teacher's desk to make the teacher aware that they would like to speak to a trusted adult of their choice.</p> <p><b>Q: Do children choose which nominated adult they would like to speak to &amp; is the new process working?</b></p> <p>The children confirmed that everyone can choose who to speak to and understands the process but explained that it is not always consistently implemented by the class teacher. GM will follow this up with staff.</p> <p>2.5 The children explained that they are also trying to improve the tidiness of the school by setting up a litter picking rota but so far this has proved difficult to</p>	

<p>implement as children do not want to miss their lunchtime to take part. They advised governors that the litter is usually blown into the school or dropped by visitors not by the children and they are continuing to investigate ways to address this now that they have identified areas where this is an issue around the school.</p> <p>2.6 The school council advised governors that have been unpicking the results of the recent pupils surveys, especially areas that were red. With regards to school meals being rated poorly they believe some of the results may be due to pupils rating the meals who do not actually eat them and are simply comparing them by sight to home cooked meals. In relation to behaviour outside school they explained that the question may have caused some confusion as children were not sure if this meant on the playground or outside of school hours and GM confirmed that he will bear this in mind when the questions are composed next time.</p> <p>2.7 The children found that football is the cause of most behaviour incidents on the playground and BE has fed this finding back to GM who advised governors that from September there were be a leader on the playground every lunchtime to help monitor behaviour.</p> <p><b>Q: Are there different areas on the playground for different year groups?</b></p> <p>The children explained that whilst there are not separate areas, year groups are not supposed to mix when playing football.</p> <p><b>Q: What have you all enjoyed about being part of the school council this year?</b></p> <p>The children explained that they have enjoyed the opportunity to discuss their ideas and help to make the school better for all of the children.</p> <p>GM congratulated the school council on a successful year where they have made a number of great changes to school life. The children presented DJ with a card to thank him for all his hard work as a school governor.</p> <p>Governors thanked the children for coming to the meeting, for their hard work in representing the views of all the children at the school, and for helping to make the school even better.</p> <p><i>The school council left the meeting at 5.30pm</i></p>	
<p><b>3 Declaration of Business Interest and any other admin matters</b></p> <p>3.1 No new interests to declare.</p>	
<p><b>4 Minutes of the last meeting and any matters arising</b></p> <p>4.1 The minutes of the last meeting held on the 17<sup>th</sup> May 2022 were agreed and will be signed by the CoG once amended (one small amendment at para 8.10)</p> <p>4.2 Matters arising included the following points:</p> <ul style="list-style-type: none"> <li>NW advised that the reserves are currently held in a current account but the finance team are reviewing this to look at other options and SM offered to assist if required.</li> <li>No advice had yet been received following GM's report to the testing agency regarding KS1 SATs.</li> </ul>	<p><b>NW/CN</b></p> <p><b>NW</b></p>
<p><b>5 Any Other Urgent Business</b></p> <p>5.1 None reported.</p>	
<p><b>6 Trust Matters</b></p> <p>6.1 The minutes of the last Trust Board meeting on the 24<sup>th</sup> May 2022 had been received by governors and the following points were discussed:</p> <ul style="list-style-type: none"> <li>CN noted that there was discussion at the TB meeting regarding possible SEND satellite provision at STK. CH explained that due to the demographics in the area STK have submitted an in year application to reduce the PAN which, if approved, will leave them with additional space in the school. As the budgets are tight STK are therefore looking at</li> </ul>	

<p>options to maximise income generation and one possibility is satellite SEND provision for FAW pupils. There would be mutual benefits to both schools but the arrangement would not be permanent and could be reviewed in the future if STK needed the space back again.</p> <ul style="list-style-type: none"> <li>• GM explained that the curriculum review tool is used to analyse the impact of the curriculum and the school focus on the use of pupil conferencing and ensure that all groups of children, including SEND &amp; PP, are represented in this process. He agreed to circulate further details of the method to governors for information.</li> <li>• Governors asked CH for clarity on how would they would be involved if OFSTED visit the school. CH explained that during the recent OFSTED visit to LPS the meeting with the inspectors followed a different format to previous visits. OFSTED did not want to look at any data but wanted evidence of a strong curriculum across all subjects and to ensure consistency in the delivery of the curriculum and the focus was on sequencing and retrieval practise. At the meeting with trustees and governors OFSTED wanted evidence that the HT, CoG and trustees are all working closely together and to look at how governors and trustees know they are being given accurate information and assuring themselves that the school is improving outcomes for pupils.</li> </ul>	<p><b>GM</b></p>
<p><u>Feedback From ECC Meeting</u></p> <p>6.2 SS advised that she recently attended the first ECC meeting where MC explained that the role of the committee will evolve over time and its main purpose is to discuss the curriculum and give governors an insight into what is happening in the other trust schools. She found the meeting extremely informative and would like to continue to attend for continuity and suggested that other governors consider attending too.</p> <p>6.3 CH explained that the committee was formed to allow time for a greater focus on education and encourage schools to work together and share knowledge. She advised governors that at a recent STK IEB meeting two teachers attended and were extremely positive about the benefits they have seen from working together with other schools across the trust. She explained that the rationale for the expansion of the central team was to support MC and the schools with business, finance &amp; HR functions and enable MC to have the time to focus on improving Teaching &amp; Learning. NW will circulate the minutes of the ECC meeting &amp; agenda items for 22-23 to governors.</p> <p><u>Trust Consultation re merger with OAT</u></p> <p>6.4 CH advised governors that the due diligence for the proposed merger with OAT is now complete and the recommendation to progress with the merger will go to the trust board on the 13th July for approval.</p> <p><b>Q: What was included in the due diligence work?</b></p> <p>CH explained that it looked at Education, Finance, Estates, HR and Governance. She advised governors that the two trusts have a shared ethos and have had honest, open discussions about the challenges ahead and are working on a shared MoU to agree what working together will look like over the next 12 months. The proposed date for the merger is the 31st August 2023 and she explained nothing is final until all of the documentation is signed on this date. The application to merge will be reviewed by the RSC early 2023 and will only be able to progress if they approve it.</p> <p><u>Scheme of Delegation</u></p> <p>6.5 Governors had received the amended SoD for review to include amended ToR for the STK IEB. CN commented that she felt the LGB is usually informed rather than</p>	<p><b>NW</b></p>

<p>consulted on many issues, and MC and CH's letter (mentioned in TB minutes) clarifying LGB responsibilities regarding finance would be useful.</p>	
<p><b>7 Trust Policies</b></p> <p>7.1 The following policies, approved by the Trust Board meeting of the 25<sup>th</sup> May 2022, were duly noted by the governors:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Finance Policy</li> <li>• ECT Policy</li> </ul> <p>7.2 It was noted that some policies might need review regarding named governors following changes on the LGB next term.</p>	
<p><b>8 School Strategic Matters</b></p> <p><b>Headteacher's report</b></p> <p>8.1 The HT report had had been circulated to governors, and GM advised that the format would change next year. The following points were discussed:</p> <p><u>Staffing</u></p> <p>8.2 GM advised that the staffing structure had been circulated to staff and a School direct trainee has been appointed for Sep 22.</p> <p><b>Q: Have there been many changes to staffing?</b></p> <p>GM advised that some staff have moved but everyone is generally happy with the changes and staff retention remains high. DF will be teaching 3 days/week from Sept and using 1.5 days of his leadership time to provide additional SEN provision and focus on adapting the curriculum.</p> <p><b>Q: Is there sufficient leadership capacity?</b></p> <p>GM confirmed that with the additional hours provided by DF and RK there is sufficient leadership capacity.</p> <p><b>Q. Is the staff:pupil ratio shown correct?</b></p> <p>Governors noted this was high at 1:19. GM would check.</p> <p><b>Q. Have any subject leads changed or has there been any other change in responsibilities?</b></p> <p>GM would circulate the list of responsibilities updated for September.</p> <p><u>Staff Appraisal</u></p> <p>8.3 GM advised governors that the school have a feedback session planned for 20<sup>th</sup> July which will offer an opportunity for teaching staff to share learning from the disciplined enquiry approach. He advised governors that the new system has generally been well received, especially by TAs, although with hindsight this may not have been the best year to introduce the system with so many other initiatives being introduced. The system will be refined slightly for next year and the impact of actions reviewed.</p> <p><b>Q: Have all staff been assessed for pay awards?</b></p> <p>GM confirmed that all staff have now been assessed. (Figures shown in the report were from last year and only included those whose pay was progressed – those on the top of their scale are not included.) GM will finalise the pay proposals for governors to ratify.</p> <p><u>Professional Development</u></p> <p>8.4 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 and the results collected are extremely positive.</p> <p><b>Q: Do the results reflect training for all staff or just teachers?</b></p> <p>GM advised that all staff receive training but the majority of the training is delivered to teachers.</p>	<p>GM</p> <p>GM</p>

### Teaching & Learning

8.5 GM advised governors that the phased development of the curriculum is on track with Science and Art being rolled out to all staff in September. Some year groups are already trialling the new curricula and the impact is extremely positive.

### Admissions and School Roll

8.6 GM advised that KCC asked the school to go to 65 in specific year groups to accommodate the number of children currently on the waiting list and also to go above PAN in KS1. The school has declined due to the impact on staff of this increase and is now waiting for a response from KCC.

#### **Q: Are most pupils local to the school?**

GM confirmed that most children live close to the school with only a few from out of the area and the school has a growing waiting list. CH explained that the trust continues to follow the KCC admissions process and there are spaces available at other local schools however, with the number of houses being built in the area pressure on school places will continue to grow.

### Attendance

8.7 GM advised governors that the CPP policy is being stringently followed and penalty notices issued for all term time holiday requests. Attendance remains challenging but the school is addressing the issues and continues to work closely with the families involved.

### Behaviour

8.8 GM explained that the recent workshops delivered by ARISE were welcomed by staff and have given them the confidence to address issues and have difficult conversations with children. The school is now tracking all incidents on MyConcern to identify patterns relating to victims as well as perpetrators.

#### **Q: The number of incidents has not changed much since last year – is this a concern?**

GM reminded governors that the number of reported incidents remains low and is not increasing which is positive. He hopes that the introduction of a leader outside at lunchtime from September should help reduce incidents as most occur during unstructured time. Governors noted that T5 incidents were higher than other terms, possibly as it was an interrupted time (Easter, Jubilee etc). GM reminded governors that behaviour within the school was praised during the internal review and external visitors often comment on the calm environment within the school.

### Health & Safety

8.9 GM & DJ recently completed an H&S walk and DJ advised governors that he was impressed by the condition of the school and reassured that there is money available in the budget for further improvements. GM advised governors that it continues to be challenging to obtain quotes for work and to find contractors with capacity to complete work.

### Premises Update

8.10 GM advised governors that he is waiting for a quote on work to improve the reception area to ensure robust safeguarding for the school.

#### **Q: Is there a plan to improve the staff room?**

GM explained that this will be considered but is not a priority at the moment as the room is not heavily used. Governors felt an improvement of some sort which specifically benefited staff would be helpful, and DJ suggested that GM ask staff to suggest what they would like to have available to improve staff wellbeing.

### SATs results

8.11 GM advised governors that SATs results had been received earlier in the day and BE circulated the details for governors to discuss. Year 6 reading was 73%, writing

<p>68% (which is teacher assessed) and Maths 71%. Nationally results have gone down but at CPS the results have improved significantly with the combined year 6 figure increasing from 37.5% in 2019 to 61% (2% above national) in 2022. GM explained the strong improvement has been achieved whilst still maintaining a strong, broad and balanced curriculum across the board.</p> <p>8.12 BE explained that the Good Level of Development (GLD) of 72% is for the YR children and is lower as many of them missed significant periods of nursery education due to COVID. Year 2 results have also been impacted by the effects of COVID which has had a huge impact on their education and the results are in line with expectations.</p> <p>8.13 GM also advised governors that the current Year 5 is a strong cohort so the school expect to see strong results again next year.</p> <p>8.14 BE explained to governors that further work will now be carried out to unpick the results and look at where the pupil premium, SEND and bottom 20% sit within them.</p> <p>8.15 Governors asked GM to pass on their huge congratulations to staff for results achieved and for their hard work during the year.</p> <p><u>School Strategic document</u></p> <p>8.16 GM advised this was being updated now and the new draft plan would be available at the next meeting.</p> <p><u>Feedback from Internal Reviews</u></p> <p>8.17 Governors had received the recent Maths review report and agreed this was extremely positive about provision at the school.</p> <p><u>School Statutory Documents</u></p> <p>8.18 The following documents, which had been circulated to governors, were noted and approved for publication:</p> <ul style="list-style-type: none"> <li>• Inclusion Statement</li> <li>• SEND Offer</li> <li>• Sports Premium Report – subject to confirmation of the spending on an All Weather Pitch which GM will confirm with CC before publication</li> </ul>	<p>GM/CC</p>
<p><b>9 Finance</b></p> <p>9.1 SS advised that she attended the recent finance meeting (report circulated) and Governors agreed that the school is in a strong financial position.</p> <p>9.2 GM clarified the difference between HNF, which is used purely to fund staffing, &amp; FSM funding and BE advised governors that all PP spending is detailed on the school website.</p> <p>9.3 GM explained that there is some COVID tutoring money still available to spend and he is looking at whether to hold sessions over the summer holiday but is concerned that take up will be low. He was not sure whether the school would have to repay any money not spent.</p> <p><b>Q: Could the tutoring be given to Year 2 to improve results?</b></p> <p>GM explained that often the younger children do not have the capacity to commit to extra learning in addition to the school day and do not like to have the tutoring during school hours as this means they miss out on other opportunities.</p> <p><b>Q: If a teachers' pay rise of 9% is approved will this be a threat to budgets?</b></p> <p>SS advised that the budgets include an allowance for an increase to the main pay scale.</p> <p><b>Q: The Nurture governor monitoring report mentioned a dedicated sensory space – is this something in which the school might invest?</b></p> <p>GM explained that this was not in plans as the school already had sufficient spaces for Nurture purposes. However, the bus project will include a sensory zone which will support nurture provision in the school.</p>	



<b>10 Safeguarding and disability matters</b> 10.1 Nothing to report.	
<b>11 Any other school matters</b> 11.1 Nothing to report.	
<b>12 Governor Monitoring</b> 12.1 Reports from the recent monitoring visits had been circulated to governors and headlines were: <ul style="list-style-type: none"> <li>• Art – new standalone curriculum ready to implement in September. Every year group has access to resident artist.</li> <li>• Nurture - provision is a strength of the school. Demand for Nurture has increased following Covid.</li> <li>• Geography - looked at the new curriculum introduced in 2020 and the use of the knowledge organiser at the start of each unit.</li> <li>• History - governors had sat in on a pupil conference and praised the use of sequencing and recall practice seen in the monitoring visit. GM explained that the school is working hard to bring back trips and experiences for the children to reinforce the curriculum knowledge and parents will be advised at the start of each year to give them an opportunity to budget accordingly.</li> <li>• Reading - fluency is a new focus and encouraging children to read at home remains a priority. BE explained that the school are tracking words/minute as there is an accepted minimum threshold of 90 words/minute required for children to have the cognitive space to process information. She advised governors that details of the scheme used by CPS have been shared with the other HTs across the trust.</li> <li>• Writing – new SPAG scheme having impact (books seen during visit). Scheme has not been rolled out across trust – still in development.</li> <li>• L&amp;M – the school is clearly in good hands.</li> </ul> 12.2 Governors monitoring History and Geography commented that books were beautifully presented but they had noted the heavy use of paper (pages stuck into books) and wondered if there was any way to reduce this. GM advised that alternatives had been considered but this would adversely affect presentation of the children's work. He would though give thought to some way of carbon offsetting to compensate.	
<b>13 Any other governor matters</b> 13.1 CN thanked SG and DJ for their dedication and contribution to the LGB, over 4 and 20 years respectively, and presented gifts to thank them for their service. CH also presented DJ with gifts on behalf of the trust, and at the conclusion of the meeting everyone present viewed the bench installed by the trust as a permanent tribute to DJ's long service to the school. 13.2 CN advised governors that DJ had chosen not to reapply for another term, leaving one co-opted governor vacancy next term. Two candidates had come forward for this role and the TB will be asked to approve the appointment of Claire Webb as a co-opted governor and Katherine Tuncliffe as an associate governor wef 31 <sup>st</sup> August. GM confirmed that he has met both candidates to explain the roles. 13.3 The trust board will also be asked to approve reappointment of CN as Chair and co-opted governor for a further two-year term. CN advised this was likely to be her last term as a governor and that the LGB would need to think about succession planning for the CoG role.	

13.4 GM advised governors that Darren Flisher has been elected as the new staff governor from the 31 <sup>st</sup> August, and governors noted it will be helpful to keep the GB's link to SEND work through Darrens' involvement.	
13.5 SM advised governors that he attended the Parent Council meeting and SW went to the wellbeing coffee morning.	
<b>14 Agreement of confidentiality and action points</b>	
14.1 No confidential discussions.	
14.2 Action points were agreed and listed in the table at the end of the minutes.	
<b>15 Points to feedback to the Trust Board</b>	
15.1 None	
<b>16 Dates for next LGB meetings and any school events</b>	
<ul style="list-style-type: none"> <li>• Tuesday 11<sup>th</sup> October 2022 at 5.30pm</li> <li>• Tuesday 29<sup>th</sup> November 2022 at 5.30pm</li> <li>• Tuesday 31<sup>st</sup> January 2023 at 5.30pm</li> <li>• Tuesday 21<sup>st</sup> March 2023 at 5.30pm</li> <li>• Tuesday 16<sup>th</sup> May 2023 at 5.30pm</li> <li>• Tuesday 4<sup>th</sup> July 2023 at 5.30pm</li> </ul>	
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	NW advised that the reserves are currently held in a current account but the finance team are reviewing this to look at other options and SM offered to assist if required	NW/CC
4.2	SG advised that the Ukrainian refugee child is not in Year 6. NW to amend minutes to reflect this and CN to sign at next meeting	NW/CN
6.1	GM agreed to circulate further details of the curriculum review tool to governors for information.	GM
6.3	NW will circulate the minutes of the ECC meeting & agenda items for 22-23 to governors	NW
8.2	Staff: pupil ration appears high in HT report so GM will check	GM
8.3	GM will finalise the pay proposals for governors to ratify	GM
8.18	Sports Premium Report – subject to confirmation of the spending on an All Weather Pitch which CC will confirm before publication	GM/CC