

**COXHEATH PRIMARY SCHOOL**

**Local Governing Body Meeting**

**Tuesday 1<sup>st</sup> December 2020 at 5.30pm by ZOOM**

**Present:** Clare Nursey (Chair of Governors (CoG)/ Co-opted Governor), Giacomo Mazza (HT), Sophie Grimley (Staff Governor), Suzie Wenham (Parent Governor), David Jones (Co-opted Governor), John Williams (Parent Governor), Amy Seymour (Co-opted governor)

**In attendance:** Bev Evenden (DHT/Associate Governor), Liz McLaren (Schools Clerk-minutes)

<b>Item number</b>	<b>Action</b>
<b>1 Welcome and any introductions</b> 1.1 The CoG welcomed everyone to the meeting. 1.2 It was advised that the meeting was being recorded for the purpose of minuting and the recording would be deleted once draft minutes were approved.	
<b>2 Apologies for absence</b> 2.1 All present. 2.2 The meeting was declared quorate.	
<b>3 Declaration of business interests and any other admin matters</b> 3.1 LM advised that the new Business Interest forms had been distributed and returned with one currently pending. 3.2 The CoG advised that further documents (including the Code of Practice) were due for update and would be distributed in due course.	
<b>4 Minutes of the last meeting (date) and any matters arising</b> 4.1 The minutes of the last meeting held on Tuesday 29 <sup>th</sup> September 2020 were discussed and agreed pending the following changes: <ul style="list-style-type: none"><li>• Para 8.5 should read “absence related to Covid is 3.47%”</li><li>• Para 8.11 should read “rollover figure for this year is approximately £19k and the rollover figure for next year is expected to be around £108k.”</li></ul> 4.2 Action points: <ul style="list-style-type: none"><li>• 11.2 The issue with budget for maternity cover budget had been resolved</li><li>• 11.3 Pupil Premium and SEND - to be discussed during monitoring visits</li><li>• 12.1 Governors had been requested to read Part 2 of the KCSiE. This had raised some issues in regards to Paragraph 5. DJ is the CPS named Safeguarding Governor and sought clarity on exactly what the lead local governor should do to fulfil responsibilities. BE advised that the annual Safeguarding audit was due and a meeting would be arranged as soon as convenient with CN, DJ, SG and BE. Responsibilities would be discussed and clarified at this meeting. SG would add relevant notes to the monitoring forms and check the single central register before the monitoring visit on 4<sup>th</sup> December.</li><li>• 12.2 NGA log-in details had been sent out to all Governors</li><li>• 12.3 Trust memorials to Darren – see item 6 below.</li></ul>	CN, DJ, BE, SG ASAP SG ASAP

<p><b>5 Any other urgent business</b></p> <p>5.1 None reported</p>	
<p><b>6 Update on Trust matters</b></p> <p>6.1 The minutes of the last TB meeting held on Wednesday 7<sup>th</sup> October 2020 had been received by Governors. They noted and discussed the following:</p> <ul style="list-style-type: none"> <li>• Mark Chatley, the new Trust Leader, would be starting with CPP after Easter 2021. He may join one of the LGB meetings in due course.</li> <li>• Anita Makey (HoS at LPS) would be leaving at the end of T2.</li> </ul> <p><b>Q. Have the plans to cover AMs Trust Inclusion Manager role been agreed?</b></p> <p>A. The HT advised that nothing had yet been decided. The CoG will ask the Trust Board for an update on who would lead on this going forward.</p> <ul style="list-style-type: none"> <li>• The Trust Board would be reviewing the basis for school contributions towards central funding, to ensure equity rather than equality. Currently contributions are calculated on the number of classes in each school but this may switch to being calculated on the number of pupils, which would benefit smaller schools with smaller income.</li> <li>• Three trustees were currently sharing the EHT responsibilities and this would be reviewed once Mark Chatley took up post. (n.b. Carina Cuddington had temporarily stepped down as a trustee to enable her employment as Trust Chief Accounting Officer.)</li> <li>• Bulbs had now been planted in memory of Darren Webb at each school. It was confirmed that funding would be given to each school for the installation of a memorial bench too. The Trust Board had not yet decided on a central trust memorial.</li> <li>• Trust Board minutes recognised problems in current trust finance arrangements.</li> </ul> <p><b>Q. How were these problems impacting at school?</b></p> <p>A. The HT advised the situation had improved and he had now received budget monitoring information, but arrangements going forwards would be impacted by the resignation of the school's Business Manager, and argued for greater centralisation of the finance function.</p> <ul style="list-style-type: none"> <li>• The Trust Board minutes listed IT problems at the schools.</li> </ul> <p><b>Q. What was the current position at CPS?</b></p> <p>A. The HT advised that IT problems had settled now for CPS. There had been filtering issues with potential safeguarding risks but these had now been resolved.</p> <p>6.2 Governors noted that TB minutes showed the amount of work that trustees had been dealing with under difficult circumstances. It was agreed that CN should pass on thanks from the LGB.</p> <p>6.3 It was confirmed that a Trust AGM invitation would be sent out shortly to all Governors. The meeting would take place on Zoom on Wednesday 9<sup>th</sup> December at 6.30pm.</p>	CN next TB meeting
<p><b>7 Trust policies</b></p> <p>7.1 The following policies, approved by The Trust board meeting of 7<sup>th</sup> October, were duly noted by the Governors and posted where appropriate:</p> <ul style="list-style-type: none"> <li>• Safeguarding/Keeping Children Safe In Education</li> <li>• Managing Allegations against Staff</li> <li>• Risk Register</li> <li>• Online Safety Policy</li> </ul>	

<ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• Pay &amp; Reward</li> <li>• GDPR- Data breach Action Plan</li> <li>• Finance</li> </ul> <p>7.2 Following a query, it was confirmed that not all Trust policies needed to be displayed on the Trust website, for example, staffing policies.</p>	
<p><b>8 School strategic matters</b></p> <p><b>Headteachers report</b></p> <p><u>Staffing Update</u></p> <p>8.1 Governors confirmed that they had watched the new CPS virtual tour/open day video and had been impressed at what an accurate reflection of the school it gave. The HT advised that positive feedback on the video had been received from parents.</p> <p>8.2 One member of staff had resigned and the post had been filled. The new teacher would be starting in January 2021 and take on leadership of the curriculum.</p> <p>8.3 An NQT had been appointed to replace the Year 5 class teacher, who had taken up an HLTA role, as catch-up teacher for Yrs 5/6. This formed part of the catch-up funding strategy. HT advised the school had now been able to employ two qualified teachers as HLTA, thus enabling Catch-up funding to stretch further.</p> <p>8.4 Further funding had been secured and 1:1 TAs appointed. Currently there were 5 x 1:1 TAs employed in school.</p> <p>8.5 1xTA was currently on long term sick.</p> <p>8.6 1 member of staff was on maternity leave and cover was in place.</p> <p>8.7 The Business Manager has resigned. Further details are given under Budget, below.</p> <p><u>Staff Appraisal</u></p> <p>8.8 No further comments or questions</p> <p><u>Professional Development Summary</u></p> <p>8.9 HT advised that Hours of Training and Average figures , including those for non-classroom based staff would be forwarded on in due course.</p> <p><b>Q. Is there been any personal development rather than functional training for any non-classroom-based staff?</b></p> <p>A. Not really. Training priority has been on work roles, for example, the introduction of the new finance system.</p> <p><u>School Improvement</u></p> <p>8.10 The current situation remained very challenging in regards to monitoring teaching and learning. The amount of time that teachers and subject leaders spent in class was kept to a minimum. The priority was to keep the school open and staff and children safe. The focus was on catch up.</p> <p>8.11 Pupil Outcome data was in the throes of being updated and would be available at the next LGB meeting in Feb 2021. The current figures had been collated in March 2020 and therefore confirmed as not up to date.</p> <p>8.12 BE advised that a Yr 6 baseline had been completed, with the year group sitting an end of year test. Year 6 baseline averaged around 50-55% and would look to increase to around 60% in the January assessments. The target was set at 73%. It was felt that the targets were still achievable but challenging due to the fact that Yr 6 were currently isolated at home. They were working well but this could have a knock-on effect on the target figure. This would be the same for every school but it was important to keep trying to hit the targets, and governors applauded staff's continuing high expectations.</p>	HT ASAP

8.13 Despite calls for schools to close the school early for Xmas, it was confirmed that the school would remain open until the end of term.

Attendance (moved forward on agenda)

8.14 Current school attendance stood at 96.8%. Further information is in the Confidential Annex for Governors

**Q Was the HT aware of a social media group that had been spreading incorrect information and how was this handled?**

A. HT confirmed he was aware of this and also other issues, for example, negative comments surrounding an isolated child; accusations of incorrect use of Covid guidance which did permit HLTA's to cross bubbles when necessary. A letter had been sent out to parents to readdress the issues and subsequently the school had been overwhelmed by positive support that came through from parents.

**Q. What professional support have the school and Headteacher had from the local authority? Are you feeling supported?**

A. GM attends a frequent Webinar from the Kent Association of Head Teachers and briefings from Matt Dunkley. There is wider support from other schools too. The school does feel supported and remains positive. This is down to local support and team work. The team are realistic and focussing on the wellbeing of staff and children. This will be addressed again in the Leadership & Management Monitoring meeting. Governors reminded staff they would be happy to help in any way they could.

Admissions & School Roll

8.15 There are currently 404 children registered at CPS.

Inclusion

8.16 Nothing further to add.

Safeguarding

8.17 A new electronic system for reporting safeguarding and wellbeing concerns (My Concern) would be in place from January 2021.

Behaviour

8.18 Nothing further to add.

Health & Safety

8.19 The HT advised the H&S walk had been completed and a report compiled. Nothing major had come to light. The report would be circulated to governors for monitoring purposes.

HT ASAP

8.20 The HT advised that a Water Risk Assessment had been completed and two water tanks would need to be replaced. These have been added to the CIF bid which is due to be submitted. Following a Conditions survey, perimeter fencing has been added to a larger safeguarding CIF bid, including increased security in the entrance area, that has also been submitted.

**Q. What happens if the school does not get CIF funding? If the problems are urgent, can the school's budget afford the work necessary?**

A. If this happens then we will sit down and consider options. We are confident that we will be successful in this bid. The report was very thorough and items needing attention will be fine until the funding has been received.

**Q. Can governors see the full report on the school (Conditions survey)?**

A. HT would check and circulate if appropriate.

HT in due course.

Premises Update

8.21 Roof work was in progress on both roofs. KS1 was nearing completion. The KS2 start date had initially been delayed owing to communication issues amongst contractors but these had been addressed and the work started.

**Budget Update**

8.22 There had been a number of issues including a new finance system, a new member of staff and a structural re-organisation, which had delayed budget monitoring meetings. The first in school meeting took place on 30<sup>th</sup> Nov 20.

8.23 The Trust would be taking on the finance role in the absence of the school business manager. Budgets were now much clearer. AS advised that she had checked the current budget summary and found it satisfactory. Changes from December of last year would be questioned during the next visit. AS agreed with budgets being taken on at Trust Level as this would reduce staffing costs and allow potential deals on school contracts. This would also give consistency going forward. AS would examine the detailed budget once available.

AS ASAP

8.24 The budget looked healthy for October and moving forward. Maternity cover costs had been accounted for. The original forecast for rollover from last year had been £37k but the final c/f figure was £82k which was helpful.

8.25 Pupil numbers were looking very good which would help income. The new Covid systems were running well, the school was showing stability and targets for July were looking promising.

**Q. How will the school cope once the Business Manager left?**

A. There will be a slight restructure with Anna Maria Potgeiter from the Trust, working one extra day and another member of staff stepping up to help.

**Q. How will the school cope financially with any future maternity cover costs? Will these be covered by insurance?**

A. The trust agreed not to buy maternity cover insurance as this did not provide value for money. There will be crossovers but the budget will be able to cover future maternity costs.

**Covid 19 Update**

8.26 Years 1 and 6 bubbles were due back in. Overall the school was doing very well. The majority of parents had fully supported the new Covid system, and parent governors confirmed that communication had been effective.

**Other matters****Q. There have been three linked racial incidents. There have been no reported incidents before. Is this on the increase?**

A. No increase but purely incidental. The children had been looking at a map and the wrong language had been used but not in an insulting way. This was discussed with the children and has not been repeated.

8.27 Governors recognised the amount of work happening at school and asked for sincere thanks to be passed to all staff.

HT ASAP

**Covid Catch Up Funding statement**

8.28 GM to ensure that this has been placed on the website.

**Q. What is BRP?**

A. It stands for Better Reading Partnership (BRP) and comprises a 10 week programme. Three times a week, TAs read with the children and focus in on what the children can/can't do and their errors. The TAs then pick a new book to read based on those weaknesses and help teach them in between. Most TAs have now been trained to do this across the school.

**Q. Is the FLO now staying at CPS?**

A. Yes, after further consideration she had decided to remain in post and we are pleased about this.

<p><b>Feedback from Internal/External Reviews</b></p> <p>8.29 It was confirmed that the External review had been cancelled for T2.</p> <p>8.30 The HT advised that the Internal Review, carried out via Zoom with Peggy Murphy, was deemed to be an accurate reflection of where the school currently sat. The reviewer was happy with current situation.</p> <p>8.31 The CoG reminded Governors to look at the Internal Review (particularly those comments highlighted in yellow) prior to the monitoring visits.</p> <p>8.32 The CoG drew attention to points 7/8 under the Leadership and Management section. She would review LGB responsibilities in the Scheme of Delegation before the next meeting to enable governors to confirm they were fulfilling all tasks and responsibilities, as not everything appeared on visit monitoring report templates.</p> <p><b>School Strategic Document</b></p> <p>8.34 The HT advised that there had been little change to the document since September but an updated document would be circulated for the T3 LGB meeting.</p> <p><b>School Statutory Documents</b></p> <p>8.35 The following documents were duly noted and approved</p> <ul style="list-style-type: none"> <li>• Emergency Procedures Plan</li> <li>• Accessibility Plan</li> </ul> <p>8.36 The CoG confirmed that the Emergency Procedures Plan is not a public document as some information in it should be kept confidential.</p> <p><b>Q. What are “safe spaces” mentioned in the plan and are staff aware of what these are?</b></p> <p><b>A.</b> The HT confirmed that all staff are very clear as to what the spaces are – generally away from window and out of sight.</p> <p>8.37 In connection with the Accessibility Plan, CoG passed on an idea from FAW School, that the newsletter and other written information might be made available in an audio format, accessible either on line or via the phone.</p>	Governors by next monitoring visits  CN by next LGB meeting
<p><b>9 Safeguarding and disability matters</b></p> <p>9.1 BE reported that the school was investing in a new online reporting/recording system to replace the current paper-based system. This decision followed a demonstration of the system by Five Acre Wood school to the Trust Board. Online systems were deemed to be more efficient, quicker and easier to use. The annual cost would be £850, so more cost effective in terms of admin time and usage. Information would be streamlined and accessible to all DSLs. The system would collate all the information making it easier for users to find links to siblings and family issues.</p>	
<p><b>10 Any other school matters</b></p> <p>10.1 CoG noted that the school still planned many Christmas events and asked how Governors might contribute.</p> <p>10.2 HT advised plans were as follows:</p> <ul style="list-style-type: none"> <li>• PTA raffle tickets were available to buy online</li> <li>• Xmas Cards could be brought into school but needed to be left a week before distribution due to Covid.</li> <li>• Xmas day dinner would take place in bubbles</li> <li>• The Nativity Play would be shown via You Tube with DVDs for sale afterwards</li> </ul>	

<p><b>11 Governor monitoring</b></p> <p>11.1 The CoG advised that AS had notified her intention to resign, and staff and governors thanked Amy for all her help and hard work as a member of the LGB. A new co-opted governor would need to be appointed, ideally with finance experience, and the TB had been advised.</p> <p>11.2 Monitoring meetings had been set up and had been running well, and SW and JW had already provided their report on Pupil Premium, raising some interesting questions from another perspective. Discussion of all monitoring reports would happen at the next LGB meeting in February 21.</p> <p>11.3 In connection with discussion at 6.3 above, the CoG would provide the full list of LGB responsibilities to discuss at the next meeting. Checking the Trust Scheme of Delegation had shown some tasks which might be missed, eg checking the school risk register (if one existed – it may be an annex to the overarching Trust risk register which included broad risks eg reputational damage to the school – CN to check). If appropriate, LM to take the list onto other LGBs in due course.</p> <p>11.4 AM suggested that with changes in finance management it may be useful to change governor budget monitoring arrangements, and perhaps a Trust wide meeting going forward would be time saving for central staff. The idea was appreciated but HT advised that liaison at school level would still be needed because of the curriculum budget. Any changes agreed would be reflected in statutory documents, eg Finance Policy and Scheme of Delegation, in due course.</p>	<p>LM next agenda</p>
<p><b>12 Any other governor matters</b></p> <p>Governor Training</p> <p>12.1. CN advised that all Governors should now all be able to access the NGA, and she would confirm asap whether the trust had bought into Learning Link (the NGA's online learning platform).</p> <p>12.2 DJ advised that he had completed a couple of courses on the online learning link. There was a choice of approximately 50 courses and these ran from 10-40 minutes per course with a certificate awarded at the end. Some courses contained multi choice questions. CN asked that Governors ensure they enrolled on courses relating to academies not maintained schools.</p> <p>12.3 CN would send the links for courses and PREVENT training to LM for forward distribution to Governors.</p> <p>12.4 CN advised that should Governors attend work-based training, those skills/knowledge could also be transferable to their role as a Governor. Going forward, Governors to advise should this happen. CN had recently attended a National Trust training session in equality/equity and would send on the certificate obtained from that course.</p> <p>12.5 Governors had been invited to an online training course on finance on 28<sup>th</sup> January, organised by Carina Cuddington, CAO for the TB, and the course was well timed in view of Amy Seymour's resignation as finance governor. LM to send out a reminder email to all Governors.</p>	<p>CN LM</p> <p>CN/LM ASAP</p> <p>CN in due course.</p> <p>LM ASAP</p>
<p><b>13 Agreement of confidentiality and action points</b></p> <p>13.1 Confidential items were discussed and agreed</p> <p>13.2 Action points had been noted and LM would send these to Governors</p>	

<p><b>14 Points to feed back to the Trust Board</b></p> <p>4.1 CN would ask the TB for guidance on how to record unauthorised absence for a child who is unable to attend school due to another sibling being tested positive for Covid.</p> <p>14.2 CN would pass on the suggestion about central budget monitoring in schools in future.</p>	CN next TB meeting
<p><b>15 Dates for next LGB meetings and any school events</b></p> <ul style="list-style-type: none"> <li>• T3 Tuesday 2<sup>nd</sup> Feb 2021</li> <li>• T4 Tuesday 23<sup>rd</sup> Mar 2021</li> <li>• T5 Tuesday 18<sup>th</sup> May 2021</li> <li>• T6 Tuesday 6<sup>th</sup> July 2021</li> </ul> <p>LM confirmed that newsletters are sent out weekly to all Governors</p> <p>15.2 Governors were thanked for all their hard work this year under such difficult circumstances and wished a Happy Christmas!</p>	

Signed.....

Date.....

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

#### ACTION POINTS

Para no	Action point	By whom/when
4.2	To arrange an annual Safeguarding audit meeting. To include DJ/CoG/BE/SG	CoG/BE
4.2	To check the single central register pre the next monitoring visit -4/12/20	SG ASAP
6.1	CN to ask the TB for an update on who will be leading on Inclusion once AM has left	CN – next TB meeting
6.2	CN to pass on thanks to the Trust Board for all their hard work in such difficult circumstances	CN – next TB meeting
8.9	GM to forward on the Hours of Training and Average figures (PDS), including for non- classroom based staff following documents to Governors: • Conditions survey report if appropriate	GM ASAP LM next meeting
8.20	H&S report to be circulated if necessary and if so, to be c/f to next meeting agenda	GM/LM
8.23	To look at detailed budget and submit questions	AS by next meeting
8.27	To thank staff for all their hard work	GM ASAP
8.31	Governors to look at the Internal Review (particularly those comments highlighted in yellow) prior to the monitoring visits.	All Governors by next monitoring visits
8.32(11.3)	To review LGB responsibilities in the Scheme of Delegation.	CN next meeting (LM to c/f to other schools if relevant)
11.2	To add monitoring reports to Feb agenda	LM next meeting
11.3	To locate the school risk register	GM next meeting
12.3	To send list of NGA courses to LM for Governors To send Prevent link to LM for Governors	CN/LM ASAP
12.4	To send in certificate from Nat Trust training	CN
12.5	To send a reminder to governors for the January training	LM ASAP

14.1	To ask the TB for guidance on how to record unauthorised absence for a child who is unable to attend school due to another sibling being tested positive for Covid.	CN next TB meeting
14.2	To pass on the suggestion about central budget monitoring in schools in future.	CN next TB meeting