

**Coxheath Primary School**  
**Local Governing Body Meeting**  
**Tuesday 23<sup>rd</sup> March 2021 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), Sam Sanders (Co-opted governor),

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

Item number	Action
<p><b>1 Welcome and any introductions</b></p> <p>1.1 The CoG welcomed everyone to the meeting. She confirmed that the TB had approved Sam Sanders' appointment to the CPS LGB.</p> <p>1.2 The CoG reminded governors that this was the first meeting following the first anniversary of the death of Darren Webb. She noted the sensitive way in which the school had commemorated the anniversary, including messages sent to parents and staff. She advised that the Trust Board had also written to staff, noting the anniversary and thanking them for their support through a difficult year.</p> <p>1.3 It was acknowledged that the meeting was being recorded for minuting purposes. The recording would be deleted once draft minutes had been approved.</p>	
<p><b>2 Apologies for absence</b></p> <p>2.1 There were no apologies for absence received.</p> <p>2.2 The meeting was declared quorate.</p>	
<p><b>3 Declaration of business interests and any other admin matters</b></p> <p>3.1 The updated CPP Code of Conduct had been circulated and was duly endorsed by Governors.</p> <p>3.2 Other relevant documents, including the Acceptable Use Policy (in the Online Safety policy) and GDPR guidance for governors, had been updated by the Trust Board and were available to view on the CPP website. Copies would be sent to Governors for signature in due course.</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 Tuesday 2<sup>nd</sup> February 2021 were approved and signed by the CoG.</p> <p>4.2 Matters arising included the following points:</p> <ul style="list-style-type: none"> <li>• CN had completed her DBS check</li> <li>• Governors were asked to complete the PREVENT training if not already done so</li> <li>• The review of the PPS figures re Magic Breakfast club, remained outstanding</li> <li>• Governors asked for clarification of any distinction between Wellbeing and Nurture in school. HT advised they were very closely linked, with the Nurture team's work feeding into the children's wellbeing.</li> </ul>	
<p><b>5 Any other urgent business</b></p> <p>5.1 There was no other urgent business.</p>	

<p><b>6 Update on Trust matters</b></p> <p>6.1 The CPP AGM minutes were duly noted.</p> <p>6.2 TB minutes of 9/12/20 and 10/2/21 had been circulated and CoG noted these were useful in showing what was going on in the other schools in the trust - what happened elsewhere influenced all 3 schools. She drew governors' attention to the very positive feedback on CPS given by PM at the December TB meeting.</p> <p>6.3 It was noted that information had been received in regards to a potential new TB member.</p>	
<p><b>7 Trust policies</b></p> <p>7.1 Governors were advised that the Online Safety Policy (including AUPs) had been updated and was available to view on the CPP website.</p> <p>7.2 Other policies recently updated by the TB (but not listed on the agenda) and available to view were:</p> <ul style="list-style-type: none"> <li>• Safer Practice with Technology</li> <li>• Health &amp; Safety Policy</li> <li>• Supporting Children with Medical Conditions Policy</li> <li>• SEND</li> <li>• Admissions</li> </ul> <p>7.3 The CPP Risk register had also been updated and was circulated for governors' information (see item 11 below).</p>	
<p><b>8 School strategic matters</b></p> <p><b>Headteacher report</b></p> <p><u>Staffing Update</u></p> <p>8.1 A 1xTA (part time) had been recruited to cover a member of staff on maternity leave. A further TA position was being advertised to replace a resignation due to ill health. Further HLTA provision would be provided through the Catch-Up funding. The Catch-Up funding policy had been re-written to take into account the new staffing arrangements. Although two members of staff would be returning from maternity leave w/b June 21<sup>st</sup>, it had been decided to keep the existing teachers in class until the end of term, in order to provide continuity of teaching to the children.</p> <p><b>Q. Re the Covid funding, will the school receive extra funding due to the reserves being less than 4%?</b></p> <p>A. There is a £6k fund linked to the Pupil Premium funding and CPS is due to receive this for the next academic year. It will be possible to apply for further funding, if reserves are under 4%, to help offset the extra costs associated with Covid (eg, PPE, supplies and extra cleaning) and we will be advised when applications may be submitted.</p> <p><u>Staff Appraisal</u></p> <p>8.2 Mid-year appraisals had been taking place. Data driven targets had been removed and replaced by a target linked to Professional Development and areas of personal research.</p> <p><u>Professional Development Summary</u></p> <p>8.3 The HT reported that Mark Burns had delivered a 2<sup>nd</sup> Leading for Excellence training day for middle leaders. The Day 2 for senior leaders had been postponed. The OTP sessions continued to run via Zoom and CPS had the highest number of attendees on this course.</p> <p>8.4 DHT has been attending a Characteristics of Deprivation course and described that the course would help some children to believe in themselves as learners and enable the school to put in place a strategy to help these children from Yr R upwards.</p> <p><b>Q. Will it be time intensive in terms of delivering the learning to the children?</b></p> <p>A. It will take time and will need more exploring but overall will benefit the children that need the help.</p>	

8.5 The HT explained that focus for Professional Development this term had been the curriculum. It had been agreed that this needed further embedding. The global themes would be paramount and further developed in T5/T6.

**Q. In PM's report she mentioned "recovery curriculum". Is this separate from the standard or Global curriculum?**

A. Priorities haven't changed in the Strategic Document but there are bigger learning gaps, for instance with reading and maths. There is not a "recovery curriculum" per se but where learning gaps are identified these are incorporated into the curriculum so recovery is happening on a daily basis rather than coming separately during T5. Some year groups, for example, Yr 6 have done very well and so the learning gaps are fewer.

#### School Improvement

8.6 The delivery of teaching and learning via remote learning had been successful with positive feedback. Staff and children were now settling back into the classroom. Writing stamina was poor and would continue to be a focus into T5.

#### Admissions & School Roll

8.7 The HT confirmed that the school roll currently stood at 407. Applications for places in 2021 had been the highest number since school records started in 2014, with 122 applications received (63 first choice). Governors agreed this was excellent news which reflected confidence in the school and its good reputation within the community. CoG informed governors that filling the roll had been achieved well ahead of the trust's expectation and HT advised that the extra funding from pupil numbers would make a real difference to the school budget and forward planning for the school.

**Q. Regarding admission numbers, why did the numbers change in 2018? Was this due to a change from a 1.5 form entry to 2 form entry?**

A. CPS converted to an academy with 2 form entry in 2018, since when numbers have increased but the prediction at the time was that it would take 7 years to reach capacity.

#### Inclusion

8.8 The HT advised that Pupil Premium numbers had increased and EHCPs had reduced. The SEN register would be reviewed in T5. 6xHNF applications (+ 1 renewal) were being processed.

#### Safeguarding

8.9 Whole school safeguarding training had taken place on 12<sup>th</sup> February 21. The new safeguarding reporting system, My Concern, was now up and running. The HT/DHT explained the system and how it worked. There had been some settling in issues in regards to notifications but these had now been resolved and the system was working well.

**Q. Did these issues impact on the speed of action on safeguarding matters at the school?**

A. No – it was simply a case of the HT receiving many more notifications than necessary.

#### Attendance

8.10 The HT confirmed that attendance was good but, inevitably, the end of year figure would not be as expected due to Covid and lockdown. Return attendance from the re-opening of school on 8<sup>th</sup> March had been positive and attendance meetings had taken place where necessary. One pupil was now being home educated.

**Q. Have there been any Covid interruptions/bubble closures since the return to school?**

A. No. There has been intermittent testing when necessary due to coughs, colds and bugs, and these illnesses have resulted in odd days out of school for some children.

#### Behaviour

8.11 The children had come back and settled in extremely well. The HT expressed how pleased he was with the resilience and the behaviour of the children.

#### Health & Safety

8.12. HT confirmed that the H&S walk had taken place in T4.

<p><b>Q. Is there a written report for the Health and Safety walk, to enable governor monitoring?</b></p> <p>A There is no separate report as a log is used to record issues. This will be updated for T4 and will be sent out for Governors in due course.</p> <p><u>Premises Update</u></p> <p>8.13 The HT confirmed that the school condition survey had been completed and the priorities for repairs would be discussed at a meeting next week. He would circulate the report and priorities after that meeting.</p> <p>8.14 The HT advised that the roof works had been completed. There had been some water leaks which would require internal painting and this work had been scheduled to be completed during the Easter holidays. The cost for this had been included in the roofing budget. The work on the curtain wall was also scheduled to start in the Easter holiday and to finish during the summer holiday. A £1000 grant had been secured for the development of a vegetable garden. The pond area has now been cleared and a new liner would be installed later in the year.</p> <p><b>Q. Will the curtain walling work impact on site access for parents and children?</b></p> <p>A. No. The curtain walling will be replaced window by window which will reduce the overall impact.</p> <p><u>Budget Update</u></p> <p>8.15 The HT advised that the budget meeting had taken place with a further meeting next week. The income from the before and after school clubs had dropped but numbers had since risen with children being back at school. There were no further concerns to report. Going forward, SS would be involved in the monthly monitoring meetings. The HT to send on dates for these.</p> <p>8.16 The HT advised that the Trust Board had invited invitations for an Equity bid. CPS had submitted their application and a grant of £30,000 had been secured to support the development of reading and of the EYFS outside area. The plans included the purchase and conversion of a double decker bus into a designated reading area upstairs and a chillout quiet wellbeing area downstairs. An early help grant from KCC would help in developing this for use by parents and children to encourage parental involvement and community engagement. The pond area, sensory garden, etc were all under development.</p> <p><b>Q. Does this all tie in with the characteristic of deprivation, wellbeing, etc?</b></p> <p>A. Absolutely. This will mean new learning experiences for those children who have not travelled on buses, grown vegetables and more. The school is lucky to have the space to be able to develop these projects.</p> <p><u>Covid 19 Update</u></p> <p>8.17 There had been no bubble closures since return of school on 8<sup>th</sup> March. Parents' evenings would again be held via Zoom.</p>	<p>HT</p> <p>HT</p> <p>HT ASAP</p>
<p><b>9 Safeguarding and disability matters</b></p> <p>HT had no matters to report.</p> <p><b>Q. Have you run any recent fire or lockdown drills?</b></p> <p>A. Yes these have taken place and there were no problems.</p>	
<p><b>10 Any other school matters</b></p> <p>10.17 SG reported on the Nuffield Early Language Intervention (NELI) project run by the DfE with materials from Oxford Press. This was a 20-week intervention beginning with an assessment on children's expressive and receptive language. From the results, 6xYrR children had been chosen to participate in the pilot group. Four members of staff had been trained along with 2 further staff members to deliver the programme. The pilot was due to start imminently and would run through into Yr 1 due to the delays from Covid. It had been</p>	

<p>decided to additionally assess Yr1/2 children for a 2<sup>nd</sup> pilot group. She advised that this had been a valuable exercise in speech and language skills and the effect on children who lacked these skills. A junior assessment pack had also been purchased. The children would be re-assessed at the end of the 20 weeks and the impact duly recorded.</p> <p><b>Q. Can this pack be re-used at the end of the 20-week session?</b></p> <p>A. Every assessment is worth 200 credits which can be used towards the purchase of further credits or another pack. One of the benefits of the screening sessions has been the clarity in identifying children’s strengths and weaknesses, which have not been evident in learning or in class. The programme will benefit the children and school right through to KS2 SATS. This can be monitored during Governor visits.</p>	
<p><b>11 Governor Monitoring</b></p> <p>11.1 CN reminded the meeting that although the last set of monitoring visits had been cancelled there were still things that had and could be done in terms of monitoring:</p> <ul style="list-style-type: none"> <li>• JW had reviewed the CPP risk register on behalf of the school and his comments had been forwarded to the TB. There was no school specific risk register but schools were required to compile risk assessments, and it was agreed that HT would send samples of these to JW to review.</li> <li>• DJ was asked to review the updated H&amp;S Policy.</li> <li>• SS would be reviewing the budget at the next meeting.</li> <li>• JW/SW would review some of the staff impact statements and monitor these going forward and meet with some of the curriculum leads (English, Maths, Teaching/Learning).</li> <li>• SG would review the school’s compliance with food standards.</li> </ul> <p>11.2 The CoG advised that the TB intended to recommend that LGB meetings remain on Zoom until the end of the academic year. Where possible, the TB would prefer that monitoring continued via Zoom for T5, although governors would be permitted to enter school, if necessary, eg, for H&amp;S purposes or to review books. HT would send provisional dates for T5 monitoring meetings.</p> <p><b>Q. Following the Government roadmap, governors are, in theory, able to access the school site from 21<sup>st</sup> June, leaving a month in which governor visits could take place. Locally C19 numbers are very low so could a visit take place when children are not there?</b></p> <p>A. CoG advised that the TB would keep arrangement for visits under review and it is hoped that governors will be able to visit the school before the end of the academic year.</p> <p>11.3 CoG sympathised with governors’ eagerness to get back into school and reported that she had recently visited the school outside the school day to carry out a task which could not be performed remotely, and had the chance to meet some staff and tour the site. Three things had particularly impressed her: the clear enthusiasm of staff for being back with the children; the high expectations of staff (eg, descriptive words displayed in Yr 3 included “serpentine” and flabelliform”); and the Covid secure arrangements in the After School Club.</p> <p>11.4 The Quality of Education report had been received from JW/SW and the CoG noted the detail of the report and the clear follow ups. There were no further comments.</p>	<p>HT/JW</p> <p>DJ</p> <p>SS</p> <p>JW/SW</p> <p>SG</p> <p>HT</p>
<p><b>12 Any other governor matters</b></p> <p><b>LGB responsibilities</b></p> <p>12.1 The CoG reminded the meeting that the purpose of reviewing LGB responsibilities in the Scheme of Delegation was to ensure that governors were carrying out all of their responsibilities during monitoring. She was happy that those relating to monitoring the quality of education were being met, but was concerned that monitoring of some more operational/statutory matters was being missed, possibly because it was not clear exactly</p>	

<p>what governors were meant to do in some respects. The Scheme of Delegation was due for review by the TB and governors' input would be welcomed.</p> <p>12.2 Governors discussed the current Scheme and suggested ways of meeting responsibilities – comments noted on document attached. Due to time constraints, discussion ended at item 69 on the list and governors were asked to read through items 69 onwards and to advise the CoG of any comments or suggestions on these.</p> <p><b>Training (including feedback from the FST training on 10<sup>th</sup> March)</b></p> <p>12.3 Some Governors had attended the FST training and the feedback from this was mixed. Of particular interest was the change in the way that Ofsted would be conducting their inspections, but overall governors felt the training was hard to apply as a governor at Primary level. SG requested the presentation slides and LM would chase this up.</p> <p><b>Any other matters</b></p> <p>12.4 The timing of monitoring visits was discussed (perhaps too close to LGB meetings?). HT agreed that visits could be better aligned with the school's timetable and it was agreed to revisit this going forward. CoG would raise this with CH before the next TB meeting.</p>	<p>ALL</p> <p>CoG</p> <p>LM</p>
<p><b>13 Agreement of confidentiality and action points</b></p> <p>13.1 No confidential discussions. Action points as listed below.</p>	
<p><b>14 Points to feed back to the Trust Board (TB)</b></p> <p>14.1 The CoG would raise the timing of monitoring visits.</p>	CoG
<p><b>15 Dates for next LGB meetings and any school events</b></p> <ul style="list-style-type: none"> <li>• T5 Tues 18<sup>th</sup> May 21</li> <li>• T6 Tues 6<sup>th</sup> July 21</li> </ul> <p>Governors to see weekly newsletters for school events</p>	

Signed.....

Date.....

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

Para no	Action point	By whom/when
8.12	To send out the H&S log to Governors	HT in due course
8.13	To send out the school condition survey and list of work priorities	HT in due course
8.15	To send budget meeting dates to SS	HT ASAP
11.1	To send samples of risk assessments to JW for review DJ was asked to review the H&S Policy SS to review budget at next meeting JW/SW to review some of the staff impact statements and monitor these going forward	HT ASAP DJ SS JW/SW
11.2	HT to send provisional dates for monitoring meetings in T5.	HT
12.2	To read the LGB responsibilities from item 69 to the end and to pass any comments back to COG	ALL CoG
12.3	To chase up FST training slides for SG	LM
14.1	To raise the timing of LGB monitoring visits with the TB	CoG