

COXHEATH PRIMARY SCHOOL
Local Governing Body Meeting
Tuesday 18th May 2021 at 5.30pm by Zoom

Present: Clare Nursey (Chair of Governors/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>1 Welcome and any introductions</p> <p>1.1 The CoG welcomed everyone to the meeting.</p> <p>1.2 It was acknowledged that meeting was being recorded for minuting purposes. The recording would be deleted once draft minutes had been approved.</p>	
<p>2 Apologies for absence</p> <p>2.1 There were no apologies for absence.</p> <p>2.2 The meeting was declared quorate.</p>	
<p>3 Declaration of business interests and any other admin matters</p> <p>3.3 There were no declarations of business interests or other admin matters for discussion.</p>	
<p>4 Minutes of the last meeting (date) and any matters arising</p> <p>4.1 The minutes of the last meeting held on Tuesday 23rd March 2021 were duly agreed and would be signed by the CoG when circumstances allow.</p> <p>4.2 Matters arising included the following points:</p> <ul style="list-style-type: none"> • Sample of risk assessments to be completed. HT to send. JW to complete • Follow up monitoring reports to be completed • The Future Schools Trust curriculum training slides (requested by SG) would not be circulated – see 6.2 below. • Governors to send their Prevent Certificates LM. LM to chase any outstanding. 	<p>HT/JW SW/JW/CN ALL GOVS/LM</p>
<p>5 Any other urgent business</p> <p>5.1 There was no other urgent business</p>	
<p>6 Update on Trust matters</p> <p>6.1 The TB minutes of Wednesday 31st March 2021 had been circulated and duly noted by Governors.</p> <p>6.2 The CoG outlined specific items from the minutes:</p> <ul style="list-style-type: none"> • The Trust PA had resigned and the post re advertised. Interviews were imminent and details of the new post holder would be advised in due course. • Neil McDonald had been appointed as a new Trustee. His expertise was in H&S. • The Curriculum training session had been discussed at the TB meeting. Instead of circulating the notes, it had been agreed that Mark Chatley, the Trust Leader, would deliver Governor training to all Governors in due course. • DJ’s suggestion of creating a Governor Panel by using Governors from across all three CPP LGBs had been well received and specific provision would be written into the Complaints Policy for this. • The decisions from the CIF bid had been delayed until the end of June • It had been agreed to purchase Governor Hub to aid future communication, and circulation and storage of meeting papers. Log in details would be provided for all Governors. <p>Q. Going forward will KLZ be discontinued?</p>	

<p>A. It may be and there could be other changes in the pipeline too. These will be advised in due course. LM to advise SKPS/LPS of possible changes.</p> <ul style="list-style-type: none"> • The Trust Leader would be writing a regular newsletter which would be conveyed to parents and governors. <p>6.3 The list of Trust Policies and the Scheme of Delegation had been circulated. These were discussed and comments made as follows:</p> <p><u>List of Trust Policies</u></p> <p>6.4 CN advised that the List of Trust Policies had been emailed to Governors for information only, to note policies currently in place. The list was in the process of being reviewed, updated and simplified.</p> <p><u>Scheme of Delegation</u></p> <p>6.5 The Scheme of Delegation was discussed and the following points were made for feedback to the TB:</p> <ul style="list-style-type: none"> • For the word monitor to be used in place of the word ensure. It was felt that that using the word “ensure” was incorrect - Governors could make suggestions but had no authority to take the action. SS advised that this was relevant to Finance controls and that it was impossible to “ensure” if things had been completed correctly or controls put in place. • It was agreed that guidance and help should be given from the TB on the monitoring of HR, Finance and H&S. Once clarified it would allow better focus on the monitoring of teaching and learning. • To make sure that methods and actions were not duplicated. Regular audits and central trust monitoring took place, and there may be no reason for governors to duplicate this at school level. <p>Q. Regarding the role of MAT Governors, should it be the TB who decide on what Governors should do or an independent external organisation such as Ofsted? If the TB are advising the LGB, how do governors know if they are operating correctly within approved guidelines?</p> <p>A. As a MAT the TB makes its own decisions on how it operates, provided it acts lawfully and within guidance regulations. The Trustees have a wide range of expertise, for example, in terms of H&S, Finance, Business, so they are in a good position to advise Governors. The Scheme of Delegation lists all of the Governors responsibilities. The monitoring templates show the school priorities on which Governors should focus. However, with the shift in curriculum, it is likely that these will change and MC will look at this in due course. The NGA also gives a lot of advice and is an ideal resource for Governors to use.</p> <p>Q. Has everything on the list has been allocated to Governors for monitoring?</p> <p>A. Yes. The point of the review was to make sure that Governors were not missing anything and review has confirmed that everything is covered.</p> <p>Q. How do governors monitor audits? Can audit reports be shared?</p> <p>A. All school audits are carried out professionally by outside companies, with Andy Lacey, Trust Business Manager, as the key audit co-ordinator. The HT will feedback to governors, as can SS with Finance audit matters.</p> <p>6.6 It was commented that as all audits are scheduled, it would be useful to see the timetable for these. It was also noted that the TB should be aware of the time taken by staff to prepare for audits, which had a significant impact on staff workloads, eroded their day to day working hours and ultimately their wellbeing. CN would feedback these comments to the TB.</p>	LM
<p>7 Trust policies</p> <p>7.1 Governors were advised that the following policies had been approved at the last Trust Board meeting and had been uploaded onto the CPP website where appropriate or available to view on request:</p> <ul style="list-style-type: none"> • Children in Care • Risk Register • SEND • Admissions 	

<p>7.2 CN advised that the Finance Policy had been updated briefly with changes to terminology but was still awaiting further amendments. Governors were advised to contact LM if they wished to see any documents that were not available on the CPP website. There were no further comments.</p>	
<p>8 School strategic matters Headteachers report (verbal) <u>Staffing Update</u> 8.1 The HT advised that the recruitment of TA and 1:1 positions was underway with interviews imminent. A member of staff was due to return from Maternity Leave on 21st June and would be working 2 days per week. She would, initially, be involved in teaching phonics as part of the Covid 19 catch up programme. Currently staffing was stable for September. <u>Professional Development Summary</u> 8.2 Extra planning time had been given to teachers in T5 in order to prepare for T6. No extra cover had been necessary for this. Science training had been provided via Zoom. PHSE training had been provided to all teachers in preparation for implementing the curriculum changes in September. MC would be delivering memory retrieval training in the June inset day. <u>Teaching and Learning</u> 8.3 The HT advised that 2xHLTAs had been employed and both were qualified teachers. This had proved very beneficial in the successful implementation of catch-up groups and the children had been making good progress, especially in Yr 6. There would be continued focus on filling gaps in missed learning for disadvantaged/vulnerable children and provision for additional teaching to facilitate this had been made in the budget. It could take up to 5 years to achieve this. MC would be working with the SLT to review teaching and learning and this would be fed back to Governors at the next LGB meeting. <u>Admissions & School Roll</u> 8.4 The HT advised that the number of children on the school roll stood at 410, which was the highest number ever recorded. All first-choice places for September had been accepted with 13 children currently on the YR waiting list. Going forward, it is likely that the school would be full by September and this would have a very positive impact on the budget. <u>Attendance</u> 8.5 Whole school attendance from September to current date stood at 96.29% and from March to current date was 97.21%. PP attendance from September was 92.86% and from March to current date was 95.88%. PP attendance was being prioritised but on the whole was good. It was hoped that parents would not take children out of school for holidays. <u>Safeguarding</u> 8.6 The HT confirmed that a Safeguarding meeting was scheduled. <u>H&S</u> 8.7 A H&S walkabout was due this term. DJ would attend and the HT would advise date and time. 8.8 One accident had occurred and been dealt with appropriately. The child was at home and receiving learning packs. <u>Premises Update</u> 8.9 The replacement of the curtain wall in KS1 and EYFS areas had been completed. The floor to ceiling windows and those at the top of the hall would be replaced over half term. The HT advised that the windows by the kitchen area had a number of pre-checks for completion and works on these would be completed during the summer holiday. Depending on the pre-checks there could be more expenditure but overall, the works were making a huge positive difference to the KS1 building. 8.10 There had been issues with the hall floor where it was lifting. Quotes had been obtained for both fixing or replacing the floor. There was a possibility of the costs being covered under the Sports Funding and this was pending. It was hoped that the floor could be replaced with a designated sports floor to cover additional sports. 8.11 The faded yellow panels in the KS2 building would be painted in due course to freshen them up.</p>	<p>HT next agenda</p> <p>DJ/HT</p>

8.12 Work was being carried out on both the sensory garden and the vegetable patch.
8.13 The TB had donated £1500 towards a memory wall as a memorial to Darren Webb. Ideas had been discussed and further information would be given in due course.
8.14 The HT confirmed that the “reading bus” had arrived in the playground and the children were thrilled. Posts had gone out on local media. There had been a potential issue with the top deck overlooking the neighbours’ gardens and this would be addressed. The bus was intended as a long-term project and parents had been very supportive of this.

Q. Did Equity funding pay for the bus and what will the rest of this funding be used for?

A. Yes, £15k from the Equity Fund was used to purchase and convert the bus. Funding had also been requested for a large canopy.

Budget

8.15 The budget figures were outlined by the HT. He confirmed that the increase in pupil numbers had impacted positively on the budget. The c/f figure stood at £58,415.

8.16 SS reported that a temporary finance contractor had been employed pending the engagement of a permanent Finance Assistant. The surplus figure of £58,415 was up from the proposed c/f figure of £12,600. There had been a loss of income due to C19 but also a surplus as a result of significant savings from staff on furlough, agency savings and food.

8.17 With the school now open, it was anticipated the breakfast and after school clubs would increase income. Looking ahead, the HT confirmed that the school was in negotiation for an external letting contract with a local drama club. The letting had initially been for mornings only but could extend to full days. This would create significant income revenue for the school.

8.18. Discussions had been held in regard to charging hire fees to local football teams who used the school fields at weekends.

8.19 SS had looked at the possibility of using the PE grant to replace the hall floor.

8.20 The 3-year plan from the TB indicated that there would likely be a surplus of £78k by end of Yr 3. A meeting to finalise the budget had been agreed for 11th June and SS would attend.

Q Would governors like the finance governor to focus on any specific areas during future finance monitoring meetings?

A. Not specifically. The key for the LGB is whether the school is able to deliver the school improvement plan and carry out the things it wishes to do. It is also useful to know where there is an over- or underspend in the budget, and why this is, and whether any additional money has become available, eg through Covid funding.

Q. If the school has a healthy budget surplus, what is the priority for spending or will the money be saved?

A. There are couple of options. The first is to finish refurbishing two classrooms. The second is to update our IT resources, and this is likely to be where money is spent as current resources restrict how the IT curriculum can be taught. 32 new laptops are in the pipeline but more resources are need.

Q. Are laptops capital investment? Can the capital budget afford this spend?

A, Yes they are and the budget can be adjusted if needs be by a revenue to capital transfer of funds.

8.21 After further discussion, JW advised that he would investigate a potential source for the purchase of IT resources and liaise with the HT.

Other

8.22 The HT advised that there had been no bubble closures or positive cases of Covid since March. It had been agreed that some of the restrictions would be lifted from T6, for example, the staggered start times in the morning and wearing face masks in the school ground. There would be a greater mixing of pupils, with groups of 4 in classrooms as opposed to rows. Plans were in place to hold the usual end of term events such as sports day, end of year open evening and the Y6 production. However, the one-way system had worked really well and it had been decided to retain this going forward.

8.23 It was confirmed that Governors would now be able to make an appointment to visit the school during normal school times.

JW

<p>Q. Are staff allowed time off for Covid vaccinations? A. Yes definitely and BE will be co-ordinating this. Staff have been very accommodating, trying to book appointments for Fridays in case of adverse reactions.</p> <p>School Strategic Document 8.24 The HT outlined that it had been very hard to record the impact due to the openings and closures of school, however some key areas had been identified and these would be worked on going forward. Additionally, there would need to be another day allocated for Welfare monitoring. He advised that BE had been working on the characteristics of deprivation. He felt that there could be value in adding a series of implementation plans for this in the Strategic document. However, this would take time to incorporate, especially for Oracy.</p> <p>Q. There has been a lot of debate around the detrimental impact on children’s speech and language during the lockdown. Is NELI part of the school’s Oracy programme? A. Vocabulary and oracy are vital and for some children, their speech and language has suffered as a result of lockdown. Currently, Early language (NELI) is in place which will run into next year. Further staff can be trained to run the course and BT, the Course leader will be looking at further schemes to support Oracy and vocabulary, which will be planned into the curriculum in due course.</p> <p>8.25 In light of the new Ofsted subject inspections, it is clear there is high expectation on teachers to have secure subject knowledge and for the curriculum to have a much clearer sense of progression in each subject from YR to 6. This is all currently under discussion.</p> <p>Q. Is there strength in subjects across the Trust which could be used in all the schools? A. There is, for example CPS has strength in Art, where the curriculum requirement has been learned in depth, which could be shared across the Trust. CPS would benefit from help with IT and there are other subjects that could follow too.</p> <p>8.26 Governors agreed that the School Strategic Document showed so many plans (intent) but Covid had interrupted implementation hence observable impact was understandably limited. The school was still playing catch-up, and governors agreed they needed to visit the school to see the catch-up work in progress, and more time would be needed to see if the plans were working. It was agreed that all Governors should visit school before the end of the academic year and GM would advise on a date and time.</p> <p>Q. Governors have not been able to meet the children for the past year. Is the School Council still meeting? Could they produce a short film for governors in place of a face-to-face meeting? A. HT agreed this would be a nice project for the children to do. Governors were asked to produce one question each for the children, and email them directly to BE who runs the School Council.</p> <p>Q. Although internal school reviews are not taking place at the moment, are there still regular Leadership meetings across the Trust? A. Yes, these are taking place. External reviews have booked in for end of June. MC will be starting internal reviews in due course to look at the provision of teaching and learning.</p> <p>Any other school statutory documents 8.27 There were none for this meeting.</p>	<p>GM ASAP</p> <p>ALL GOVS</p>
<p>9 Safeguarding and disability matters There were no safeguarding and disability matters to report</p>	
<p>10 Any other school matters 10.1 A discussion was held on the bus and the history linking the school to the number 12. DJ advised that he had a 1950s bus ticket that he wished to donate to the school and this was gratefully accepted.</p>	<p>DJ</p>
<p>11 Governor Monitoring It had been agreed that Governors would monitor the following items: <u>H&S Policy</u></p>	

<p>11.1 DJ's comments on the H&S policy had been circulated to governors. There were no further comments or questions.</p> <p><u>Budget</u></p> <p>11.2 SS's budget monitoring reported at paras 8.15 – 8.21 above.</p> <p><u>Food Standards</u></p> <p>11.3 SG advised she had observed several lunchtimes and would send a report through once she had checked the written guidance on food standards.</p> <p><u>Impact Statements</u></p> <p>11.4 Governors had viewed many of the Leadership Impact statements for 20-21, and noted that – as with the School Strategic document – these were inevitably light on impact owing to school closures. Although the statements were interesting, CoG questioned whether governors actually needed to see these documents again to help with monitoring. The forms had originally been introduced for middle leaders as a means to focus on impact and HT advised they were still used as an aid for Subject Leaders. Governors agreed that sight of the forms was not necessary in future unless a particular query arose during monitoring.</p> <p><u>T5 monitoring Visits</u></p> <p>11.5 It was noted that EYFS plans would benefit from specific monitoring. JW confirmed that it had not been possible to meet with the teacher on the last visit - a meeting would be arranged in T6.</p> <p>11.6 SW and JW reported that Quality of Education monitoring visits had gone very well, with very good responses from staff members. It was all very encouraging. Written reports would follow.</p> <p>11.7 A discussion was held on the timing of meetings across the Trust. The CoG advised that meetings and monitoring dates were out of sync this year due to Covid and this would be addressed. LGB meeting dates would be advised in due course and monitoring would be organised around the school timetable. DJ advised that there should be clarity in the reports, for example, stating the obvious, giving more detail and celebrating the achievements of the school, for instance with wellbeing. CN commented that there was no doubt that the wellbeing of staff and children was paramount at CPS and the TB were aware of this. The HT confirmed that school surveys had been sent out to all parents and results were due to be finalised. Wellbeing had been included in this. Results would be available for the next meeting.</p>	<p>HT – next meeting</p>
<p>12 Any Other Governor Matters</p> <p>12.1 LM advised that there had been some issues with access to the NGA learning links and Governors were asked to contact LM should this occur.</p> <p>12.2 It was advised that Parent Governor elections were due (terms end for SW and JW in September). While recognising that new YR parents would not be able to stand as governors for possibly 2 years, it was agreed that the election would take place in T6 in preparation for T1. Under regulations Yr 6 parents would be permitted to stand for election. LM would send the relevant paperwork to the HT.</p> <p>12.3 In regard to the H&S walk and the CiF bid, the HT advised that much of the H&S works had been completed. The other items via the CiF bid would be decided in due course. Any other items would be planned into the budget for next year and allocated to the Site Manager accordingly.</p> <p>12.4 it was agreed that SS would attend the next Parent Council meeting. HT to advise, LM to add to next agenda.</p> <p>12.5 To advise Governors of upcoming school events</p>	<p>SS/HT/LM SW</p>
<p>13 Agreement of confidentiality and action points</p> <p>13.1 There were no confidential items and actions points were as listed in the table below.</p>	
<p>14 Points to feed back to the Trust Board</p> <p>14.1 Scheme of Delegation points as listed above:</p> <ul style="list-style-type: none"> • Replacing the word “ensure” with “monitor” • Guidance in regard to the monitoring of HR, Finance and H&S by LGBs, including to avoid duplication of effort and actions 	

<ul style="list-style-type: none"> • Advice on the timetable of scheduled TB audits • For the TB to be aware of the time taken by staff to prepare for audits. 	
15 Dates for next LGB meetings: 15.1 Tuesday 6th July 2021 at 5.30pm.	

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

Para no	Action point	By whom/when
4.2	<ul style="list-style-type: none"> • Follow up monitoring reports to be completed • Governors to forward on Prevent Training Certs to LM. LM to chase any outstanding 	<u>By next meeting</u> CN/SW/JW All Govs/LM
6.2	LM to advise all LGBs re purchase of Governor Hub by the TB	LM
8.3	MCs review on teaching and learning to be added to next Agenda	HT next agenda
8.7	DJ to attend H&S walk and HT to advise the date/time.	DJ/HT asap
8.21	To investigate alternative source for laptops	JW asap
8.25	<ul style="list-style-type: none"> • All governors to visit school before the end of the academic year. HT to send dates/times. • Governors to produce one question each for the School Council and email them directly to BE 	HT – All Govs All Govs asap
10.1	DJ to donate bus ticket to school	DJ
11.7	To add results of school surveys to the next agenda	LM next agenda
12.4	SS to attend the next Parent Council meeting. HT to advise, LM to add to next agenda.	SS/HT/LM next agenda
12.5	To advise of upcoming school events to Governors	SW