

**COXHEATH PRIMARY SCHOOL**  
**Local Governing Body Meeting**  
**Tuesday 30th November 2021 at 5.30pm**

**Present:** Giacomo Mazza (Headteacher), Clare Nursey (Chair of Governors (CoG)/ Co-opted Governor), Suzie Wenham (Parent Governor), David Jones (Co-opted Governor), Simon Malone (Parent Governor), Sam Sanders (Co-opted governor)

**In attendance:** Mark Chatley (Trust Leader), Bev Evenden (DHT/Associate Governor), Richard Dalton (Invited)

**Clerk:** Nicky Wheeler

<b>Agenda item and discussion</b>	<b>Action/ decision</b>
<b>1 Welcome and any introductions</b> 1.1 The CoG welcomed everyone to the meeting and explained that RD is the Chair of St Katherine's LGB who was invited to observe proceedings. She also thanked MC for attending.	
<b>2 Apologies for absence</b> 2.1 Apologies for absence were received and accepted from Sophie Grimley (Staff Governor). 2.2 The meeting was declared quorate.	
<b>3 Declaration of business interests, reminder of confidentiality and any other admin matters</b> 3.1 All governors have completed a Declaration of Business Interest on GovernorHub.	
<b>4 Minutes of the last meeting and any matters arising</b> 4.1 The minutes of the last meeting held on Tuesday 5 <sup>th</sup> October 21 were duly agreed and signed by the Chair. 4.2 In reply to questions, HT confirmed that: <ul style="list-style-type: none"> <li>IT issues at the school had now been resolved;</li> <li>Governor badges would be arranged and governors' photos would be added to the school noticeboard</li> </ul>	<b>GM</b>
<b>5 Any other urgent business</b> 5.1 CN referred to the recent document circulated to governors regarding their duty of care for leaders' wellbeing during Covid, and questioned whether this argued for a priority relating to staff welfare to be added to the SDP. GM did not think this necessary and assured the meeting that the school has a positive and supportive culture, and staff wellbeing is already closely monitored. He invited governors to attend future staff wellbeing coffee mornings to discuss wellbeing directly with staff. MC suggested that staff wellbeing could also be included in governor monitoring visits.	<b>GM</b>
<b>6 Trust matters</b> <u>Trust Leader's introduction</u> 6.1 MC introduced himself to governors and explained that he plans to visit each LGB twice a year and be available for questions. 6.2 The trust focus is on a drive to improve the curriculum offer and standards in collaboration with the three schools. CN noted it was clear that schools were increasingly working together after the last 18 months or so of working largely independently due to Covid, and it was important that the 3 LGBs worked together too. 6.3 MC explained the review processes put in place by the trust. English & History were reviewed by MC and BT (trust T&L lead) in the Autumn term and Science & Maths	

<p>were reviewed by an external reviewer. The results have all been discussed with the HTs and overall the picture was consistent across the three schools.</p> <p><b>Q: Could governors see the internal review report to assist with their monitoring of English and History?</b></p> <p>GM and MC explained there was no formal written report following the review, but outcomes will be discussed during governor monitoring visits.</p> <p><u>Trust Board minutes</u></p> <p>6.4 Governors had received latest TB minutes.</p> <p><b>Q: Could governors see the updated trust strategic document?</b></p> <p>MC agreed to circulate the revised trust strategic plan to all governors.</p> <p>6.5 Governors noted that all CIF bid appeals had failed, but recalled that the trust had been very successful in the previous round of bidding. GM advised that the new CIF bids for this year will be submitted for consideration in December but will not include the previous bid to improve security of the school entrance. He advised that the school may consider using money from the annual budget to carry out these improvements instead.</p> <p><b>Q: TB minutes mention confidential discussions about expansion of the trust - what are current plans?</b></p> <p>MC explained that with just 3 schools the trust is small and therefore vulnerable. With the government proposal for all schools to become academies by 2025 Coppice risks being swallowed up by a larger group. Therefore, the trust will probably look to expand in the future whilst retaining its core values which include remaining in the primary sector and local. There are two possible routes to expansion, either the trust could approach other schools / trusts or it may be approached by another school / trust but whatever happens, any future partners must share the trust's values. Recent work to centralise functions at trust level was in part to future proof for growth of the trust.</p> <p><u>Scheme of Delegation</u></p> <p>6.6 MC explained that the Scheme of Delegation has been rewritten in a new format to reflect the evolution of the trust and the RACI model has been chosen as it is felt to be easier to understand and implement. Governors agreed that they prefer the new format and recognised that a tremendous amount of work has been done to achieve this. HT confirmed he believed the new scheme would work well at school level. MC asked all governors to review the document, including the amended terms of reference, and send feedback to JE (trustee) by the 3<sup>rd</sup> December.</p> <p><b>Q: Should LGBs still be involved with budget monitoring?</b></p> <p>CN felt there was little scope for LGB monitoring as budgets are now monitored centrally, and there is in any case little room for manoeuvre at school level. However, she reminded the meeting that the draft SoD described <i>what</i> should be done at each level, and that <i>how</i> things were done would be discussed once the SoD had been finalised. MC agreed and advised that the remit and membership structure of the standards committee in particular is still under discussion and input from governors will be sought before it is established.</p> <p><u>GDPR Training</u></p> <p>6.7 NW explained that all governors will be sent a link to complete GDPR training. SW was nominated as the lead GDPR governor and will need to complete an additional GDPR training module.</p> <p><u>Trust AGM</u></p> <p>6.8 Governors were reminded that the trust AGM would be held on 8<sup>th</sup> December.</p>	<p>MC</p> <p>ALL</p> <p>ALL</p>
<b>7 Trust policies</b>	

<p>7.1 The following policies, which had been uploaded onto the CPP website where appropriate, were duly noted by Governors:</p> <p>Policies with no changes:</p> <ul style="list-style-type: none"> <li>• Managing Allegations against Staff</li> <li>• Complaints – complete review due Term 3 2022</li> </ul> <p>Policies with revisions:</p> <ul style="list-style-type: none"> <li>• Absence of staff and Special Leave</li> <li>• Educational Visits</li> <li>• Extended Services</li> <li>• Finance</li> <li>• Health &amp; Safety</li> <li>• Lettings</li> <li>• Pay &amp; Reward</li> <li>• Risk Register – to receive for review</li> <li>• Safeguarding/Keeping Children Safe in Education</li> <li>• Teaching &amp; Learning</li> </ul> <p>New Policies :</p> <p>Supporting pupils with health needs who cannot attend school</p>	
<p><b>8 School strategic matters</b></p> <p><b>a) Headteachers Report</b></p> <p><u>Staffing</u></p> <p>8.1 GM summarised the report and advised that recruitment is challenging at the moment, especially for support staff. The school are advertising for an HLTA but are not receiving good quality applications so are reviewing other options.</p> <p>8.2 The recent departure of the FLO offered the opportunity for a revised structure with the existing nurture lead now the children and family support officer and a separate attendance office appointed on a fixed contract to see how the role develops.</p> <p>8.3 Two staff have been signed off for a month due to illness which has impacted capacity for cover. Governors had noted that staff attendance was low and GM confirmed absence was largely due to Covid.</p> <p><b>Q: Are occupational health involved with those on long term sick leave, and is the school providing them with appropriate support?</b></p> <p>GM explained that due to the circumstances OH involvement is unnecessary, and the school is in close contact with the staff and supporting them as happens in every case of lengthy absence.</p> <p><u>Appraisals</u></p> <p>8.4 The HT advised that the new system has been positively received by staff who are currently working on their disciplined enquiry questions with support from SLT.</p> <p><b>Q: Has the new appraisal system been rolled out to all support staff?</b></p> <p>GM explained that at the moment only class based staff are involved but it will be extended to support staff in the future.</p> <p><b>Q: Training for support staff, particularly those not in class, appears low?</b></p> <p>GM explained that it is difficult to know how to record training and maintain consistency across schools around what is included in the figures, as not all is delivered in formal sessions. MC advised that the trust organise regular training for staff and are rolling this out to include support staff and the site teams to increase integration and networking between schools.</p> <p><u>Teaching &amp; Learning</u></p> <p>8.5 GM advised governors that the focus on teaching and learning continues and an important part of this is collaboration with other schools outside the trust to share best practice. MC explained that visits to other school are set up as peer to peer reviews to</p>	



<p>8.14 The Accessibility Plan was approved by governors for submission to trustees. CN had viewed this as part of the SEN governor monitoring visit and confirmed it had been updated for this year.</p> <p>8.15 The pupil premium report will be circulated to governors for approval before the submission deadline of the 31<sup>st</sup> December.</p> <p>8.16 The SEND local offer document had been discussed at the recent SEN governor monitoring visit, and CN confirmed it had been updated for this year. Governors approved the document.</p> <p><b>Q: Is the SEND local offer very different in all three schools?</b></p> <p>MC explained that there are some differences mainly due to the designation of children with SEND in each school. The next internal reviews will focus on SEND provision across the trust.</p> <p>8.17 The Sports premium statement had been circulated and governors approved this for publication.</p> <p><b>Q: Is there really a “wide range” of after school clubs available?</b></p> <p>GM explained that the school offers a variety of clubs including netball, dance and football and is hoping to increase provision in the future, but this depends on staff availability. Staff give up their time to run clubs and cannot be directed to run clubs.</p>	
<p><b>9. Safeguarding and disability matters</b></p> <p>9.1 No matters to report.</p> <p>9.2 The safeguarding audit will be completed in January and governors will again be invited to participate.</p>	
<p><b>10. Any other school matters</b></p> <p>10.1 GM explained to governors that the school had received a very generous offer, via a parent, from a construction company to carry out all the renovations on the Reading Bus with very little cost to the school. Children have been asked for their ideas and a meeting will take place on the 13<sup>th</sup> December to finalise the details. This will allow the school to use the funds it has set aside to purchase books for the bus.</p>	
<p><b>11. Governor Monitoring</b></p> <p><u>Welfare &amp; Safeguarding</u></p> <p>11.1 DJ explained that he formulated a set of questions which SG completed and they will build on these questions at the next review in line with the revised Scheme of Delegation.</p> <p><u>Leadership &amp; Management</u></p> <p>11.2 Monitoring had shown that leaders had a clear plan for the school and had a strong team in place to deliver.</p> <p><u>SEND (verbal report)</u></p> <p>11.3 The monitoring visit had confirmed that need across the school has increased in line with the increase in the school roll, and the SENCo's time is already very largely taken up with completing applications for HNF and EHCPs.</p> <p><b>Q. Does the school have enough capacity for SEND work?</b></p> <p>GM explained that SG focuses on the EHCP applications whilst Darren Flisher is responsible for reviewing the SEND provision in class. MC agreed that the SENCo role is now more strategic and has moved away from the classroom. The SENCos across the trust now meet regularly to coordinate and focus on developing specialist skills and knowledge across the three schools. They are developing a document with details of resources and strategies for teachers to use to support SEND pupils.</p> <p><b>Q: Does the trust need an Inclusion Leader role?</b></p> <p>MC advised that reintroduction of this role will be considered going forward.</p> <p><u>Curriculum (verbal report)</u></p>	

<p>11.4 SS and SW reported that the visit was very informative and it was clear that staff were passionate and knowledgeable. Governors had been shown evidence of skills mapping and the pared down curriculum with increased opportunity for retrieval practice.</p> <p><u>Literacy (verbal report)</u></p> <p>11.5 SW and CN reported that the Literacy visit had been equally informative, and the school was fortunate to have such a strong team in place. There were several new initiatives this term, and the impact of these would be viewed next time, including by visits to classrooms.</p> <p><b>Q: Could the Literacy team have regular group PPA time?</b></p> <p>GM explained that with current staff shortages it is challenging to find time for the team to meet regularly. Scheduled team PPA time would not be practicable, but the team did have time for joint planning. There is a strong focus on reading and phonics and the trust have provided training on the new Sounds Write scheme for staff.</p>	
<p><b>12 Any other governor matters</b></p> <p>12.1 CN advised the next governor monitoring visits will take place in Term 4.</p> <p>12.2 NW invited governors to attend safeguarding training in January and will circulate the link for the zoom session.</p> <p>12.3 Governors have been asked to provide a short introduction for inclusion in the school newsletter as part of efforts to increase governor visibility at the school. SM agreed to provide the first input.</p> <p>12.4 Governors invited the School Council to attend the meeting on the 17<sup>th</sup> May.</p>	<p><b>NW</b></p> <p><b>SM</b></p> <p><b>GM</b></p>
<p><b>13 Agreement of confidentiality and action points</b></p> <p>13.1 No confidential discussions. Action Points were agreed and listed in the table at the end of the minutes.</p>	
<p><b>14 Points to feed back to the Trust Board</b></p> <p>14.1 The LGB was generally happy with the draft SoD.</p>	
<p><b>15 Dates for next LGB meetings and any school events</b></p> <p>Tuesday 1<sup>st</sup> February 2022 at 5.30pm</p> <p>Tuesday 22<sup>nd</sup> March 2022 at 5.30pm</p> <p>Tuesday 17<sup>th</sup> May 2022 at 5.30pm</p> <p>Tuesday 5<sup>th</sup> July 2022 at 5.30pm</p> <p>Governors to see weekly newsletter for school events</p>	

Signed.....

Date.....

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

## **ACTION POINTS**

Para no	Action point	By whom/when
4.2	Arrange governor badges and addition of photos to noticeboard	GM
5.1	GM to circulate dates of wellbeing coffee mornings	GM

6.4	MC agreed to circulate the revised trust strategic plan to all governors for review	MC
6.6	Feedback to JE on the Scheme of Delegation by 3 <sup>rd</sup> December	ALL
6.7	All governors will be sent a link to complete GDPR training. SW was nominated as the lead GDPR governor and will need to complete an additional GDPR training module	ALL
8.10	GM will check with the school office to check this procedure is still being followed	GM
8.15	The pupil premium report will be circulated to governors for approval before the submission deadline of the 31 <sup>st</sup> December	GM / BE
12.2	NW invited governors to attend safeguarding training in January and will circulate the link for the zoom session	NW
12.3	Governors have been asked to provide a short introduction for inclusion in the school newsletter. SM agreed to provide the first input.	SM
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