COXHEATH PRIMARY SCHOOL Local Governing Body Meeting Tuesday 29th November 2022 at 5.00pm In School

Present: Clare Nursey (Chair of Governors / Co-opted), Giacomo Mazza (Headteacher), Claire Webb (Co-opted Governor), Simon Malone (Parent Governor), Suzie Wenham (Parent Governor), Sam Sanders (Co-opted Governor), Darren Flisher (Staff Governor), Katherine Tunnicliffe (Associate Governor), Bev Evenden (DHT/Associate Governor)

Item Number	Action
1 Welcome & any introductions	
CoG welcomed everyone to the meeting and thanked them for agreeing to an earlier	
start time.	
2 Apologies for absence	
2.1 All present so the meeting was quorate throughout.	
2.3 No clerk available, CoG would take minutes.	
3 Declaration of Business Interest and any other admin matters	
CoG advised governors that, during the absence of a trust clerk, she was being paid to	
clerk some trust meetings.	
4 Minutes of the last meeting and any matters arising	
4.1 The minutes of the last meeting held on the 11 th October 2022 were agreed as	
accurate.	
4.2 Matters arising:	
 GM to post details of the curriculum review tool on Governor Hub. 	(Done)
• No advice had been received from the testing agency following the report on	
KS1 SATs. The matter would not be raised again at LGB meetings unless/until	
advice was received.	
• Programme for trips and visits to be mailed to CoG (to forward for next ECC	GM/CoG
meeting)	
 No trust advice received re uniform supplier – CoG to follow up 	CoG
DF to confirm check on Bewl Water residential paperwork	DF
• KT, SS and CW to send short biographies for newsletter.	SS, CW & KT
5 Any Other Urgent Business	55, CW & KI
One item in confidential annex for governors.	
6 Trust Matters	
6.1 Latest Trust Board meeting minutes had not yet been circulated and the ECC	
meeting planned for last week had been cancelled due to the number of apologies for	
absence (illness and other circumstances). The absence of a PA/trust clerk was	
impacting on central trust staff, and affecting communications with the LGB.	
Unfortunately, no applications for the post had been received and the trust was now	
reviewing options including use of a virtual PA service for MC.	
Q. Should the post be advertised in newsletters to attract a wider audience than	
would look on Kent Teach?	
GM advised that the trust was reviewing where adverts for non-teaching roles were	
place, and he understood the role had been advertised in the LPS newsletter.	
6.2 Governors had received MC's advice that the planned merger with OAT had been	
cancelled and agreed it was better to draw a line under the proposal than risk running	
into difficulties further down the road.	

6.3 Governors were reminded that the Trust AGM would be held at LPS on	All govs
Wednesday 7 th December from 6.30 – 7.30, and all were invited to attend (invitation	
will be emailed).	
7 Trust Policies	
7.1 The 14 policies approved at the last Trust Board were noted by the governors.	
8 School Strategic Matters	
Headteacher's report (verbal update)	
8.1 GM updated governors:	
Quality of Education	
8.2 Pupil progress meetings would be held this term, with new system being trialled	
to address problems identified in SEN monitoring (meetings split into general and	
separate SEN focus).	
8.3 Comparative judgement reports for Writing had been received and would be	
discussed next week. These provided a ranked order based on a piece of "cold"	
writing, ie no prompts or drafting, and had no known success criteria which limited	
value as a means of assessing the children (staff were sceptical of data showing eg	
lower KS2 children writing at the level of a 14 year old but CW advised her secondary	
experience suggested this was not impossible). However, they might be useful to help	
teachers carry out gap analyses. 8.4 Phonics screening was complete and provided the baseline for Yr1 and Yr2. All KS1	
teachers were now trained in Sounds Write and 4 more staff would receive the	
training next term. PDM tomorrow would be linked to spelling.	
8.5 EYFS baseline was complete and suggested the cohort was stronger than last	
year's, which bucked the trend. Scores were positive for both maths and literacy.	
8.6 Ruth Swailes (EYFS specialist) had delivered training for all EYFS staff and had	
carried out a health check of EYFS in all 3 schools (2 hours per school). It was	
unfortunate that the EY leader and one TA were absent on the day at CPS but this had	
not affected things, which governors noted was a tribute to the team work in EYFS.	
She had made a number of suggestions, including to increase opportunity for the	
children to exercise choice during sessions, and to provide greater diversity and real-	
life examples in resources, including those in the outside area. GM advised it had	
been a very useful visit, with open discussions allowing staff to reflect on practice.	
Ruth would revisit in May to follow up. CW and KT had made a familiarisation visit to	
EYFS this month and would be keen to observe changes on their next visit.	
Q. If suggestions were implemented, would EYFS look like "outstanding" provision?	
It would certainly take things to the next level, along with the employment of a third	
teacher from January, an initiative Ruth had commended.	
8.7 The latest internal review had focussed on science, and early evidence was that	
the 3 subject leaders in the 3 schools were planning differently. All 3 plans had	
content beyond NC requirements, placing undue pressure on staff and pupils. MC and	
BT were currently rewriting plans, and in view of this it was agreed that governor	
monitoring of science should not take place very soon. GM reminded governors that,	
following a recent external review, CPP had been asked to be involved in work to	
devise the KCC science scheme.	
Q. The trust had bought the REACH curricula for geography and history – was	
nothing similar available for science?	
The trust had decided to produce its own tailored curriculum instead of buying a	
scheme.	
Behaviour and attitudes	
• Attendance remained a priority, current figure was 94.4% which matched FFT	
national data. The School Liaison Officer would be visiting this week to offer	

advice on dealing with persistent absentees (currently 15 children). The school continued to send letters advising parents of low attendance, and did not waive these in light of advice regarding keeping children off for 48 hours following a bug.

Leadership and management

 Closing date for office manager advert was Monday, hopeful of employing a strong candidate. A 1:1 TA had resigned (this had been expected) and the site manager had also resigned (an advert for the 15 hours pw job had been published).

Q. Was there any progress on employing a new crossing patrol person?

This post was not a school responsibility. Parents were encouraged to write to KCC to express concerns at the vacancy but GM understood KCC simply could not find anyone to fill the post. It was neither practical nor desirable for school staff to cover the role until filled.

School strategic plan

This was now held as working document on the T-drive, and was updated almost every day. As it was no longer practical to mail round the document, DF would arrange for governors to have access to the live document on the T-drive. The document would form a significant part of discussion at LGB meetings going forwards.

Feedback from review

The external review report on Art and Writing had been circulated and governors noted its very positive comments. They also noted the very specialised suggestions in Next Steps, which posed challenge beyond anything a layman might suggest, which showed the value to the school of the external reviews.

School Statutory Documents

8.3 The following documents had been circulated to governors and were approved for publication:

Accessibility Plan

8.4 DF outlined areas where wording had been tweaked in the updated document to reflect changes and new emphases in the plan, eg increased range of ICT applications to help children (training now being delivered to staff every Friday on the new technology and adapting the curriculum), expansion of nurture provision (Abi now delivering nurture at lunchtimes, making use of the bus), increased focus on meeting speech and language needs (one item in annex). Governors noted that progress on the plan regarding the interior/exterior environment might be observed during H&S walks.

Pupil Premium report

8.5 Governors had received the report and SW confirmed she had joined in the meeting to finalise this (monitoring report to follow) and had been impressed at the range of help offered through PP funding.

8.6 Progress figures had shown the effectiveness of the PP strategy and spending last year, with PP children in Year 6 making greater progress than their non-PP peers in maths and Reading. The effectiveness of the strategy did not reflect so much on attainment, which was to be expected, and GM warned that results were cohort specific - there was no guarantee of similar results this year, though in school data should show good progress all round.

8.7 Targeted academic support this year included Switch-on reading (an intensive 1:1 programme of hearing individual readers) and driving forwards the NELI project (a 20-

week programme designed to improve language skills in YR). Wider strategies	
included expansion of nurture provision, including the nurture breakfast and how this	
might foster greater independence in children attending (CW had seen evidence of	
children leaving the breakfast independently to start the school day).	
8.8 BE advised there was £9000 rolled over from last year's funding so a total of	
£148k was available this year. Some of this would be spent on wider strategies to	
ensure PP children did not miss out on experiences and opportunities, including those	
which added to their cultural capital. Governors thought this commendable but noted	
that parents did not always take up the opportunities offered for their children.	
Q. In view of the current difficult economic climate, was any hardship funding	
available for those who were struggling?	
The school could exercise discretion. Help might be offered for a wide variety of	
purposes to ensure children (not only PP) did not miss out, eg help with the cost of	
trips, clubs, sports kit etc.	
9 Finance	
9.1 Governors had received the October accounts and the note following governor	
attendance at the monitoring meeting on 16 November.	
9.2 Wish list items had been agreed at that meeting and subsequently built into the	
budget, leaving a projected rollover of around £238k, however GM advised that this	
additional spending was being reviewed again, as an abundance of caution was	
advisable in the current economic climate.	
9.3 CoG reported that LPS governors planned to combine finance monitoring with	
L&M monitoring visits in future; if this proved successful, the arrangement may	
impact on all LGBs going forwards.	
10 Safeguarding and disability matters	
10.1 HT had no matters to report.	
10.2 Governors were invited to attend the whole school safeguarding training on 3	Govs
January. KT advised she was DSL for her business and it was agreed she would not	0010
need to attend.	
10.3 KT and CN had recently attended online training provided by NGfL, and both	
agreed that this was not a very successful course as rather rushed.	
10.4 CoG suggested that some specific safeguarding training for governors might be	
useful as so much of whole school training was not relevant in their role. Specific	
training might include advice on what exactly governors should look for to monitor	
safeguarding in the day-to-day school routine.	
10.5 Governors would be involved in compiling the annual report on safeguarding	Next
(probably in January) and GM suggested a governor might usefully join in the	agenda
independent review of safeguarding planned for 13 th March 2023.	agenua
11 Any other school matters	
11.1 The leak in the training room roof was covered by a 25-year guarantee on the	
recent roof work and GM was pressing for repairs before the school closed for	
Christmas as the premises would be unoccupied for 2 weeks so further leaks would	
not be spotted. The void in the ceiling, now exposed, had been identified as a hazard	
on the recent fire assessment. Work to rectify this, and other work needed following	
the assessment, was included in a CiF bid.	
11.2 The 3 CiF bids to be submitted on 7 December, all connected with improving	
safeguarding, were:	
Replacement of all perimeter fencing, including along paths to the HoSC and	
an intercom-controlled barrier at the front gate	
 Work at the front entrance/reception (GM would circulate the plans) 	
 Fire assessment related work. 	GM
- The assessment related work.	-

11.3 Decisions on the bids would not be known till May 23 at the earliest.
11.4 DF was currently working on rationalising content for the new website, which
should go live this Friday. The new website would be mentioned in the newsletter to
encourage parents to view relevant information.
12 Governor Monitoring
12.1 L&M and finance monitoring reports had been circulated. SW would send a note
following the meeting to prepare the PP statement. CW and KT had visited EYFS for
familiarisation purposes – no written report needed.
12.2 No further monitoring would take place this term (too busy in school), and plans
for T4 monitoring would be guided by close study of the Strategic document and
hopefully TB advice on the LGB role.
12.3 SEN monitoring would take place in T3.
13 Any other governor matters
13.1 CoG reported she had met MC to discuss the role of the LGB going forwards. MC
advised the TB was already considering the matter, and he was working on a
document, currently titled "The School Strategic Document and how to support it
through challenge", which should provide clarification. He referred to the 3 models
for local governance mentioned in the CST document "Governing a school trust"
which are: local advisory committees or councils; local school committees; and local
governing boards. CST's advice was that "the naming of this tier of governance should
reflect the functions which are delegated".
[CPP has membership of CST which governors can access by registering with <u>About CST</u>
(cstuk.org.uk)]
13.2 MC would feed CPS LGB's view into TB discussions, including the concern that
there was currently little information flowing from LGBs to the TB (the ECC might be
the place for this).
13.2 Whatever came out of a review of the LGB role, Governors agreed they would
almost certainly retain the responsibility to engage with stakeholders at local level on
behalf of the TB. Therefore:
SM to attend Parent Council meeting
 It was suggested that governors attending school Christmas events as parents
wore their badges to increase governor visibility
 CW had completed 5 hours of induction training and passed on the useful
suggestion that the occasional item in the newsletter, explaining what
governors had been doing in and around school, would help engagement with
the parent community – to be pursued.
14 Agreement of confidentiality and action points
14.1 Two items in annex for governors.
14.2 Action points were agreed – noted in action column above.
15 Points to feedback to the Trust Board
2 confidential items
Accessibility plan and PP statement approved for publication
16 Dates for next LGB meetings and any school events
Tuesday 31 st January 2023 at 5.30pm
• Tuesday 21 st March 2023 at 5.30pm
• Tuesday 16 th May 2023 at 5.30pm
• Tuesday 4 th July 2023 at 5.30pm
Governors to see weekly newsletter for school events

Signed.....

Date.....