

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

Present: Clare Nurse (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: <ul style="list-style-type: none"> • GM to post details of the curriculum review tool on Governor Hub. • 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 meeting) • No trust advice received re uniform supplier – CoG to follow up • DF to confirm check on Bewl Water residential paperwork • KT, SS and CW to send short biographies for newsletter. 	(Done) GM/CoG CoG DF SS, CW & KT
5 Any Other Urgent Business 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 placed, 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.	

<p>6.3 Governors were reminded that the Trust AGM would be held at LPS on Wednesday 7th December from 6.30 – 7.30, and all were invited to attend (invitation will be emailed).</p>	<p>All gobs</p>
<p>7 Trust Policies 7.1 The 14 policies approved at the last Trust Board were noted by the governors.</p>	
<p>8 School Strategic Matters Headteacher's report (verbal update) 8.1 GM updated governors: <i>Quality of Education</i> 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 Swales (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. <i>Behaviour and attitudes</i> <ul style="list-style-type: none"> 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 </p>	

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-

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”. <i>[CPP has membership of CST which governors can access by registering with <u>About CST (cstuk.org.uk)</u>]</i> 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: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 2 confidential items • Accessibility plan and PP statement approved for publication 	
16 Dates for next LGB meetings and any school events <ul style="list-style-type: none"> • Tuesday 31st January 2023 at 5.30pm • Tuesday 21st March 2023 at 5.30pm • Tuesday 16th May 2023 at 5.30pm • Tuesday 4th July 2023 at 5.30pm Governors to see weekly newsletter for school events	

Signed.....

Date.....