

COXHEATH PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2022/2023 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON TUESDAY 31ST JANUARY 2023

*Committee members present at the Local Governing Body Committee meeting held on the 16th of March
2023 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

PRESENT

Clare Nursey (Co-opted Governor) LGB Chair	Clare Webb (Co-opted Governor)
Sam Sanders (Parent Governor)	Suzie Wenham (Parent Governor)
Simon Malone (Parent Governor) <i>joined remotely</i>	

IN ATTENDANCE

Giacomo Mazza (Governor and Headteacher of Coxheath Primary School)	Bev Evenden (Associate Governor and Deputy Headteacher of Coxheath Primary School)
Stacey Marsh (Governance Clerk)	

PART A – PUBLIC MINUTES

Yellow highlighted text demonstrates Challenge / questions to the Trust representatives

1. WELCOME AND APOLOGIES FOR ABSENCE

- **LGB Chair** welcomed all parties to the meeting, and Stacey Marsh was introduced as the new Governance Clerk for the Trust.
- Apologies were received and accepted from Mr Darren Flisher and Mrs Katherine Tunnicliffe.
- The meeting was nevertheless quorate throughout.

2. DECLARATIONS OF INTEREST

- Governors and parties present were given the opportunity to declare any interests against the agenda presented for the meeting, to which none were declared.

3. GOVERNING BODY MEMBERSHIP

- **LGB Chair** confirmed that Mrs Sanders term of office is due to end on the 9th February 2023 which will be addressed by the Trust Board on the 8th February 2023; **Sam Sanders** confirmed that she would be happy to continue in her role as Parent Governor.

4. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

- Governors confirmed they had read the draft minutes presented, and unanimously approved the minutes as a true and accurate record.
- **Actions outstanding;**

ITEM	ACTION	OWNER	UPDATE
Actions carried forward from 11th October 2022			
1.	Programme for trips and visits to be mailed to Chair	GM / Chair	31/01 update - Still outstanding on website; checked today. CN to liaise with Angela to obtain.
2.	No trust advice received regarding the uniform supplier – Chair to follow up	Chair	31/01 - Complete;
3.	DF to confirm check on Bewl Water residential paperwork	DF	31/01 - Complete - All paperwork completed and trip organisation in progress.
4.	KT, SS and CW to send short biographies for newsletter	KT, SS, CW	31/01 - Complete; Katherine completed. SS and CW to include biographies in future items on LGB monitoring in newsletter
Actions arising from 29th November 2022			
5.	Governors invited to attend whole	All	31/01 - Complete

	school safeguarding training on 3 rd January 2023 (KT need not attend due to position in her business)	Governors	
6.	Governors to be involved in compiling the annual Safeguarding report; GM suggested a Governor might usefully join in the independent review of Safeguarding planned for 13 th March 2023	All Governors	31/01 - Complete

5. SCHOOL STRATEGIC REPORT (Live version viewed on screen)

- Governors were advised by the Headteacher that the key actions within the strategic report remain unchanged. The context of the school also remains the same with 434 children now on roll. The most recent external review has taken place and actions are yet to be included. The EYFS external review has also been completed and needs to be shared with Governors.
Action – Mr. Mazza to send EYFS external review report to Governors
- The actions for the individual terms are much more specific for what is happening at points in the year, and these are considered to be realistic targets and expectations. When leaders feel they have met certain targets, they are able to update it at that moment in time rather than waiting until the end of the term.
- So far, the impact has been reviewed for term 1 and 2 with monitoring taking place to ensure that there is evidence to support the judgements. Actions for this term have been updated and it is clear from staff feedback that some actions are able to be implemented quicker and result in more immediate actions; this would be a good area for Governors to look at to challenge leaders during their monitoring visits.
- Governors asked what happens when an action has not been completed in the term that it was set;** Mr. Mazza advised that when actions are not completed, they roll forward to the next term, unless otherwise stated.
- A Governor suggested that there be a RAG rating added to the document as this provides a clear visual way for Governors to oversee it in more detail.
- Governors agreed that the document was more accessible than the previous version, and should be the starting point for monitoring. Ideally, when monitoring they would like guidance from Mr. Mazza around areas to monitor.

Quality of Education

- Governors were advised that Quality of Education would be a worthwhile area to look at as part of their monitoring schedule. The school continue to feel that quality of education is an area of strength, so would be a good opportunity for Governors to look at the evidence that supports this.
- Key priority 1 within Quality of Education was highlighted to show that it has changed to reflect the way in which staff write and produce interim impact assessments; this is to ensure that the document is as current and up to date as possible.
- Subject leads have their own action plan with the priorities reflecting those that are included in the School Improvement Plan (SIP).
- Governors were advised that the area of cultural capital would be a purposeful monitoring visit, particularly for them to understand the parents and pupil's views on this area.
- A Governor shared that during a recent visit to a local primary school, they had a scrapbook on display in the main reception area that showcased what they children have learnt from their community which was a really nice thing to see as soon as you enter the school.
- Maths bays have been created across the classrooms, and this would be a good opportunity for Governors to check what is in place, how are they being used, and what is the impact of these areas.

Behaviour and Attendance

- Governors were advised that the area of Behavior and Attendance is another worthwhile area for Governors to explore as a monitoring visit to understand how the application of the antibullying and behavior policies are practiced, and the consistent use of the behavior ladder.
- Governors thanked Mr Mazza and the school team for the report, which clearly showed the school's priorities and actions being taken on these.
- Governors** reminded themselves of their previous decision that the document should be reviewed by Governors at every Local Governing Body meeting going forward.

Action – Mr Mazza to include the SIP at the next Local Governing Body meeting for Governors to prepare ahead.

6. HEADTEACHER REPORT

Strike Action

- Governors were advised that the school is planning to open as normal tomorrow (strike day) and he has been notified that 4 teachers are planning to strike, with the majority of teachers informing him that they will not be joining the strike, however this could potentially change as teachers are not obliged to inform the school if they are planning to strike. The challenge will be for Coxheath if additional teachers strike as the school are not able to provide cover for the classes.

Trust Data Pack (Not circulated for this meeting)

- GM advised that the current year 3 cohort are the lower performing year group, and this is largely considered to be a result of the disruption that the cohort had throughout the Covid-19 pandemic that happened during their Early learning years. Teachers and senior leaders are looking at how the gaps can be filled effectively and the school have provided additional teaching capacity, using the new "train the tutor" programme and white rose interventions. Year 3 children that are currently working at the year 2 curriculum are being supported with a 15-week intervention programme to revisit the basics. Once the children have moved through that intervention, they will then move onto a year 3 back to basic intervention to ensure that they are supported as much as possible.

In relation to Math's, the school have also introduced a "Master in Number" programme to Key Stage 1 pupils, and they have increased TA support in the afternoons

Governors asked what percentage of pupils on roll are currently studying an alternative curriculum;

Currently, the number is around 80 children accessing the school led tutoring interventions that are being delivered by school staff; these are the children that are considered to be on the "cusp" of meeting expected are related standards and greater depth. Progress for these children is able to be tracked within the data tracking system to understand the impact of the interventions.

- In relation to the year 6 predictions; the current provision is appropriate with strong teachers in place who have strong subject knowledge who are focused on the end goal and keeping the curriculum broad and balanced.

Governors asked if the school has ever received feedback from feeder schools around the children that move on from Coxheath Primary School;

Governors were advised by Mr. Mazza that Cornwallis Academy has always been very positive about the children who leave from Coxheath Primary School and start there; year 7 children follow the White Rose Math's programme of study which the children also follow at Coxheath Primary School.

Curriculum

Governors were reassured that children have access to the full curriculum at Coxheath Primary School including history, geography, art, and design technology. A significant amount of work has gone into the timetable, with some teachers advising that they find it challenging to fit everything in as every minute of the day counts. With this in mind, the school are looking to change the times of the school day. Currently children arrive into school over a staggered period, and formal lessons start at 9am; ideally children should be ready to learn from 8.50am and those that arrive after that period will then be marked as late. Coxheath Primary School would like to explore this change at the start of the day to ensure that the children are maximizing learning time.

- Reading is a continued area of focus; the new library bus is being utilized very well, and the school have added circa £3000 worth of new books.

For next year, the library specialist is recommending for £10 per child per year to be built into the budget for new books.

Governors asked if there has been a review of the books that are now available to the children;

Mr Mazza advised Governors that reading ambassadors share their thoughts and reviews on books in assembly time. Children are challenged to read books in the holidays, and for these to be talked about next term for example. During class reading time, children are given the opportunity to work in pairs, and share details of books they have read and talk about what they liked and why they would recommend others to read them.

Attendance;

- Coxheath Primary School are working under the new guidance for targeted support meetings, and feedback so far supports the work that is being undertaken by the school. Attendance is in-line with the current national average for this time of the year.

Behaviour

- Behaviour continues to be a strength across the school and the school are exploring joining the Behaviour Hub programme.

Recently, the school has seen an increase in the number of parents that have challenged the Behaviour Ladder and this are being picked up by the Parent Council. These concerns relate mostly to how teachers reach their decisions. Parents are being invited into school to look at how Behaviour is managed and are being discouraged from challenging teachers' professional judgements on Behaviour.

- **Governors asked for clarification around the behaviour incidents within the report; and asked if they relate to a number of incidents, or number of children involved in incidents, for example;**

Mr Mazza advised that the school are still in the process of moving from a paper reporting system to My Concern, and this is a work in progress. Staff are looking into ways that the data can be drilled down to further understand. -----

British Values

- A recent Ofsted report for a local school questioned how well children know British values and therefore the school is revisiting this with the children and links are being made to the area of citizenship.

When Governors are next undertaking their monitoring visits, it would be a good opportunity to ask children about British values.

Staff Retention

- There is going to be movement within year 2 due to a teacher resignation. The school are working to appoint a replacement and are exploring a previous interview candidate that had a good level of experience in year 2.
- A new appointment has been made to the office team, and a new site manager is starting next term; they had a good level of applications and the candidate is local to the school.

Premises

- There has been an accident reported as a result of a faulty electrical socket; the member of staff was not harmed, and it was reported within the accident records. The fault was identified as relating to the fuse and has since been fixed.
- The school are inputting a planning application for the library bus retrospectively due to it being fixed in position rather than mobile (an impact of the way that the project evolved).
- The Term 3 Health and Safety walk around is due to take place planned with Andy Lacey, Trust Business Manager, and Governors are invited to attend.

Action – Mr Mazza to communicate health and safety walkaround date to Governors.

Finance

- In relation to the management accounts; the budget remains healthy, the Trust has increased the reserves figure to 6%, staffing remains an area of concern.
- The finance monitoring meeting is due to take place in March

Action – Mr Mazza to inform Mrs Nursey of finance monitoring date.

SATS results feedback

- Mr Mazza advised that the Standards Testing Agency had now replied regarding the school's report on KS1 administration. No action was necessary and the matter was now closed.

Website

- Governors reported they had viewed the new website and been impressed, with its appearance and content.

- **Governors asked if the website now includes all statutory information?**

Mr Mazza confirmed that Darren Flisher has completed a review of the statutory information that is required.

- **Governors asked what do the children think of the website?**

Mr Mazza advised that children have commented that it isn't something that they look at, and therefore the school are now reviewing the "children" section.

7. FINANCE

- **Mr Mazza** shared that there is a new finance timeline in place. **Action – Mr Mazza to share finance timeline with Governors.**
- For this year's budget setting, budget leaders are being asked to list their priorities and bid for the budget that they think will be appropriate to cover the needs of their areas. This will then be reviewed by Headteachers and members of the finance team. The 14th March is the deadline for staff to return their priorities.

8. SAFEGUARDING

- **Mr Mazza** advised that there are no safeguarding concerns that Governors need to be made aware of at this stage.
- Internet and online safety are to be explored with the children, and there is a safer internet session for parents planned from 9am on the 7th February, and Governors are welcome to attend.

9. POLICIES

- **LGB Chair** advised that the policies listed on the agenda have been approved by the Trust Board and are for information purposes only.

10. GOVERNOR MONITORING

- The Trust paper on LGB monitoring was still awaited. A discussion took place around how best to approach monitoring visits and Governors concluded that monitoring pairs are best practice to ensure a thorough discussion. Monitoring responsibilities have been assigned to all Governors and these are displayed on the school website.
- When it comes to the Curriculum it would be down to Governors to decide which areas to monitor, however Mr Mazza would not recommend that Governors look at areas that have already been externally evaluated as a strength of the school, and instead focus on other areas.
- **Governors asked what would be expected from them during an Ofsted inspection;** LGB Chair explained that during the recent inspection at Loose, the Ofsted inspectors were keen to understand how the Local Governing Body fits with the Trust Board, and Education and Curriculum committee.
Sam Sanders advised that, as a member of the Education and Curriculum Committee, there have been 2 meetings so far and the content of discussions are quite detailed. However, she commented that the Minutes do not reflect what is being done at Coxheath Primary School in the detail that she would expect. Sam Sanders added that it is clear from within the meetings that Mr Chatley, CPP Trust Leader, has a Thorough understanding of the 3 schools, however for the previous meeting there were 19 pre-read documents provided so it is still a work in progress to ensure this information is being fed down to the Local Governing Bodies in the most effective way.
Action – Mr Mazza to send visit suggestions to Governors; and Governors to book dates in with link staff members.
- The Parent Council coffee morning takes place on the last Thursday of every month from 1.30pm and Governors are invited to attend; parents are always appreciative when Governors are visible; Simon Malone advised he is able to attend in February.

11. GOVERNOR TRAINING

- It was unclear which Governors have completed statutory training
Action – Clerk to check Governor training, and liaise back with Governors if there are any gaps.
- Trust Governor training is still awaited

12. TRUST BOARD UPDATE

Trust Board

- Governors had received latest TB minutes and CoG highlighted that Loose Primary School has appointed a new Headteacher to start in April 2023, and St Katherine's School hopes to disband the IEB shortly and reinstall a Local Governing Body which is a very positive move for the school.

Members AGM

- The AGM went ahead for Members of the Trust to receive the 2021/22 accounts. Minutes had been circulated.

Education and Curriculum Committee Meeting

- Staffing structures and ratios of staff were discussed and it was commented that Coxheath Primary School has the lowest student: staff ratio. Mr Chatley explained that there is a lower turnover of staff at Coxheath Primary School and this has a significant impact.
- Nurture was discussed and Trustees questioned how the impact of a Nurture provision is evaluated. This would be a worthwhile area for Governors to monitor at Coxheath Primary School, and Mr Mazza advised that they have undertaken case studies at Coxheath Primary School to measure the impact of this provision.
- LGB Chair spoke with Carole Hardy, Chair of the Trust Board last week, and the current ECC structure is still in the infancy stages; going forward the Trust Board may need specific input from Governors, but this is not yet known.

13. CONFIDENTIALITY

- Governors confirmed that there are no items to be recorded within separate confidential minutes.

14. NEXT MEETING DATES

- LGB meetings for the remainder of the 2022/23 academic year are as follows:
 - Tuesday 21st March 2023, 5.30pm start
 - Tuesday 16^h May 2023, 5.30pm start
 - Tuesday 4th July 2023, 5.30pm start

15. MEETING CLOSE

- LGB Chair thanked all parties for their attendance and contribution at the meeting, and the meeting concluded.

16. ACTIONS TABLE:

Item	Action	Owner	Update
1.	Mr Mazza to send EYFS external review report to Governors	GM	
2.	Mr Mazza to include the SIP at the next Local Governing Body meeting for Governors to prepare ahead.	GM	
3.	Mr Mazza to communicate health and safety walkaround date to Governors.	GM	Completed
4.	Mr Mazza to inform Mrs Nursey of finance monitoring date.	GM	
5.	Mr Mazza to share finance timeline with Governors.	GM	
6.	Mr Mazza to send visit suggestions to Governors; and Governors to book dates in with link staff members.	GM / All Governors	
7.	Clerk to check Governor training, and liaise back with Governors if there are any gaps.	Clerk	