



COXHEATH PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2022/2023 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON TUESDAY 22ND MARCH 2023

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>	Darren Flisher (Staff Governor)
Giacomo Mazza (Governor and Headteacher of Coxheath Primary School)	

IN ATTENDANCE

Bev Evenden (Associate Governor and Deputy Headteacher of Coxheath Primary School)	Katherine Tunnicliffe (Associate Governor)
Stacey Marsh (Governance Clerk) <i>joined remotely</i>	

PART A – PUBLIC MINUTES

Yellow highlighted text demonstrates Challenge / questions to the Trust representatives

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 **LGB Chair** welcomed all parties to the meeting, and no Governors were absent.

1.2 The meeting was quorate throughout.

2. DECLARATIONS OF INTEREST

2.1 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. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

3.1 *Approval of Minutes*

3.1.1 Governors highlighted a few inaccuracies in the meetings that relate to section 3 and section 6.

3.1.2 Governors approved the minutes as a true and accurate record of the meeting that took place on the 31st of January 2023 pending the changes mentioned above

Clerk action point 1; Make amendments to section 6; a handful of children access an alternative curriculum, and 80 children are accessing school led tutoring. For section 3; Sam Sanders is a co-opted Governor

3.2 *Actions Outstanding*; Governors acknowledged the actions that have been completed ahead of this meeting and discussed actions outstanding.

3.2.1 *Action point 6*; Following the Governor training around monitoring prior to this meeting, this will be discussed in detail during this meeting.

3.2.2 *Action point 7*; Clerk to catch up with Clare Nursey following this meeting – action to carry forward *Action point 1; Clerk to liaise with Clare Nursey to explore Governor training that has been completed this academic year.*

4. OFSTED UPDATE

4.1 An Ofsted inspection took place at Coxheath Primary School on the 7th and 8th February 2023, and the report is now ready to be published and states that the overall effectiveness of the school is Good. Within that the school has been graded as follows:

- Quality of Education – Good
- Behaviour and Attitudes – Outstanding
- Personal Development – Outstanding
- Leadership and Management – Good
- Early Years Provision – Good

The report will be shared with staff and parents tomorrow.

4.2 HT advised that the report is a celebration of the culture at Coxheath Primary School and a reflection of the hard work that has been done across the past few years.

Within the report, there is reference to:

- Warm, caring relationships exist between pupils and staff, based on mutual respect. Diversity and differences are promoted and celebrated.
- Pupils are inspired by the school's aspirational and interesting curriculum.
- Behaviour in lessons and around school is exemplary.
- Leaders are willing to take risks in their curriculum design.
- The design of the curriculum helps teachers build on pupils' prior learning well right from the start of early years.
- The needs of special educational needs and / or disabilities (SEND) are carefully identified and considered.
- The school's provision for personal development is exceptional.
- The arrangements for safeguarding are effective.

4.3 With reference to the Parent views captured throughout the inspection, there were a small number of parents who did not agree with the "my child has SEND and the school gives them the support that they need to succeed". Senior leaders had already identified parent involvement and communication relating to SEND as an area for further development and an action plan was already in place to address this. Senior leaders also feel that some of the frustrations that parents feel could be because of the ongoing challenges at KCC with long delays for referrals and significant difficulties accessing services.

4.4 Within the inspection, Maths was chosen as a deep dive area, and it is disappointing not to see this within the report.

4.5 Looking at development points, these are as expected and reflect the journey that the school is on with the curriculum development and SEND.

4.6 Throughout the inspection, the inspectors were very complimentary of the children.

4.7 Governors passed on their congratulations to all staff and children at the school for their hard work and continued commitment to the school.

Action point 2; GM to send Ofsted report to Governors. Strategic Report

5. HEADTEACHER REPORT

Action point 3; GM to send HT report to Clerk

5.1 *Data*; Looking at the autumn term data report, Governors were advised that the school is still seeing impact from the Covid-19 pandemic whereby children missed valuable learning experiences. This is particularly evident across years 3 and 4. The school has set up tutor groups, train the tutor sessions are happening and additional teaching support has been placed in year 4 to run intervention groups.

For years 3, 4 and 5, there are several gaps within Maths.

Looking at the lower school, years 1 and 2 are currently only recording teacher judgments with circa 60% of children achieving the expected standard for Reading, Writing and Maths in year 1 and year 2.

5.1.1 Work is being done across year 6 now with ongoing assessment. Referring to the autumn data, 58% of the cohort were meeting the expected plus standards however this was at the beginning of the year and traditionally these numbers improve as the children access more of the curriculum across the year. Early conversations indicate that this number is now closer to 70%.

5.1.2 Additional support has been put into place for Reading via the Strong Reading programme. This is having a positive impact on developing fluency and comprehension which works in tandem with the Phonics interventions that are taking place.

5.1.3 Children have started accessing the reading bus to borrow books and during the recent Ofsted inspection, inspectors observed children reading books that match their reading ability.

5.1.4 For Writing, teachers have started work around using comparative judgments rather than comparing against absolute statements at end of year / key stage. Children were given a cold writing task with no input from teachers to complete within a selected time frame. Once completed, this was uploaded into the comparative judgment website and a judging session took place with teachers whereby two pieces of work were displayed on the screen and teachers chose which was the better piece of work. This was undertaken for the whole cohort and the report produced a "ranked" style list. Early indicative data highlights that children are averaging 60%. Within this piece of work, the teachers have commented that the genre of writing that children are given for their cold writing task varies and this can impact how the children engage with the task.

As with all teacher judgement assessments, for writing in particular, there is still an element of "opinion" and often two teachers will grade the work differently.

BE is supporting closely with writing assessment and development, and she is having purposeful discussions with staff around how to move the programme of study forward.

5.1.5 Governors were advised that work continues to narrow the gap for pupil premium eligible pupils, and there are pockets across the school whereby Pupil Premium eligible children are making better progress than those who are not eligible. Staff are working closely with Pupil Premium eligible pupils across the school to ensure that the gaps are closing where possible.

5.1.6 Governors questioned how data for SEND pupils is recorded, and is there an option to record this separately;

The focus on SEND data is ongoing, and it has come to light that for those children accessing an alternative curriculum, they are still assessed against the National curriculum which is not appropriate and leads to inaccurate data. The SEND team are looking at alternative ways that this data can be collated and analysed to produce more accurate reports, and to evidence the small steps of progress that SEND pupils are making. In addition to this, staff are also being asked to assess in-line with their profile of needs and for this to be available within the data that is produced.

5.1.7 Year 2 and 6 pupils are undertaking mock SATS exercises now, and data is awaited.

5.1.8 For Maths, the school has started using White Rose Maths assessments that match the curriculum programme that is used across the school. So far, the feedback is that this assessment tool is far more appropriate than the previous NFER tests.

5.2 *Curriculum*; The Trust has purchased a new Science curriculum that is being implemented across all 3 schools and will provide a better framework for the schools to use.

5.2.1 The next subject for development is Design and Technology.

5.3 *Attendance*; The school is currently reporting attendance of 93.2% and the national comparison is 93.6%.

5.3.2 Year 4 continues to impact the overall school attendance, and this is due to a child who has a long-term illness.

5.3.1 From the start of Term 5, the school day is being amended slightly to counteract children who are coming into school persistently late. The register will close from 9am and children who arrive after that will be recorded as late. After 10 lates, the school can refer this to the Attendance Advisory Practitioner at KCC to send a penalty notice to the parents.

5.4 *Behaviour and attitudes*; The school are looking to update the behaviour policy to ensure that the anti-bullying information reflects the processes in place at the school.

5.5 *Personal Development*; The recent Ofsted inspection highlights that personal development is a strength across the school.

5.5.1 This term the school invited a guest speaker from the Charity [Reform Restore Respect](#) come into school to speak to the children during an assembly. The charity specialises in leading anti-crime, anti-gang, county lines, anti-knives education to children across Kent. This was an incredible experience for the pupils to listen to someone who has experienced being in prison. The children were engaged fully throughout the 2.5-hour session and staff have been very complimentary about the effectiveness of the training.

5.6 *Staffing*; A teacher in year 2 is leaving and the replacement teacher has been appointed and the handover has begun.

5.6.1 7.4 Governors were advised that staff attendance continues to be good with no concerns to bring to Governor's attention.

5.7 *Parent Survey*; A new parent survey will be available to parents following parents evening next week and results will be shared with Governors when it is available.

6. FINANCE

6.1 CN attended a budget forecast meeting this term and reported no immediate concerns to Governors for Coxheath Primary School. Looking ahead to future budgets, there are concerns around cost-of-living increases and staff salaries, however more information will follow.

6.2 CN highlighted that within the 3-year budget process, Governors are not mentioned and questioned if they should be included as a checkpoint.

7. HEALTH AND SAFETY

7.1 Health and safety is supported by Andy Lacey from the Trust central team who is particularly thorough when looking at Health and Safety. CN attended part of the recent H&S walk which was interrupted by the call from Ofsted.

7.2 Governors were advised that there have been 4 reportable health and safety incidents across the school this term however there are no major concerns to make Governors aware of.

7.3 The planning application for the reading bus and the installation of Astro turf has been made and the school is awaiting the outcome. The work is due to be completed over the summer break if planning ~~is~~ permission is granted.

8. GOVERNOR MONITORING

8.1 Following the training session that took place ahead of this meeting, Governors discussed how they are going to approach monitoring responsibilities for the remainder of this academic year in-line with the key areas within Ofsted

Governors concluded to monitor in-line with the priorities outlined within the SIP and the following areas were highlighted as a starting point:

- SEND; An opportunity to look at the SEND provision in class and the next steps within the action plan
- Writing; An opportunity for Governors to observe the progress within writing and what is next.
- EYFS; An opportunity for Governors to explore the early years provision and how the provision is effective.

Action point 4; GM to send a selection of dates to Governors to book in visits in their monitoring pairs.

9. SAFEGUARDING

9.1 Ofsted rated safeguarding as effective across the school so arrangements for the planned Safeguarding Review were being rethought.

9.2 The School has bought into an extension on My Concern called Confide that supports the recording and tracking of low-level concerns. Although not noted in the report as a development point, the Ofsted inspector had advised that KCSIE now required the school/trust to have a policy on low level concerns.

9.3 Governors voiced concern over the information within Keeping Children Safe in Education particularly around the annual update and asked what checks are being done for volunteers across the school; Governors were assured that DBS checks are undertaken once a volunteer has been into school on three separate occasions. No volunteer is left unattended with children until they have a DBS check in place.

9.4 CN advised that she has responded to a parental complaint on behalf of Governors.

10. GOVERNOR MATTERS

10.1 Governors approved the appointment of Bev Evenden as an Associate Governor.

11. TRUST BOARD UPDATE

11.1 There is some confusion around Katherine's Governor appointment, and this is being investigated

11.2 There are some interesting discussions happening around the future growth of the trust.

12 CONFIDENTIALITY

There were no confidential items

13. MEETING CLOSE

13.1 The Chair thanked all parties for their attendance and contribution at the meeting.

13.2 The next meeting date was confirmed as Tuesday 16th May from 5.30pm.

13.2.1 CN gave her apologies for the next meeting.

The meeting concluded.

ACTIONS TABLE:

Action	Detail	Owner	Update
<i>Actions carried forward from Term 3</i>			
1.	Clerk to liaise with Clare Nursey to explore Governor training that has been completed this academic year.	Clerk / Clare Nursey	
<i>Actions arising from this meeting</i>			
2.	GM to send Ofsted report to Governors. Strategic Report	Giacomo Mazza	
3.	GM to send HT report to Clerk	Giacomo Mazza	
4.	<i>GM to send a selection of dates to Governors to book in visits in their monitoring pairs.</i>	Giacomo Mazza	

Clerk actions arising from this meeting

1.	<i>Make amendments to section 6; a handful of children access and alternative curriculum and 80 children are accessing school led tutoring. For section 3; Sam Sanders is a co-opted Governor</i>	Clerk	
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