



COXHEATH PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2022/2023 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON TUESDAY 4th OF JULY 2023

PRESENT

Clare Nursey (Co-opted Governor) CHAIR	Claire Webb (Co-opted Governor) <i>Attended until 6pm</i>
Suzie Wenham (Parent Governor)	Sam Sanders (Co-opted Governor)
Simon Malone (Parent 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)	

PART A – PUBLIC MINUTES

Yellow highlighted text demonstrates Challenge / questions to the Trust representatives

0. PRESENTATION FROM THE SCHOOL COUNCIL

Bev Evenden (BE) welcomed School Council representatives from KS2 who spoke about the work they undertook this year around house points to ensure fairness in the way they were allocated.

Children explained that they collated questions to put to the Prime Minister and following a shortlisting exercise, they sent three questions to the Prime Minister. The three questions sent off were:

- If teachers and other workers keep going on strike does that mean that there might not be enough money for education in the future?
- How can you ensure that a child's background would not affect job opportunities later in life?
- Lots of children and parents say they don't like the school system so what can be done to improve it?

Governors were impressed with the children's grasp of current affairs and citizenship.

The School Council had organised a stall at the summer fair to raise funds for the Royal Marsden Hospital, where a Coxheath pupil was recently treated. Pupils wrote to several local companies to ask for donations for the stall and parents were also asked to send in any unwanted toys / books. Sales at the stall raised a total of £312.50 for charity and governors congratulated the children on their efforts.

Governors asked the pupils what made them proud to attend Coxheath Primary School. Children shared that they were proud of how kind people in the school were to others, and everything they did was based on kindness and safety for all the children, and no-one felt sad or lonely.

Governors asked the pupils how the buddy system between year 6 and Reception pupils was received this year. Pupils explained that they had not seen their buddies as much as previous years and were looking to have more opportunities next year to interact with their buddies.

Governors asked if the children had a new person in their class, what would they want to show them at school. Pupils commented that they would want to show newcomers the library bus where there were lots of different types of books available, and space in on the bottom deck with nice comfy chairs and toys. Pupils commented that they found it hard to choose books as there were lots of exciting titles.

Governors congratulated the pupils for their hard work throughout the year and thanked them for visiting the board meeting.

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome: All parties were welcomed to the meeting by the Chair.

1.2 Apologies: Apologies were received and accepted from Darren Flisher.

1.3 Quorum: *The meeting was confirmed as quorate throughout*

2. DECLARATIONS OF INTEREST

2.1 All parties were given the opportunity to declare any interests against the agenda to which none were declared.

3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

3.1 Approval of Minutes Both the public and confidential minutes were approved as a true and accurate record of the meeting that took place on the 16th of May 2023

Clerk action; CN to mark minutes as signed on Governor Hub

3.2 Actions Outstanding: Governors noted the completed actions and reviewed the actions that were outstanding as follows:

3.2.1 Action carried forward from term 3; GDPR / Cyber Security training to be completed and certificates to be sent to the clerk; Simon Malone (SM) was yet to complete the training Action to carry forward

4. COXHEATH PRIMARY SCHOOL STRATEGIC REPORT

4.1 Pupil achievement & outcomes: BE outlined the data summary that the school were pleased to receive.

4.1.1 For EYFS (Early Years, Foundation Stage), GLD (Good Level of Development) increased to 87% reflecting the impact of curriculum changes and Sounds Write programme that strengthened Reading and Phonics knowledge for pupils. Overall, EYFS provision was strong particularly strong, and the data reflected the added leadership capacity.

4.1.2 For Phonics, the data improved to 80% and was an impact of the Sounds Write programme and training that staff undertook. Within the Phonics curriculum there was clear progression for children from the start of Reception that had been embedded across the cohort throughout the year.

Looking at the current Reception cohort, they were expected to achieve 80% in year 1 which reflected their Sounds Write foundation knowledge.

For the year 2 retest, 67% (10 out of 15) of pupils passed. Phonics interventions would continue for 5 children into year 3 to continue the focus and further analysis was planned to understand the gaps for these children.

4.1.3 For year 2, reading was slightly lower than 2021/22 at 61% and writing much higher at 71% (above the national average). Reading continues to be a significant priority for the school, particularly around fluency.

Writing was externally moderated, and the figure was 79.7% (not 82.8% as shown in the document).

4.1.4 The year 4 multiplication check was completed with several children reporting that they felt they could not answer the questions quickly enough rather than them not knowing the answer.

4.1.5 Governors congratulated all staff on the excellent outcomes achieved this year.

4.2 Quality of Education and Curriculum: The quality of education across the school remained strong with some changes planned to the music curriculum for 2023/24. A current TA (Teaching Assistant) had been employed as a music specialist from September who will be based at Coxheath for 3 days per week, and at St Katherine's School for 2 days.

In addition to the music curriculum changes, the school were recruiting a Design and Technology specialist which was the next subject of focus. The role will be paid for by the Trust and support all three schools with the development of a robust curriculum model in a similar way that the Art curriculum was developed.

4.3 Attendance: Attendance across the school was broadly in line with the national average with no immediate concerns to be addressed. Holiday requests were ongoing and typical for the time of the year.

4.4 Behaviour: Governors were assured there were no significant changes to the behaviour of pupils across the school. Following the recent parent survey, the parent council were due to look at the discrepancies in the survey around behaviour that was seen across the school, and what was reported in the survey. The school were also considering some changes to the behaviour ladder within the behaviour framework and were considering some work with parents around their understanding of the behaviour processes. Governors were advised that the anti-bullying policy had been updated and this would be shared with them in the near future.

4.5 Personal Development: For September 2023, the school were planning to appoint a leader for personal development, to further improve the good work that was highlighted during the recent Ofsted inspection.

4.6 Staff: Staff retention across the school was strong with minimal changes planned for September 2023.

4.7 Safeguarding: Governors received the safeguarding action plan which showed that points picked up by the external review had been considered, with some actions already completed. HT had no other matters to report.

4.8 Health and Safety: HT advised that further documentation had been requested in relation to the recent insurance claim. Governors were concerned over detail within the Trust Board minutes, which misrepresented the situation – HT would pursue this with the TB. HT confirmed that following the fall, first aiders in attendance contacted the parents to advise that they felt the child needed medical assistance. This was recorded in the accident book, with first aiders in attendance being trained in Paediatric first aid. HT confirmed that it was not clear when the parents took the child to the hospital for medical assistance.

4.8.1 Nine members of staff had attended Fire Warden Training. The training had proven useful, particularly around signage that was on display around the school.

CIF (Capital Investment Fund) bids were unsuccessful. The school had appealed the decision but was not hopeful of a positive response. This meant that work on security at the front entrance would have to be funded from the school's budget.

5. FINANCE REPORT

5.1 2022/23 Budget: Governors noted the healthy carry forward within the 2022/23 budget. Energy savings were made throughout the year, and the school would look to make continued savings into the new financial year.

5.2 2023/24 Budget: An in-year deficit of circa £40,000 was projected for 2023/24 with GM asking staff to justify their spending choices. Going forward, there would be tighter controls around spending.

2021/22 and 2022/23 sports funding would carry forward to support the development of the MUGA all weather pitch as approved by the ESFA (Education and Skills Funding Agency).

5.2.1 Governors discussed the proposed expansion of the school. While pleased that the school would be able to provide high quality education to more children, they did wonder whether part of what made Coxheath special was that it was a small school, and something might be lost with expansion. HT confirmed that the plan might change, and further work was due to take place to understand the best location on the school site for the extension. Governors felt strongly that options would be much improved if HoSC could be persuaded to move off site. KCC (Kent County Council) had provided a draft drawing of the building plans which did not include the full number of classrooms required and the school had asked for them to be revisited.

Initial plans included the addition of a temporary building for September 2024 whilst the building work continued.

5.2.2 Feedback in the staff survey included criticism of IT facilities across the school. HT assured Governors that the IT strategy would be revisited into the new academic year alongside the IT curriculum which was considered a specialist area by staff.

6. EDUCATION AND CURRICULUM COMMITTEE

6.1 Meeting highlights: SS (Sam Sanders) attended the meeting on behalf of Coxheath Primary School but was the only Governor in attendance. Trust Leader, Mark Chatley spoke about the next phase of curriculum development across the Trust where schools would be given more autonomy to make adaptations to the aligned curriculum

model. Coxheath Primary School continued to make good progress within the curriculum development when compared to other schools within the Trust and may therefore be called upon to support other schools across the trust.

Monitoring was discussed at length, and there were concerns around how monitoring benchmarking was undertaken across the trust to ensure that there was consistency across the schools.

Governors were still unclear on the role of the ECC as regards LGBs and felt the committee could do more to support Governors, particularly around monitoring.

7. SAFEGUARDING

7.1 Governors were assured that there were no safeguarding concerns to be made aware of.

8. OTHER SCHOOL MATTERS

No items discussed.

9. GOVERNOR MONITORING

9.1 Monitoring Plans: Governors confirmed that monitoring was complete for 2022/23. They were awaiting an update on discussions at Loose LGB regarding a new style of monitoring, and 2023/24 monitoring priorities would be discussed in term 1 and would be in support of the new School Improvement Plan. CN reminded governors it would be good practice for them to mail staff before future visits to explain areas they would like to discuss/ evidence they would like to look at etc.

9.2 Monitoring reports:

EYFS - Katherine Atkinson and Claire Webb had visited EYFS following the second visit from Ruth Swailes (external adviser). They had been impressed with what they saw and how the EYFS team had responded to feedback in the report. Written notes to be circulated.

SEN – SS and CN had met the team for an hour but there were so many developments to discuss, there had not been time to talk about Nurture. It was clear there was a good team in place who worked well together, and who were acting on areas which might be improved. Written report circulated.

Writing – Suzie Wenham and SS had visited, written report to be circulated. SM to check notes. They had seen data to suggest progress, and discussed Sounds Write, SPAG (spelling, punctuation, and grammar) and support from SLT (Senior Leadership Team). Subject Leader appreciated ownership of her role.

10. GOVERNOR MATTERS

10.1 Parent Governor Election: SM and SW's term of office expire on the 23rd of September and a parent election is therefore needed early in T1. SW explained that she would not be standing for a further term due to work commitments. CN and Governors thanked SW for her commitment to the school over the last two years and wished her well for the future.

10.2 Chair of Governing Body 2023/24: CN confirmed she was happy to stay on for another year but would step down as a governor at the end of 23/24 so it would be useful if her CoG successor would come forward soon. Governors agreed CN should be recommended for reappointment as CoG to the TB.

10.3 GDPR Cyber Training: One certificate outstanding. *[SM has since completed the training.]*

11. TRUST BOARD UPDATE

11.1 Governors were provided with the term 5 Trust Board minutes prior to the meeting and no questions were asked.

12. POLICIES

12.1 None provided for approval.

13. POINTS TO REPORT TO THE TRUST BOARD

13.1 CN to be reappointed CoG for 23/24. Parent election needed in T1. Clarification of TB minutes re insurance claim.

13. MEETING CLOSE

13.1 **Confidentiality:** Two confidential items in annex.

13.2 **Next Meeting Dates:** These would be confirmed to Governors following the term 6 Trust Board meeting on the 12th of July 2023 but T1 meeting provisionally set for Tuesday 10th October. Start time of 5 or 5.30 pm to be discussed once new parent governors elected.

13.3 CN thanked all parties for their contribution to the meeting, and thanked Stacey Marsh for her services as clerk during the year. She wished everyone a good summer break.

The meeting concluded at 18:55

Action	Detail	Owner	Update
Actions carried forward from Term 3			
	Clerk to liaise with Clare Nursey to explore Governor training that has been completed this academic year.	CN / Clerk	Ongoing Simon Malone certificate outstanding
Actions arising from this meeting			
	None		
Clerk actions			
	<i>CN to mark minutes as signed on Governor Hub</i>	SM / Clerk	