



## COXHEATH PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2022/2023 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON TUESDAY 16<sup>th</sup> OF MAY 2023

*Committee members present at the Local Governing Body Committee meeting held on the 4th of July 2023 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

Claire Webb (Co-opted Governor)	Sam Sanders (Co-opted Governor)
Suzie Wenham (Parent Governor)	Simon Malone (Parent Governor)
Darren Flisher (Staff Governor)	Giacomo Mazza (Governor and Headteacher of Coxheath Primary School)

#### IN ATTENDANCE

Katherine Tunnicliffe (Associate Governor)	Stacey Marsh (Governance Clerk) joined remotely
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#### PART A – PUBLIC MINUTES

**Yellow highlighted text** demonstrates Challenge / questions to the Trust representatives

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 All parties were welcomed to the meeting by Simon Malone who was acting chair throughout.

1.2 Apologies were received and accepted from Clare Nursey.

1.2.1 Bev Evenden was unable to attend as she is attending the year 6 residential trip.

*The meeting was 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

3.1 The minutes were approved as a true and accurate record of the meeting that took place on the 22<sup>nd</sup> of March 2023.

*Clerk action; SM to mark minutes as signed on Governor Hub*

#### 4. ACTIONS OUTSTANDING

##### ACTIONS TABLE:

Action	Detail	Owner	Update
<b>Actions carried forward from Term 3</b>			
1.	Clerk to liaise with Clare Nursey to explore Governor training that has been completed this academic year.	Clerk / Clare Nursey	<b>Ongoing</b> GDPR / Cyber Attack to be completed Certificates to be sent to Clerk
<b>Actions - term 4</b>			
2.	GM to send Ofsted report to Governors. Strategic Report	Giacomo Mazza	<b>Complete</b>
3.	GM to send HT report to Clerk	Giacomo Mazza	<b>Complete</b>

4.	<i>GM to send a selection of dates to Governors to book in visits in their monitoring pairs.</i>	Giacomo Mazza	<b>Complete</b> <i>Action point 1; Monitoring reports to be sent to Clerk by end of term 5.</i>
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<b>Clerk actions – term 4</b>			
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	<b>Complete</b>

## 5. STRATEGIC REPORT

**5.1 Data;** Years 3 and 4 are the lower performing year groups highlighted within the data report for Maths and this is an impact of the lost learning through the Covid-19 pandemic.

**5.1.1** The year 5 data highlighted that there is a larger group of children are sitting just below the expected standard and teachers are confident that they will meet the expected standard by the end of this academic year.

**5.2 Curriculum;** Some children in years 3, 4 and 5 have been working from an adapted curriculum (Train the Tutor) to support gaps in their learning.

**5.2.1** The scheme identifies key areas of learning from the year group curriculum that should be prioritised. There are plans from next week to utilise the Early Careers Teacher (ECT) to support with curriculum intervention.

White Rose assessment tools have now been implemented and received well by teachers. This has provided a comparable national picture that was explored during pupil progress meetings alongside question level analysis to ensure that teachers fully understand their pupils and the next steps.

Maths lead, Becca Knight has attended some “keeping in touch” days and has supported years 3 and 4 with particular focus on the curriculum areas to be prioritised

Intervention groups have also been in place for those children who have been highlighted.

White Rose question level analysis has been particularly useful to understand where the children are at, and this will continue to be used going forward as an assessment tool.

**5.2.2** The year 4 multiplication test is scheduled to take place in June, and it has been a focus across the classes.

Teachers have reported that the gaps are believed to be an impact of the lost learning throughout the Covid-19 pandemic. Parents have been engaged with home learning tasks that have been sent home and precision teaching interventions have been taking place and additional arithmetic sessions.

**Governors questioned if this would have an impact on the pupils as they move into year 5;** Teachers have been involved in discussions around the potential impact beyond year 4 and this has been considered carefully when planning resources/staffing structure for the next academic year.

**5.2.3** For writing, teachers are focussed on ensuring that the approach to writing is consistent. The writing lead has supported teachers with ensuring children understand what is behind their writing (writers craft)

Governors were reassured that the writing lead is a confident member of staff, and this was also noted by Ofsted during the recent inspection. Moderation is due to take place by the local authority in June and senior leaders are confident that the judgements that the teachers make around writing are accurate.

**5.2.4** The art lead has continued to offer support to Loose Primary School and St Katherine’s Primary School.

**5.2.5 BE** will be working alongside the leadership team at St Katherine’s School for 2 days per week from term 6 Abigail Cheeseman, Child and Family Support Officer, has been providing support to pupils at Coxheath Primary School as an ELSA trained individual, and she may be required to support children at St Katherine’s School.

**5.3 Quality of Education;** The quality of teaching across the school is still considered as strong.

**5.4 Attendance;** At the time of the Headteacher report, attendance was recorded as 93.5% and the national comparison was 93.7%. The attendance officer has been closely tracking attendance and is continuing to follow the processes in place.

**5.4.1** The change of start time procedures have been implemented and has had an impact on improving how children arrive at school.

**5.4.2** A targeted attendance meeting is due to take place with the local authority is due to take place on the 24th of May to look at the school's attendance concerns.

**5.5 Behaviour;** *As it is every year, some year 6 children have had to be reminded about behaviour expectations as they approach their final term of year 6.*

**5.5.1** Governors were reassured that behaviour continues to be a strength across the school and this was reflected during the SATS that have taken place this week. Pupils were well-behaved throughout and followed the instructions they were given.

**5.5.2** **Governors questioned how the SATS have gone this week;** GM commented that the security and storage were in line with all Department for Education (DfE) guidance, and this was verified by governors who were timetabled to complete monitoring visits.

There has been national feedback around the pitch of the reading paper. Monitoring has taken place throughout the week and there was evidence to suggest that the school followed the statutory guidance.

**5.6 Personal Development;** This area of the school has increased significantly, and the school have been exploring a new role whereby they can oversee all aspects of personal development in a middle leader position.

**5.6.1** The "clever never goes" campaign was not implemented this term due to the number of bank holidays, school strikes and SATS. Parents have not challenged this, and it will now be implemented in term 6. Leaders have been discussing this campaign within assemblies in the meantime.

**5.6.2** Teachers have all undertaken their PDM meetings and there are no concerns to report to Governors.

**5.6.3** The parental survey has been completed and analysis is in progress. Initially 49 parents responded, and following a reminder to parents, this increased to 121. This is still low in comparison to the 437 parents that it was sent to. GM is reluctant to send another chaser email as parents can complete this multiple times and there is a risk of the results being skewed. This process has raised questions around how appropriate the survey is, and GM will be raising this with the trust leader for future surveys.

Within the results so far, it has highlighted what parents are sensitive to and will be an opportunity to explore where improvements can be made.

**5.7 Staff;** The staff survey has been completed with a good response rate. 100% of staff reporting that they are proud to work in the school. Analysis is currently ongoing, and Governors will receive a report in the term 6 LGB meeting. 100% of staff recorded that they like their job, understand the vision, and ethos of the school and the work that they do is valued.

**5.7.1** Staff retention remains a strength of the school. The first draft of the 2023/24 staffing structure has been prepared and will be shared with staff next week, and parents from the start of term 6.

A few support staff have resigned however there are no concerns over their reasons for leaving.

**5.8 Safeguarding;** An external safeguarding audit has been completed and was a useful process. Safeguarding continues to be evidenced as effective and several minimal actions have been recommended; these include:

- Concerns were raised around DSL refresher training as there have been delays for people to secure places on the courses.
- Annual safeguarding training has been recommended to move from annually to every other year.
- When staff receive safeguarding updates, the school should be keeping a track of this.
- In place of Governors undertaking safeguarding training in the same way as staff, it would be preferred for them to receive training on how to undertake strategic oversight for safeguarding across the school.
- Within My Concern, staff use initials, and it was explained that full names should be used to ensure clarity around those involved.
- When staff were questioned, a number were unclear around the process to follow for reporting low level concerns.
- Safety lanyards should be explored with red lanyards being used to highlight when a person is not to be left alone with a pupil.
- The reception area was highlighted as a concern with reference to the door release button. A temporary fix has been put into place and the outcome of the Capital Investment Fund (CIF) bid to revamp the reception area is awaited.

**5.8.1** Within the audit, the auditor spoke to several children to ask how safe they feel around school and there were no concerns reported. Pupils demonstrated a good understanding of the schools' safeguarding procedures, and inclusivity.

*Action point 1; GM to upload safeguarding audit report for Governors to review.*

**5.9 Inclusion;** The school have continued to focus on this development point and have offered parents the opportunity to meet with senior leaders within the school to raise their concerns. There has been a positive response to the invitation and meetings have been scheduled.

In addition to the parent meetings, the school have been evaluating the flow chart diagram around the process for SEND concerns and have been looking to simplify this.

Part of the focus for the parent sessions will be to communicate the school's role during the application of EHCPs (Educational, Health and Care Plans) and SEN concerns.

In most cases of parental frustrations, the school are getting the backlash of the delays at the local authority, and this was also raised by a trustee during the recent Ofsted inspection.

In some cases, parents need to be reassured that support is in place for their children before a diagnosis is in place.

**5.10 Budgets;** The revised budgets have been completed and a meeting has been arranged with the central finance team to look at the draft 2023-24 budgets. Initial reports highlighted that there are no concerns within the benchmarking report for staffing, leadership, pupil numbers, energy efficiency and quality of the school site.

**5.10.1** A staff meeting took place with staff where the increased salaries and costs were shared despite funding not being increased. Staff are being encouraged to look at cost saving measures such as limiting their photocopying, turning off lights and being mindful of the consumable resources they are using.

**5.10.2** The budget presented showed an in-year deficit for 2025/26 and this will be discussed further with the central finance team.

**5.11** *Recorded in confidential minutes.*

**5.12** *Recorded in confidential minutes.*

**5.13** *Recorded in confidential minutes.*

## **9. OTHER SCHOOL MATTERS**

**9.1** *Recorded in confidential minutes.*

## **10. GOVERNOR MONITORING**

**10.1** Following the recent monitoring visit whereby writing was explored, Governors commented that they would have liked to have been shown more books and had the opportunity to speak to pupils.

**10.1.1** Governors discussed the recent monitoring strategy presentation and suggested that they would like to have the opportunity to feedback to trustees now that the first term has been completed.

***Governors challenged if the new monitoring strategy has been shared with staff;*** Staff have not been shown the new strategy, however they are aware that when Governors meet with them, they will receive challenge.

*Action point 2; Monitoring reports for term 5 are to be sent to the clerk no later than the 26<sup>th</sup> of May*

## **11. GOVERNOR MATTERS**

**11.1** No comments were made.

## **12. TRUST BOARD UPDATE**

**12.1** Governors were provided with the term 4 trust board minutes prior to the meeting and no questions were asked.

## **13. POLICIES**

**13.1** None provided for approval.

## **14. CONFIDENTIALITY**

**14.1** Governors advised that there will be a separate set of confidential minutes recorded for this meeting.

## **15. POINTS TO REPORT TO THE TRUST BOARD**

**15.1** Governors would like the opportunity to have a short session with trustees to feed back their thoughts and comments on the new monitoring strategy.

## **16. NEXT MEETING DATES**

17. The term 6 meeting is scheduled to take place on Tuesday 4<sup>th</sup> July 2023 at 5.30pm

### **PART B – CONFIDENTIAL MINUTES**

Stored in separate document

*The meeting concluded*

Action	Detail	Owner	Update
<b><i>Actions carried forward from Term 3</i></b>			
	Clerk to liaise with Clare Nursey to explore Governor training that has been completed this academic year.	CN / Clerk	Ongoing GDPR / Cyber Attack to be completed Certificates to be sent to Clerk
<b><i>Actions carried forward from Term 4</i></b>			
	GM to send a selection of dates to Governors to book in visits in their monitoring pairs.	GM	<b>Complete</b> <i>Action point 1; Monitoring reports to be sent to Clerk by end of term 5.</i>
<b><i>Actions arising from this meeting</i></b>			
1.	GM to upload safeguarding audit report for Governors to review.	GM	
2.	Monitoring reports for term 5 are to be sent to the clerk no later than the 26 <sup>th</sup> of May	ALL	
<b>Clerk actions</b>			
	<i>SM to mark minutes as signed on Governor Hub</i>	SM / Clerk	