



COXHEATH PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2023/2024 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON TUESDAY 10th OCTOBER 2023

Governors present at the meeting held on 28th November 2023 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Clare Nursey (Co-opted Governor) CHAIR	Claire Webb (Co-opted Governor)
Jade Sheppard (Parent Governor)	Sam Sanders (Co-opted Governor)
Darren Flisher (Staff Governor)	Caroline Jacques (Parent Governor)
Giacomo Mazza (Governor and Headteacher of Coxheath Primary School)	

IN ATTENDANCE

Katherine Tunnicliffe (Associate Governor)	Simon Malone (Associate Governor - TBC)
Bev Evenden (Associate Governor and Deputy Headteacher of Coxheath Primary School)	Andy Lacey (Governance Professional)

Yellow highlighted text demonstrates challenge by the governors

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome: CN welcomed all parties to the meeting and introduced Caroline Jacques (CJ) and Jade Sheppard (JS) who were recently appointed as parent governor. Simon Malone (SM) had also been invited to attend the meeting in anticipation of being appointed as an Associate Governor.

1.2 Apologies: None

1.3 Quorum: The meeting was confirmed as quorate throughout

2. DECLARATIONS OF INTEREST AND REMINDER OF CONFIDENTIALITY

2.1 All were reminded of the need to update their business interest declarations on Governor Hub if not already done so, and that discussions tonight should remain confidential.

2.2 CN gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

3.1 Approval of Minutes: Governors approved the minutes presented as a true and accurate reflection of the meeting that took place on the 4th July 2023.

Action: AL to mark minutes as signed on Governor Hub

3.2 Matter arising from the minutes

3.2.1 Confidential minutes

3.3 Outstanding:

3.3.1 SM has completed the cyber security training.

4. ANY OTHER URGENT BUSINESS – there was no other urgent business not covered on the agenda.

5. TRUST MATTERS

5.1 **Governor attendance at INSET days:** Governors noted that Trust Vision and Values was discussed at a recent INSET day that Trustees attended but to which, governors had not been invited. Governors asked why they had not been invited to attend the discussion?

ACTION: AL to ask CH and MC and CN mention at chairs briefing with CH.

5.2 **Governor monitoring:** It was noted that Loose governors were trialling a new style of monitoring the outcome of which was going to be fed back to HT's – when was this going to happen? The meeting agreed that until further advice was received, monitoring at CPS would continue as before.

GM commented that CPS monitoring works as validated by Ofsted so why worry about how other schools do their monitoring. Monitoring should be school led and whilst there might be similarities, it will be school specific.

CW thought that monitoring could be improved if governors were provided with an i-pad with the format as a template for them to complete at the time of the visit.

ACTION: AL to ask CH and MC and CN mention at chairs briefing with CH about feedback from Loose.

5.3 Governors noted that new appointments were for a 4-year period.

5.4 *Confidential Minutes*

6. TRUST POLICIES

6.1 LGB noted the Trust policies that were approved in T6

6.2 **Risk Register** – Governors noted that most of the high risks related to either St Katherine's School or finance. AL informed governors of the proposed change to managing risk in that trustees were proposing to introduce a school-based approach.

Action: JS and CJ agreed to review the current risk register and feedback to governors

7. SCHOOL STRATEGIC MATTERS

7.1 Headteacher's Report:

7.1.1 GM provided governors with a summary highlighting the key points.

7.1.2 **Attendance:** GM reported that the persistent pupil absence figure at 17.5% was above the national average (15%), In line with DfE guidance for all schools, the first of 3 targeted support meetings (TSMs) with the local authority was held. These meeting are held with the School Liaison Officer (SLO) from the local authority. The school's attendance data is used to identify pupils and cohorts with or at risk of poor attendance (severely or persistently absent) and agree targeted actions and access to services for those pupils, and as a last resort legal action.

The trust absence policy was being followed, with careful tracking of unauthorised absence via the new MIS (Arbor). One of the key issues was absence due to holidays in term time, which is simply not authorised.

CW asked if the Arbor app had been rolled out to parents as this enabled them to track their child's attendance, which as a parent who uses the app said it was very useful.

Action: GM /BE to look into making the app available to parents.

KT asked if absence was higher in EYS. GM advised no and that attendance generally was ok. It tends to be higher in T1 but is expected to improve in T2. Letters sent to parents regarding their child's absence tends to have a positive impact.

7.1.3 Assessment data: BE summarised data outcomes:

Baseline data for maths and literacy show that EYFS has made a strong start – 70% have started with a good awareness of literacy. Year 6 did a SATS paper and although it identified gaps, there was improvement in reading and maths compared to last year.

KT commented that nurseries had noticed an improved in children being 'ready for school', and that Covid appears to have impacted more on Year 4/5.

BE informed governors there had been comparison between the trust summary judgement and the school-based assessment as there is a need to compare nationally and also across the trust school to progress in meeting objectives.

Overall, pupils continue to make strong progress. Latest data shows attainment is above both national and Kent figures.

GM added that schools were waiting on a second data drop in T2 and, there was a need to further develop how data is assessed.

Had all lessons learned from data been fed into the new SDP and action plans? GM confirmed this was the case.

Governors noted that PP outcomes remained below those for all children. GM advised this was almost inevitably the case as these children had lower starting points and it was important to focus on the progress made by this group which was significantly above that for all children.

Governors noted the data showed that the 3 schools had different strengths and asked whether expertise was being shared? GM confirmed this was the case.

7.1.4 Confidential Minutes

7.1.5 Pupil Numbers: GM informed governors that there were 431 pupils on roll and that when a pupil left, the space was quickly filled. Although over PAN, there remained a few places in Year 3.

7.1.6 Health & Safety: GM informed governors that site staff needed to complete their H&S compliance training and working at height, first aider lists would be updated when staff have completed their training which had been arranged.

Condition surveys had been carried out over the summer, and the key H&S issue was the number of trip hazards around the site (paths and playgrounds) where tarmac repairs are required. GM also reported a trip accident that morning near the pedestrian access involving a parent. He had looked at where the accident happened, which might have been the result of an uneven edge to the path but also due to the number of people using the path.

Are staff able to report any H&S concerns? GM confirmed there were 2 established systems for staff to report any concerns.

It was agreed that JS would attend the H&S walks and compliance reviews and governors were reminded of the opportunity to observe H&S on every visit to the school.

Action: GM / AL to share dates for future reviews with JS

7.1.7 Confidential minutes

7.2 School Strategic Plan: GM advised governors that he had stripped out historical context to make the report easier to read, and to focus on Ofsted priorities, SEND and the SEF strengths.

The priorities are: writing, DT, data (use of assessment to focus improvement) and RE.

GM informed governors that art, geography and history are strong, as is behaviour. The challenge for behaviour is at unstructured times such as lunch, but the focus is not just on pupils but also the need for MDMS training – it is a tough job due to the unstructured nature of the lunch break.

Governors asked if enough focus was being given to the role of pupils in the wider community and, them being respectful citizens. GM said there was a personal development need, which would need to be resourced. A Leader for Personal Development had been appointed this term.

CN asked for clarification as to what was meant by para 1.1 EYFS Area for Improvement. GM advised that this was aimed at pupil's self directing and making a choice rather than being directed by staff. This would be assessed at the end of T1.

CN asked what was meant by '... Heuristic play' and suggested there is a need to consider the language used to ensure understanding. BE explained that heuristic play was about enabling play so self lead by the pupils and staff would understand the term.

7.3 New build / Expansion proposal: GM provided governors with the background to the need for additional primary school places in Coxheath. The outline plans reflected school specific requirements – library space which given the school library bus could be used for art, expansion of the KS1 playground. Additional year R space would be provided from September 2024 as the LA would provide a mobile classroom unit although this would not be used by reception class. The new build would be completed by September 2025 and the increase in roll would be gradual but the LA would guarantee place funding.

KT suggested that it would be good for parents to be told about the expansion proposals, especially those with siblings at the school as the catchment area was relatively small. SM asked when would the school expansion proposal be confirmed?

GM confirmed that the LA were planning for early consultation with parents and local headteachers regarding admissions as the intake would increase from 60 to 90.

CN enquired about the EYS outdoor area including the forest school – would SDP plans be put on hold in light of the new build? GM advised that the plans included for a new EYS outdoor area adjacent to the new build and the hope was for the bank to the existing area to be removed to improve what will be the Year 1 outdoor area. The SDP referred to how the area was used rather than the physical space.

7.4 School Policies:

- Both the Business Continuity Plan and Evacuation Procedures were approved without amendment.
- Uniform – governors asked why this was being discussed at the LGB. GM advised that although a trust policy, schools could adapt to suit their requirements. GM would like to implement a change from September 2024 whereby Year R and 1 would be expected to wear shirts and ties. The meeting approved this proposal.
- Pupil Premium report – would be reviewed next term.

8. FINANCE

8.1 GM gave a summary of the 2022/23 out-turn figures and informed governors that the current financial year was fine but there are pressures in the next 2/3 years.

The main area for concern was the reception works and associated safeguarding issue. The trust's new CiF bidding partner had recently been to the school and was of the view that the previous bid had included too much but that a more focused proposal would stand a better chance.

8.2 GM advised that there was a budget review meeting on 18th October. CN expressed a view that the budget situation seems to change daily and that it is difficult to make long term forecasts.

8.3 GM hoped that the expansion project might improve the financial situation both by increase in roll but also that the school might benefit from associated works.

9. SAFEGUARDING AND ACCESSIBILITY MATTERS

9.1 Governors were reminded that a link to the National College training on safeguarding had been sent, which governors were asked to complete by 1 December. Certificates should be sent to the clerk.

ACTION: All governors to feedback on training undertaken.

10. ANY OTHER SCHOOL MATTERS – there were no other school matters raised.

11. GOVERNOR MONITORING

11.1 Monitoring and priorities:

11.1.1 GM advised that it was too soon to monitor DT, Music or RE as new curricula were being developed, and priorities for monitoring should be writing and SEND. CN commented that the data would indicate that overall writing is the least strong of the 3 subjects (RWM) although good in Year 6. GM advised that the issue is that writing is teacher assessed, with Year 6 moderated to confirm judgements. CW said that writing is not just about English but also spelling and punctuation for which there is no scheme and therefore assessment is an opinion. Governors agreed it would be helpful if the subject lead could attend a governor meeting to discuss plans and answer questions. Similarly, as so much was happening in SEND following the Ofsted report, it would be useful if DF could answer questions at a meeting – SS would meet DF to follow up last term's visit before this.

Action: GM to liaise with staff. AL to note for future agenda items, SEND in Term 2 and Writing in Term 3.

11.1.2 CW reminded governors that there was a need to understand the action plan from the subject lead in order to carry out the monitoring, and to be able to offer challenge, and good first step would be to meet the lead to unpick plans.

11.2 Governor monitoring responsibilities:

- Education & Curriculum Committee – SS
- Health & Safety – JS
- Behaviour & attitudes – SS & KT
- EYFS – KT & CJ
- Leadership & Management – SS and JS
- Personal development and welfare - CW
- Finance – CN although needs to be informed of the monitoring dates

Action: GM to confirm dates and times.

11.3 School governor for digital monitoring: CJ agreed to be the responsible governor but would welcome guidance on the role.

Action: AL to provide information to CJ.

11.4 School governor responsible for trips and visits: CW appointed as the governor responsible.

12. ANY OTHER GOVERNOR MATTERS

12.1 Training needs in relation to safeguarding see 9. Above

12.2 Attendance at school events:

- School Parent Council: CN informed governors that the next parent council meeting was on 9th November, and that it would be useful if there was governor representation as a very useful forum. GM confirmed that the forum was better as focused more on school improvement and the wider issues rather than their own child specific issues – he had received positive feedback.

12.3 Associate Governor: SM was prepared to continue as an Associate member of the governing body. Governors agreed and recommended to Trustees to confirm his appointment.

Action: AL to include on Board agenda

12.4 SM raised a question regarding communications to parents, especially those who might have difficulty reading such as those for whom English is not their first language. DF said that it was quite easy to convert documents into other languages.

Action: DF to review and consider how communication to parents could be improved.

13. MATTERS TO REPORT TO THE TRUST BOARD

There were the following matters to be raised at the Board meeting:

- Governor attendance at INSET days – why were governors not invited to the INSET day where the Trust vision and values were being discussed?
- Governor monitoring – when will Loose feedback on the new style of monitoring?

- Representation at EEC – see 5.4

ACTION: SS to raise with Loose and St Kath's LGB representatives.

ACTION: CN to raise at Chairs catch-up and AL to raise at Trust Board.

14. MEETING CLOSE

14.1 Confidentiality: Governors confirmed that 3.2.1, 5.4, 7.1.4 and 7.1.7 would be recorded as confidential.

14.2. Next meeting dates: All to be held at Coxheath Primary School commencing at 1700 on:

- Tuesday 28th November 2023
- Tuesday 30th January 2024
- Tuesday 12th March 2024
- Tuesday 14th May 2024
- Tuesday 2nd July 2024

Governance calendar on Governor Hub

14.3. Meeting close: CN thanked all attendees for their contribution to the meeting.