



COXHEATH PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2023/2024 MEETING OF THE LOCAL GOVERNING BODY HELD ON TUESDAY 28th November 2023

Governors present at the meeting held on 30th January 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

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

IN ATTENDANCE

Katherine Tunnicliffe (KT) (Associate Governor)	Simon Malone (SM) (Associate Governor)
Bev Evenden (BE) (Associate Governor and Deputy Headteacher of Coxheath Primary School)	Andy Lacey (AL) (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 noting that SS was joining the meeting remotely.
- 1.2 **Apologies:** None as all present
- 1.3 **Quorum:** The meeting was confirmed as quorate throughout

2. DECLARATIONS OF INTEREST AND REMINDER OF CONFIDENTIALITY

- 2.1 All were reminded 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 18th October 2023.

Action: AL to mark minutes as signed on Governor Hub

3.2 Matter arising from the minutes and review of actions

- 3.2.1 **Risk Register:** CJ provided feedback to governors following her review of the trust risk register. CJ felt that the document was very detailed but there should be more that addresses possible natural disaster and mitigations via the business continuity plan.

AL advised that Trustees were receiving a proposed new format for the risk register which would be strategic at trust level, and schools would establish their own for operational matters. Governors asked that they would require guidance on the format and content.

ACTION: AL to feedback to Trustees

3.2.2 Communications: DF was reviewing the format of the newsletter and thinking to follow the format used for the inclusion newsletter, in conjunction with a programme 'CANVER'. There was a discussion regarding frequency of the newsletters and it was agreed that weekly was considered the most useful as served a purpose of providing reminders. GM said that consideration would be given to feedback provided by the surveys.

4. ANY OTHER URGENT BUSINESS

4.1 SEE CONFIDENTIAL MINUTES

4.2 SEE CONFIDENTIAL MINUTES

5. TRUST MATTERS

5.1 Trust minutes: SEE CONFIDENTIAL MINUTES

5.2 Comments on EEC minutes: Governors noted that going forward the plan is for LGB's to have up to two governors at the meeting and were pleased to see that the TB was reviewing the format of this committee. They noted that the meeting covered a very wide range of information and asked SS if she would highlight points after future meetings which were particularly relevant to CPS LGB.

SS suggested it would be helpful if there was advance warning of the topics to be discussed as local governors would be better prepared to contribute.

6. TRUST POLICIES

6.1 LGB noted the Trust policies that were approved in T1.

6.2 Risk Register – AL informed governors that F&A received a new format risk register that was being considered by Trustees at their next Board meeting hence there was no update for T2. The new risk register would be received in T3. The plan is for there to be a Trust strategic risk register and for schools to have their own operational risks registers.

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 pupil attendance at 93.1% was just below national, and that generally, parental views of attendance had changed post pandemic.

SM asked what was the change in parental behaviour towards attendance? GM that post pandemic, parents views had general changed to one of life is for living and welfare of the child, which in their opinion supported keeping children off school facilitated by the increase in home working.

SM asked if rewarding good attendance would improve the situation, and encourage pupils to attend school? GM / BE were of the view that establishing reward based on class group would see pupils being 'punished' by their peers when it is often the parents that are keeping the children off school.

Overall attendance figures tend to show the impact of a relatively small number of pupils amongst certain groups. Adopted process is followed and the matter is referred to the LA for action.

KT made the comment that the late change in INSET days had caught some parents out as holidays had already been booked. GM advised that this would be taken into account when considering requests for taking children out of school. He also added that the Trust were considering options for holidays and attendance reflecting there is a bigger issue to address.

7.1.3 Quality of Education: GM informed governors that the next significant area of the curriculum for review is DT. External Reviews have identified that more work is still to be done and plans are being tweaked.

CN asked how the new science curriculum was progressing and whether there was a trust expert for science? GM said work was progressing well on the new curriculum and this might be a useful area for governor monitoring this year. There was no trust lead for science but at CPS it was useful that BE has a

science background and he is particularly interested in the subject. He reminded governors that CPS had very strong staff across the board, and several led subjects across the trust.

7.1.4 Attainment: GM advised that progress measures were high this year. However, the year-end predictions for phonics were 79-80% whereas the view was that they should be around 85-90%, and they needed to understand why.

7.1.5 Staffing: *SEE CONFIDENTIAL MINUTES*

7.1.6 Parent / Staff / Pupil surveys: GM informed governors that the outcomes will be reported in T3.

ACTION: GM to report outcomes of surveys in T3.

7.1.7 Premises matters:

- H&S and Compliance – GM informed governors that H&S walks would take place termly (6x pa) rather than three as originally planned.
- RAAC – the recent DfE survey did not include an inspection of the KS1 hall roof, and DfE have asked the school to investigate and provide pictures of such. GM advised that the site team have not had working at height training and therefore an external contractor would need to carry out the work.

7.2 Writing – Helen Moore (HM) subject lead attended for this item.

7.2.1 HM was asked to attend the LGB and provide an update regarding the delivery of the writing part of the curriculum. It was noted that writing is a trust-wide priority and HM is leading on such.

7.2.2 HM informed governors that the new delivery plan was based on matching the skills needed to the expected outcomes and deciding on what text was needed to supporting delivery. The aim is how to teach the skill of writing – what to use, how and why. Previously, the aim had been to deliver a writing outcome based on a theme e.g. letter or diary entry.

7.2.3 The particular challenge for teaching writing in primary schools is that much of the guidance is secondary focused. Where other subjects have detailed and specific plans for teachers to follow, this simply does not exist for writing at primary level. HT stressed that not only Coxheath, but the Trust was fortunate to have someone with the expertise and knowledge to develop the structure for teachers to follow, and HM had provided support and guidance to teachers via subject enhancement workshops.

7.2.4 BE commented that improvements were noticeable in pupil's writing, which was shorter and better quality. CW reported she could see the impact on other subjects as a result of improvements in quality of writing.

CN asked how this would benefit SEND pupils? HM confirmed that it would due to the structured and sequenced nature of the teaching.

7.2.5 **CN asked how confident HM was in assessment of writing, as she understood it was a subjective and teacher led** process. HM was confident that teacher judgments were accurate and BE explained that assessment was carried out by comparative marking that was moderated internally across certain criteria, which provided a more absolute judgement. External comparative judgement of writing would continue.

7.2.6 SM commented that this detailed subject discussion was hugely helpful to the LGB. The subject lead showed a level of knowledge which was very impressive and the school was clearly being led the right way.

7.2.7 Governors asked if they could be provided with an update on progress at the end of academic year.

ACTION: GM to provide update for T6 agenda

7.3 New build / Expansion proposal: GM informed governors that no parents attended the recent consultation meeting held at the school. The key concerns were expressed by other local schools in that the expansion would impact on their pupil numbers, although the LA had been at pains to say that the assumption was that these places would be required in addition to local schools being full. Nick Abrahams, Area Education Officer provided feedback to the concern saying he was confident in the pupil forecast and deficit in places (updated figures would be available in April) , and that the expansion was needed. It was also noted that Marden school has already expanded due to the significant amount of new houses being built in the area.

GM said that he works closely with the local schools and therefore needs to maintain good working relationships and it was unfortunate that local schools had not been advised of the consultation before it went generally public.

SEE CONFIDENTIAL MINUTES

- 7.4 Pupil Premium Report:** BE provided governors with a summary of the PPM report advising that the costings needed to be finalised before being published.

CN commented that the focus was rightly on progress not attainment, and asked if tutoring was continuing? BE confirmed it was, and that the 'disadvantaged' pupils were getting a good deal via extra curriculum such as targeted music lessons and the new reading intervention.

Governors APPROVED the PPM report.

8. FINANCE

- 8.1** CN asked for clarification on the self-generated income reported as £72,770? GM advised that this was for extended services (breakfast and after school club). Governors noted that there was a KPI for this and other areas of the budget and suggested it would be useful for the HT report to include whether these KPIs were being met.
- 8.2** SM had attended the recent finance monitoring meeting and felt there was a need to engage with LGB's earlier in the budget process. CN expressed a view that the LGB's needed a better understanding of how the budget is set - trust staff very capably monitor the budget during the year. GM advised that the budget was linked to the SiP and strategic documents and it might be helpful if governor were involved at the budget setting stage so they understood decisions e.g. on curriculum spend.
- 8.3** It was noted that the budget included for the school to contribute £35k towards the safeguarding work, which was to be the subject of a CiF bid. If the bid was unsuccessful, the money would be used to deliver improvements to the main reception area.

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 (AL) and to BE.

ACTION: All governors to feedback on training undertaken.

- 9.2** CN and BE would meet in T3 to complete the safeguarding self assessment and CJ would attend to cover the digital monitoring aspects of the review.

10. ANY OTHER SCHOOL MATTERS

- 10.1** KT reported that she attended Parent Council meeting. The key discussion item concerned school dinners as parent feedback raised the issue of the quantity of food and portion sizes. KT informed governors that she did not see evidence of any issues during her recent monitoring visit on lunchtime arrangements.
- 10.2** Governors thanked the PTA for organising the Christmas Fayre, and all of those who helped and attended.

11. GOVERNOR MONITORING

- 11.1** It was agreed that SEND would be subject to an in-depth discussion in T3 (Writing Lead attended the T2 meeting, timing did not allow for DF's presentation).
- 11.2** KT provided feedback from her recent monitoring visit looking at lunchtime provision, which in her opinion was interactive and engaging. GM said that there was a training need for the MDMS but was a challenge to deliver due to there short working hours, which was spent with the pupils. The aim is also to encourage Year 5/6 to have more independence in regards to what and how much they eat at lunch as 'getting ready for secondary school'.

12. ANY OTHER GOVERNOR MATTERS

12.1 Governors had read LPS's minutes and thanked LPS for providing their monitoring reports which underpinned discussion at the meeting. CoG advised she had received an early copy of a paper going to the TB next week which provided an update on the new monitoring arrangements, and this made it clear that LPS's monitoring arrangements were a trial and would be reviewed as they progressed. Governors noted that arrangements now in operation at LPS were very different from those discussed last year and agreed that further feedback in due course would be helpful.

ACTION: CN to circulate report after Board meeting on 6th December if possible.

12.2 Governors were reminded of the AGM next week and asked to confirm their attendance to AL.

13. MATTERS TO REPORT TO THE TRUST BOARD

The matters to be raised at the Board meeting are recorded under Item 3.2.1 in relation to the Risk Register, and Item 5 in relation to the Board and EEC minutes.

14. MEETING CLOSE

14.1 Confidentiality: Governors confirmed that 4.1, 4.2, 7.1.5 and 7.3 (part) would be recorded as confidential.

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

- 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.