



## COXHEATH PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2023/2024 MEETING OF THE LOCAL GOVERNING BODY HELD ON TUESDAY 30<sup>th</sup> January 2024

*Governors present at the meeting held on 12<sup>th</sup> March 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

Clare Nursey (CN) (Co-opted Governor) <b>CHAIR</b>	Darren Flisher (DF) (Staff Governor)
Jade Sheppard (JS) (Parent Governor)	Caroline Jacques (CJ) (Parent Governor)
Giacomo Mazza (GM) (Governor and Headteacher of Coxheath Primary School)	

#### IN ATTENDANCE

Katherine Tunncliffe (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:** Apologies for absence were received from Claire Webb and Sam Sanders
- 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 28<sup>th</sup> November 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 The actions table was updated to reflect the latest position. Key matters arising and that remain outstanding are listed below.
  - 3.2.2 Safeguarding self-assessment: Governors advised that this had been completed, and will be an item for discussion at the next meeting.  
**ACTION – BE to provide report to governors.**

#### 4. ANY OTHER URGENT BUSINESS

4.1 There was no any other urgent business to discuss.

#### 5. TRUST MATTERS

##### 5.1 Feedback to the Trust Board:

5.1.1 Governors thought that the new risk register was an improvement on the previous but needed further work, and would welcome guidance on preparing a school risk register at the appropriate time (see 6.2).

- JS suggested the inclusion of a 'heat map' to highlight risk priorities.
- SM asked about the process for compiling the risk register, and how risk levels were decided.
- CN thought that an item for inclusion was the risk of change in school leadership.

5.1.2 Trust minutes from the latest meeting were noted. See Confidential minutes.

5.1.3 It was noted that feedback was still awaited from Loose LGB in regards to the alternative monitoring arrangements they were trialling.

5.2 **Comments and actions arising from the EEC minutes:** CN summarised discussions reported in latest minutes (at the time not circulated to all governors), update received from SS after this meeting. Relevant matters discussed elsewhere on this agenda.

5.2.1 **Attendance:** Discussed as part of the HT report – see item 7.1.3

5.2.2 **Survey Outcomes:** Governors received the summary reports for the pupil, parent and staff surveys. It was noted that the outcomes of both the pupil and staff survey were all positive with no areas giving cause for concern. With regard to the parent survey results, it was noted that communication with parents about what their children will be taught was less positive compared to the other outcomes.

GM commented that due to anonymity, it was difficult to follow up on the survey results with those parents who did not respond positively and therefore, a challenge to ascertain what parents want and the school could to improve communications.

SM suggested that parents are provided with the opportunity to follow up their responses to the survey. KT suggested that the Parent Council forum could be asked to focus on specific issues and time set aside to discuss such. Another idea was to review the content and format of the Newsletter. Governors agreed it would be worth thinking more widely about parental engagement, in an attempt to bring more parents on board.

The consensus is that preference would be for parents to feel able to raise and discuss issues at the appropriate time rather than wait for an annual survey.

**ACTION:** KT / CJ would look into parental engagement and report back to a future LGB.

#### 6. TRUST POLICIES

6.1 LGB noted the Trust policies that were approved in T2.

6.2 **Risk Register** –AL informed governors that F&A received a new format risk register, which was being amended to include mitigations and show pre and post scoring (see 5.1.1).

#### 7. SCHOOL STRATEGIC MATTERS

##### 7.1 Headteacher's Report:

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

- GM informed governors that the Strategic document should be reviewed regularly to ensure there is challenge on the priorities and progress.
- **Writing** was the current focus of attention and following the presentation to governors at the last meeting, HM (Subject Lead at Coxheath) had been overseeing the development of the trust-wide writing curriculum. The aim is to adopt this in September 2024 for next academic year.

SM asked what support was being provided to HM to release time for her to work with the Trust on this? GM advised that he had split reading, writing and phonics to help manage her workload.

- **Music:** The subject specialist was having a significant positive impact in a similar way seen for Art.

SM asked how did the music provision at Coxheath compare to the other schools? GM felt it was working well as the music specialist was working in class with the teacher as opposed to covering the lesson for PPA. This was upskilling the teacher and that it was better in that the music specialist was working with class teachers as opposed to provide cover for PPA.

- **Reading:** GM informed governors that additional Reading Plus licences were providing much improved access to resources for PP children.

SM asked why ipads rather than cheaper Samsung tablets were purchased? GM said that ipads were more suited to the pupils needs as they are 'shareable' and are something that is familiar. DF added that the school ipads were not 'top spec' hence not the expensive ones.

- **Design Technology (DT):** GM advised governors that the new DT curriculum would not be ready for September 2024. The subject is being taught but just not to the same standard as art. SM commented that as far as he was aware, DT was being taught well. It was agreed that the DT subject lead would be invited to a future LGB meeting.

**ACTION:** GM to seek availability of the DT Lead and confirm when they would attend an LGB meeting.

**7.1.2 Data:** BE provided governors with a summary of the data for both attainment and progress and explained that the reading data for Coxheath could not be compared to others as the standardised scores were different. This was due to the pupils at Coxheath sitting a different paper, which was not realised until too late. BE confirmed that the Spring data would be comparable.

In summary:

- There was generally no gender differentiation in the data except for Years 5 and 6. As expected, PP children generally performed less well compared to their peers but the gap closed as they progressed through the school.

SM asked how PP pupils figures compared? BE advised that PP pupil attainment at Coxheath was above both Kent and National average. Governors suggested that this a great message to communicate.

- BE advised that 46% of PP pupils were also SEND, which had a significant impact on the data. However, there were regular progress meetings and individual interventions agreed for each PP/SEND pupil to ensure none were being missed. SM asked if there was anything else that the school could do for these pupils? GM advised that there was not.

KT commented that each pupil was different. BE said that the quality of intervention was high and very specific to the needs of the child.

KT asked about the tutoring groups and take up. GM advised that it good and the school was fortunate in that a high percentage of staff are running the groups as opposed to external resources.

- See Confidential minutes
- BE advised governors that the attainment scores for Maths were similar to writing in that it identified a challenge in Yr 2 with 40% below expected and another 40% just below.

Figures for Yr 6 were generally below expected when compared to other Year groups, which was due to the pupils sitting practice KS2 SATS paper that included material that had not yet been taught. The predictions for end of year were: 76% reading, 76% writing and 75% maths.

- CN asked if the school was exploiting its strengths? BE confirmed they were as evidenced by maths where progress measure generally and specifically for PP pupils very strong. Compared to Loose where attainment was higher but progress lower.
- CJ asked if the comparative data figures were shared with staff as this was a strong message in demonstrating that everything possible was being done for the pupils. BE / GM both said no, as schools had different starting points but that they did share and celebrate success stories such as maths, writing and art.

**7.1.3 Attendance:** GM reported that pupil attendance at 93.7% was just below national (94%), which was generally due to a change in parental views on attendance. Governors were advised that attendance letters are sent to parents reminding them of their moral and legal obligation to ensure children attend school. There is a clear process that has to be followed before further action such as issuing penalty notices. See Confidential minutes.

**7.1.4 Parent / Staff / Pupil surveys:** Discussed under Item 5 ECC feedback (5.2.2)

**7.1.5 EYFS visit:** GM referred to the report provided with the agenda advising governors that EYFS was seen as a strength, and progress being made against the recommendations.

**7.1.6 Premises matters:**

- H&S and Compliance – GM informed governors that a review had taken place earlier in T3. The key matters arising were:
  - Asbestos register documents requiring sorting as the new risk assessment had out of date plans attached, and the docubox contained the previous RA which should be archived,
  - Lack of clear record keeping relating to food hygiene training for Breakfast club and ASC staff, which as a result identified some staff training was out of date.

## **7.2 SEND PRESENTATION (DF)**

DF provided governors with a detailed insight as to how SEND pupils are supported through out the school in all areas such as teaching and learning, attendance and ensuring an inclusive approach. There are 53 pupils on roll with SEND of which 46% were also PP. This compares to 34 previously.

**7.2.1 Attendance:** DF informed governors that the difference in attendance figures for SEND pupils was minimal. A breakdown of the data was available should governors want to see such.

**7.2.2 Quality of Education:** DF explained that where it was beneficial to the pupil they accessed an alternative curriculum and across Years 2-6 there were 22 pupils on an alternative maths curriculum. The purpose was to provide support to such pupils and to help them progress and close the gap to reintegrate with the rest of the year group.

Subject leaders and SEND support worked together to review and update provision maps, which also involved both pupils and parents. GM informed governors that not all parents of SEND pupils were engaged in the process.

DF explained that there was a clear process at the end of the academic year to ensure there was a handover to the teacher for next academic year.

GM suggested that governors might want to come and see what is being done to support SEND pupils and that they are 'on task' in regards to focusing on teaching and learning.

**7.2.3 Access to High Needs Funding (HNF) and additional resources:** GM explained that the school was expected to fund the first £6k associated with the cost of teaching and learning for SEND pupils. The case then had to be made to KCC for HNF to provide additional support and resources. See Confidential minutes.

SM asked if the increase in SEND and number of EHCP's were a burden to the school, and is it good or bad that the number had increased? GM advised that a reason for the increase is that the EHCP names the school chosen by the parents for their child, which supports choice of secondary school. The disadvantage to schools is the difficulty in accessing the additional funding and specialist resources needed to support the pupil.

CN commented that the increase in roll at Coxheath is going to increase the number of SEND pupils and asked if help was available across the trust to support? GM advised governors that Coxheath had the only fully qualified SENCO and those at the other schools were recent appointments and to complete their training. GM explained that Coxheath were part of a collaboration with other local primary schools to look at how SEND pupils can access the curriculum.

SM asked if it was difficult to track and benchmark progress for SEND pupils? BE advised that a different approach is adopted for measuring progress as SEND pupils tend to progress in smaller steps and, that

they need to sit tests appropriate to their level of learning i.e. they sit a Year 2 test if accessing the Year 2 curriculum even if they are a Year 5 pupil. DF added that tests are used to support teacher assessments but judgements are arrived at 'manually' rather than being system generated.

**7.4 New build / Expansion proposal:** GM informed governors that the previously arranged monthly meeting with KCC had been cancelled. GM had managed to get an update from the KCC Project Lead who advised that the most recent meetings had been cancelled due to her being off sick but that the design work was progressing and the targets remained for the temporary provision to be on site for September 2024, and the new build to be completed by September 2025. It was intended for a project review meeting to be held before the end of T3

GM advised governors that he had tried to contact the AEO without success, and was still awaiting a reply to emails that had been sent. He added that a decision on the KCC consultation for the expansion was expected May 2024.

**7.5 CIF Bids:** GM informed governors that a decision on the bids was not expected until late May 2024. Should the Safeguarding / site security bid be unsuccessful then funding had been set aside so that the school could progress the redesign of the main reception area.

**7.6 School Behaviour Policy:** GM informed governors that there were no significant changes to the policy, which was approved without amendment.

**ACTION:** GM to ensure update policy is published on the school website.

## 8. FINANCE

8.1 See Confidential minutes

8.2 See Confidential minutes

## 9. SAFEGUARDING AND ACCESSIBILITY MATTERS

9.1 CN advised that the safeguarding review had been completed and there were no issues for concern. It was agreed that Safeguarding would be discussed in depth at the next LGB to which the E-safety lead would be invited.

**ACTION:** AL to note for the agenda. GM to ensure E-safety lead is invited to the meeting.

## 10. ANY OTHER SCHOOL MATTERS

10.1 There were no matters raised.

## 11. GOVERNOR MONITORING

11.1 GM advised that following the T2 monitoring visit to look at lunchtime arrangements, MDMS's had received some training and support in building relationships with pupils and more was planned. An important consideration was to clarify the expected behaviours for MDMS, and to 'get it right'. KT advised that she had provided written feedback on the visit.

**ACTION:** AL to upload monitoring report to Governor hub.

11.2 CW carried out citizenship monitoring during T3 but has still to provide a written report. Governors asked if the subject lead could attend a future LGB meeting, possibly T5.

**ACTION:** CW to provide written report for T4.

11.3 SS did not carry out the SEND monitoring visit but governors were provided with a detailed insight SEND policy and practices in the school at this meeting.

11.4 It was agreed that the T4 monitoring visits would focus on curriculum development linked to SIP priorities: RE, Music and DT. KT and CJ would also look at parental engagement and specifically how the school can encourage disaffected or disengaged parents to participate.

**ACTIONS:** CN to confirm which governors would carry out the subject reviews. GM to email subject leads informing them of the reviews and seeking their availability.

**11.5** JS would be invited to attend the next H&S walk and SM join finance meetings.

**ACTION:** GM / AL to arrange and confirm T6 H&S walk. GM to inform SM of the finance monitoring meeting.

**11.6** CN reminded governors of the need to provide timely reports following their monitoring visits.

## **12. ANY OTHER GOVERNOR MATTERS**

**12.1 Governor training:** It was noted that the Trust (CH / AL) were meeting to develop a training plan for trustees and governors to cover induction and ongoing personal development. Governors are still expected to organise training as required (role specific) and report such to both CN and AL.

**12.2 GDPR and Cyber Security training:** It was noted that SM and SS were still to complete the GDPR refresher training as required to do so every two years.

**ACTION:** SM and SS to complete GDPR training.

## **13. MATTERS TO REPORT TO THE TRUST BOARD**

The matters to be raised at the Board meeting are recorded under Item 5 as relate to the Board and EEC minutes.

## **14. MEETING CLOSE**

**14.1 Confidentiality:** Governors confirmed that 5.1.2 (part), 7.1.2 (part), 7.1.3 (part), 7.2.3 (part) and 8. would be recorded as confidential.

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

- Tuesday 12<sup>th</sup> March 2024
- Tuesday 14<sup>th</sup> May 2024
- Tuesday 2<sup>nd</sup> July 2024

Governance calendar on Governor Hub

**14.3. Meeting close:** CN thanked all attendees for their contribution to the meeting. The meeting closed at 1930.