



## COXHEATH PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2023/2024 MEETING OF THE LOCAL GOVERNING BODY HELD ON TUESDAY 9<sup>th</sup> July 2024

*Governors present at the meeting held on 15<sup>th</sup> October 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)
Claire Webb (CW) (Co-Opted Governor)	Caroline Jacques (CJ) (Parent Governor)
Jade Sheppard (JS) (Parent Governor)	Sam Sanders (SS) (Co-Opted Governor)
Katherine Tunnicliffe (KT) (Associate Governor)	Giacomo Mazza (GM) (Governor / Headteacher of Coxheath Primary School)
Bev Evenden (BE) (Associate Governor / Deputy Headteacher of Coxheath Primary School)	Simon Malone (SM) (Associate Governor)
Carole Hardy (CH) (Chair of Trustees)	Mark Chatley (MC) (Trust Leader) (part – left 1725)

#### IN ATTENDANCE

Andy Lacey (AL) (Governance Professional)	Helen Moore (HM) (Writing Lead) - part
---	--

**Yellow highlighted text** demonstrates challenge by the governors

<b>PART A – PUBLIC MINUTES</b>
<b>1. WELCOME AND APOLOGIES FOR ABSENCE</b> <b>1.1 Welcome:</b> CN welcomed all parties to the meeting. <b>1.2 Apologies:</b> None - all members of the LGB were in attendance. <b>1.3 Quorum:</b> The meeting was confirmed as quorate throughout
<b>2. DECLARATIONS OF INTEREST AND REMINDER OF CONFIDENTIALITY</b> <b>2.1</b> All were reminded that discussions tonight should remain confidential. <b>2.2</b> CN gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.
<b>3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING</b> <b>3.1 Approval of Minutes:</b> Governors approved the minutes presented as a true and accurate reflection of the meeting that took place on the 14 <sup>th</sup> May 2024. <b>ACTION:</b> AL to mark minutes as signed on Governor Hub and arrange for publication <b>3.2 Matter arising from the minutes and review of actions</b> <b>3.2.1</b> The actions table was updated to reflect the latest position. Key matters arising were discussed as part of the meeting.
<b>4. ANY OTHER URGENT BUSINESS</b> <b>4.1</b> No items were raised.

## 5. SCHOOL STRATEGIC MATTERS

**5.1 School Council (SC)** – representatives of the school council attended to provide governors with an overview of their achievements during the academic year. The School Council had 7 priorities for the year:

- Improve enjoyment and opportunities for reading in the school bus during lunchtimes. Some progress had been made but this was on hold for next academic year while problems with the Alexa were ironed out.
- Increase opportunities for pupil engagement with sports outside of PE lessons such as additional after school clubs.
- Improvements to upper KS2 toilets, which included dividers in urinals in Year 6 and a mirror for Year 5 toilets.
- Food hygiene improvements in Breakfast and ASC including that staff handling food would wear gloves.
- Producing a child friendly safeguarding document as there was only a large document for adults. This had been produced and was circulated to governors – Mr Mazza is in the process of publishing the document.
- **GM asked if the children felt safe in school?** SC said that they did and knew they could report any concerns to a trusted adult.
- Fund raising for three charities- Goat Sanctuary, Dandelion Time and Heart of Kent Hospice. School Council arranged fund raising activities, which included selling sweets and cones. The original target was to raise £150, £50 for each charity, which they exceeded as raised a total of £309, £103 per charity.
- Changes to the school dinners as pupils did not like some of the dessert options such as strawberry mousse. Following discussions with the cook this resulted in those items being replaced with other choices, and other options were being considered

**CN asked if pupils liked school dinners?** SC said that they did with the exception of the dessert especially strawberry mousse.

GM added that the School Council had also engaged with Kent County Council, which had resulted in a 20mph speed limit outside the school, and the Eco Council had also been active and achieved the replacement of taps around the school at no cost to the school.

**SM asked what was their biggest success?** Without exception, SC said the charity funding raising.

It was clear that the children were listened to at the school, and Governors congratulated SC on their achievements saying that they should all be very proud of what they have done. CW added that those in Year 6 who were leaving for secondary schools could consider joining the Kent Youth Council.

SC presented CN with a card and flowers as a 'thank you' on her retirement as a governor at the school. In addition, CH presented CN with a card and gift from the Trustees thanking her for the years she had given to the schools and the trust during her time firstly as clerk to the trustees / governors and then as CoG for Coxheath. MC added his thanks for the help, support and challenge provided by CN.

### **MC left the meeting at 1725**

**5.2 Writing Update** – Helen Moore (HM), writing lead attended for this part of the meeting.

HM provided governors with an overview of progress in developing a new writing curriculum for the Trust. This included:

- developing staff guidance as nothing previously existed, which provided structure for progression in a coherent way.
- Providing an overview of the expected writing skills outcomes for each year group, which were structured and ensured they built on each other.
- The curriculum was mapped across each year group and was prescriptive in regards to the suitable narratives to be used as this ensured there was a breadth and range of both fiction and non-fiction books.
- Whilst the curriculum was prescriptive in terms of what was to be taught and when including SPAG, expected vocabulary and provided an outline for each stage, the process (how writing was to be taught) was less prescriptive. Teachers were expected to adapt delivery to ensure all pupils could access the curriculum and progress.

CN expressed a view that it was difficult for some to learn to write. GM said that HM had carried out a huge amount of research into teaching writing as the current curriculum was too heavily modelled and there were very few writing schemes and it was left to teachers to decide.

**CN asked if the writing curriculum was being implemented across the other schools?** HM said that it was but both had started later than CPS although the intention is to implement across the Trust from September 2024. The September INSET day was targeted to launch the new writing curriculum and then there would be ongoing support and roll out via PDM's.

**CH asked if staff had bought into the new writing curriculum?** HM said that they had and welcomed the guidance adding staff had been involved via briefings across the schools and invited to provide feedback. GM added that HM had been given release time during next academic year to facilitate the roll out and provide support to others.

**CN asked whether consideration had been given to publishing the writing scheme that had been developed?** GM said that this would require careful checks to be carried out to ensure there are no claims for plagiarism where HM had included ideas from different sources.

**CJ asked how the new writing curriculum would be rolled out to pupils across the Year Groups when there might be different gaps and challenges?** HM said that the curriculum itself had not changed in that there are the same expected learning outcomes, the change is the way in which it is delivered adding that teachers will need to identify gaps in pupil's knowledge and to address such.

**CN asked how reading links to writing, as it seemed that good writers were often avid readers when children?** HM said that reading helps develop writing skills but it requires a different skill set and the texts need to be appropriate for writers rather than readers.

**CH asked how books had been selected to ensure suitability for both boys and girls?** HM said that the books are not too dissimilar as need to ensure they provide the narrative needed for that part of the curriculum. DF provided a recent example where the narrative being used was about Vikings, which all children of varying abilities were able to access and engage with the learning saying that part of developing the writing curriculum has been to ensure the texts being used are interesting for all.

CH commented that creative writing is a challenge for all. GM said that the aim is to develop good independent writers and not just produce good writing.

### **5.3 Headteacher's Report:**

**5.3.1 Data – SATS update:** BE circulated a report to governors summarising the SATS results that had only been released earlier that day.

Reading results were disappointing (64% actual, 70% predicted, 74% national). Last year the 'achieved' score was 24 whereas this year was 27 but there is a need to drill down and understand the reasons for the results.

**CN asked about the progress score?** BE reminded governors that no progress scores would be available/published this year as the cohort had not taken KS1 SATS due to Covid. In school data showed that many pupils had made good progress and going forward, there would be additional interventions although it was not easy to identify and fill the gaps in reading knowledge as most pupils can read ok but it is their understanding of the text.

GM informed governors that the priority is to understand the reasons for the outcomes as nothing has changed in the reading curriculum and pupil attainment for the last two years was in line with national. One of the matters for discussion is the wider curriculum as the Trust values non-core subjects such as art, PE, dance and music as much as the core subjects, reading, writing and maths, and to consider whether this has had a negative impact on core outcomes. GM added that providing 1-2-1 support for reading interventions was a challenge as there is not the capacity in the school timetable to provide such. The Trust might have a strong and wide curriculum but is it too much? A counter argument is that Ofsted are no longer so focused on data outcomes but on the curriculum and the delivery of such.

DF said that the current curriculum is very wide and provides the children with increased opportunities to participate in dance, music and sport, and these are no longer seen as an 'add on' but are integral to the curriculum.

CW said that the wider curriculum helped develop the children to be secondary ready as had a wider knowledge of other subjects such as geography and history.

**SM asked if there were any other factors that could have affected the outcome?** BE said that the current Year 6 had a higher percentage of SEND compared to previous years.

**CH asked why there was a significant gap between actual (64%) and expected (70%)?** GM said that this would be looked into as part of the review.

**JS asked if the school had any data as to how much parents read with children at home?** GM said that the only information is recorded in contact books, which indicated c30% parents don't read with children, but that those pupils who read more had a greater awareness of the narrative and understanding of the text.

GM said that the curriculum needed to be balanced as there is a need to achieve good outcomes for core subject whilst providing wider learning opportunities. The data for the Trust was mixed in that LPS results were the opposite of CPS, and St Kath's outcomes whilst comparatively low demonstrated good progress, which was due to targeted resources to address knowledge gaps.

**SM asked if there was any difference between boys and girls?** GM said that this would be part of the drill down and reported to governors in T1.

**SS asked if those who narrowly missed achieving national were re-marked would it have an impact on the scores?** BE said that it might improve the scores, as each child represented 1.3%, and this would need to be assessed as part of the review.

**ACTION: Governors to receive report on SATS outcomes and result of the review.**

**5.3.2 Attendance:** GM reported that pupil attendance was generally good and overall at 94.2% was in-line with the national figure of 94.2%. Governors were informed that the DfE had recently issued new guidance on attendance and it had been necessary to amend the Trust attendance policy, which was being reported to Trustees as had to be in place by the start of T1.

Key changes in the DfE guidance related to the issue of penalty notices and fines, and for schools to appoint a member of SLT to champion attendance, which will be BE although the school already had resources and processes in place.

**5.3.3 Behaviour:** GM advised governors that there had been the usual behavioural challenges for T6 as they reach the end of the long term and end of academic year, but nothing significant.

*See Confidential Minutes*

**5.3.4 Staffing matters:** GM provided governors with an update on the proposed staffing structure for the next academic year saying there was a need for a number of 1-2-1 TA's to provide support for those pupils with significant needs. STLS and KCC were aware of the large number of pupils in EYFS next year with additional needs and there was likely to be additional funding to provide additional resources. GM was pleased to advise governors that KT was joining the EYFS team next year. CN expressed reservations about KT's continuing position on the LGB in view of her new staff role, but GM advised that MC had investigated and received advice that this was allowed.

**CN asked if there had been many staff leaving?** GM said that they were fortunate as staff retention is high and someone was returning to work at the school having left for a job elsewhere. There are a number of positives for having a stable and experienced workforce but the downside is the resulting increased in staffing costs.

GM said that the school caretaker was retiring at the end of the academic year and recruiting to the post will present a challenge as recently experienced when both LPS and CPS were recruiting Site Managers.

**5.4 Development of SIP model for 2024/25 -** GM informed governors that HTs and MC had made progress in developing the model for school improvement next year (copy circulated to governors). Discussions had included the approach to school monitoring and evaluation by the trust, and aligning to data collection enabling feedback to trustees

**5.5** In terms of the CPS Strategic Plan for next year, GM advised the main priority is likely to be linked to writing. Work is continuing and a draft will be made available to the LGB in term 1.

In addition to internal reviews and continuing work with local collaboration groups the trust had signed up to Challenge Partners for external reviews. The intention had been that the first Challenge Partner review would cover SEND but this had changed as other activity on SEND, particularly involvement in the PINS project (looking at support for neurodivergent children) made it a lower priority. The PINS project included increasing engagement with parents, and governors agreed that the action point from previous meetings on this subject should be amended to focus on SEND parents and be followed up in SEND monitoring meetings next year.

**5.5 School Expansion Project** – GM provided governors with an update following the latest project meeting and referred to the plans included with the papers. GM advised governors that all of the modifications and additions to the initial proposal for the new build had been incorporated into the latest design plans. This included the provision of bi-fold doors between the EYS classroom areas and a combined / expanded rubber crumb outdoor play area for EYS.

GM pointed out to governors that the proposal included for the provision of a MUGA alongside the existing KS2 playground and outdoor play area. DF added that the new MUGA would replace previous plans for the school to fund such via the PE and Sports fund, and would be about 7 times bigger! The MUGA would not be provided until after the building works had completed. It was likely that the funding would be given to the school / trust to decide on what is actually provided and to manage the project.

GM said that work to provide the temporary build will commence on 23<sup>rd</sup> July and should be ready for handover in the last week of August. Work on the permanent new build will commence January 2025.

*See Confidential Minutes*

## **5.6 School Specific Policies and Reports**

### **5.6.1 PE and Sports Premium Report**

DF provided governors with a summary of the PE and Sports Grant report that was due for publication by 31<sup>st</sup> July 2024. GM informed governors that the Trust had set a deadline of 17<sup>th</sup> July for providing the report for them to review.

DF informed governors that there was a budget of £53k, which a significant proportion was due to the MUGA not going ahead since a larger area was being funded by the expansion project.

DF outlined the major spends:

- KS1 playground equipment and markings
- Dance teaching
- Additional lunchtime and after school clubs
- Raising standards of physical activity via Sport for All, which included upskilling staff
- Providing enrichment activities such as the athletics event at Julie Rose stadium
- Develop cross curriculum activities such as linking outdoors to geography via orienteering
- Additional swimming lessons for c30 Year 6 pupils. CN asked how many Yr 6's could swim 25m? DF said c50% hence the need for the top-up lessons.
- Sensory circuits equipment for SEND pupils

GM added that he was looking at developing a school travel plan, possibly including provision of school funded bicycles for pupils to borrow. This would be initially aimed at Yr 6.

**ACTION:** DF to email final version of the PE and Sports Grant report for LGB approval prior to publication.

## **6. FINANCE**

**6.1 May 2024 monitoring report:** GM informed governors that the forecast out-turn in the May 2024 report is in-line with the revised budget and expected forecast is to rollover £274k.

**6.2 Final 2024/25 budget:** GM advised governors that the final budget was subject to Trust Board approval, which was meeting Wednesday 10th July. GM provided a summary of the key points.

- The bulge year and expansion had been accounted for in the draft budget, which had presented a challenge as he had been securing staff now to meet future needs to ensure quality of teaching.

- Going forward staff costs as a proportion of income was increasing. The target is that staff costs should not exceed 80% of income, current year is 81% and this increase to 84%/85% in future years. In part this is due to income decreasing but also due to increasing staff costs.
- CH said that years 1 and 2 are key and year 3 was a best estimate as much can change especially with the new government.

## 7. SAFEGUARDING AND ACCESSIBILITY MATTERS

7.1 GM informed governors that there were no safeguarding concerns to report.

## 8. ANY OTHER SCHOOL MATTERS

8.1 There were no matters raised.

## 9. TRUST MATTERS – T5 TRUST BOARD MINUTES

9.1 **Feedback on T5 Trust Board minutes** – CN said there were a number of matters mentioned where the TB might find it useful to get LGB input, eg Trust / LGB communications, Governor induction and training, and the trust vision and values.

CH said that Governor induction and training was being developed and that the idea is the induction is general so applicable to all whereas further training would be person specific.

9.2 **Governor feedback from T6 EEC** – there was no LGB representative from either CPS or St Kath's at the last meeting so no feedback could be given. CH informed governors that a reason for changing the remit of ECC from a committee to a group was to allow LGB's to nominate two representatives as this should ensure there is representation and provide feedback to governors.

CH referred governors to the action arising from ECC that AL had circulated to HT's and ECC representatives:

**ACTION: LGB's to ascertain what is happening in their respective schools regarding focus groups, and also interventions post the latest assessments.** It was not necessary to discuss the item now but for the LGB to review with HT's for discussion at the next ECC meeting.

GM said that pupils are kept in class as much as possible and that an inclusive approach has been adopted where the expectation is to implement adaptations to ensure pupils access the curriculum.

## 10. TRUST POLICIES

10.1 Trust Policies - Governors noted the Trust policies that had been approved in T5.

10.2 AL informed governors that Trustees were considering amendments to the Educational Visits policy at their T6 meeting, which if approved would be effective from September 2024. The amended policy had been circulated to HT's in anticipation it would be approved. CH asked what had been updated? DF said that there had been some minor updates and the inclusion of a form.

10.3 GM added that following recent DfE guidance that it had been necessary to update the Attendance Policy as this would also take effect from September 2024.

## 11. GOVERNOR MONITORING

11.1 **Budget Monitoring:** CN provided a report summarising the outcome of the budget monitoring meeting held on 18<sup>th</sup> June 2024, which was discussed as part of that agenda item (Item 6).

11.2 **H&S Walk:** JS provided governors with feedback from the H&S she attended with GM, School Site Manager and Trust Estates Manager. Generally, JS thought the site was in a good state of repair, and that H&S is seen as a priority. *See Confidential Minutes*

JS added that she was only able to attend for part of the site walk and would like to attend another to both see the whole picture and, to see if any of the actions arising have been progressed.

**ACTION: GM to liaise with JS regarding date for next H&S walk.**

## 12. ANY OTHER GOVERNOR MATTERS

**12.1 Succession Planning:** A consequence of CN's retirement would result in a vacant co-opted governor position, and a need to appoint a new CoG.

**12.2 Governor appointment:** *See Confidential Minutes*

**12.3 CoG:** *See Confidential Minutes*

**ACTION:** CH to recommend both appointments to Trustees.

**ACTION:** T1 to allocate and agree governor monitoring roles.

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

The matters to be raised at the Board meeting are: *See Confidential Minutes*

### **14. MEETING CLOSE**

**14.1 Confidentiality:** Governors confirmed that 5.3.3 (part), 5.5 (part), 11.2 (part) 12.2, 12.3 and 13 would be recorded as confidential.

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

- Tuesday 15<sup>th</sup> October 2024
- Tuesday 3<sup>rd</sup> December 2024
- Tuesday 4<sup>th</sup> February 2025
- Tuesday 18<sup>th</sup> March 2025
- Tuesday 13<sup>th</sup> May 2025
- Tuesday 8<sup>th</sup> July 2025

Governance calendar on Governor Hub

**14.3. Meeting close:** CN thanked all attendees for their contribution to the meeting. The meeting closed at 1940.