



COXHEATH PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2023/2024 MEETING OF THE LOCAL GOVERNING BODY HELD ON TUESDAY 4TH FEBRUARY 2025

Governors present at the meeting held on 18th March 2025 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Caroline Jacques (CJ) (Parent Governor) CHAIR	Jade Sheppard (JS) (Parent Governor)
Giacomo Mazza (GM) (Governor / Headteacher)	Katherine Tunnicliffe (Associate Governor)
Bev Evenden (BE) (Associate Governor / Deputy Headteacher)	Darren Flisher (Associate Governor / Assistant Headteacher)
Claire Webb (co-opted governor)	

IN ATTENDANCE

Claudia Sawyers (Temporary Governance Professional)	
---	--

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Welcome:** CJ welcomed all parties to the meeting and explained CS is present to act as Governance Professional in AL's absence.
- 1.2 Apologies:** Apologies were received and accepted from Simon Malone (SM).
- 1.3 Quorum:** The meeting was confirmed as quorate throughout

2. DECLARATIONS OF INTEREST

- 2.1** Governors were given the opportunity to declare any interests against the agenda to which none were declared. There were no updates to declarations.

3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

- 3.1 Approval of Minutes:** Governors approved the public and confidential minutes presented as a true and accurate reflection of the meeting that took place on the 3rd December 2024.

ACTION: CS to arrange for minutes as to be marked signed on Governor Hub and arrange for publication.

3.2 Matter arising from the minutes and review of actions

- 3.2.1 Actions:** Governors received updates on the completed matters, which are recorded in the Action table, there were some additional updates to the actions as follows:

Item 3- *Inform JS of dates for termly H&S walks*- GM confirmed this has been completed.

Item 5- *Provide comments on Emergency Procedures* – GM and CJ are due to discuss separately.

Item 6- *Co-opted governor appointment* – A governor was appointed, however did not attend any meetings and has since resigned. Recruitment is a known struggle for many schools and the ideal candidate would be someone with an educational background, not currently linked to the school. GM will speak to MC to discuss ideas and options.

Item 7- *Governors to complete cyber security training*- Not all governors have completed the training and there was a question regarding where and how the training can be accessed as this was organised through AL (Gov. Prof. not currently present).

Item 13- *LGB roles & responsibilities* – The document needs to be updated to reflect that SM is the governor monitoring attendance. DF is going to update document.

Other actions have been completed or are on this agenda to be discussed.

A point of note in the last meeting minutes that were not listed on the actions table:

Update on school roll/pupil numbers - potential increase to year group size – GM confirmed that there has been no increase due to the needs of the applicants that had been made have now taken school places elsewhere.

4. ANY OTHER URGENT BUSINESS

4.1 Admissions Policy

The Admissions Policy was tabled. GM confirmed there has been no changes to the policy, however it needs to be agreed urgently to meet the deadline to submit to the Local Authority. Governors reviewed the policy and recommend for it to be agreed by the Trust Board.

5. SCHOOL STRATEGIC MATTERS

5.1 Headteacher's Report

GM gave verbal updates in the following areas:

5.1.1 Behaviour and Attitudes

There has been one suspension this term, bringing total suspensions for the year to two. There have been some internal seclusions but this data does not appear to be available from Arbor.

5.1.2 SEND

At Coxheath, there is 14.1% SEN and the national figure stands at 17.1%. There are some further children that are due to be added which is likely to bring Coxheath in line with national and DF has been working on ensuring the SEN register is accurate.

5.1.3 Attendance

Currently the attendance rate for the school is 94% and the national rate is 94.5%. There are a small number of children having significant impact on the figures, some reduced timetables have been put in place to support SEMH needs. Attendance contracts are being explored. Unauthorised absence is currently at 1.4% and national is 1.5%.

5.1.4 Finance – Management Accounts

GM reported that there is nothing significant to report, reserves of 9% is currently being met and the aim for next year is 8%. The Trust is employing CFO support from consultants and a discussion at a recent meeting centered around increasing income generation. Governors discussed whether the possibility of holiday clubs could be explored as a source of income. The HAF programme has been run at Loose, however Coxheath would struggle with this due to the requirement to provide a hot meal. KT expressed an interest to support GM in looking in to this further and the idea of a parent questionnaire/survey was suggested to gauge interest.

5.2 Term Dates

Staff and parents have been consulted on a change to term dates and at Coxheath, there was approximately a 75% favourable response to the proposal of a two week break at the October half term. There were some concerns raised about lost learning time and childcare arrangements. Final approval will be put to Trustees at the next Trust Board meeting and MC will be providing communication to parents.

5.3 Monitoring and Evaluation Day

GM shared the report from the most recent M&E day and highlighted the key points, they were joined by two executive leaders from Maritime Academy Trust as part of an ongoing collaboration to share good practice. Phonics, reading and behaviour for learning were seen to be the key successes from the day. The next steps identified were to ensure consistency in the reading framework and the needs of the year 3 cohort, which is due to be discussed later in this meeting.

5.4 Data Summary

BE presented autumn data summary of data to governors, which was provided to governors to review prior to the meeting.

In reading and maths, it was noted that year 1 do not take part in any test in the autumn term hence no test data available. The data does show that year 3 outcomes are a concern in all areas. Children in receipt of pupil premium are performing lower than 'all' children and this is a focus area this year.

In writing, the data for teacher assessment also identifies year 3 to be a concern. Year 5 appears to be lower than expected however BE believes this to be a case of confusion over assessment criteria, rather than low progress or attainment. Some further work is being done on this as a Trust.

In year 6, the number of children achieving in reading is currently lower than the target of 75%. SmartGrade is still predicting to meet 75% at the end of the year and teachers have done some in-depth analysis and they feel the target of 75% is still achievable. In Maths, SmartGrade predicts achievement for the end of year to be 83% which is higher than the original target of 78%, so this also looks achievable.

5.5 Year 3 Proposal

GM has drafted a proposal for improving outcomes in year 3 and this was sent to governors prior to the meeting to review the data and rationale. In this cohort, there is a significant number of children working below the year 3 curriculum. For best outcomes, provision needs to be led by a teacher and with a specifically tailored curriculum to meet their needs. The proposal is that this year group is divided into 3 teaching groups for English and Maths so that all children can continue to make progress. The children being taught outside of their classroom for the mornings will return to their class group in the afternoons for the foundation subjects. The creation of a third teaching group for English and Maths, would reduce the class sizes and enable the work for the additional SEN group to be matched more closely to the children's level of need. In order to provide a teacher for group, the proposal is to extend the maternity cover teacher beyond term 4 when the maternity returner is due. The cost is approximately £13,000 and this would need to be funded by the Trust. This has been discussed at the recent ECG meeting and will be put to the Trust Board next week for approval. Governors agreed that this would be the best way to support all children in the year group, not just those who are working outside of the curriculum. CJ asked how this impacts on capacity of LW and DF. GM explained it will impact on their time, as they will be teaching more and it will need to be carefully timetabled. CW asked how it is being communicated to parents. GM explained that it will be discussed at parents evening next week to introduce the provision and it will be followed up in writing next term.

5.6 Pupil Premium Strategy

BE presented an overview of the Pupil Premium Strategy, which was provided to governors to review prior to the meeting. The strategy is underpinned by providing quality first teaching to children, there has been a reduction in the amount of PP being received from approximately £150,000 to approximately £127,000.

The strategy is divided in to three tiers; Teaching (for example CPD, engaging with Steplab and teacher release time to engage in training for phonics programme), targeted academic support (for example tutoring, one-to-one support, Nuffield Early Language intervention) and wider strategies (for example attendance and behaviour, supplementing trips, uniform, bespoke support to individual needs).

5.7 Hire of Bicycles

Following discussions at a previous meeting, a contract has been drawn up for the loan of bikes to families. The draft has been sent to the school's Insurers for approval and to check liabilities. The draft contract was provided to governors prior to the meeting to review. Governors discussed how it would be decided who would be in receipt

of a loan bike, GM explained this has not been decided as yet. Governors suggested that priority should be given to disadvantaged children and there would need to be some clear guidelines and rationale around the decision making, to ensure there is clarity and transparency for all. CJ had some feedback on wording of the contract that she will speak to GM separately after the meeting.

6. SAFEGUARDING AND ACCESSIBILITY MATTERS

6.1 See confidential minutes.

A new procedure has been implemented across the Trust for the collection of children, which is the introduction of a password for each child, chosen by each parent. This is now a formal procedure that has been communicated to parents. Governors were satisfied that the school has acted appropriately and has robust processes in place.

7. ANY OTHER SCHOOL MATTERS

7.1 School Expansion Project: GM provided governors with an update following the latest project. In summary:

At the last meeting, it was discussed that planning would still be submitted even if the project was not going ahead, however this is no longer the position and all progress is being halted. It is no longer the intention of KCC to progress the project to gain planning permission. This is going to be communicated to parents and any other stakeholders very soon, Nick (Assistant Director for Education) is writing this due to the need for specific wording. The hope for the new unit which is being installed in the upcoming half term is that it will still be the proposed double unit.

Initial first choice numbers have been received for the next academic year intake, with 76 first choice applications. Based on these figures, it has been discussed between school and Trust leaders that a bulge year group would not be prudent. Offering a bulge year would have a negative financial impact if the year group could not be filled, which appears to be the indication of a declining birth rate.

8. TRUST MATTERS

8.1 Trust Board minutes: Governors noted the minutes from the term 2 meeting. There were no matters to refer to Trustees.

8.2 Governor feedback from E&C meeting on 27th January 2025.

The most recent ECG meeting was not attended by any member of the LGB, however Gov. Prof. noted that many of the discussions had at the meeting have been covered under School Strategic Matters earlier in this meeting.

8.3 Feedback from CoG Catch-up

CJ attended the catch up and there was a discussion around the Trust Event and gaining feedback about how to encourage attendance of governors. Governors discussed not having a clear understanding of what the purpose is of the Trust Event and further clarification and how the event may be beneficial to governors. It was also suggested that rotating venues could help.

9. TRUST POLICIES

9.1 Trust Policies - Governors noted the Trust policies that had been approved in T2.

- Governors Code of Conduct
- Guide to Governance
- Charging and Remissions
- Strategic Risk Register

11. ANY OTHER GOVERNOR MATTERS

11.1 Governors to receive, discuss and approve as necessary:

- Cyber security training – This is still to be completed by some governors. Governors to look back over inboxes to find link to the training provided by AL.

11.2 Governor Monitoring

CW and JS doing SEND – Liaise with DF to arrange date.
KT to speak with SM to organise Writing.
CJ to follow up on reading.

Ensuring reports will be ready for 18th March meeting, linking everything back to strategic document.

12. MEETING CLOSE

12.1 Confidentiality: Item 6.1 was considered to be confidential. See confidential minutes.

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

- Tuesday 18th March 2025
- Tuesday 13th May 2025
- Tuesday 8th July 2025

Governance calendar on Governor Hub

12.3 Meeting close: CJ thanked all attendees for their contribution to the meeting. The meeting closed at 1900.

APPROVED