



## COXHEATH PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2023/2024 MEETING OF THE LOCAL GOVERNING BODY HELD ON TUESDAY 18<sup>th</sup> MARCH 2025

*Governors present at the meeting held on 13<sup>th</sup> May 2025 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

|  |   |
|--|---|
| Caroline Jacques (CJ) (Parent Governor) <b>CHAIR</b>       | Jade Sheppard (JS) (Parent Governor)                    |
| Giacomo Mazza (GM) (Governor / Headteacher)                | Katherine Tunnicliffe (Associate Governor)              |
| Bev Evenden (BE) (Associate Governor / Deputy Headteacher) | Darren Flisher (Staff Governor / Assistant Headteacher) |
| Claire Webb (co-opted governor)                            | Simon Malone (Parent 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.
- 1.2 **Apologies:** There were no apologies, all governors are present.
- 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 4<sup>th</sup> February 2025.

**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 from the previous meeting:

Cyber security training – All governors confirmed they have undertaken the cyber security training.

Communication with year 3 parents regarding provision – This is complete, there was no feedback following discussions at parents evenings and letter being sent.

Contract for bikes- CJ gave feedback to GM as discussed at the last meeting, the next step is a survey being sent to parents tomorrow.

#### **4. ANY OTHER URGENT BUSINESS**

**4.1** Governor recruitment – GM has been put in touch with a contact who has experience in SEND and has expressed an interest in joining as a Co-Opted Governor. GM will liaise with CJ to organise an informal meeting.

#### **5. SCHOOL STRATEGIC MATTERS**

##### **5.1 Headteacher's Report**

##### **5.1.1 Quality of Education**

The data will be completed in the next few weeks, which should provide a good indication of likely outcomes for Year 6. There is confidence in targets, however some caution given that last year's spring assessments were encouraging but later saw a dip. This particular cohort is proving to be quite challenging, with a small but significant group of students requiring additional attention. Issues around friendships and behaviour outside of class are taking up a considerable amount of time. While teachers are managing the situation, it remains a challenge.

Year 3 provision has now been set up, and the children are in the new unit. Darren is leading the provision and teaching most mornings, with 18 children currently accessing it. There was a delay in getting the building signed off, but it is now in place, and this is the second week of operation. Early signs suggest that the children are showing good focus. English and maths leads have contributed to planning, with 2-3 days of planning time allocated for this. Baseline assessments are underway, and numerical targets are being set to track the effectiveness of the provision. Each child also has individual targets. Darren is primarily working within the Year 2 curriculum, assessing students at the start and end to measure progress. He will also be putting together a case study to document outcomes. There will need to be considerations made for next academic year as there will not be enough time between now and the end of this academic year to make the impact needed, as the needs are vast. Governors were invited to include the year 3 provision in the next round of SEND governor monitoring.

##### **5.1.2 Leadership**

Leaders are taking part in 'Challenge Partners', which is a national partnership of schools conducting 'Quality Assurance Reviews' and sharing expertise and practice. Leaders have visited other schools and a visit to Coxheath is due to be conducted next term. The QAR process involves a comprehensive three-day peer evaluation, focusing rigorously on several key areas: teaching and learning, curriculum implementation and outcomes, and leadership at all levels. The process is especially designed to have a sharp focus on the experience of pupils from disadvantaged backgrounds or those with additional needs, ensuring that our practices and provisions are inclusive and equitable.

##### **5.1.3 Attendance**

Attendance at remains in line with national averages, currently standing at 94.1% and national is 94.6%. SM has conducted a governor monitoring visit which included attendance and was impressed by the systems in place and relationships with parents.

##### **5.1.4 Behaviour**

The overall behaviour in the school is generally very good, but a few children are having a noticeable impact on leadership time and one of the key issues is friendships, particularly among a small group. There have only been two suspensions this year.

##### **5.1.5 Inclusion**

The team has been working hard to ensure the SEND register accurately reflects needs in the school, assessments are still ongoing, they were unable to complete all assessments by the end of Term 3 as they'd hoped since each one requires further work after completion, progress has been slower than expected. The aim is to complete them by the end of this term. CJ asked whether the current timeline was realistic and suggested allowing more time. DF explained that in addition to newly identified assessments, there are also many historical ones to consider. Completing this first stage was a key step and hopefully teachers and support staff can take on some of the workload. GM is concerned about how many assessments are still outstanding and it difficult to determine an exact timeline for completion.

### 5.1.6 Finance

Budget remain in a healthy position based on most recent budget monitoring. Early indications of the 2025-2026 budget looks to be in a better position than originally expected. This led to discussion about thoughts on the leadership structure following BE's forthcoming retirement and how workload will be managed. GM explained that the structure will depend on budgets and various scenarios for structure are being considered, GM is meeting with MC for further discussion.

### 5.1.7 Health and Safety and Premises

The Estates Manager, NM, has completed H&S walks and there were no significant matters to report. NM has been working well to support the site teams across the Trust in training needs and ensuring good processes are in place. Headteachers were invited to an afternoon training session that site teams attended which resulted in positive feedback.

The new building has been installed and although there was a slight delay in it being signed off, it is now being utilised. The building is being used to accommodate the Year 3 provision, as well as a new nurture/meeting room, both of which are proving to be valuable spaces.

### 5.1.8 Staffing

As discussed above, BE is retiring at the end of the year. The Breakfast Club lead is retiring after over 30 years of service to the school. Alongside the MDMS having resigned, there may be the opportunity to rethink the roles in extended services, however this will be closer to the summer for a September start.

### 5.2 Governor Monitoring

SEND Monitoring is due to take place soon, a date needs to be set. CJ has a pro forma for documenting the monitoring visits and will share this and reiterated the importance of linking the governor monitoring to the strategic document.

KT and SM came in for a monitoring visit to look at writing and their feedback was positive, it was suggested that a follow up could involve looking at the year 3 writing. The report from the visit still needs to be shared with governors.

**Action: the report to be shared on GovernorHub.**

## 6. SCHOOL SPECIFIC POLICIES

There were no policies to share at this meeting.

## 7. FINANCE UPDATE

Finance was discussed above, there were no further comments or discussion points.

## 8. SAFEGUARDING AND ACCESSIBILITY MATTERS

**8.1** BE reported that the NSPCC self assessment tool has recently been utilised for a second year to assess actions following the 2023-24 self assessment and any new matters to address. The actions identified last year have been achieved and followed up on. One action that was highlighted this year was checking content from visitors before it is used in schools. Governors felt it would be useful to see the whole document.

**Action: NSPCC tool to be shared on GovernorHub.**

**8.2** See confidential minutes.

## 9. TRUST MATTERS

**9.1** The minutes of the recent Trust Board meeting were not available for this meeting but will be circulated via GovernorHub.

## 10. TRUST POLICIES

**10.1** There were no Trust policies to share.

## **11. ANY OTHER GOVERNOR MATTERS**

**11.1** The PTA matters are now being addressed, there are some outstanding years of submissions that need to be made, the Treasurer has been contacted regarding the accounts. CW volunteered to help due to her experience in running a charity. Progress is being made, it was suggested that a meeting may need to be called to formalise roles and improve structure.

## **12. MEETING CLOSE**

**12.1 Confidentiality:** Item 8.2.

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

- Tuesday 13<sup>th</sup> May 2025
- Tuesday 8<sup>th</sup> 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