

<b>PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 2</b>	
<b>Date</b>	<b>Thursday 19<sup>th</sup> October 2023 5:00pm</b>
<b>Venue:</b>	<b>The School</b>

<b>Attended (Governors):</b> Bridget Wall (BW) Ann Hollingsbee (AH) Simon Cotterill (SC) Lauren Smith (LS) Catherine Williams (CW) Lesley Dalzell (LD) Pamela Lerner (PL) Sarah Jeffery  <b>Apologies</b> Lorraine Phillips Andrew Tully (AT)  <b>Absent</b> n/a	Chair Parent governor, Vice Chair Principal Staff governor- left at the end of part 1 Parent governor-joined at 5:05 pm Co-opted governor Co-opted governor Staff governor- left at the end of part 1  Co-opted governor Co-opted governor
<b>Also in attendance</b> Sue Pomeroy (SP) Nicola Durban (ND)	Clerk to governors Senior Leader, Year 2 teacher -left at 5:45 pm

Governors agreed to take item 7 after item 1 to allow ND to leave the meeting following the presentation.

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	The Chair opened the meeting and confirmed it was quorate. Apologies were received and accepted from Andrew Tully and Lorraine Phillips.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion</b>	There were no declarations of personal or pecuniary interest in relation to any of the agenda items. They were reminded to confirm/update their declarations of interest on Governor Hub following each meeting of the LGB. This is to comply with a recommendation from the external auditors.
<b>ACTION</b>	Governors to re-confirm/update their declarations of interest on Governor Hub.

<b>AGENDA ITEM 3</b>	<b>PART ONE MINUTES OF MEETING</b>
<b>Discussion:</b>	The Part One minutes of the LGB Meeting held on 21 <sup>st</sup> September 2023 were agreed as an accurate record of the meeting, signed by the Chair and retained by the school.
<b>DECISION</b>	<b>RESOLVED:</b> That the Part One minutes of the meeting held on 21 <sup>st</sup> September 2023 be accepted as a true and accurate record.

<b>AGENDA ITEM 4</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	Governors reviewed and updated the action log. The following action was discussed: <b>From the meeting held on 21.09.23-item 8.2:</b> BG informed governors that she would complete the impact statement as part of her work for the NGA Chair's course.
<b>DECISION</b>	<b>RESOLVED:</b> It was confirmed that all actions had been addressed appropriately and the log updated.

<b>AGENDA ITEM 5</b>	<b>HR/FINANCIAL/BUSINESS PERFORMANCE</b>
	<p><b>Pay Statements</b> The Principal confirmed that pay statements would be issued following the meeting of the Pay Committee to be held on 29.11.23, immediately after the LGB meeting. The clerk was requested to inform AT of the date and time of the Pay Committee.</p> <p><b>To approve expenditure under the Scheme of Delegation</b> <i>Principals to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote</i></p> <p>None for approval at this meeting</p>
<b>ACTION</b>	<b>Clerk to inform AT of the date and time of the Pay Committee.</b>

<b>AGENDA ITEM 6</b>	<b>VISION AND STRATEGY</b>
<b>Discussion</b>	<p><b>Vision, strategy, key priorities and expected outcomes</b> The Principal reported that there has been no change to the vision statement. A new Strategic Quality Management (SQM) document had been shared at the September 2023 LGB meeting. It is a working document and the Chair had reviewed it today with the Principal. It details owners and managers of each project. For example, SD and LS are leading on a vocabulary project.</p> <p><b>Q. What is the issue with vocabulary?</b> R. There are several factors involved. Some relate to the understanding of vocabulary in higher level texts or questions and to the understanding of subject specific language.</p>

<b>AGENDA ITEM 7</b>	<b>EDUCATIONAL PERFORMANCE</b>
<b>Discussion</b>	<p><b>Presentation on Learning without limits (LWL)</b> ND and SJ delivered a presentation on the Learning Without Limits initiative and provided an overview of what had been achieved to date:</p> <ul style="list-style-type: none"> <li>• ND and DJ attend 3 -4 training sessions per year and then decide how to disseminate the training to staff.</li> </ul> <p><b>Q. Where did the project start?</b> R. It was introduced by the Trust across all the schools but is not a new initiative. It is based on the principles of good teaching.</p> <ul style="list-style-type: none"> <li>• Areas covered:</li> </ul>

- What is Learning Without Limits?
- What is Learning?
- Child Engaged Assessment
- Protocols
- Purpose of Learning Targets

SJ and ND highlighted the following points:

- LWL is concerned with learning without constraints or ceilings. Some adaptations may need to be made but is aspirational for all children.
- It involves lots of prior knowledge and re-visiting previous learning. The aim is for the children to be actively involved and to take something memorable away from each lesson.
- Child-engaged assessment is a key feature of LWL. The school chose this element to launch the project. Many elements are involved; some are now embedded, and some still require further consideration.

**Q. What is backward planning?**

R. It involves setting the end goal for the learning and planning how it is to be achieved.

- ND and SJ have created end points for all subjects to ensure consistency and to reduce workload for subject leaders.

**Q. Going forward, what is the role of the subject leaders?**

R. End points are now set and there will be no need for them to change significantly. The method of assessing the end points will be at the discretion of the teachers. Subject leaders will continue to monitor their subjects.

- The school's role is to raise the children's aspirations of what they can achieve.
- Understanding of Assessment for Learning had been discussed with teachers.
- Protocols are a list of guidelines. They have been discussed with the staff and implemented in several areas. One example is that all staff now use a standardised "stop" signal to gain the attention of pupils. As the LWL project develops, the protocols will be linked to learning.
- Check-outs on a Friday afternoon have been introduced. This is an opportunity for children to say sorry for something that has happened during the week.
- Learning intentions are set for the lesson. Teachers ensure that the children understand the intention and the success criteria link to the learning intention.
- There had been a focus on developing vocabulary this year.

Governors requested further information on assessment procedures in LWL. ND shared an example from the Great Fire of London project in Year 2 and the challenge grid which had completed the project.

**Q. The Trust strongly advise that the school returns to using individual books for the children to record work in the foundation subjects. What is the school's position?**

R. The school decided in the early stages of LWL that individual books would restrict creativity. The school has devised alternative ways of recording the children's work and no changes are planned for the rest of this term. The school would discuss this issue further with the Trust.

**Q. Are class project books currently being used?**

R. Yes, class floor books are used to record children's work. (An example from Year 6 was shared with governors) Ofsted challenged the school to provide evidence of individual children's writing in foundation subjects and the school was able to do this. The floor books are useful for re-visiting work with the children.

**Q. Are the floor books shown to parents at parents' evenings?**

R. They are available in the classroom but are not specifically shared.

ND and SJ shared photographs of the children engaging in activities where they were actively involved in gathering and sharing information and comments from the children on LWL.

The Principal explained that SJ and ND had worked very hard to successfully introduce LWL. They had attended training and then disseminated this to staff. It had involved encouraging staff to think in new ways and adopt new approaches. The approach taken had been personalised to the school and staff had responded well.

Governors requested that the LWL presentation be shared on Governor Hub.

Governors thanked ND and SJ for the presentation.

*ND left the meeting at 5:45 pm.*

**Q. Is the Trust happy for the school to follow its own direction with the LWL project?**

R. Yes if the school delivers the National Curriculum. The only challenge from the Trust has been on the use of individual books for recording children's work.

**Q. Is the Trust concerned from a learning point of view or from potential parental concerns?**

R. The RoV sets out the reasons the Trust believe that individual books should be used. The school will discuss this further with the Trust. The school was able to provide enough evidence to satisfy Ofsted in the summer 2023 inspection.

**Report on Pupil Premium (PP) Strategy**

This document had been shared on Governor Hub prior to the meeting. The Principal explained that it is an important document which had been updated. He highlighted the following points:

- The school receives over £100k in PP funding.
- Context and challenges are detailed in the report, along with intended outcomes and success criteria.
- The Education Endowment Fund (EEF) has looked at costs of interventions and their impact. Some, such as feedback, have a low cost but high impact on pupils' attainment.
- Children entitled to PP funding often enter school with low starting points and this is very challenging. They need to make more progress than non-disadvantaged children and they often also have SEND.
- Disadvantaged pupils at the school make good progress but non-disadvantaged children also make good progress, so it is difficult to close the gap.

**Q. Is the attendance of disadvantaged pupils an issue?**

R. Yes. It is a big challenge, and their attendance is lower than that of non-disadvantaged pupils.

**Q. Is 40% EAL the correct figure?**

R. This should be 14%. However, it is increasing. There is a huge variety in the profile of children with EAL. Children have joined recently from Ukraine and India.

**Sports Premium Report**

The report had been shared on Governor Hub prior to the meeting. The Principal highlighted the following:

- The school received £17k.



	<ul style="list-style-type: none"> <li>• The spending of the funding is linked to the SDP.</li> <li>• Funding is used for coaching. This benefits the children and provides CPD for the staff.</li> <li>• It had also been used for the OPAL project and Sports Week.</li> </ul> <p><b>Catch-up Premium report</b> The Principal provided an update:</p> <ul style="list-style-type: none"> <li>• £7k had been received and used to fund additional teaching assistant hours to deliver phonics.</li> </ul>
<b>ACTION:</b>	<b>SJ to share the LWL presentation on Governor Hub.</b>

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
<b>Discussion</b>	<p><b>Chair's Action</b> There were no actions to report since the last meeting of the LGB.</p> <p><b>Principal's Action</b> There were no actions to report since the last meeting of the LGB.</p> <p><b>CAT annual safeguarding report</b></p> <ul style="list-style-type: none"> <li>• The report and review had been shared on Governor Hub.</li> <li>• The SCIES team review from the summer term 2023 had also been shared.</li> <li>• The S175 audit had been completed. This had highlighted the need for all staff to receive Team Teach training and this had been booked for November 2023.</li> <li>• The school would invite the SCIES team to carry out an annual review.</li> </ul> <p><b>Residential Visits</b> The following visits had been booked:</p> <ul style="list-style-type: none"> <li>• Year 2-25<sup>th</sup>-26<sup>th</sup> June 2024 to Foxhowl</li> <li>• Year 4-6<sup>th</sup>-8<sup>th</sup> March 2024 to Anglesey</li> <li>• Year 6 1<sup>st</sup>-3<sup>rd</sup> July 2024 to London.</li> </ul> <p>Governors confirmed that these locations had been used previously by the school and that the necessary risk assessments would be carried out.</p> <p><b>Policies</b> The Principal provided a verbal report on the following policies:</p> <ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• Anti-bullying Policy</li> <li>• ECF Policy</li> </ul> <p>He reported that there was a new Behaviour Policy in place and that there had been some initial issues. It would be reviewed after October 2023 half term. The main change was that the traffic light system had been removed and that low level issues were being dealt with in the classroom. This had resulted in less children being sent to the Principal.</p> <p>The school is following the Anti-bullying Policy and there were no issues to report.</p> <p>There are two ECTs in school. Both are doing well and are provided with the required support.</p>

AGENDA ITEM 9	GOVERNANCE AND RISK
<b>Discussion</b>	<b>Skills audit and governor training priorities</b>

	<p>The skills audit had been discussed at the previous meeting.</p> <p>The Principal and LS had identified the following NGA training courses for identified governors to complete:</p> <ul style="list-style-type: none"> <li>• Progress and Attainment: Using data to improve educational outcomes (AH)</li> <li>• Effective Financial Governance (AT)</li> <li>• E, D &amp; I (CW)</li> <li>• Arts, Culture, and Creativity (AH)</li> <li>• Managing staff workload and well-being (LD)</li> </ul> <p><b>Governor Visit Reports</b></p> <p>LD had carried out a monitoring visit on OPAL and had uploaded a report to Governor Hub prior to the meeting. She informed governors that the number of activities available to the children was impressive. All the children had been busy playing with a wide variety of equipment such ropes, tyre swing, beach and trim trail. The provision helps to foster imagination, creativity and friendships.</p> <p>BW gave a verbal report to governors on her Safeguarding monitoring visit. She had reviewed attendance, behaviour policy and would arrange to monitor the single central record.</p> <p><b>Q. Are the tyres stored appropriately so as not to present a fire risk?</b> R. The Principal would check.</p> <p><b>Q. Is there a risk assessment in place for the spinney?</b> R. This area is monitored by a member of staff wearing a high vis vest. It is only open for the children to use if a member of staff is available. Trip hazards have been reviewed with the site manager.</p> <p><b>HTPM Arrangements</b></p> <p>The Principal confirmed that his performance management had been carried out by the CEO and chair of the LGB.</p> <p><b>Declarations of Interest</b></p> <p>Governors were reminded to update/re-confirm their declarations of interest after each meeting. Some governors reported that they had tried to do this, but the system had not updated. The clerk would check the procedure with the Trust Governance professional.</p> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Governors noted that no terms of office are due to expire before the next meeting.</li> <li>• Paul Deakin resigned as a Co-opted governor on 27.09.23.</li> <li>• There are now two vacancies on the LGB which could be filled by either parents or co-opted governors.</li> <li>• The Governor visits protocol was unchanged and approved by governors.</li> </ul>
<p><b>ACTION</b></p>	<p>Principal to check that the tyres are stored appropriately. Clerk to check the procedure for updating declarations of interest on Governor Hub.</p>
<p><b>AGENDA ITEM 11</b></p>	<p><b>ANY OTHER BUSINESS</b></p>
<p><b>Discussion:</b></p>	<p>Governors agreed to discuss the following items of any other business:</p> <ul style="list-style-type: none"> <li>• Admissions Policy 2025</li> <li>• Term dates 2024-25</li> </ul> <p><b>Admissions Policy 2025</b></p>



	<p>The Principal informed governors that this policy had been approved by the Trust board. Consultation would take place after the October 2023 half term for a period of six weeks to reduce the PAN from 45 to 30 from September 2025.</p> <p><b>Q. What happens if there are any objections to the proposal?</b> R. Advice would be taken on this. There is an adjudicator who would deal with any objections. The Principal would check with the Trust Governance Professional regarding the amount of detail to include in the consultation on the proposal.</p> <p><b>Term dates 2024-25</b> The clerk was requested to add this item to the November 2023 LGB agenda for approval.</p>
<b>ACTION:</b>	<p>Principal to check with the Trust Governance Professional regarding the amount of detail to include in the consultation on the proposal. Clerk to add term dates 2024-25 to the November 2023 LGB agenda.</p>

<b>AGENDA ITEM 11</b>	<b>DATE AND TIME OF NEXT MEETINGS</b>
<b>Discussion:</b>	<p>The dates of the LGB meetings for 2023-24 were confirmed as:</p> <p><b>Autumn</b> Wednesday 29<sup>th</sup> November 2023</p> <p><b>Spring</b> Thursday 11<sup>th</sup> January 2024 Wednesday 14<sup>th</sup> February 2024 Tuesday 26<sup>th</sup> March 2024</p> <p><b>Summer</b> Thursday 2<sup>nd</sup> May 2024 Thursday 13<sup>th</sup> June 2024 Thursday 11<sup>th</sup> July 2024</p> <p>All meetings to take place in school at 5:00 pm.</p>

LS and SJ left the meeting.  
The meeting moved to the Part Two agenda.

Signed: Bridget Wallace  
Dated: 29.11.23