

Kingshill Church School
Meeting of LGB, Wednesday 22nd November 2017, 6.30 pm
Minutes

Present:

Liz Everitt (EE)	MAT appointed governor - Foundation
Jan Thomson – Headteacher (JT)	Staff governor
Lisa Prescott (LP)	Parent governor
Anthony Fletcher Rogers (AFR)	Chair MAT appointed governor
Pippa Pearce (PP)	MAT appointed governor - Foundation
Roger Evans (RE)	Prospective governor
Darren Watts (DW)	Parent governor
Malcolm Pemble (MP)	Prospective
governor	
Lisa Tulodziecki (LT)	School Business Manager
Rachel Richter (RR)	Clerk

In all its work the Governing Body acts as a **critical friend** to the school with delegated responsibilities from the MAT. Agenda items include **strategic decisions/discussions** relating to governors shared leadership of the school with the Headteacher, as well as **monitoring of** the work of the school and thus its **accountability** to its stakeholders.

<p>1. Opening prayer JT opened the meeting with a prayer.</p>	
<p>2. Apologies for absence None.</p>	
<p>3. Approve Minutes of last LGB meeting 27th September 2017.</p> <p>PP approved. JT seconded. All in favour.</p> <p>EE said that the minutes should be available on the website.</p> <p>LP: Is this mandatory? AFR: It is best practise.</p> <p>3.1 Matters arising from Minutes of LGB meeting 27th September 2017.</p> <ul style="list-style-type: none"> • <u>Single Central Record</u> - Only office staff have access. <p>AFR: Who has access? JT: The core office team</p>	<p>Minutes to be put on website</p>

<ul style="list-style-type: none"> • <u>Parent governor</u> - AFR will put a note in the next newsletter asking if anyone is interested in becoming a parent governor. <p>AFR said we are going to have to change the constitution if we are going to have 11 governors. Unsure how to do this at present, so can't give this information to parents.</p> <p>DW: Are we all in agreement that 11 governors is a good idea?</p> <p>All governors: Yes</p> <ul style="list-style-type: none"> • The learning walk will now be after Christmas. <p>LP: Has the Safer Recruitment statement been added to the website?</p> <p>JT: If this hasn't been done, it will be added tomorrow.</p>	<p>AFR will put a note in governor newsletter asking for interest parent governor vacancy.</p> <p>Check Safer Recruitment statement is on website.</p>
<p>4. Update on Sentence Stacking</p> <p>ST presented the work she has been undertaking on sentence structure to improve the body of pupils' work. Although children are now learning more grammar and technical writing, this has not improved the depth of content. SF has been trained in 'sentence stacking', based on the book 'The Write Stuff' by Jane Considine. The author has a website with an example of her 'sentence stacking' idea guided by an age appropriate book for inspiration.</p> <p>AFR: When did this work start?</p> <p>SF: September.</p> <p>This method involves building a word bank with the teacher, using the age appropriate book to stimulate writing. The sentence stacking model consists of several stages e.g.:</p> <ol style="list-style-type: none"> 1. Good ideas for stimulation (e.g. repetition). Once children have a bank of words, they can write a sentence using them on the following page. 2. Looking for verbs. 3. Inner thoughts - their own ideas based on a stimulus given by the teacher. <p>AFR: With what age group are you starting this?</p> <p>SF: Year 1.</p> <ul style="list-style-type: none"> • This method concentrates on quality not quantity • It's about stopping and deepening the moment • Teacher will ask them stimulating questions e.g. about the character, how its feeling or what they're doing next. • Teacher is able to reject ideas as well as accept them. • Similes and dialogue can be added. • The principle is to generate words, then apply and deepen. • It follows the pattern of initiate, model, enable. • After a month or so the children will do a 'Big Write' 	

AFR: How are we going to assess the impact of sentence stacking?

JT: This will be seen on SPTO data in September. It also means we can tick off criteria and evidence.

AFR: Agreed this is evidence for greater depth and learning without limits.

AFR: Are we trialling this for the MAT?

JT: No, but Kingshill is the first to use it.

DW: How are you going to embed it long term?

JT: We will repeat it as a 'flashback' in the future.

AFR: Ofsted have talked about quantity in the past, is this still the same?

JT: No, it's more about quality now.

PP: How do the children react?

SF: They follow the procedure now because they are so used to it.

JT: The sentence stacking model really helps.

EE: What about special needs children?

SF: It is possible to support them by preloading them with a part of a story to start them off. Experience days also really help inspire them.

AFR: Are the children responding positively?

SF: Yes.

SF said she is really passionate about this model, it helps children think of creative ideas.

RE commented that the quality of the writing is exceptional, very clear. (Governors were shown some Year 1 books).

RE: Is the quality of the work due to this model?

SF: Yes, it also helps their cursive handwriting.

JT said that for younger children it also helps their phonics as well as handwriting.

JT thanked SF for her work and for how SF and NE are working in her absence. They are monitoring books weekly.

7.05 pm SF left the meeting.

5. Headteacher's Update

Attendance

- 96.7% - slight improvement.
- A few families had less than 95%, these were due to illness.
- Some families were below 90% due to holidays.
- JT now automatically issues a warning letter if a parent asks for a holiday form. This is very clear in the attendance policy.
- JT had a meeting with the EWO Peter Noble, who visited one family with poor attendance.
- JT has also clarified that children who are sick need only stay off if their condition is obviously an illness and not just something they ate, this should help and clear up any confusion over the 48 hour rule.

Court de Wyck

JT provided governors an update of how the school has been running since JT has started at Court de Wyck. JT is very impressed with the shared leadership and teamwork between Nadine Evans (NE) and Stephanie Foxwell (SF). It's been brilliant, and everyone has far surpassed what was expected.

NE and SF have been very proactive and have carried out book looks, careful monitoring of data and SPTO, environmental walks, behaviour management, and assembly cover, they are a very strong team.

AFR: Have any issues arisen?

JT: No.

PP: Has JT had any negative comments from parents?

JT: No.

Parent View

- JT is asking parents to go on Parent View, which is what Ofsted use for parent feedback.
- LP said parents must have used as she gets a notification.
- Parents completed a survey and there were no negative comments.
- One suggest improvement, was to know dates further in advance (the calendar wasn't syncing, it is now) and to have a wider variety of sports (which is coming).
- One parent said it is unfair to give attendance certificates, because children with medical conditions have more unavoidable absences. While JT acknowledges this, the certificates help attendance overall.

AFR: Is information on Parent View in the newsletter?

JT: Yes.

SEF

JT is aiming for Outstanding for the following reasons:

- Outcomes for KS2 are above national average and are improving year on year.

- Kingshill's progress scores are in the top 10% of schools nationally.

The data is picking up on all the positives and if the outcomes are outstanding, it is justifiable to put 'outstanding' for everything else.

AFR asked JT if she will update the data in December.

JT: Yes.

PE and sport premium money - £8K has to be spent on PE provision, this will be used as follows:

- Two extra sports coaches for dinner time
- Two after school sports clubs funded by PE money - it will only cost parents £1.

AFR: Are we are using the same sports coaches?

JT: Yes, Future Stars.

6. Business Manager's Update

LT referred to the following documents, in which full details of the management accounts can be seen:

August accounts:

[Final August 2017 - Management Accounts](#)

[Management Accounts as at August 2017 - Updated with revised 2017 budget](#)

October accounts:

[Management Accounts Report October 2017](#)

[Management Accounts as at October 2017.](#)

(Paper copies will be in the governors file to accompany the minutes).

Zoe Davey, the MAT Finance Officer, came in to look at the August and October accounts.

As of August there was **£37,893** carry forward. The reason for this is money from Free School Meals, Lettings, other educational income and breakfast and after school clubs.

Please see carry forward figures below:

Kingshill Church School - Carry Forward 14/15, 15/16 and 16/17

	<u>14/15</u>	<u>15/16</u>	<u>16/17</u>
Revenue	£51,924	£29,821	£37,893
Capital	£2,596	-£1,734	£5,170
	£54,520	£28,087	£43,063

Capital spent in 15/16

Capital Income for 15/16	£5,418
Expenditure towards Gate 15/16	-£3,731

Remainder expenditure towards Gate from 14/15	-£2,596
rec hatch	-£825
	-£1,734

Nailsea Summer Play Scheme.

Nailsea Summer Play Scheme have asked to use the school again.

LT asked if governors agree with a price increase to £2K for school hire, plus cleaning costs.

All governors agreed.

EE: Can we tell the Summer Play Scheme they were good.

JT: Yes.

LT said they actually wanted 3 weeks this year but the school cannot accommodate this due to Future Stars. However they have already asked for 3 weeks in 2019/20.

MP said that if they are booking now for 2019/20, it is important to have something in writing to mention that there will be an increase in cost.

LT: Are governors happy for the Nailsea Summer Play Scheme to hire the school for 3 weeks in 2019/20.

LP: Yes, as long as they leave it clean and tidy.

DW: How large are these schemes.

LP: They are very popular.

All agreed that the Nailsea Summer Play Scheme can use the school for 3 weeks in 2019/20 subject to price increase and leaving the school as clean and tidy as they find it.

JT she will not allow the Adoption Agency to hire the school again due to the damage caused last time they used the school.

Roof Grant

EE: Has the roof grant been sorted out?

JT: The first one has but the second one is still unresolved.

MP: Is it normal practise to budget for a deficit?

JT: Yes, this is normal in education. It is possible because our reserves are so good.

LT told governors there has been a request from St Francis Pre-School to use the forest school.

LT asked governors if Kingshill should agree as it benefits the community or whether a charge should be made.

JT said she doesn't have a problem with them using it free of charge as it benefits the community.

However they would need to sign an agreement to cover any damage that might be incurred.

EE said a rental agreement is needed.

LT said a letting agreement can be used with no fee. This will cover any damage and safeguarding.

This might encourage parents to send their children to Kingshill.

Strictly Education - Payroll provider is providing very poor service. LT is spending a lot of time checking mistakes because staff have been paid incorrectly or not at all.

AFR: Does LT liaise directly with them or through the MAT?

LT: Directly through them.

AFR: How long have they been this bad?

LT: Always, they've been consistently poor.

AFR: Is there is a service level agreement (SLA)?

DW: There would be an agreement.

JT: Who would benefit from a penalty?

DW: The Trust.

JT said governors need to write to Georgina Spirrell to ask about penalties for breaching the SLA, and if so where the money goes and how to deal with it.

AFR will ask Jason Brown via email.

AFR: Do all MAT schools use the same payroll provider?

LT: Yes.

AFR said approaching the problem collectively may be more effective.

Governors:
Write to Georgina Spirrell regarding the SLA with Strictly Education.
AFR: email Jason Brown about SLA

7. Admission Arrangements 2019/20

LT has sent the 2018/19 admission Policy to Tim Pollock. This is the same arrangement as last year; he has just added a line to say nothing has changed.

EE proposed the admissions policy.

AFR seconded.

All in favour.

Governors:
Complete admissions document checklist during next

<p>This can now go on the website. The appeals policy should also go on the website.</p> <p>The Admissions Document for school website check list needs completing (Action for next meeting).</p>	<p>LGB meeting.</p>
<p>8. School Development Plan</p> <p>Mid and Prior attainers are a priority target group (children who did average at KS1 need to have good or better results at KS2)</p> <p>SEN Pupil Premium boys are another target group - this group is helped by:</p> <ul style="list-style-type: none"> ➤ Sentence stacking ➤ APE Maths (Answer, prove, explain) - modelled by Miss Royce. ➤ Nadine will be invited to the T and L meeting in March to talk about APE. ➤ Everything is in place to help the target groups along with all children. <p>AFR: Will JT change the SDP much?</p> <p>JT: No, only actions will be added.</p> <p>8.1 Governor monitoring</p> <p>Leadership and management - Governors to think of questions to ask and what to put in governors section of SDP.</p> <p>See 11.2 for further governor monitoring.</p>	<p>Governors - think of questions for governors section of SDP</p>
<p>9. Reports</p> <p>9.1 Chairs report including update on Ofsted Preparation</p> <p>AFR said Kingshill is in the window for an Ofsted visit but it won't be before January.</p> <ul style="list-style-type: none"> • JT said Admissions checklist needs to be done soon (see above). • Safer Recruitment Statement is on the website. <p>9.2 Ethos Committee\SIAMS</p> <p>EE is recommending revised terms of reference for the Ethos committee.</p> <p>AFR approved.</p> <p>LP seconded.</p> <p>All agreed.</p> <p><u>Terms of reference for the Ethos committee have been ratified.</u></p> <p>Ethos Terms of reference and paperwork are to be shared with Court De Wyck</p>	<p>RR change</p>

<p>9.3 Finance and Premises Committee</p> <p>EE proposed we accept the terms of reference for Finance committee as they are and change the date.</p> <p><u>AFR seconded.</u></p> <p><u>All agreed.</u></p> <p><u>Terms of reference for Finance and Premises Committee ratified</u></p> <p>9.4 T&L Committee</p> <p>EE proposed we accept the terms of reference for T & L committee as they are and change the date.</p> <p><u>AFR seconded.</u></p> <p><u>All agreed.</u></p> <p><u>Terms of reference for T & L Committee ratified</u></p>	<p>date on terms of reference.</p>
<p>10.Safeguarding</p> <p><i>AFR: Have there been any reported safeguarding issues?</i></p> <p><i>JT: Nothing has been reported. A few concerns have been mentioned and these have been logged correctly.</i></p> <p><i>LP: Have these concerns been brought to staff by the children?</i></p> <p><i>JT: Yes, and they have been dealt with correctly.</i></p> <p>JT said there was a lock down practise yesterday which was very successful.</p> <p><i>AFR: Would governors have to be notified if there was a real lock down?</i></p> <p><i>JT: Yes.</i></p> <p>10.1 SEND</p> <p>JT applied for top up funding for one child but did not receive it. Therefore it is now necessary to find support for this child in the afternoons from the school's budget.</p> <p>10.2 Children Looked After (CLA)</p> <p><i>LP: Is there any changes to CLA?</i></p> <p><i>JT: No but we are ready if need be.</i></p> <p>10.3 Single Central Record (SCR)</p> <p><i>LP: Are there any changes to the SCR?</i></p> <p><i>JT: No.</i></p>	

On 28/9/17, LT met with LP to go through the SCR and show how all staff members are covered.

SCR is stored on the Y drive.

Only JT, LT and the 2 members of office staff have access.

LP talked to Sarah Mellor regarding DBS renewal.

DBS is now no longer renewed unless there is a significant break in that staff member's employment, because if there were any concerns there would be notifications from the police.

NCTL Teacher's Services (A site that logs any concerns about teachers who are barred).

JT said teachers have to sign at every appraisal to say nothing has changed.

11. LGB Update

11.1 Training

Induction dates for new governors

15th March - Cheddon Fitzpaine

5th June - Churchfield, Highbridge.

General update on Finance and Health and Safety - open to all governors:

7th February - Kingshill

Safeguarding

16 May - St Georges.

11.2 Governor Visits

10 November - Governor visit.

Learning Walk with T &L

Book Look

Some books have been viewed at this meeting

PP and EE have been to collective worship

11.3 Vacancies

There is an opportunity for AFR to put himself forward to be on the LGB Board at the MAT. AFR is thinking about it, as it could be a very good opportunity.

12. Clerk's Issues

None.

13. Any other business (To be with Chair 24 hours before meeting)

School Improvement Yearly Planner will be on SharePoint.

13.1 Pay increment approval

2 members of staff went up a pay point after appraisal.

JT asked governors to ratify this decision.

EE: What are the circumstances regarding the increase?

JT: It is the standard progression point.

All governors agreed and ratified these pay increments.

14. Dates and times of next meetings

24 January LGB - 6.30pm

14 March - Committees: Teaching and Learning 9.00am - 10.30am (including learning walk).

Finance 11.00am - 12.30pm

23 May LGB - 6.30pm **(Please note this is a change to the date sent out previously)**

18 July Time (TBC) Self Evaluation Meeting.

Meeting ended 8.50 pm