

Kingshill Church School
Meeting of LGB, Wednesday 27th September 2017 6.30 pm

MINUTES

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.

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
Lisa Tulodziecki (LT)	School Business Manager
Rachel Richter (RR)	Clerk

<p>1. Opening prayer JT opened the meeting with a prayer.</p>	
<p>2. Apologies for absence</p>	
<p>3. Declaration of interests</p> <p style="padding-left: 40px;">3.1. Pecuniary Registration of Business Interest forms signed. No business interest declarations necessary.</p> <p style="padding-left: 40px;">3.2. Agenda EE and TR - Trustees of Christ Church</p>	
<p>4. Chair and Vice Chair Election and vote on term of office EE proposed term of office for Chair of governors to be 12 months. LP seconded.</p> <p>PP proposed AFR as Chair of Governors LP seconded.</p> <p><i>AFR asked DW if he is happy to continue in the role of Vice Chair.</i> <i>DW agreed.</i></p> <p>AFR proposed DW as Vice Chair LP seconded.</p>	

All governors are in favour of these decisions.

4.1 Election for Safeguarding Lead

DW proposed LP as Safeguarding Lead.

EE seconded. Elected

4.2 Election for SEND lead.

AFR asked EE if she is happy to continue as SEND Lead.

EE agreed.

AFR proposed

LP seconded. Elected

AFR has decided not to elect any further positions until a full governing board has been established.

4.3 Election for Pupil Premium Lead (PP)

See note above.

4.4 Election for Health and Safety Lead.

See note above.

5. Approve Minutes of last LGB meeting (Self Evaluation) 19th July 2017.

AFR proposed.

LP seconded. Approved.

5.1 Matters arising from Minutes of LGB 19th July 2017.

Governors to familiarise themselves with governors' section of the SDP - JT will talk through this at the next meeting.

NB: Item 16 was addressed next so LT could leave after financial section (7.15pm).

6. Pupil Premium

AFR asked if this item was to declare the number of PP pupils Kingshill has this year. JT said yes, at the moment Kingshill have 37% PP, which is 25% above national average.

On the website there is a PP report which shows where money is being spent and the impact it is having. JT said governors need to challenge the impact of the money spent.

JT said PP results were very good last year.

Interventions that were not working are being culled.

EE asked what interventions will be established in their place.

JT said forest school intervention.

AFR asked if there is evidence for this being helpful.

JT said it is known that working out in the environment develops language skills and this then has a positive effect on all areas on learning.

The Lego intervention has been very successful.

<p>AFR asked whether this will continue. JT said yes, definitely, the children have shown a big improvement in their reading.</p> <p>AFR asked if we are using SPTO to track PP spend against impact. JT said she can tell governors the data herself based on her own analysis.</p>	
<p>7. PE</p> <ul style="list-style-type: none"> • PE money will be used for coaches, Future Stars and lunchtime clubs. • Shane German (SG) from North Somerset PE will now be working from Kingshill, therefore North Somerset PE will now be based here. Because of this, the school may receive free membership, sporting events and CPD in return. This will save approximately £1200 a year. • The school will have some extra money for PE following the Government's doubling of the Sports Premium. This will be used for free after school sports clubs and other costs associated with PE. <p>AFR asked if the appropriate channels and procedures were followed in order for Shane to work here. JT said once SG working here is confirmed, all appropriate procedures will be carried out.</p> <p>AFR asked whether the additional funding will be in addition to the £8K the school already had for PE. JT said yes, this could pay for two LSAs to be part of PE lessons and to help run events.</p> <ul style="list-style-type: none"> • JT said new equipment will have to be purchased this year. • LP and EE offered to help with washing kit. • Sports' crew are now trained. Sports leaders are assigned to a class for intra school competitions. Each term every class will have a competition. 	
<p>8. Single Central Record</p> <p>This is a safeguarding document which records anyone who works with children centrally. JT monitors this with LT.</p> <p>AFR asked where this document is saved. JT said on LT's computer, saved on a server.</p> <p>LP has to monitor JT and LT's monitoring of this document.</p> <p>LP will check where SCR is saved with LT.</p> <p>LP asked if there is anything else from the safeguarding audit of which the governing body should be aware.</p> <p>JT said nothing really, though the storage of safeguarding files has been reorganised. Any documents regarding safeguarding concerns are locked away in a cabinet with a 3 key system. Each file has a top sheet detailing the current status of care.</p> <p>LP asked JT if she has had any further safeguarding training. JT said yes and has had a meeting regarding the safeguarding audit, details can be</p>	<p>ACTION LP: Check where SCR is saved with LT.</p> <p>ACTION RR: Put safe-guarding section with SCR and CLA on LGB agendas</p> <p>ACTION AFR: Chase access to BWMAT calendar.</p>

seen on SharePoint.

AFR asked about when his DBS check needed renewing.

LP said this will be checked. LP reiterated that it is best practise to have separate DBS checks for each environment you work in.

BWMAT has a shared calendar but at present this cannot be accessed.
AFR will chase this.

9. Review of Teacher appraisal

AFR and EE undertook JT's appraisal on 12th September.

JT's appraisal went very well.

JT has not yet set targets as this will be done at the same time as setting targets for Court De Wyck, which cannot happen until JT is familiar with the school.

[See confidential item 09 Review of Teacher appraisal 27-09-2017](#)

EE asked when teacher appraisals will be complete.

JT said by the end of October.

10. Agree School Targets

School targets for 17/18

Year Group	Target for combined ARE
1	74%
2	75%
3	72%
4	74%
5	70%
6	78%

JT emphasised the high proportion of SEN and PP children. JT said 6/15 are struggling in year 3.

AFR asked if these children are having extra support.

JT said yes, the small class size and amount of LSA support is exceptional.

JT also said these targets are very open to change. It is essential that governors view targets with the fluidity necessary for the changeable pupil cohort. When children leave or join it makes a significant difference.

The data show continuous year on year improvement which is why JT has put 'Outstanding' as the Self Evaluation Judgement on the SEF. The progress is 14% above national average. The spectrum of progress has greatly increased.

JT asked if governors agreed with these targets.

EE proposed to accept draft targets, and draft SDP and draft SEF, pending meeting with the Assistant director of learning and achievement.

<p><u>Seconded by LP.</u> <u>All governors in favour.</u></p>	
<p>11. Sign off SDP and S2S support plan</p> <p>See above.</p>	
<p>12. Sign off school outcomes targets</p> <p>See above.</p>	
<p>13. Establish Governor monitoring cycle</p> <p>AFR proposed having another LGB in November instead of committees to give governors a chance to see how working alongside Court De Wyck is going.</p> <p>AFR proposed suspending committees in favour of another LGB for this term only.</p> <p>LP said as long as there is a section to cover finance and teaching and learning, and then this will be fine.</p> <p><u>All agreed.</u></p> <p>22nd November 2017 - LGB meeting:</p> <ul style="list-style-type: none"> • This meeting will be for LGB, Teaching and Learning and Finance (section for each on agenda). • No head teacher report required for this meeting. • EE said part of this meeting should be about governor monitoring. • EE asked if JT could remind governors about what is involved in the governors' section of the SDP. JT said this will include SPTO being used effectively, sentence stacking model of writing, APE Maths, Key Priority 2, and Book Look. • AFR will email Stephanie Foxwell to see if she will present something regarding sentence stacking at the next meeting. • Pupil Premium books will be brought to the meeting. • All governors will aim to read SEF and SDP for the next meeting in order to generate ideas for discussion. <p>Ruth Newton suggested Malcolm Pemble as a possible governor, Malcolm is a very suitable applicant as a former Chair of Governors at another primary school and his application was approved by the LGB.</p> <p>LP asked what type of governor he will be. AFR said a MAT appointed governor.</p> <p>LP asked if the committees are staying the same (same members). AFR said yes, but RE and MP are more suited to finance.</p> <p>AFR will put a note in the newsletter asking parents if they are interested in being a governor.</p> <p>AFR will contact SF and NE about leading a learning walk.</p>	<p>ACTION AFR: Email SF regarding presenting the sentence stacking model at the next meeting.</p> <p>ACTION: All governors - read SEF and SDP</p> <p>ACTION AFR: Put note in newsletter asking if any parents are interested in becoming governors</p> <p>ACTION AFR: Contact SF and NE re leading a learning walk.</p>

<p>There is a Hub Moderation meeting on 9th October at 4pm. This will involve looking at books from other schools. Following discussion governors agreed that they felt it would be in the staff's best interest not to attend on this occasion.</p>	
<p>14. Safeguarding Website Review</p> <p>AFR asked if the safeguarding website review came out of the audit.</p> <p>JT said yes, at the end of the review. Sue Hotchkiss is undertaking this and will be placing a safer recruitment statement on the safeguarding website.</p> <p>LP will check this has been done at the next meeting.</p>	<p>ACTION LP: check safer recruitment statement has been added to website.</p>
<p>15. Clerk's Issues</p> <p>Declaration of Business Interest forms for this academic year – signed by each governor.</p> <p>Confidentiality agreement – signed by each governor.</p> <p>BWMAT code of conduct form – signed by each governor.</p>	
<p>16. Any other business (To be with Chair 24 hours before meeting)</p> <p>16.1 Procurement exercise for stationary, first aid and caretaking supplies.</p> <p>LT talked through quotations she has received for stationery, first aid and caretaking supplies:</p> <p>CONSORTIUM, Stationery: £5006.06 CONSORTIUM, First aid: £108.71 CONSORTIUM, Caretaking: £726.53 CONSORTIUM total: £5841.30</p> <p>ESPO, Stationery: £3582.54 ESPO, First aid : £105.14 Caretaking: £812.32 ESPO total: £4500.00</p> <p>RAPIDE - stationery, first aid and care taking: £5306.66 (RAPIDE were unable to provide all items required, therefore their quote would have been much higher).</p> <p>Decision made on 21st July to order from ESPO. This is a saving of £1300 overall.</p> <p><u>Governors all approved this decision.</u></p> <p>AFR asked if this is a saving on the budget.</p> <p>LT said yes, a little bit.</p> <ul style="list-style-type: none"> • JT has applied for another Tesco grant (£4K). JT said this would be used for two wooden gazebos for seating and shade. 	

- Tesco have contacted the school regarding help in the community. An organisation called Fairshare is contacting Silke Kite by text message regarding free food for breakfast and after school club (food near but not past its sell by date).
- Premises Plan - JT has shared this with governors on SharePoint. This is currently a wish list of what we would like to do over the next three years.

Certain items need to be undertaken, ensuring the kitchen is compliant with current fire regulations and to install a new roller blind for the kitchen is essential, this will come out of this year's capital (devolved) - £4K.

The roofing grant is being used to ensure the safety of the canopy structure in the inner courtyard, this aims to be complete by December 2017.

Other items, such as flushing the boilers and replacing the lighting in school are on a rolling programme, please see the Premises Plan on SharePoint for more details.

AFR asked about Kingshill's loan with the MAT.

JT said she is still chasing Jason about the decision. JT reiterates that Kingshill were £8K short on their spending, therefore should not be charged interest on £20K, when only £12K has been spent.

JT will continue to chase Jason Brown on this matter and copy in Teresa Wheeler on all correspondence.

JT had a Business Case to put to the governors:

With the money saved by JT working at Court De Wyck (approx. £30K), JT would like to spend £17K and keep the rest in reserves. The £17K would be used for the following:

- Suspension of Business Case to cut 12 LSA hours.
- Additional LSA hours to backfill JT (£9k) - just for a year.
- Reinstating the LSA hours lost 2 years ago - just for a year.

Nadine Evans (NE) would come out of class on a Wednesday morning to work with Stephanie Foxwell (SF) on senior management work.

JT asked if governors approve of this business case.

AFR proposed it be approved.

EE seconded.

Governors agreed and ratified the decision.

- The turning circle at the front of the school has been painted with 'No entry' rather than 'No turning'. EE would like this repainted.

17. Dates and times of next meetings

10 November 9.00 Remembrance Service

Learning Walk (Learning environment will be the focus).

10.45 Ethos Committee

22 November 6.30pm - LGB

24 January	LGB - 6.30pm	
14 March - walk).	Committees: Teaching and Learning 9.00am - 10.30am (including learning Finance 11.00am - 12.30pm	
16 May	LGB - 6.30pm	
18 July	Time (TBC) Self Evaluation Meeting.	

Meeting ended 8.40pm.