

Kingshill Church School

Meeting of LGB, Wednesday 24th January 2018 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
Roger Evans (RE)	MAT appointed governor
Ruth Newton (RN)	MAT Link
	Director
Rachel Richter (RR)	Clerk

1. Opening prayer RN opened the meeting with a prayer.	
2. Apologies for absence Malcolm Pemble sent his apologies.	
3. Approve Minutes of last LGB meeting 22nd November 2017 EE approved. LP seconded. 3.1 Matters arising from Minutes of LGB meeting 22nd November 2017. <ul style="list-style-type: none">Minutes on website - All approved minutes need to be put on the website. <p><i>EE asked whether there has been a newsletter since July. AFR said no, but a new newsletter needs to be written. JT would like a note included to say the improvement in attendance has been noted, but improvement is still needed.</i></p> <ul style="list-style-type: none">Safer Recruitment Statement - This is now on the website.<u>Strictly Education Payroll Provider</u> - AFR emailed Georgina Spirrell and Jason Brown about problems with mistakes made with staff pay, the reply stated that not much can be done. The problem only usually occurs where there is a large change in staffing. It was decided to see how this is going at next meeting.	ACTION: RR send Sue Hotchkiss all approved minutes for the website. ACTION: AFR - write newsletter including note about improvement in attendance. ACTION: AFR - email Caryl for Admissions

<ul style="list-style-type: none"> • Governors to complete an Admissions Document Checklist - AFR will email Caryl to ask her to send the check list. • The date on the Terms of Reference has been changed. 	Document Checklist.
<p>4. Business Manager's Update</p> <p>A Business Manager Update was not given at this meeting - details will be given at the Finance and Premises Committee meeting in March.</p> <p>LT has sent out the Financial Report and Management Accounts for governors to read.</p> <p>No need for concern.</p>	
<p>5. Headteacher's Report</p> <p>JT has sent a copy of the 'Headteacher's report to LGB 24/1/18' to all governors. Please see this document for full details of each section of the report.</p> <ul style="list-style-type: none"> • Nadine Evans (NE) and Stephanie Foxwell (SF) have risen to and above the challenge of acting head when JT is at Court De Wyck. JT is very pleased with how this is going. • Education Welfare Officer - has contacted two families so far to address attendance. <p>AFR asked what the arrangement is with the EWO. <i>JT said he comes for regular visits each term.</i></p> <ul style="list-style-type: none"> • Attendance is currently 95.88% - This is in line with national. • Families asking for holidays now receive a warning letter. One child went away for a very long holiday - EWO now monitoring. • Central School Improvement Folder is a good idea. • JT praised the MAT in how it is evolving. • Parent questionnaires were very positive, a very small number of negative comments which are decreasing. <p>RN asked what areas were mentioned. <i>JT said it was little comments about everything so nothing specific on which to concentrate.</i></p> <p>EE asked if there is anything they can do to get more parents to log on to parent view. <i>LP will ask more people.</i></p> <p>EE said lots of people do not realise Parent View is wiped out at the end of each</p>	<p>ACTION: AFR include a note about Parent View asking parents to complete</p>

academic year. It would be helpful to put this information in the newsletter.

- JT was proud to tell governors Kingshill came top in the Nailsea performance tables, second in the MAT and second across North Somerset.

This can be seen at www.compare-school-performance.service.gov.uk

There was discussion of the following:

5.1. Review of Autumn data

Please see tables in 'Headteacher's Report' (page 5)

Generally, the school is doing well across the board. The data shows good progress, some really good progress.

AFR asked why the attainment in year 4 for writing is lower.

JT said there is a small group of PP SEN children who require a lot of intervention. There is clear evidence for provision of this. Pupil Premium Tracker also shows what has been done. Progress for PP is good.

PP money has been used for the Lego group, Forest School and 1 to 1. The new PE money covers 1 hour PPA after lunch so the teacher can do 1 to 1 with certain children.

RN asked if the SATs years are where you'd expect them to be.

JT said yes.

JT is doing joint moderation with Court De Wyck and looking at assessment frameworks.

The Pupil Premium Learning Profiles include a profile of the child, aspirations, and lists relevant interventions.

AFR asked how long an intervention is given to see if it is effective.

JT said it's usually 6 weeks but it varies. The aim is to do everything that we can.

There are 2 boys in year 6 that are struggling.

RN asked if they have interventions.

JT said yes, a lot of them.

AFR asked if these interventions will mean they will make it.

JT said hopefully, it will give them the best chance.

EE said Year 3 were below in SATs last year and asked if they'd improved.

JT said yes.

Year 1 phonics -

EE asked if the children who did not reach the pass mark last year are likely

questionnaire
each year

to get it in year 2.

JT said there is nothing to be concerned about except perhaps some SEN children.

AFR asked about the impact 'sentence stacking' was having on the children's work.

JT said sentence stacking it is showing impact in that the quality of writing is improving especially in terms of vocabulary and sentence structure.

5.2. Review of Autumn Dashboard with actions to address red areas

There is no Autumn Dashboard at present. Not yet finalised by the MAT.

AFR will follow this up.

5.3. Review impact of provision for SEN and Disadvantaged groups against targets set

See 5.1 above.

- Alison Cleeves has had Theraplay Training

AFR asked what this involves

JT said it's a tactile way of giving therapy. It will be useful for a small group of children.

RN asked about safeguarding in relation to this and assumed 2 adults would always be present.

JT said yes, and fully trained.

RE asked if one child would have this at a time

JT said yes.

5.4. Review ADLA report and feedback

Debora Eveleigh came on 15/12/17

- Very positive
- Took part in a book scrutiny
- Completed a Note of Visit, highlights of which are on SharePoint.

RN has asked Philip Bowditch (MAT CEO) and Caryl Plewes (MAT Governance Advisor) if the full Notes of Visits can be available to governors.

JT will not share until this is clarified.

There was a Hub meeting after the ADLA visit. (See Spring Priorities Crib sheet').

The 3 priorities between now and Easter are:

- Books – A more consistent approach to editing and feedback supports progress across the school.
- Learning Environment – A consistent approach means that the learning environment across the school is of a high quality in progress in learning and attainment is clear and visible to all.

- The Systematic Sentence Stacking Model for writing is applied consistently across the school and is a focus for JPD so that sustained progress is seen in writing across the school.

5.5. Monitor and challenge the impact of JPD activities

- JT has observed all teachers and has seen some amazing lessons.
- JPD is being set up amongst the teachers themselves.
- The interaction between schools in the hub is working well.

AFR asked what JT was doing with Court De Wyck in terms of JPD.

JT said there is a joint staff meeting every term. This is a great way to share ideas and resources.

- AFR said this shows the benefit of the hub model.
- JT told governors the low attainers and PP are attending a maths fayre with schools from all over the North Somerset hub

RN asked how the staff like a joint staff meeting

JT said they quite like it, there are so many advantages:

- ***Sharing coaches to PE events***
- ***Moving staff around from one school to another to pass on ideas***
- ***Sharing of knowledge and resources.***
- All year 3/4 teachers in the hub are having a CPD session to focus on year 3 and 4 quality teaching which will be followed up in further sessions.
- SENCO member of staff coming back from maternity leave in June. JT will delegate this role for both schools.

5.6. Monitor and challenge SDP and Hub Support Plan.

AFR asked what is a Hub Support Plan

JT said this is what we are working on generally as a hub. This is what will be talked about in staff meetings soon, including priorities across the hub. JT will share this information.

5.7. Review of Teacher Performance and Appraisal and staff structure; impact of leadership at all levels.

The appraisal reviews are coming up.

5.8. Ratification of any pay increases from the Performance Management cycle & confirmation from relevant sub-committee that the teaching.

This was carried out at the last LGB meeting in November 2017.

5.9. Staff have completed the 2016/17 PDP cycle (completed by 31-10-2017).

This has been completed.

5.10. Report on Christian Distinctiveness (i.e. see relevant section of the Head teacher's report and receive feedback from the Ethos Committee).

All of the items listed in the Christian Distinctiveness section of the Headteacher's report are still happening. There is also going to be a Spiritual Group set up in term 4 to take a more active role in collective worship. Court De Wyck already has one so it will be useful to share ideas.

6. School Development Plan

6.1 Governor monitoring

Latest version of the SDP is always available on SharePoint for governors to view. JT is happy to do some training on SharePoint if governors would find it useful.

7. Reports

7.1 Chairs report including update on Ofsted Preparation

- AFR and JT met with Philip Bowditch to evaluate how things are going with the shared Headship. The meeting was very positive. There was a suggestion of doing a piece of work with NE and SF to see how things are progressing from their point of view. They will be invited to come to a Teaching and Learning Committee meeting to talk about this and English and Maths.
- AFR has had approval from the MAT board to increase the LGB to 11 members.

AFR will talk to Caryl to see if the Constitution needs to be updated.
- Kingshill LGB still has a staff governor vacancy (See below).
- AFR has been elected as the Chairs' representative on the MAT board. The first meeting is in February,
- Governors to let RR know any training courses completed.
- GDPR (General Data Protection Regulation)

EE asked what impact this regulation will have on the school administration, staff and budget.

AFR emailed Jason Brown about this. Audit West are coordinating the

ACTION:
AFR to talk to Caryl to see if Constitution needs to be updated now approval has been obtained for 11 LGB members.

ACTION: All governors to let RR know of any training courses completed.

MAT response. AFR's main concern is finding out what action plan the MAT has in place. AFR said a Data Controller is needed.

7.2 Health and Safety

Everything is up to date.

8.Safeguarding

- Safeguarding Audit has come through.
LP asked if there was anything that needs to be addressed on the report.
JT said nothing has been highlighted. Everything is complete.
- Sarah Mellor has asked JT to do training with staff on FGM, sexualised behaviour and an update on PANTS.
- JT has done fire extinguisher training in Kingshill and at Court De Wyck.
- JT has to deliver fire training to both schools.

AFR asked when this is happening.
JT said 27th February for all staff and on the 11th April there is safeguarding training which safeguarding governors are invited to attend.

8.1 SEND

SEND:

EE asked how JT has managed to cover the child who didn't receive the funding we were hoping to gain.
JT said he is only doing mornings currently and an EHCP application is being submitted.

8.2 Children Looked After (CLA)

Currently none at Kingshill.

8.3 Single Central Record (SCR)

No change.

<p>9. LGB Update</p> <p>9.1 Training</p> <p>Governor training record has been updated.</p> <p>9.2 Governor Visits</p> <p>Not discussed at this meeting.</p> <p>9.3 Vacancies</p> <p>One staff governor vacancy - AFR will send Julia Smith a personal email, asking her for help by becoming a governor</p> <p>It is good CPD for any member of staff.</p> <p>LGB has recently had approval to increase to 11 members, therefore 2 new governors are to be recruited.</p>	<p>ACTION: AFR to send Julia Smith an email regarding staff governor vacancy.</p>
<p>10. Clerk's Issues</p> <p>None</p>	
<p>11. Any other business (To be with Chair 24 hours before meeting)</p> <ul style="list-style-type: none"> • <i>EE asked whether AFR needed help with the newsletter. AFR said that would be helpful.</i> • <i>EE asked which category the new governors were assigned to. AFR said MP is now the MAT Foundation governor and PP MAT appointed, the new appointments will be MAT appointed.</i> • AFR will send something so that governors can add to the content of the newsletter. • EE asked if Edubase needs updating. RR will ask LT about this. <p><u>The following items are more of a list of points to check are being completed:</u></p> <p>11.1. Link to scheme of Delegation on website.</p> <p>11.2. Publish declaration of interest forms for each governor. (Financial Interests and Governance roles in other schools - covered by the above).</p> <p>11.5. Update content of the structure and responsibilities of the governing body on website.</p> <p>11.6. Link to the MAT Governance page on website.</p>	<p>ACTION: AFR to send out email asking governors for newsletter contributions.</p> <p>ACTION RR: ask LT about updating Edubase</p> <p>ACTION: To ensure these points have been completed.</p> <p>ACTION: RR to find out about how to do 11.2.</p>

12. Dates and times of next meetings

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

Finance 11.00am - 12.30pm

23 May LGB - 6.30pm

18 July Time (TBC) Self Evaluation Meeting.

Meeting ended 8.45 pm.