

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING OF LITTLE SUTTON
PRIMARY SCHOOL**

Date	Tuesday 24th November 2020 at 4pm
Venue	Zoom

Present:	Zoe Carciero (ZC) Katie Sykes (KS) Sarah Wood (SW) Sharon Evans (SE) Callum Bowness (CB) Gwen Wale (GW) Rev Keith Howard (KH) Vikki Walker (VW) Nicholas Hebson (NH)	Headteacher Parent Governor Foundation Governor Co-opted Governor (Chair) Staff Governor Foundation Governor Foundation Governor Parent Governor LA Governor
Apologies:	None	
Absent:	None	
In attendance:	Graham White (GW1) Debbie Tomkinson (Clerk)	Trustee Clerk

The meeting met its quorum

AGENDA ITEM 1	OPENING PRAYER, WELCOME, APOLOGIES FOR ABSENCE
Discussion:	SE welcomed all to the meeting. There were no apologies. KH opened the meeting with a prayer.

AGENDA ITEM 2	THE SAMARA TRUST - TRUSTEES UPDATE
Discussion:	<p>GW1 provided an update on the work of the Trust.</p> <p>The CEO was in attendance at the Trust Board meeting on 23rd September and, prior to this, had tendered her resignation from the Trust to take effect from 31st December. She reported on the full re-opening of the schools following lockdown. She reported that it had been challenging but that all parties were coping well in the circumstances.</p> <p>The Trust Board also received an update from the Facilities Manager and his report was included with the papers for this meeting which commended on the work he had done at the three schools including Covid-19 risk assessments.</p> <p>The Trust budget was considered by trustees and finances are well-managed. There is a small projected surplus for the current year.</p> <p>There has been some further work on the Scheme of Delegation (SoD) and this gives LGCs more responsibility. This was discussed with and welcomed by the Chairs of the LGCs.</p> <p>A Trust working party has been meeting to discuss progress on strategic plan for the Trust and agreed the dates for the Trust Board and the minutes will feed into the Trust Board meetings.</p> <p>An extraordinary meeting on held on 4th November to agree the teachers' pay award and a decision was made to follow national pay scales.</p> <p>Trustees have been working on policies and there is some further work required on the Safeguarding Policy. It has been suggested in the interim the 2019 policy be used in conjunction with the updated Keeping Children Safe in Education guidance 2020 so that this will demonstrate that practice in the schools is up-to-date. It was recognised that the policy does need to be updated as soon as possible.</p>

	<p>There were discussions for arrangements following the CEO's departure and the plan is to appoint an interim CEO for a fixed term. This will allow for a review of central services within the Trust before any long-term decisions are made.</p> <p>On 10th November the Chair of Trustees and GW met with the Chairs of the LGCs and shared the information around the interim measures.</p> <p>Trustees have reviewed the Admissions and Exclusions Policies as they give some responsibilities to the LGC which weren't explicit previously. The Trust Board is the Admissions authority and the Board has delegated the process of ranking applications to the LGC. Little Sutton has a PAN of 30.</p> <p>Whilst the Principal will take a decision to exclude a child, the new Exclusions Policy makes it explicit that the LGC will be responsible for reviewing these decisions with the potential to reinstate the child in certain circumstances.</p> <p>The Scheme of Delegation has been amended to reflect the responsibilities of the LGCs in these areas.</p> <p>SE advised that the Admissions and Exclusions Policy are to be welcomed and clearly outline the LGC's responsibility.</p> <p>GW1 was thanked for his report and he left the meeting at 16.20.</p>
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AGENDA ITEM 3	APPOINTMENT OF CHAIR & VICE CHAIR FOR 2020-21
Discussion:	<p>SE was nominated as Chair of the LGC for 2020/21. She left the meeting whilst governors discussed the nomination. She was unanimously approved as Chair of the LGC.</p> <p>KS was nominated as Vice Chair of the LGC. She left the meeting whilst governors discussed the nomination. She was unanimously approved as Vice Chair of the LGC.</p>
Decision	<p>RESOLVED: That SE be appointed as Chair of the LGC for 2020/21. All agreed.</p> <p>RESOLVED: That KS be appointed as Vice Chair of the LGC. All agreed.</p>

AGENDA ITEM 4	ANNUAL DECLARATIONS
Discussion:	<p>The annual declarations forms and Code of Conduct were circulated in advance of the meeting. Governors were asked to complete and return the form to the clerk.</p> <p>All governors have completed DBS checks and everyone's SCR information is up-to-date.</p>

AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP (attached)
Discussion:	<p>Governors were asked to complete the skills audit, the results of which are necessary for recruitment purposes. There is one vacancy for a parent governor and one co-opted vacancy. Clerk to find out some further information on the vacancies and to check with the Trust on the number of governors required.</p>
ACTIONS	<p>Governors to complete Skills Audit</p> <p>Clerk to request information from the Trust on the numbers of governors required on the LGC></p>

AGENDA ITEM 6	AGREE GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2020-21
Discussion:	<p>It was agreed to defer appointment of the majority of link governor roles until the Covid situation stabilises. In the meantime, all meetings will be full LGC meetings to enable all governors to share all</p>

	<p>meetings. It was agreed that the following link governors would be appointed:</p> <p>Safeguarding - GW and KS Inclusion governor – KS EYFS – SE Health and Safety – NH</p> <p>Other roles to be allocated as required and when Covid settles</p>
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AGENDA ITEM 7	SCHEME OF DELEGATION 2020-21 & TERMS OF REFERENCE
Discussion:	GW1 provided an update on the work that is taking place on the Scheme of Delegation under agenda item 3.

AGENDA ITEM 8	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion	<p>SE completed Diocese Ofsted training and has circulated the training slides and all governors have confirmed they have reviewed the information</p> <p>SE attended being a governor of a Church School and this presentation has also been circulated to governors.</p>

AGENDA ITEM 9	PART ONE MINUTES OF THE LAST MEETING
Discussion:	The Part One minutes of the previous meeting were accepted as a true and accurate record. All agreed.

AGENDA ITEM 10	MATTERS ARISING
Discussion	<p>Governors to review the SDP in detail. COMPLETE</p> <p>KS to forward the SIC meeting Minutes to the Clerk to distribute to Governor. CLOSED</p> <p>Clerk to speak to the Diocese to ascertain the process to be followed in appointing a foundation governor for another term of office. COMPLETE</p> <p>Clerk to send details of Foundation governor appointment</p>

AGENDA ITEM 11	FINANCE
Discussion	<p>SE highlighted the main points arising from the CFO's report to the Executive Head dated 10th November 2020.</p> <p>Pupil numbers are now 137. Attendance at the Conker Club has dipped and so the profits are not anticipated to be as high as previously projected. Attendance at the club will be monitored.</p> <p>The staffing structure for teaching staff will need to be reviewed for the next year.</p> <p>The school is hosting a number of student teachers and this will be beneficial as the school receives payment for each placement. The income generated by the students has been used to purchase books for the new reading pathway.</p> <p>The Trust has been successful in receiving a £3k grant from Microsoft. The company will train staff and it will mean that schools will be able to use Teams as a learning platform,</p> <p>ZC advised that she meets with the CFO fortnightly and the after-school club manager will attend the next meeting.</p>

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AGENDA ITEM 12	CURRICULUM
Discussion:	<p>All staff were involved in evaluation days at the end of the summer term and through this a new intention, implementation and impact statement with the acronym REACH was developed. This details why the school teaches what it does.</p> <p>Teachers have completed progression grids for their subjects and much this has made it much clearer for subject leads to monitor progression.</p> <p>CB explained how REACH works in the classroom. All classes have the same display with REACH prominent in the room. Every week, five children will receive a certificate related to REACH eg resilience, health, and they are given to have children who have really stood out that week. This approach enables consistency across the schools.</p> <p>This new approach and vision was commended by governors. SIAMS training states that each school needs its own vision and it is positive that it was a team effort and includes Christian values.</p> <p>The vision will be the basis for everything that happens in school and staff have been very supportive of it. ZC was confident that all staff would be able to talk about the vision and the children have had a big say in the work that has been done so far.</p> <p>There is distributed leadership across the schools and the model of the PE lead was used as a basis to develop this.</p> <p>There are maths, English and reading leads and two assessment leads one for summative assessment and one for formative assessment. ZC to send further details of how leadership is distributed across the schools.</p> <p>All staff have received new subject folders with new roles and responsibilities and all have an action plan. The action plans are to be reviewed by ZC. Mark Whitehill will provide subject leader training across the schools with a focus on accountability and Ofsted. All staff are now being held to account.</p> <p>CB shared his progression grid which has been updated following the SIP visit. It provides a clear roadmap of progression and is in a format that children will also be able to understand.</p> <p>Q: If each subject leader has a progression grid, where will the evidence and monitoring come from? A: All staff have an appraisal target linked to subject leadership and staff will have action plans for the autumn, spring and summer terms and they will be required to report on what they have done. There will also be sporadic checks on subject leads throughout the year.</p> <p>ZC will be stepping away from leading all staff meetings and at the start of every meeting a subject lead will 'drop in' and this may highlight a piece of research or resource that may be useful and this will help develop middle leadership.</p> <p>To develop teachers' confidence in teaching PE, Fit Friday has been introduced where teachers will deliver a half hour PE session. Prior to delivering the session, staff will receive some CPD through after school sessions. CB has completed an audit and the CPD is based on those areas which teachers were less confident in.</p> <p>Q: Are the sessions linked to the national curriculum? A: Yes, every teacher will deliver an element of the curriculum for their age group. Children will also get additional sessions with another coach. Pupil voice is very positive and Fit Friday gives the children something to look forward to and to work towards and pupil voice is really good.</p> <p>SE acknowledged the amount of work that has taken place which gives a really good setting for moving forwards with standards emanating from vision.</p>

ACTIONS	ZC to send further details of how leadership is distributed across the schools.
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AGENDA ITEM 13	MONITORING
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Discussion	<p>A Monitoring Grid and two SIP reports circulated in advance of the meeting,</p> <p>Historically, monitoring had not taken place and ZC stressed the importance of ensuring that monitoring procedures are in place.</p> <p>Due to Covid restrictions ZC is unable to review teaching and learning because as she works across two schools she is trying to socially distance as much as possible. She is also mindful of staff mental health and well-being and so monitoring will be limited to book-looks.</p> <p>The SIP that works with ZC is independent from the Trust and has experience of taking on a similar school to Little Sutton and achieving an Outstanding judgment. The SIP has reviewed the curriculum, has met the staff and has very high standards and a high level of challenge. She has also completed ZC's appraisal. It is important that the school has a SIP as it provides further evidence to governors that ZC's judgments are correct.</p> <p>The SIP recommended that school improvements from 2020/21 are RAG rated as many will not have happened because of Covid. Improvements are needed in reading, writing and maths and there were also discussions on the Behaviour Policy and mental health issues.</p> <p>The SIP is of the view that there needs to be Trust investment in CPD to improve standards. There is currently no allocation within the budget for CPD. The CFO was in attendance at the meeting with the SIP and she will be meeting with Trustees to see if there is any extra funding available for CPD.</p> <p>Q: Do other schools need CPD? A: Yes it is needed at both Little Sutton and Clutton. She was unable to comment on the position at Upton Heath.</p> <p>The school purchases learning schemes in reading, writing and maths. White Rose maths can provide a basic form of CPD through the videos that they provide for each session. A book look in KS2 maths showed consistency and so this is providing a good platform for teachers and children.</p> <p>Governors were mindful of ZC's workload and were strongly of the view that there is a need for some deputy within the structure of the two schools. This issue was also highlighted by the SIP.</p> <p>ZC advised that reports have gone to the Trust and this will be reviewed during the budget setting process. The current workload is unsustainable.</p> <p>SIP did provide some practical ideas to help workload but ZC does not currently have the capacity to make the required progress at pace.</p> <p>Governors noted that if Ofsted visited, the school is still in the same position it was in from the previous report.</p> <p>SE to talk to GW to request further information on what the Trust's position is in relation to the structure of the senior leadership teams in the school. Governors requested that this be considered at the next Trust Board meeting.</p>
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ACTIONS	SE to talk to GW1 re structure of senior leadership team
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AGENDA ITEM 14	SPORTS PREMIUM STRATEGIES
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Discussion	<p>Fit Friday has been successful and this will continue.</p> <p>Q: Has any progress been made on CPD for the sports coach? A: This will be the next step and CB and ZC have some ideas on how to implement this.</p> <p>Q: Is dance included in the curriculum? A: It is in the curriculum but has not yet been delivered. A decision was made to focus on</p>
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	<p>activities that can take place outside and independently because of Covid.</p> <p>Work has continued with South Wirral and this is a big benefit for SEND children who have taken place in wheelchair rugby sessions with Sale Sharks. The Sharks are keen to work with the school and there has been a lot of positive parental feedback who have commented on the benefits to their children.</p> <p>KS2 children were involved in a skateboarding and in-line skating day. There was positive parental feedback and pupil voice. Children now want to set up their own club.</p> <p>Q: How is impact of the use of Sports Premium funding being measured? A: The impact is currently being measured by pupil voice. CB has not been able to get as much data as he would like but that all KS2 pupil premium children belong to the running club and all pupil premium and SEND children were involved in the skateboarding session.</p> <p>The school is still involved in the School Sports partnership and have been taking part in virtual school games.</p> <p>It was suggested that the Fit Friday format may be a useful format for promoting dance through the use of YouTube videos.</p> <p>At the start of term children had to play games without equipment and this enabled them to act in different ways and think of different team activities. Now children are able to use equipment. A bubble will use an item for one week and so this reduces the risk of covid transmission as the equipment will only be used by that bubble.</p> <p>Children were swimming but this has had to stop again. CB reported that 85% of children were are the required standard. He is reviewing how to provide swimming support for those children who did not meet the standard.</p>
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AGENDA ITEM 15	RECOVERY CURRICULUM
Discussion	<p>The recovery curriculum does not just focus on the academic curriculum. Some children have not been active over lockdown and it is for this reason that an additional PE session has been introduced. There has been a push on healthy eating as health is part of REACH. All staff have been shown a presentation on the recovery curriculum.</p> <p>There is a Remote Learning Policy in place in the event that there is another full lockdown.</p> <p>Everyone has settled into a good routine. There are still some issues around staff connection because staff bubbles cannot mix and so there is some work to do around this issue.</p> <p>A Teaching Assistant has been appointed to support all children identified as at risk. At the end of the summer term, teachers predicted who they thought would be behind and these predictions were accurate.</p> <p>Assessment has taken place and baseline data provided. At the next data drop there will be an expectation the data will have improved.</p> <p>Three children have been identified as needed an EHCP and the school is putting in additional support as evidence for the application.</p> <p>There are some challenging children with some needs and a new TA funded by Pupil Premium funding goes into the class along with the class TA and the teacher to provide support to pupil premium children.</p> <p>Next term there will be after school clubs for targeted children. The catch-up premium has been used to fund a TA and every child who has been identified is receiving support. Teachers are also helping children catch-up by looking at the previous years' work to ensure they are secure in those areas. It has been a nurturing approach to learning and it is important that there are little things for children to enjoy so they do not worry about Covid.</p>

	There is a broad and balanced curriculum through Topic work GW left the meeting at 17.52
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AGENDA ITEM 16	DATA
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Discussion	<p>The Assessment report was circulated in advance of the meeting and ZC provided the headline information.</p> <p>The children in EYFS are showing weakness in phonics, reading, writing and maths and that will affect the data. Y1 is a difficult year as the children did not finish the EYFS goals.</p> <p>Subject leaders will monitor all of the areas. The next assessment drop is in December and governors will receive a report on this once the data has been analysed.</p> <p>Q: What are the strengths and weaknesses? A: Maths is ok, there needs to be some work around writing and the expectation that everyone will write every day. Spelling is being addressed and there has been a review of how spelling is taught at Clutton as this is not an issue there. There needs to be some work on the resources for children so they are more personalised.</p> <p>Q: On the SIP report highlights maths, is this a weak area? A: There is no validated data in for maths and this is where the subject lead will be able to monitor this. There are still issues around the knowledge of teaching maths and there will be a focus on the leader to address this but there does need to be further training.</p> <p>Q: Is it correct to say that the Y5 children have not fallen behind as much – is there anything that can be learned from this class? A: They are a very pro-active group with their learning and so it will depend on the cohort. Every teacher was consistent in their delivery.</p> <p>Insight is a very useful assessment tool which is being used across the Trust.</p> <p>It was agreed that governors would use the data to consider how this can feed into their action plan.</p>
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Action	<p>Governors to consider how the data can be fed into the governor action plan.</p> <p>Governors to receive training on Insight</p>
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AGENDA ITEM 17	SCHOOL DEVELOPMENT PLAN 2020-21
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Discussion	<p>The SIP recommended that the SDP run from January to January so that appraisals have taken place first. Lots of the actions will roll over but under leadership and management there will be a focus on middle leadership.</p> <p>ZC will complete one SDP for both schools as they have similar issues. Specific areas for the schools will be highlighted within this one document.</p> <p>SDP to be included on the next agenda.</p>
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Action	SDP to be included on the next agenda.
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AGENDA ITEM 18	GOVERNOR SELF EVALUATION & ACTION PLANNING 2020-21
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Discussion	<p>Three priorities were agreed:</p> <ol style="list-style-type: none"> 1. Raising standards in maths, reading and writing 2. Ensure the Recovery Curriculum in order– including Covid policy and procedures 3. Wellbeing for children family and staff 4. Monitoring and embedding of new curriculum
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	It was agreed that subject leaders would present their action plan to governors at the next meeting.
Action	Subject leaders invited to the next LGC meeting to present their action plans.

AGENDA ITEM 19	PRINCIPAL'S / HEADTEACHER'S REPORT
Discussion	<p>The Principal's report was circulated in advance of the meeting and ZC highlighted the main areas.</p> <p>Teachers need to take the next steps in the classroom eg leadership and planning and progression grids.</p> <p>CB leads a KS2 team meeting every two weeks. There is a need to ensure consistency across the classroom and it enables frank conversations and feedback to take place. This format will eventually be used across the school.</p> <p>ZC is supporting the carers of a child with an EHCP who wants to transition to a special school.</p> <p>There is an ongoing issue of parents who will not sign an EHCP. The school has been funding full-time support for two years.</p> <p>The behaviour of some children has been challenging. One child has been give a one day exclusion. Strategies have been put in place to ensure the child is monitored and there have been no further incidents. ZC is looking info further support for the child.</p> <p>One child has come off a child in need plan and they would like a TAF but there are no staff at Little Sutton who are TAF trained. It is possible to be trained in leading TAFs but this would take additional time away from teaching and learning.</p> <p>There are seven looked after children and monitoring and planning around their PEPs is significant.</p> <p>Some children have been placed on behaviour plans.</p> <p>Q: Is the behaviour plan in the behaviour policy? A: Yes, parent involved in the process were very supportive.</p> <p>Children with additional needs have a health care plan as do some staff and there is a higher level of documentation available than was in place previously.</p> <p>It was noted that because of the proposed changes to the Scheme of Delegation and the role that the LGC will have in exclusions, governors would need training on exclusions.</p> <p>Attendance is at 96% and this is good.</p>

AGENDA ITEM 20	INCLUSION / SEND
Discussion:	<p>This was discussed in agenda item 19.</p> <p>VS to liaise with ZC about the member of staff she should link with in her capacity as Inclusion Governor.</p>

AGENDA ITEM 21	FACILITIES MANAGEMENT - COVID 19 UPDATE /ACCESSIBILITY PLAN
Discussion:	<p>The updated risk assessments were circulated in advance of the meeting and noted by governors.</p> <p>The Chair at Clutton Primary school has requested that an easier template to read to be used for the risk assessment.</p>

	<p>It was agreed that the Facilities Manager be invited to the next meeting to answer any questions relating to Facilities Management including the Accessibility Plan and schedule of works.</p> <p>Q: Prior to lockdown, there was an issue of people getting onto the roof without authority. What has been done about this.</p> <p>A: This is not something that ZC was aware of as an issue and will look into this.</p> <p>It was noted that reference was made in the reports circulated in advance of the meeting about a number of eye injuries were reported. The report did not make clear which school the incidents happened in and ZC to email the Facilities Manager to request further information on the school and the causes of the injury.</p>
Action	<p>Facilities Manager to be invited to the next LGC meeting to provide an update to governors.</p> <p>ZC to request further information on the reports of unauthorised access to the school roof.</p> <p>ZC to request further information relating to the eye injuries reported.</p>

AGENDA ITEM 22	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>The Remote Learning Policy was circulated in advance of the meeting. It was based on a template from the School Bus and so has been legally checked. It would be used if there was a full lockdown or if an entire class had to self-isolate.</p> <p>If an individual child is self-isolating learning would be set for the child but it would not be the same as in the Remote Learning Policy as the teacher will still be teaching a full class.</p>

AGENDA ITEM 23	CLERK'S UPDATE
Discussion	<p>DT provided an update from the Cheshire West and Chester school bulletin.</p> <p>Governors discussed their role in supporting well-being and it was agreed that CB would obtain some staff voice on well-being and being back in school and will report back to governors.</p> <p>It was agreed that cyber-security will be included on the agenda for the next LGC committee meeting.</p>
Actions	<p>CB to obtain staff voice on well-being and report back to governors</p> <p>Cyber-security to be included on the agenda for the next LGC committee meeting.</p>

AGENDA ITEM 24	TERM DATES 2022/2023
Discussion	<p>The term dates for were circulated in advance of the meeting. The dates for Little Sutton and Clutton are in line but the Inset dates are different that those at Upton Heath. This will allow for an evaluation day to take place at the end of the year but has proved useful in the past.</p> <p>Governors approved the term dates.</p>
Decision	Resolved: That the term dates for 2022/23 be approved.

AGENDA ITEM 25	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
	<p>ZC confirmed that her appraisal had been completed and this will now go to trustees.</p> <p>Work needs to take place on the website which needs to be reviewed against the compliance document.</p>

	<p>SE acknowledged the work of everyone at the school, governors are receiving significantly more information now and credit was given to ZC and the staff.</p> <p>A governor commented that the children's letters to parishoners has been positively received.</p> <p>KH was thanked for taking part in the harvest festival video.</p>
Actions	Website to be updated and reviewed against the compliance document

Further discussions took place under the Part Two agenda