

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

Date	Tuesday 2 nd March 2021 at 4pm
Venue	Zoom

Present:	Zoe Carciro (ZC) Katie Sykes (KS) Sarah Wood (SW) Sharon Evans (SE) Callum Bowness (CB) Rev Keith Howard (KH) Nicholas Hebson (NH)	Executive Principal Parent Governor Foundation Governor Co-opted Governor (Chair) Staff Governor Foundation Governor Co-opted Governor
Apologies:	Vikki Walker (VW) Gwen Wale (GW)	Parent Governor Foundation Governor
Absent:		
In attendance:	George Bulman (GB) Debbie Tomkinson (Clerk)	Interim CEO Clerk

AGENDA ITEM 1	OPENING PRAYER, WELCOME, APOLOGIES FOR ABSENCE
Discussion:	SE welcomed all to the meeting. She also welcomed interim CEO GB and introductions were made. KH opened the meeting with a prayer. It was noted that NH's term of officer as a governor was due to expire before the next LGB meeting. He confirmed that he would be willing to stand for another term of office. NH left the meeting whilst governors discussed his re-appointment. NH was unanimously approved as a co-opted governor. NH was invited back into the meeting and was congratulated on his re-appointment.
DECISION	RESOLVED: That NH be re-appointed as a co-opted governor. All agreed.

AGENDA ITEM 2	ANNUAL DECLARATIONS
Discussion:	Governors declared any personal or pecuniary interests. SE is an invigilator at Neston High School NH is a governor at The Oaks School. No other interests were declared.

AGENDA ITEM 6	TRUST UPDATE
Discussion:	GB thanked governors for inviting him to the meeting and he provided governors with an update on his work since 4 th January. GB is looking forward to spending more time in the schools and developing productive links between the Trust and the schools. His background is in school improvement and he is keen to support the work of the school and governors.

	<p>There was a discussion on education standards and there will be a need for the Trust's Education Standards Committee to feedback to LGCs to ensure that governors and trustees are working together. GB spoke of his desire to establish a core data set of what governors would like to see. This can be collated for all three schools for CEO to feedback to the Education Standards committee which can then be fed back to the LGC.</p> <p>He also provided further information on the work of the Trust which was discussed under Part Two of the agenda.</p>
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AGENDA ITEM 3	PART ONE MINUTES OF THE LAST MEETING
Discussion:	The Part One Minutes of the Autumn term meeting were circulated in advance and accepted as a true and accurate record. All agreed.
DECISION	RESOLVED: That the Part One minutes of the autumn term be accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	MATTERS ARISING
Discussion	<p>Governors to complete Skills Audit. COMPLETE</p> <p>CEO to request confirmation from the Trust on the number of governors required on the LGC. This is not clear within the Articles of Association and Foundation governors are also not specifically mentioned in the document. Governors sought clarification on there should be Foundation Governors in addition to co-opted governors. NEW ACTION</p> <p>ZC to send details of distributed leadership across the school. COMPLETE</p> <p>Q: Do some leads link to both schools? A: Yes, here are leads in the core subjects in both schools. In other subject a member of staff will lead across both schools.</p> <p>SE to consult with GW1 re structure of senior leadership team. This has been addressed with the appointment of CEO. COMPLETE</p> <p>Governors to consider how data can be fed into the governor action plan. Chair, Vice Chair and Chair of Clutton will review data and look at how to feed this into governor action plan. ONGOING</p> <p>Governors to receive training on Insight. CEO is hopeful that Insight will enable two-way communication and that this can create a core data for governors to scrutinise and challenge.</p> <p>Training to be included on next agenda. NEW ACTION</p> <p>SDP to be included on the next agenda. ZC to circulate the SDP and Chair and Vice Chair to raise any questions at the next data meeting. Data to be included as agenda item for next meeting. NEW ACTION</p> <p>Subject Leaders to share action plans. ONGOING.</p> <p>ZC to talk to CEO about the Accessibility Plan. NEW ACTION</p>

	<p>ZC to request further information in relation to the unauthorised access to the school roof. ZC confirmed that nobody has accessed the roof. There are signs in place in the area and ZC to clarify if the smaller roof is included in the risk assessment. NEW ACTION</p> <p>ZC to request further information on the eye injuries reported. ZC clarified that the first aid data that had been presented to governors was not actual data but was an example of the kinds of data that could be reported. She confirmed there have been no incidents of eye injuries. COMPLETE</p> <p>CB to obtain staff voice on wellbeing. Discussed under the agenda. COMPLETE</p> <p>Cyber-security to be included on the agenda for the next meeting. Clerk to circulate cyber-security questions for governors. COMPLETE.</p> <p>Website to be reviewed and updated in line with the compliance document. ZC confirmed that she had reviewed the website and is now compliant. COMPLETE</p> <p>It was noted that the curriculum offer did not accurately reflect the significant work that had been undertaken by the school. ZC confirmed that this would be completed by April. KS to complete the church pages. NEW ACTION</p> <p>Governors discussed the additional workload for ZC in having to update the school website. The marketing manager is currently employed on a pay-as-you go basis and GB confirmed that marketing is on his agenda to consider.</p>
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	<p>ACTIONS</p> <p>CEO to request clarification on the numbers of governors required in LGCs.</p> <p>Training to be included on the next agenda</p> <p>School Data to be included on the next agenda</p> <p>ZC to consult with CEO on Accessibility Plan</p> <p>ZC to clarify if the smaller roof is included in the risk assessment.</p> <p>ZC to update website to reflect the current curriculum offer.</p> <p>KS to complete Church pages on school website.</p>
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	PRINCIPAL'S REPORT
AGENDA ITEM 5	
Discussion	<p>The Principal's report was circulated in advance of the meeting.</p> <p>An additional two children have joined the school taking the total number to 138. This is a very positive number.</p> <p>There have been 52 children in school during the partial closure of schools. Staff have been very good in tracking attendance and following up on those children at home who were not engaging with the remote learning provision.</p> <p>All but one member of staff is in school.</p> <p>Achievement of all pupils</p>

This year there have been four data drops – in September, December Easter and in the summer term. Usually there would be three data drops. Pupil progress meetings have taken place to discuss the data and to look at those children who are at risk of not meeting age-related expectations so that interventions and action plans can be agreed. The data is concerning and the impact of lockdown has not helped this situation. ZC has produced a data report which has been discussed with the School Improvement Partner.

There is a consistent approach to teaching phonics, writing and maths and some adjustments have been made in how some subjects are taught. It is important that children complete daily writing tasks.

There will be a revised timetable when schools fully open to all pupils. All children will complete guided reading and a new maths intervention programme has been purchased which will help improve data. Interventions have also been reviewed.

The SEND report was circulated in advance of the meeting. The provision map has been completed and costed. Inclusion is a big issue at Little Sutton and educational psychologist are not currently available

Q: What is the difference between SEND support and an EHCP?

A: SEND support can be done in small groups whereas an EHCP is more precision targeted support. The guidance from the Local Authority is that if a child is two years behind academically then an EHCP application may need to be made.

Q: What is the provision map?

A: Every child with SEND Support or an EHCP application is included on a chart which details the costs of providing the support. It is not always the case that school receives the full cost of the support.

Q: What is a SALT intervention?

A: Speech and language intervention.

Q: Are there specific strategies for narrowing the gap?

A: Any child who has SEN support have an assess plan do review document which contains targets. These are assessed to see what interventions are working and then reviewed for future interventions. They include smaller, more manageable targets for children. This is a new document and a lot of work is taking place with teachers to enable them to complete the document which will be shared with parents and other agencies.

Q: How will SEND children be supported on their return?

A: All SEND children have been in school and have received targeted support. It is important that formal applications for support are completed quicker.

Some vulnerable children are finding being in school challenging and a lot of support is in place for these children.

Q: Positive handling training – is it in the budget and has it been agreed?

A: It is a whole school approach and some allocated adults will complete the training so that they are able to handle children who may have significant behavioural needs appropriately. The courses are difficult to get on but as it in an EHCP they need to do it.

Q: Is there a safeguarding concern if they have to handle a child?

A: There is a positive handling policy and positive handling form which would staff complete.

Q: Could this be offered across the Trust?

A: This would not be appropriate as it is led by the needs of the child rather than a Trust approach.

Some children have received new behaviour plans and ZC will meet with parents to discuss these.

Q: How will it be ensured that children who need them receive personalised resources?

A: All children will have personalised approaches and will be monitored by ZC. ZC is also providing modelling to support the NQT so that expectations are clear.

There are a series of new behaviour rules which are shorter and ZC will meet with teaching assistants and mid-day assistants to talk about the policies.

Q: Are TA and MDAs trained in how they should behave?

A: ZC will line manage them going forward. They will all have an appraisal and training will be provided if necessary.

Safeguarding

One child has come off a child in need plan and it is recommended that they complete a TAF. A TA is trained to provide this.

Staff Performance/Appraisals

Appraisals for non-teaching staff and mid-day assistants have been completed from September. Teacher mid-term reviews took place during the last week of term.

Q: Are the staff appraisals more relevant and have challenging targets?

A: the targets are challenging and staff have welcomed the impact it had on teaching and learning.

The School Improvement Partner has visited school and staff meetings take place virtually every week.

ZC meets with the CFO and the Principal at Upton Heath every three to four weeks to discuss finances.

Q: How are student teachers being monitored to ensure quality of teaching?

A: The class teachers will monitor. Student teachers will do 9-12 hours contact time in one week and this will include whole class teaching, small groups or one to one sessions to enable them to get as much teaching time as possible. The calibre of provision is good.

Q: The information for parents on maths support is very good. Could something similar be shared to highlight the work over a year?

A: This is in place through the road-maps as presented to governors in a previous meeting. Each child will get a copy of their journey for the year. All parents have received slides from the training.

IT

ZC reported that IT is still an issue but despite this the provision has been good. The Trust have agreed a significant investment in IT across all three schools for infrastructure and hardware including broadband. GB reported that he is keen to review what is needed in terms of functionality and for the computing curriculum.

Governors discussed PTA contributions and it was agreed that SE would talk to them further.

GB left the meeting at 18.00.

Covid Update

CB as staff governor, shared with the meeting an example of the remote learning on google classroom including examples of the videos and work that the children were set during lockdown.

Governors were pleased that there had been no bubble closures. They also congratulated the school on an award from Cheshire Live which said that the school had gone above and beyond during lockdown.

Engagement has been consistent during the lockdown and the focus has been on new learning. Each teacher provides two live sessions per week so that children have had the opportunity to interact.

Q: How are families supported if they do not have access to technology?

A: Staff have completed socially distanced visits and taken work packs home. Packs have also been left outside school during the day. There have been a lot of phonecalls home and staff have done a very good job in very difficult circumstances.

Q: What is being done to ensure collective worship is on track?

A: There is a plan. Teachers will do it every day with their class and ZC will do a recorded worship each week.

Governors thanked all staff for all of their hard work.

Governor Training

SE and KS attended the Cheshire West and Chester Governance Association conference which included a talk from an Ofsted Inspector. Inspections are planned to take place from the summer term and there are likely to be three areas of focus:

- How are schools delivering the curriculum?
- How are children being assessed and where are the gaps?
- How will schools fit in the curriculum given that schools have gone into lockdown?

SE has also attended a number of DBE lead training sessions since January relating to Covid-19, Chairs clinic and two headteacher well-being sessions for governors relating to the new headteacher wellbeing handbook.

LH attended the DBE Headteacher wellbeing session for governors in March.

Clerk to request further information on NGA membership.

Q: Who is completing the risk assessments for the full re-opening of schools?

A: The CEO will review these.

Q: Is there a catch-up plan?

A: There is a catch-up plan with a three-tier approach. ZC to circulate the plan to governors.

Staff Survey

A staff survey was circulated to teachers. Governors suggested that it would also be useful to hear from TAs. The purpose of the survey was for governors if there was anything they could do to support staff well-being. It will also provide staff with a formal mechanism for making recommendations and a way of recording how they feel.

Staff are appreciative of governors' interest in their well-being. CB will talk to staff following meetings to ensure that staff are aware of what is going on. It is clear that staff do understand the tiers

	<p>between the LGC and Trust.</p> <p>It was agreed that a parent survey would be completed in the summer term and when governors are able to go into schools they will complete pupil voice with children.</p>
	<p>ACTIONS</p> <p>SE to talk to PTA</p> <p>ZC to circulate catch-up plan</p> <p>Clerk to request NGA information from CFO</p> <p>Parent survey to be completed in summer term</p> <p>Governors to complete pupil voice when they are able to visit school.</p>