

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

Date	Tuesday 24th June 2021 at 3.30pm
Venue	Zoom

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

The Meeting Met its Quorum

AGENDA ITEM 1	OPENING PRAYER, WELCOME, APOLOGIES FOR ABSENCE
Discussion:	KS welcomed all to the meeting. The apologies of SE were accepted. KH opened the meeting with a prayer.

AGENDA ITEM 2	DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST
Discussion:	There were no declarations of personal or pecuniary interest in relation to any of the agenda items. KS declared that she was training to be a teaching assistant

AGENDA ITEM 3	PART ONE MINUTES OF THE LAST MEETING
Discussion:	The Part One and Part Two minutes of the last meeting were accepted as a true and accurate record. All agreed.
	RESOLVED: That the Part One and Part Two minutes of the last meeting be accepted as a true and accurate record.

AGENDA ITEM 4	MATTERS ARISING FROM THE PREVIOUS MINUTES
Discussion	CEO to request confirmation from the Trust on the number of governors required on the LGC. Chair, Vice Chair and Chair to review data and look at how to feed this into governor action plan. ONGOING Training to be included on next agenda. To be deferred to September. ONGOING SDP to be included on next agenda. COMPLETE Subject Leaders to share action plans. This was deferred until September. COMPLETE ZC to consult with CEO on Accessibility Plan – this was included in the CEO’s update

	<p>ZC to clarify if the smaller roof is included in the risk assessment – this was included in the CEO’s update. COMPLETE</p> <p>Cyber security to be included on agenda for next meeting. This was included in the CEO’s Update. COMPLETE</p> <p>KS to complete church pages on school website. COMPLETE</p> <p>Curriculum offer to be updated on school website.</p> <p>SE to consult with PTA re contributions. ONGOING</p> <p>ZC to circulate catch-up plan. COMPLETE</p> <p>Clerk to request NGA information from CFO. Governors have access to the NGA. Governors to try to log on to the NGA site and contact the clerk in the event of any difficulties.</p> <p>Parent survey to be completed in summer term. ONGOING</p> <p>Governors to complete pupil voice when they are able to visit school. ONGOING</p>
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AGENDA 5	Update from CEO
	<p>GB, CEO, was in attendance to provide an update to governors.</p> <p>The Accelerated Reader programme is underway and pupils have undertaken assessments ready for September start. Power Maths preparation is similarly well advanced. Development of subject overviews (required for OFSTED and website) have been in progress for the last two months and on track for publication in August. Further refinement planned for autumn term. GB is working with Heads on this and they meet to review progress fortnightly.</p> <p>Facilities Management</p> <p>Much remedial work resulting from facilities audit and subsequent statutory fire, water, electrical inspections has been completed. Trust reserves have funded this so school budgets are not affected.</p> <p>GB and the CFO (HS) supervise and manage the work of site staff and liaise with contractors and meet site staff each week. They also usually have daily contact with staff.</p> <p>GB advised that he and HS are currently exploring solutions for Facilities Management and the role of Responsible Person (for legionella, fire safety, etc) which include externally sourced fulfilment of this.</p> <p>Q: Is this paid for from the top-slice that is taken out of the school’s budget? A: Yes, the Trust has paid for the remedial work.</p> <p>CWaC are ceasing the current offer to schools for broadband and phones and passing this on to a new organisation overseeing the whole council and all of its shared building requirements. This offer is not good value for money and many local schools are seeking alternatives. The Trust board approved a spend of around £50k across the trust using Dev Form Capital to cover new, high speed broadband lines into all three schools; new/reconfigured servers; new phone system. new classroom boards, whole new fibre line and conduit from street to school. Trenching work is to be completed on the first day of the school holidays. New WiFi and new servers to be installed over summer holiday. Now infrastructure costs are secured, it will be possible to progress with the purchase of £23k worth of</p>

	<p>CTouch classroom boards and these are likely to be installed October half term.</p> <p>The Trust CiF bid for a new roof was successful.</p> <p>Q: Will the solar panels be retained? A: GB was unsure about this but he agreed to find out.</p> <p>Chairs' Meeting</p> <p>GB, HS, Chairs of the LGCs, and Chairs of the Trust committees for Finance and Educational Standards will meet to enable a stronger and more purposeful, two-way link between the trust board and the local governing committees. The purpose of the meeting will be to give updates from trust and to receive information from LGCs. It will also be important to support the LGCs in relation to Ofsted inspections. The first meeting will focus on facilities management, Ofsted, school development, self evaluation and curriculum.</p> <p>Uniform</p> <p>Uniform design and procurement is completed and revised embroidery logos finalised. First orders have been delivered to school and further ordering process is up and running online for families to use. Benefits include eco credentials, 35% reduction in cost for families, high quality uniform which is easily obtainable. Feedback from parents has been positive.</p> <p>Scheme of Delegation</p> <p>The Scheme of Delegation plays an important role in allocating duties and responsibilities across the trust as a whole. Items are coded with Responsible, Accountable, Support and help to shape the agenda and work of the LGC, focussing on curriculum, school improvement, standards. The most recent version gives more responsibility to LGCs over admissions and in the reviewing of the exclusion of pupils, as had been agreed at a Chairs & Heads meeting. Any observations on the Scheme of Delegation were welcomed.</p>
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<p>ACTIONS</p> <p>GB to find out if the solar panels can be retained on the new roof.</p>	
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<p>AGENDA ITEM 6</p>	<p>PRINCIPAL'S REPORT</p>
	<p>The Principal's report was circulated in advance of the meeting and governors were invited to ask questions.</p> <p>ZC highlighted that the school's focus is on curriculum design and the mental wellbeing of staff, children and families. Quality First teaching is the most important provision to enable children to catch-up.</p> <p>There have been discussions about priorities and school improvement. ZC advised that school may offer parents virtual lessons and videos exploring the role of carers and parents in relation to the New Ways of Working Programme. There will be a review of the Home School Agreement so that parents understand how they can support their child's learning. There needs to be parental engagement with the Accelerated Reader Programme and teachers need to regularly check reading logs.</p> <p>Q: Current attendance is 96% - how is that calculated, does it include pupils who are late? A: There is a target for attendance to be at 97%. It does not include pupils who are late.</p>

	<p>There has been one fixed-term exclusion as a result of bullying incidents. Staff are working with all parents with this issue. All children are currently in school.</p> <p>Q: How are other pupils protected? A: There is a lunch group for a small numbers of children to try and minimise the impact.</p>
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AGENDA ITEM 7	SCHOOL DEVELOPMENT PLAN (SDP)
Discussion	<p>ZC has kept the SDP from January to January and will roll this forward as some actions have not been able to be completed because of the lockdown. The SDP is a joint document for Little Sutton and Clutton as both schools have the same priorities. This will be reviewed in the autumn term and a new SDP will be developed for January 2022. Monitoring has been challenging due to Covid and this will be reviewed going forward.</p> <p>Q: Will staff be involved in the plans? A: All staff will have a role to play. Good leadership is transparent and it is important that everyone knows what they are doing and why.</p> <p>GB provided governors with an overview of the inspection framework. Inspectors will complete a deep dive process looking at how skills are developed and sequenced and why aspects of the curriculum are being taught at a particular time. Inspectors will talk to staff and children. Reading will be a focus in all inspections and deep dives in maths regularly take place.</p>

AGENDA ITEM 8	PE AND SPORTS PREMIUM IMPACT REPORT
Discussion	<p>The Sports Premium impact report has been completed and published on the school website. Despite the difficulties children have been able to experience a range of sporting activities including skateboarding and wheelchair rugby. All Y3-Y6 children have received swimming lessons and a lot of equipment has been purchased with the premium. The premium has also funded a PE specialist and he will be used to build on the sports provision in the school. There are plans for lunchtime and as many children as possible will be targeted.</p> <p>CB confirmed that dance and gymnastics will be offered going forward.</p>

AGENDA ITEM 9	PUPIL PREMIUM IMPACT REPORT and CATCH UP FUDING REPORT
	<p>There is a three-year Pupil Premium strategy in place. The end of year data will be analysed and a report on the impact of the premium will be provided at the next LGC meeting.</p> <p>There is a whole school and year approach to catch-up. There is a three tier system for using catch-up funding to form the basis of a recovery curriculum such as training teaching assistants in the Team Around the Family (TAF) process.</p> <p>Q: If the total expenditure is higher than the funding received, how are the costs met? A: These will come out of the school budget. Any additional money after the initial funding will come out of the school budget.</p>

Actions
Pupil Premium Impact report to be included on the next agenda.

AGENDA ITEM 10	SEND INFORMATION REPORT
Discussion:	<p>The SEND report was circulated in advance of the meeting.</p> <p>A significant number of children with special educational needs are also looked after children or adopted from care and this will have an impact. It is difficult to address the academic aspect of school life before addressing the social and emotional needs of children.</p> <p>An application for funding for one pupil was requested at the end of March. To date, the school has not received a response from the Local Authority. CAHMS do not have the capacity and Educational Psychologists are not coming into schools on the advice of Unions. This has had an impact on staff. Some schools have put children on part-time timetables but ZC was of the view that this was not the way forward.</p> <p>Five members of staff are Team Teach trained.</p> <p>Q: What interventions are children receiving? A: Some children are not far from where they need to be and may not need interventions and class teaching is the way to move children forwards. There needs to be a period of reflection on the year to make sure resources and interventions are working.</p> <p>There needs to be an understanding that everyone is responsible for all children. There will be an Inset day to look at what the end goal for children in Y6 looks like. ZC would like to establish a culture of learning where everything that is done is done for the benefit of children.</p>

AGENDA ITEM 11	DATA PRESENTATION APRIL 2021
Discussion	<p>This item was taken after agenda item 5.</p> <p>JE Assessment Lead was in attendance to provide an update on assessment.</p> <p>Data has something the school has historically struggled to use to inform and drive progress. The Insight system will help understand if teaching is embedded and takes the learning forward.</p> <p>Teachers are able to choose what information is input into the system and they will also include their own teacher assessments. There is work to be done on teacher assessment to make sure judgements are in line with each other.</p> <p>There is a termly data drop and leaders are looking at how the data can be used so that teachers are in control of their class and its data. Previously teachers have not been involved in tracking data but that made a disconnect between data and teaching. Involvement in tracking data will give control and accountability to staff.</p> <p>Governors were provided with an overview of how the system works. Teachers now need to be given the skills to use the information so they can use this to inform their planning.</p>

	<p>Q: Is the data discussed at staff meetings?</p> <p>A: Teachers will come to pupil progress meetings and ZC will ask teachers questions about what is in place for individual children. Subject leads analyse the data. The current system is used to track data in reading, writing and maths and from next year science and a request has been made to include RE.</p> <p>The next step is to develop a one page summary to see how children are performing in other subjects so staff can track back and look at key markers.</p> <p>Q: Are the current Y1 and Y2 children most affected by covid?</p> <p>A: They are not necessarily the most affected by the lockdown but they are the most vulnerable groups. There are a number of children on the SEND Register or are vulnerable pupils. Social and emotional issues seem to be having an impact on their learning.</p> <p>Q: A number of children are working below – is that an average picture across schools generally?</p> <p>A: The information is based on the March data. The data would have been better were it not for the lockdown but this will need to improve. It is difficult to compare the data against other schools as some base their data on predictions of where the children would have been if there hadn't been a lockdown.</p> <p>Progress has been good. The children have caught up from autumn and have made big strides forward.</p>
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AGENDA ITEM 12	OFSTED PREPARATION
	This will be further discussed at the meeting of Chairs on 14 th July 2021.

AGENDA ITEM 13	CYBER SECURITY
	<p>Cyber security is not a matter that the LGC are accountable for but GB answered the suggested questions from the NASCC</p> <ol style="list-style-type: none"> 1. Does the school have a list of different organisations that provide IT services? The Trust will have this. 2. Does the school leader know who manages or coordinates the IT within the school? 7-11 manages IT within the school. 3. Has the school identified the most critical parts of the school's digital estate and sought assurance about its security? The Information Management System is backed-up. 4. Does the school have a proper back-up and restoration plan in place? Yes the LA has a back-up plan and, going forward, systems will be cloud based. 5. Do the school's governance and IT policies reflect the importance of good cyber security? IT Policy is a non-statutory policy but this may need to be reviewed. 6. Does the school train staff on the common cyber security threats and incidents that schools experience? Not currently but staff know what to do in such circumstances. 7. If the school temporarily lost access to its data and/or internet connection would the school still be able to operate? Yes 8. Does the school know who to contact if it becomes a victim of a cyber incident? There was one incident and parents were informed and it would depend on the nature of the threat.

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AGENDA ITEM 14	POLICIES
	<p>The RSE Policy was circulated in advance of the meeting.</p> <p>A letter has been sent to parents to explain they have a right to withdraw their children from the non-statutory aspects of the curriculum. A letter will be sent every half-term including details of the materials and videos and keep the conversations between school and parents open.</p> <p>The RSE Policy was approved by governors.</p>
	RESOLVED: That the RSC Policy be approved by governors.

AGENDA ITEM 15	GOVERNANCE MATTERS
	<ul style="list-style-type: none"> • Governor visits have included reading, Church club, Ascension Service. Governors were also invited to the Leaver's Service • It was agreed that governors would complete a skills audit. • Following the resignation of GW there is a need for a new Diocesan governor. It was proposed that KS apply to become a Diocesan governor and this was approved by the LGB. The Diocese will make the final decision upon completion of an application by KS. KH to send the application form to KS. • Formulate an action plan with HT/CEO for next academic year. ONGOING

AGENDA ITEM 14	CONFIDENTIAL MATTERS - PART 2
Discussion	There were no Part Two confidential matters.

There were no further discussions