

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

Date **Tuesday 2nd November 2021**

Venue **Little Sutton Primary**

Present:	Zoe Carciero (ZC) Katie Sykes (KS) Sharon Evans Sarah Wood (SW) Callum Bowness (CB) Rev Keith Howard (KH) Nicholas Hebson (NH)	Executive Principal Foundation Governor (Co Chair) Co-opted Governor (Co Chair) Foundation Governor Staff Governor Foundation Governor Co-opted Governor
Apologies:	Rev Keith Howard (KH)	Foundation Governor
Absent:		
In attendance:	George Bulman (GB) Simon Dorset (SD) Debbie Tomkinson (DT)	Interim CEO Chair, Clutton Primary School Clerk

AGENDA ITEM 1	OPENING PRAYER, WELCOME & APOLOGIES FOR ABSENCE
Discussion:	KS welcomed all to the meeting. The apologies of KH were accepted. It was also confirmed that KH is retiring and the committee thanked him for his service to the school.

AGENDA ITEM 2	PART ONE MINUTES OF THE LAST MEETING
Discussion	The Part One minutes of the previous meeting were circulated in advance and accepted as a true and accurate record. All agreed.
	RESOLVED: That the Part One minutes from the summer term meeting be accepted as a true and accurate record. All agreed.

AGENDA ITEM 3	MATTERS ARISING
Discussion:	To note whether the following matters arising have been completed or not. <ul style="list-style-type: none"> - Curriculum offer to be included on school website - COMPLETE - Parent survey to be completed in Spring term – it was agreed that a Trust survey could be sent with a focus on reading. COMPLETE - Governors to complete pupil voice when able to ONGOING - Stakeholder voice to be included within link governor ONGOING - Pupil Premium Impact report to be included on next agenda ONGOING

AGENDA ITEM 4	GOVERNANCE
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Discussion:	<p>Appointment of Chair and Vice Chair</p> <p>KS and SE were nominated as Co-Chairs. KS and SE left the meeting whilst the committee considered the nominations.</p> <p>KS and SE re-entered the meeting and were congratulated on their unanimous appointment.</p> <p>Annual Declarations</p> <p>The Annual Declaration of Interest forms were circulated in advance of the meeting. Any member of the committee who had not already done so were asked to complete the forms.</p> <p>Get Information About Schools</p> <p>Governors were are asked to check their details on GIAS are correct. There was a query about the start date of the term of office for some committee members but it was confirmed that all were registered on the system.</p> <p>DBS Check</p> <p>It was confirmed that all committee members had completed DBS checks.</p> <p>Governing Body Membership</p> <p>Two nominations have been received for the parent governor vacancies.</p> <p>Subject Links and Lead Governor Roles</p> <p>It was agreed that the appointment of lead and link governors would be discussed at the next meeting when new committee members will have been appointed.</p> <p>As a statutory role it was agreed that KS would be Safeguarding Governor.</p> <p>Governor Self Evaluation and Action Planning 2021-22</p> <p>It was suggested that this be included as part of the Leadership and Management element of the Strategic School Improvement Plan with a governance plan based on the format of the school's strategic plan. Further discussions to take place at the Chairs' and CEO meeting.</p>
	RESOLVED: That KS and SE be appointed as Co-Chairs. All agreed.

AGENDA ITEM 5	ACADEMY IMPROVEMENT PLAN
Discussion:	This was discussed under the Principal's report.

AGENDA ITEM 6	TRUST UPDATE
Discussion:	<p>GB in attendance to provide on the work of the Trust</p> <p>Staffing Update at Trust Level</p> <p>The Trust are interviewing for an Operations Manager post to manage aspects of facilities,</p>

compliance, contracts, admin tasks at trust level.

The Deputy Headteacher at Upton Heath will also be operational SENDCo across the trust for the next two terms. She will be based at Little Sutton and Clutton for a day and a half every fortnight to add some management capacity for ZC.

GB has asked staff to consider their staffing structures for 2022-23 by December and he has asked ZC to consider the inclusion of a deputy headteacher role. It may be possible, depending on school budget, for this role to commence in Summer 2022.

Trust Wide School Improvement Work

Susan Walters has been appointed as external school improvement partner to work across all schools. She will complete a termly evaluation visit for each school, will assist Heads with the completion of their SDP and SEF plans, will write a report which will be shared with LACs and will complete the Head Teachers' Performance Management process in December.

EY2P have been appointed at audit all three early years settings and the report will be shared with LGCs.

Significant work has taken place on the curriculum and websites have been structured to allow the uploading of subject curriculum documents to demonstrate the content, sequencing and progression in each subject.

There has been cross-school collaboration including an Inset day focusing on curriculum design and organisation. GB will also meet with reading leads to share good practice and the use of data generated by the Accelerated Reader programme.

Pupil Numbers

GB and the CFO have met with representatives from the Local Authority (LA) who have responsibility for planning pupil numbers in all schools. The data suggests that numbers at Little Sutton will increase to 178 by 2025.

Facilities Update

Ellis Whitham have been appointed as external health and safety advisors and they have completed three one-day audits for the schools.

Work on the roof at Little Sutton has been postponed until the start of December due to the lack of materials.

IT equipment including white boards, Wi-Fi, broadband lines are in place across the schools. New servers are required but are acceptable for now. The Trust will be exploring further CiF bids for the spring term.

Scheme of Delegation

Work has taken place on reconfiguring LAC agendas so that they will closely reflect the specific duties of the committee. GB provided committee members with an overview of the Scheme of Delegation and references relevant to the LAC are included on the agenda for information.

GB thanked the committee for all of their work with the schools.

AGENDA ITEM

PUPIL ACHIEVEMENT

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Discussion:	This was discussed under the Principal's report.
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AGENDA ITEM 8	PRINCIPAL'S REPORT
Discussion:	<p>The Principal's report was circulated in advance of the meeting which included:</p> <p>Strategic School Improvement</p> <p>The Strategic School Improvement Plan (SSIP) runs from January to January 2022. GB has asked for plans to run from September to September. The current plan has been reviewed and if actions have not been met because of Covid, these will go into the new SSIP.</p> <p>The school has received £2k catch-up funding and that has been spent on the Pathways to Write programme. There were discussions about how to utilise the national tutoring programme which is 75% funded by the government. ZC wants to ensure that children receive a rich and balanced curriculum and so there will be no extra hour of maths. It was suggested that tutoring could be provided as an after-school club but some children would not be able to cope with this.</p> <p>Safeguarding</p> <p>Safeguarding Policy</p> <p>The Safeguarding Policy was approved by governors.</p> <p>ZC to complete the NSPCC Safeguarding Audit.</p> <p>Governors have received safeguarding training and have been provided with updates on changes to Keeping Children Safe in Education.</p> <p>Curriculum Update</p> <p>CB provided overview of seven weeks learning in Y6 – to show what the classrooms look like on a day-to-day basis including Kagan cooperative learning structures.</p> <p>The Power Maths update showed work in journals was good. There have been discussions about whether teachers have flexibility in the way they teach. It is important in the mastery method for teachers to follow the process but there is the ability to be flexible in the approach to teaching where children may not understand a particular concept. CB gave the example of a maths lesson where children did not understand long division. The school method was used for three days and once children understood this he was able to follow the Power Maths scheme.</p> <p>Q: How do teachers differentiate? A: CB shared the different phases of the Power Maths scheme. All children work in the discovery phase and will think and share ideas but some children will use a pictorial approach to answering the question and some will use the abstract.</p> <p>Q: How do teachers differentiate for the more able children? A: All children will do 'power up' and 'discover and share'. Teachers will then be able to see the level children are working at. Teachers will then ask the more able pupils to work with another child or can give them additional work.</p> <p>Q: Is there enough evidence that children are working at a particular level in the journals? A: The evidence is that children will be able to talk about their thought processes when answering a</p>

question. It was agreed that evidence could be glued into books although consideration does need to be given to staff workload. Subject leads also complete a moderation exercise where books and delivery of the curriculum is reviewed.

CB has produced a mini-report on the maths curriculum and how this can be implemented. CB to send to governors.

Governors were given an explanation of the Kagan method and how this fits with the Christian ethos of the school.

Q: Do children learn better using Kagan?

A: Yes, children love it.

Q: Is there a minimum number of children that need to be in a Kagan group?

A: It is ideal for four children but it can work with smaller classes.

Q: What classes use Kagan?

A: It is hoped that this will be implemented across all classes as it does have a positive impact on behaviour.

Covid recovery money has been used to purchase Pathways to Write as writing has been most affected by Covid. Some children's spelling is poor and a set spelling dictionary has been created for English and topic work. One of the mastery elements for this term are modal terms and adverbials.

There is a more structured approach to planning writing so that children have a clear understanding of expectations and to enable differentiation to take place.

Q: How does the subject lead support you?

A: CB has taken on the role of KS2 lead. The Pathways to Write consultant has gone through the plan with staff and it can be edited based on the needs of the child.

Q: How can governors monitor the impact?

A: This can be achieved through governor monitoring.

Q: Is SENDCO support in the school sufficient?

A: There is a more consistent approach from the Trust but this is a work in progress and will need to be reviewed.

Q: Is class management set as an appraisal target?

A: There has been a staff meeting about low-level disruption. This will be reviewed in the mid-term appraisal and informally monitored. Behaviour at Little Sutton is good and staff just need to be addressing issues such as respect.

Q: How do Trustees monitor appraisals as it has an impact on Teaching and Learning?

A: This is based on evidence from ZC. Further discussions to take place at the Chairs' Forum

CB has also met informally with mid-day assistants to explain the behaviour rules in the school.

Christian Distinctiveness

It was agreed that Christian Distinctiveness and whether prayers are said during the day to be discussed when link governors are agreed.

Q How often do assemblies take place?

	<p>A: Collective worship but because of Covid it is not possible for the whole school to get together as often as would be liked.</p> <p>It was agreed that the new Foundation Governor would be appointed RE link governor.</p> <p>Q: Is the school being promoted enough? A: A lot of work is taking place but there are also issues of workload. CB agreed to use Twitter more and it was agreed that the school should use the Marketing Manager more to help promote the school.</p> <p>Pupil Attainment</p> <p>Summer term data was circulated in advance of the meeting. Th is pre Power Maths and Pathways to Write. There will be a further data group at Christmas and current year data to be included on the next agenda for discussions. It was not possible for ZC to provide projections for attainment and progress until the impact of some of the new measures had been reviewed.</p> <p>ZC noted that in some areas teaching needs to be improved. Work is taking place on teacher judgment and self-assessments.</p> <p>All children receiving an intervention are logged on Insight.</p> <p>Q: What percentage of children are working above? A: It is difficult to say as there is no national data for last year but it will be possible to provide this going forward as statutory tests are resuming.</p> <p>Q: Are teachers receiving Continual Professional Development? A: CPD provision is a lot better and teachers are getting a lot of support to raise standards. Teachers have received Power Maths and Accelerated Reader training.</p>
	<p>ACTION</p> <p>CB to circulate monitoring report on maths</p> <p>Christian Distinctiveness to be reviewed by link governor</p>

AGENDA ITEM 9	COMPLIANCE/POLICIES
<p>Discussion:</p>	<p>Scheme of Delegation 2021-22 and Terms of Reference.</p> <p>This was discussed under the CEO Update.</p> <p>Policies</p> <p>GB to provide a policy review schedule.</p>
	<p>ACTIONS</p> <p>CEO to provide a policy review schedule</p>

AGENDA ITEM 10	GOVERNOR VISIT REPORTS
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Discussion:	To be discussed at the next LAC meeting.
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AGENDA ITEM 11	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
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AGENDA ITEM 12	DATE OF NEXT MEETING
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Discussion:	Tuesday 1 st March 2022 at 3.30pm
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AGENDA ITEM 13	CONFIDENTIAL MATTERS
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Discussion	Further discussions took place under the Part Two agenda.
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