

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
16th July 2019 2.00PM**

Present:

Catherine Logan	Headteacher (HT)
Ann Richardson (Chair)	Co-opted Governor
Mick Horton	Co-opted Governor
Steve Nathan	Co-opted Governor
Mike Green	Parent Governor
Gemma Simpson	Staff Governor

In attendance:

Simon Decker	Trust CEO
Jack Allen	Deputy Headteacher (DHT)
Geraldine Fautley	Assistant Head/EYFS & KS1 Leader
Laura Bunting	Clerk

Item	Main discussions and agreed actions	Action by
1	Welcome and apologies	
1.1	Apologies had been received from S Banaghan, C Lane, T Whittaker and M Prenter and were accepted by the Governing Board. The Chair informed Governors that it looked likely A Ewen would be resigning from the Governing Board and she would confirm this over the summer. She welcomed EYFS & KS1 Leader Geraldine Fautley To the meeting.	
1.2	Members of the current School Council visited the meeting: Governors asked the children what they thought was the best thing about being on the School Council and they said it was raising money for charity. They also did lots to promote recycling. The children were asked how they collected views from other pupils. This was through a suggestion box and 2 reps in each class. Governors asked if the children felt the school listened to their views and they confirmed this. The Chair thanked the School Council for visiting the meeting.	
2	Declarations of interest and code of conduct	
2.1	There were no new declarations of interest.	
3	Minutes of the Previous Meeting	
3.1	The minutes of the previous meeting of the Local Governing Board held on 28 February 2019 and the School Improvement meeting held on 7 March 2019 were agreed and signed as a true record.	
4.	Actions and Matters Arising	
4.1	Governors reviewed previous actions from the LGB meeting on 28 February and agreed that items were complete with the exception of the following: 2.2 - This was outstanding but new declarations of interest and code of	

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		<p>conduct would be completed in Term 1.</p> <p>6.4/9.5 - It was noted these actions were no longer applicable and would be reviewed in term 1 as part of the move to the circle model of governance and new monitoring pairs.</p> <p>9.3 - The allocation of a training governor was outstanding.</p> <p>9.5 - The new SDP would be discussed under agenda item 9. Governors would use this to inform monitoring visits moving forwards.</p> <p>9.7 - Training would be reviewed in Term 1 once monitoring pairs had been agreed.</p> <p>11.1 - Chair to follow up on SIP linked to budget - this was ongoing</p> <p>Action: To consider a Governor taking the role of Training Governor Action: To review training needs following allocation of monitoring pairs Action: Chair to follow up on SIP linked to budget</p>	<p>All All AR</p>
	4.2	<p>Governors reviewed previous actions from the School Improvement meeting on 7 March and agreed that items were complete or would be reviewed at the meeting with the exception of the following:</p> <p>8.1 - This was no longer relevant and will be removed from the actions log</p> <p>11 & 12 - Data would be produced in a different format next year</p> <p>15 - Data was now being transferred to SIMS which would resolve these issues</p> <p>18.2 - The HT reported this had been working well but she was waiting to see if this would still be running from September as the company had gone into administration.</p>	
	4.3	<p>The Chair and CEO informed Governors that moving forward it had been agreed policies would be RMET policies with appendices for each school if needed. Responsibility for these appendices would be delegated to the HT. There may also be some specific school policies which would be submitted to the LGB for approval. The HT commented there may be some updates to policies for the next LGB meeting.</p>	
5.	School Council: Meet the new head boy/girl and deputies		
	5.1	<p>The new school council for the coming year joined the meeting and introduced themselves. The HT asked them to explain to Governors how they had been elected and they explained the process. The Chair asked the school council what they would be doing in the coming year and they explained they would be helping improve the learning environment. The HT added they would be helping to lead Twydall primary school.</p>	
6	Headteachers Report		
	6.1	<p>The HT outlined her report to Governors. It was noted that an incomplete HT report had been put on Governor Hub and the HT would send the full report to the Clerk to add to Governor Hub. The full report is filed with</p>	

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		these minutes.	
6.2		Governors asked how attendance compared with other schools. The HT reported the target was 95% so the school was still below this. However last year attendance had been 92% so there had been a slight improvement. She explained the number of PD children and mobility of pupils had an impact on attendance figures. She added competitions were run to encourage good attendance.	
6.3		<p>The HT highlighted curriculum would be reviewed in light of the new Ofsted framework. The CEO queried the review being over the next 12 - 18 months as Ofsted require this is reviewed in 12 months. The HT explained that it would be completed in 12 months but then reviewed again in 18 months. The CEO requested an update after Term 2.</p> <p>Action: HT to give update on curriculum review in Term 2</p> <p>The HT explained the school had developed its curriculum intent which she was happy with. She added staff had had time out of lessons to review the curriculum. The science lab and art room would be ready for September.</p> <p>The Chair asked the HT to highlight the things in teaching of the curriculum which would change next year. The HT explained reading, writing and maths would continue to be taught as currently but that other subjects would be taught by subject specialists from years 1 - 6. There would be a more holistic approach to the curriculum reducing repetition in subjects across year groups. The HT added she wanted to develop teaching of French language, culture and geography. She planned a short residential or day trip to France for Year 6 instead of the residential trip to Ashford.</p> <p>Governors asked for a high level statement of the curriculum and the CEO said he would like this by the meeting in Term 2. The DHT explained that curriculum maps had been developed and the HT confirmed these would be on the website from September. Governors discussed that these could be reviewed initially in a monitoring visit.</p> <p>Action: Monitoring pair to review curriculum maps in monitoring visits</p> <p>Action: HT to produce statement of curriculum for the term 2 LGB meeting.</p> <p>The HT confirmed the curriculum intent was on the website. The schemes of work had been drafted but were not finalised for the website yet.</p>	<p>HT</p> <p>Monitoring Pair</p> <p>HT</p>
6.4		A Governor queried the use of the old canteen for Step and Learn and expressed concerns that if the school grew, this may be needed as a	

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		canteen. The HT explained that it had been agreed this would be used for 1 year in the first instance and that Step and Learn could still be facilitated in the school hall should the canteen be needed.	
	6.5	<p>The CEO asked when the annual safeguarding return needed to be completed and the HT confirmed this was in October and that the figures in her HT report would be used.</p> <p>The difficulty of a lack of safeguarding information available when new children joined the school was discussed. The HT confirmed this was referred back to Medway. There were issues of changes in social worker, the amount of information kept by other schools and delays in information being passed on when families moved. The HT added that the school reported to the inclusion team when a child left and they did not know where they were going.</p> <p>A Governor asked how safeguarding incidents were tracked. The HT explained CPOMS was used. Governors discuss the need to review safeguarding information and it was confirmed this was reviewed by the Safeguarding Governor but could not be shared more widely.</p>	
	6.6	<p>The HT outlined changes in staffing. She informed Governors the consultation about Creative Fridays had gone well, with only 4 negative responses received by email. Parents had been asked to choose from a list of clubs using survey monkey, 4 had to be paid for. PD children would do Step and Learn and have 1 other choice.</p> <p>The HT added that the Inclusion Office was being moved to the previous PPA room and a smaller PPA room created. A Governor expressed concern about there being sufficient space in each year group for planning. The HT confirmed there would be one classroom available in each year group not used for clubs. There had been an issue with noise this week in year 5 but this was due to moves being carried out.</p>	
	6.7	<p>Governors discussed pupil numbers. G Fautley explained there were higher numbers in nursery than last year. Having Sunshine Nursery onsite would have an impact as 30 hour nursery places could be offered. These children would then hopefully join the school in Reception.</p> <p>Governors discussed the issue of 3 classes leaving the school in Year 6 and only 2 classes joining in Reception. It was noted that next year's Year 2 had been 2 form entry and there were now over 60 children in this year group. The CEO advised that there might be options to protect numbers in some year groups to avoid going too far above 60 and needing another teacher, which would be an additional cost. The HT explained the school had been advised against this as school places were needed. She considered setting limits would stop whole families joining the school and the school wanted to expand in the long term. By vertical teaching pupil</p>	

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	<p>numbers could be managed effectively, as long as classes with PD children were kept at no more than 30 children.</p> <p>The Chair asked what the statutory limit was for pupil numbers in each class. The HT confirmed this was 30 in infant classes so some children had to be taught in vertical classes with another year group. The Chair asked if the HT was happy with the schools capacity for in-year transfers and the HT replied that the only year this may cause an issue was Year 6. There were already 75 children in this year group. Governors agreed the school needs to continue growing and that no limits to intake/in-year transfers should be set at the present time but this should be reviewed again next year.</p>	
<p>6.8</p>	<p>Review of Data: Two reports showing Term 5 milestones were circulated prior to the meeting. The HT circulated 3 additional sheets showing data for Reception, Year 2 and Year 6. All are filed with these minutes.</p> <p>The HT commented that 15% of children in Year 6 had EHCPs and the results not including these were really good, with reading at 75%, writing at 83% and Maths at 84%. This showed a sustained improvement from previous years. She added that in reading 8 children had missed by only 1 or 2 marks as it was a harder paper.</p> <p>Governors queried the lower percentages in GPAS. The HT commented that this was moderated which had impacted some children's concentration. The HT commented that this was now taught more systematically across year groups and that next year's Year 6 would have had 3 years of solid GPAS teaching. Governors queried whether GPAS should be included in milestones. The DHT commented that reading, writing and maths were rated and that including GPAS may spread the focus too much.</p> <p>The Chair asked how these results compared to targets set. Reading had been missed by 10%, however the target had been hit in maths and beaten by 2% in writing.</p> <p>Governors discussed that the reading paper was more difficult this year. This was an issue nationally. The DHT commented that many more had hit targets in the practice test. Governors discussed whether more work needed to be done to specifically prepare for how to answer questions in the test and it was suggested that Twydall work with Riverside Primary on this.</p> <p>Governors discussed that Year 6 was a girl heavy cohort and lots also had EHCPs or SEN. Ian Tomkins from RMGS had been providing interventions in</p>	

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		<p>Maths which had helped. It was noted progress had been good and those achieving GLD was higher than last year. The Chair congratulated the school and its teaching staff for such positive results.</p> <p>Governors noted that phonics and KS1 results had been reviewed at the previous meeting.</p>	
7	Chair of Governors Summary		
	7.1	<p>The Chair gave an update on the work of the circle model working group. She presented the annual planner which she would put on Governor Hub. She summarised there would be 5 LGBs next year as well as ad-hoc committees as needed for pay, staffing and complaints. There would in addition be monitoring pairs covering a number of areas which would then report back to the LGB. She asked Governors to look at the document over the summer and think about which areas they would like to join a monitoring pair for. Governors expressed concern about fitting everything into 5 meetings and ensuring enough focus was given to finance. The Chair advised that the meetings would be more focused but the new model would be reviewed at the end of the year. The Finance pair would meet more often and call another meeting if needed, the monitoring pair would also be sent a monthly finance report.</p> <p>Action: Governors to consider which monitoring pair to join</p>	All
	7.2	<p>The Chair advised she had requested that the Trust appoint T Whittaker and C Lane (previously advisory) as voting Governors if the LGB agreed. In answer to queries it was confirmed they could remain as Trustees but would need to declare any conflict of interest should this arise. Both were happy to take on this role for a year. Governors agreed they were happy for T Whittaker and C Lane to be appointed voting Governors.</p>	
	7.3	<p>The Chair advised that A Ewen may resign and a parent election would then take place. She was also currently in conversation with a parent of RMGS who was interested in becoming a Governor and had finance experience.</p>	
8	Link Governors Reports		
	8.1	<p>The SEND report was circulated prior to the meeting and is filed with these minutes. The Chair advised she had met with the Inclusion Manager, C Johnston, last week who had wanted her to highlight the recent changes to top up funding. Top up funding to cover support at break and lunchtimes can no longer be applied for. The school therefore covers this cost. Governors queried whether this would affect how lunch times are covered following the restructure. The HT confirmed this was covered by different staff so would not impact the restructure. The HT added she would like to have a meeting with M Horton in term 1 about accessibility.</p> <p>Action: HT and M Horton to meet in Term 1 about accessibility</p>	HT/M Horton

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		There were no other Link Governor Reports.	
9	Committee Reports		
	9.1	<p><u>SDP/SIP:</u> The SIP from last year was on Governor Hub and is filed with these minutes. The HT commented there were a couple of areas still outstanding showing amber and ran through these for Governors. Work on citizenship hadn't happened and was pencilled in for next year. Work in other areas had started but there was still work to be done.</p> <p>A Governor commented it would be good to see more notes in the monitoring review and evaluation column with details of what had worked and what had had an impact. The HT explained documents were mentioned which could be referred to. Governors agreed more consistent evidence of monitoring would be useful and that the new format may help with this.</p>	
	9.2	<p>The new draft SDP had been put on Governor Hub prior to the meeting and an updated version was circulated at the meeting and is filed with these minutes. The HT explained that this was a new format used across all schools in the trust and was colour coded in a different way each term. The budget part still needed to be completed.</p> <p>The CEO queried a teacher for the deaf salary which had been included. The HT explained this post would now be on a zero hour contract as RMET would not be funding the salary. Governors agreed it was useful to see a plan of what evidence the school expected to see and this could be used to inform monitoring visits.</p> <p>The HT was happy with the draft which had been reviewed by the SLT the previous evening. The CEO confirmed he was happy but would like to see the remaining leads assigned and more in the resources columns. The RMET column would show the link to the RMET operational plan. This SDP also linked to the new Ofsted framework and the focus of the circle model monitoring.</p>	
	9.3	It was agreed a report was not needed on budget forecasts and recovery plan summary as all governors had been at the extraordinary LGB to discuss this and there was no further update.	
14	Report on EYFS strategies & interventions		
14.1	<p><i>It was agreed agenda item 14 should be covered next as it was a long meeting and some attendees needed to leave.</i></p> <p><i>4.02pm - The CEO and S Nathan left the meeting</i></p> <p>G Fautley reported that girls had achieved slightly higher than boys as less were pupil premium (PPG). Focus was therefore on closing this gap and the gap</p>		

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between PPG and non PPG. T Wilson (RMET support) had carried out an audit of nursery and reception. To enable the learning environment to better support the intent of the EY curriculum classrooms were being moved to create 2 home rooms for formalised reading, writing and maths teaching. As reception was a play based curriculum there would also be a learning hub with zoned areas. She commented this created a need for teaching staff to get used to a new way of working. T Wilson would be in school 1 day per week in September and have regular meetings with EYFS staff. G Fautley added she would also have time out of class to mentor in Term 1.

Work was being done to ensure the curriculum was in line with the rest of the school. To aid transition into Year 1 from September the timetable was being changed to mirror Reception, with a focus on play to practice learning. G Fautley informed Governors that EY support would continue to be bought from Medway who provided an advisor and 3 days support per year but more if needed. They could also provide support for Governors in monitoring and understanding the EYFS framework. Governors agreed this would be useful to help with monitoring visits and ensure these were in line with requirements of Ofsted.

The Chair thanked G Fautley for coming and asked Governors if they had any questions. A Governor asked whether children who had attended nursery did better than new children joining. Geraldine commented that this year one third had been newcomers. They were assessed to ensure they moved on from their baseline and to find any gaps in learning. Those coming from Nursery were at a good level. In answer to Governors questions Geraldine confirmed most children who had been at nursery did then join in reception. Sunshine nursery now offered more hours which attracted working parents but also those wanting 30 hour funded places. She added that with PPG children it was advantageous if they had been at the nursery first as the longer the school had these children the more chance they had of closing the gap with non PPG children.

The Chair asked if there were any challenges Governors should be aware of. G Fautley highlighted the following:

- There was a boy heavy cohort in Reception.
- There was a larger number of PD children and at present she was unsure of their cognitive ability.
- 1 child had not yet been toilet trained.
- Training and support would be needed for staff in this new way of teaching.
- The first focus was to get behaviours for learning in place.

Governors asked about the impact of Creative Fridays. It was reported that Reception would not be involved in Creative Fridays in Term 1. Governors asked about staffing levels and the HT confirmed staffing was tight.

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	<p>G Fautley highlighted the need for monitoring visits more than once a year. It was agreed training to help with monitoring would be useful.</p> <p>Action: To consider training from Medway to assist with monitoring visits when discussing training requirements in Term 1</p>	All
10	Governor Training	
	<p>10.1 It was agreed Governor training would be discussed once monitoring pairs had been assigned in term 1.</p>	
	<p>10.2 The Chair advised a Staffing Committee had been set up of M Horton, S Nathan and A Richardson whilst the restructure was underway. The Chair asked if Governors were happy for this to continue with these members. <i>Governors agreed they were happy for this to continue.</i></p>	
11	Policies	
	<p>11.1 <i>This was discussed under agenda item 4.3 above.</i></p>	
12	Update from circle model working group	
	<p>12.1 <i>This was covered under agenda item 7 above.</i></p>	
13	Impact of PP and PE funding	
	<p>13.1 4.21pm - G Simpson and M Green left the meeting. The meeting was no longer quorate.</p> <p>A report on PE and Sports premium was circulated at the meeting and is filed with these minutes. The HT outlined the report for Governors and commented the apprentices had been really good. Funding had also paid for some children to attend football after school.</p>	
	<p>13.2 Minutes of a recent PPG meeting were circulated at the meeting and are filed with these minutes. The HT advised that sports premium funds had been spent. The PPG budget was still being worked on but it was nearly spent. It was discussed that a trust wide PPG review was taking place and results and data would be ready in September.</p>	
15	Updated Report on absence figures	
	<p>15.1 <i>Attendance data was included in the HT Report and discussed under agenda item 6.2 above</i></p>	
16	Health & Safety report	
	<p>16.1 A health and safety audit report which was carried out in January was circulated prior to the meeting and is filed with these minutes.</p> <p>The HT informed Governors that anything showing in red had now been done. The Chair asked about progress on items in yellow. The HT outlined progress starting on page 5 of the audit report: 1, 2 & 3 - These were complete. 4 - Risk assessments were now on Evolve which flagged up issues. 5 - Refresher training was ongoing 6 & 8 - These were complete</p>	

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		9 - Training in dealing with violence and aggression had not been arranged yet. 10 - Lone working procedures were still outstanding. 12 - Playground maintenance inspections were now on Evolve 13 - Ivy was being removed from the trees on 1 September.	
17	Risk Register - Governance		
	17.1	It was confirmed the Chair had already reviewed the risk register.	
18	Confidentiality		
	17.1	There were no confidential items. However it was noted SATs results which were discussed under agenda item 6.8 were not yet validated.	
19	AOB		
	There being no further business the meeting closed at 4.33pm.		
20	Date of next meeting: 7 October 2019		

Actions

Item	Action	By/who
4.1	To consider a Governor taking the role of Training Governor	All
4.1	To review training needs following allocation of monitoring pairs	All
4.1	Chair to follow up on SIP linked to budget	Chair
6.3	HT to give update on curriculum review in Term 2	HT
6.3	Monitoring pair to review curriculum maps in monitoring visits	Monitoring pair
6.3	HT to produce statement of curriculum for the term 2 LGB meeting.	HT
8.1	HT and M Horton to meet in Term 1 about accessibility	HT/M Horton
14.1	To consider training from Medway to assist with monitoring visits when discussing training requirements in Term 1	All