

TWYDALL PRIMARY SCHOOL

**MINUTES OF LOCAL GOVERNING BODY MEETING  
28 FEBRUARY 2019 (rescheduled from Jan) 6.00PM**

<b>Present:</b>	Catherine Logan Ann Richardson Steve Nathan Samantha Baghan Alison Ewen Mick Horton (Vice Chair) Gemma Simpson	Headteacher Chair Co-opted Governor Parent Governor Parent Governor Co-opted Governor Staff Governor
<b>In attendance:</b>	Simon Decker Casey Collyer Jack Allen	CEO RMET Clerk Deputy Headteacher

**Agenda**

Item	Main discussions and agreed actions	Action by/ when
1	<b>Welcome and apologies:</b> The Chair welcomed everyone to the meeting, especially S Banaghan and A Ewen, new parent governors. Due notice had been given and the meeting was quorate. Apologies had been received and accepted from M Green (family commitment) and M Prenter (work commitment)	
2	<b>Declarations of interest and code of conduct</b>	
	2.1 The Clerk distributed the forms and all governors present signed and returned to the Clerk.	
	2.2 The Chair asked the Clerk to contact M Prenter and M Green to obtain their signed declarations as soon as possible	Clerk
3	<b>Minutes of the meeting on 18 June and approval for accuracy</b>	
	3.1 The Chair highlighted 3 errors on pages 3 and 6. The meeting agreed the amendments which were written on the minutes and initialled by the Chair. The minutes were then accepted and signed by the Chair.	
4	<b>Matters arising (not covered by the agenda)</b>	
	4.1 The progress meeting on 8 <sup>th</sup> November had been cancelled as the performance data was released too late. The remaining progress board meetings were 14 <sup>th</sup> March and May 2 <sup>nd</sup> at 9am. The Chair encouraged governors to attend and explained these were the meetings where the latest pupil data and progress were reviewed. As Ofsted had been critical of the school leaderships understanding of school data, she strongly recommended attendance where possible.	
	4.2 The Chair explained that governors were now linked to areas of the School Improvement Plan (SIP) and the statutory obligations of SEN, Safeguarding and Whistleblowing. These link reports would be discussed later in the meeting.	
	4.3 The Headteacher (HT) advised that all the necessary accounting officer checks had been completed as required by the Trust. She circulated the document for governors to see. <b>The CEO requested that completion dates be added against the actions.</b>	CL

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<b>5</b>	<b>Headteacher's Report (copy circulated with papers and filed with minutes)</b>		
	<b>5.1</b>	The HT presented her report key highlight were: Roll: The report stated 487 on roll but since then an additional 6 pupils had joined. The HT advised a Looked After Child (LAC) with an Educational Healthcare Plan (EHCP) had joined Yr6. The school had vigorously fought the decision as it would negatively affect the progress data at a time when the school was working extremely hard to improve. It would have a further negative impact on funding, as additional resources were required to support this student and no additional funding would be available. This was especially challenging when there was pressure to reduce costs further as the school had a deficit budget. <b>Governors asked what would be the estimated impact on the Yr6 results</b> and the Deputy Headteacher (DHT) advised it would be approximately 2%. <b>Governors asked as the child joined after the census date would they be included in the schools data</b> and the HT confirmed that any child joining the school before Term 5 would be.	
	<b>5.2</b>	ECHPs: The HT advised there were now 33 students with EHCP's which represented a significant proportion of their student base.	
	<b>5.3</b>	Attendance: staff were working very hard to reduce absence and she was pleased to report an improvement of 0.26% of last year. The Local Authority (LA) had supplied an Attendance Officer on a weekly basis last year but this had now been reduced to twice a month - a significant improvement. However, she advised governors that many of the children were on medical evidence. <b>Governors asked for clarification on what constituted medical evidence</b> and the DHT advised the LA listed the various criteria which formed medical evidence, it wasn't just a doctor's note. In addition, first day absence calling had improved. <b>The CEO noted that absence is strictly monitored by the LA and asked if there were any other strategies the school was using to improve attendance</b> and the HT advised that they promoted and explained the importance of attendance regularly to parents via newsletters, targeted leaflets, noticeboards with absence data around the school, celebrating 100% attendance at assemblies and talking to parents. They were also introducing free bagels in the playground to encourage punctuality. <b>Governors asked if the children with medical conditions were removed from the attendance figures how that would affect the overall picture</b> and the HT confirmed that it would bring attendance to 96% which was acceptable. <b>Governors challenged the absence figures for 2018-19 which didn't add up and asked for the HT to recheck the data and report back at the next meeting.</b>	CL/ Clerk
	<b>5.4</b>	Ofsted Action Plan (copy filed with minutes)	
	<b>5.4.1</b>	Following the PPG review the school had invested in a pastoral care system to track issues and progress more effectively. <b>Governors asked</b>	

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		if there had been an increase in the number of children achieving <b>Early Learning Goals (ELG)</b> and the HT confirmed they had introduced a lot of work relating to improving motor skills to help encourage writing. When the report was written (Jan) they were still assessing the children, so there had been subsequent improvements.	
	<b>18.26</b>	<b>S Nathan arrived (delayed due to public transport)</b>	
	<b>5.4.2</b>	<b>Governors noted there were still a lot actions noted in red in the Leadership and Management section and asked if there was a more effective way to measure the data and report it to enable governors to ask appropriate questions.</b> The HT advised she had been working the Trust's School Improvement Lead - A Wilson - and he would be attending the next progress meeting. Data was reported termly and updated through the progress meetings. The HT invited governors to attend any of the progress meetings where possible.	
	<b>5.4.3</b>	<b>The CEO advised that the Regional Schools Commissioners (RSC) representative would be visiting the school on 18<sup>th</sup> March and had asked to meet with a variety of school staff.</b> The HT asked the CEO to forward the details so she could make the necessary arrangements to enable those staff to be available.	<b>SD/CL</b>
	<b>5.4.4</b>	<b>Pupil tracker was now used by staff to report on impact at the progress meetings. Governors asked whether it would be an issue for staff when pupil tracker was removed (the company had folded).</b> The HT felt that staff were now used to the principles and benefits of using such a system and therefore a change of software shouldn't be too problematic. She and the DHT were reviewing alternatives and hoped to have another system in place by Term 6 so they were up to speed by Sept 19. <b>Governors appreciated that migration of data could be challenging</b> and the DHT advised they had until Dec 19. <b>Governors asked if the Early Years Foundation Stage (EYFS) would be able to use the new system</b> and the DHT confirmed they would. <b>The CEO suggested it would be useful if both primaries within the Trust used the same tracking software and Riverside used O-Track.</b> The Chair understood the rationale, however the meeting noted that the higher level of SEN students at the school may impact the choice of software.	
	<b>5.4.5</b>	<b>The CEO asked the HT to clarify what 'more opportunities for writing and maths' actually meant</b> and the HT explained that it meant using less work sheets and creating more opportunities for students to write. <b>Governors recommended including more quantitative measurements in the report</b> and the DHT clarified that they were using topic books with 2 to 3 pieces of extended writing set per term in English and hoped to replicate this within the topics. <b>Governors queried the structure of the document, especially the 'date/review' column which included information which was neither a date nor review.</b> <b>Governors requested a format which meant that they could easily understand the data and progress made without the HT or</b>	

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		DHT having to explain the content. Ofsted have challenged the leaderships understanding and ability to explain school data and they needed to be able to answer any questions. The colour coding was effective but there were further improvements needed. The HT and DHT to review the report format.	CL/JA
	5.5	<p><b>Staffing</b> - the HT was pleased to report that staffing continued to be stable. One of the Teach First student teachers would remain but the other would be leaving. An application for a replacement had been submitted. They had recruited an SEN administrator, Office Admin and a Site Officer. However the nursery support would be re-advertised as the probation period wouldn't be extended. <b>Governors sought confirmation that all teaching staff posts were full and the HT confirmed they were.</b></p> <p>The HT advised that there may be the need to recruit an additional Supportive Service Assistant (SSA). They were waiting confirmation that a student would be moving to Danecourt specialist provision. If this placement was rejected, they would need additional support to ensure student safety in the nursery. <b>The CEO asked how this appointment would impact on the current in-year deficit and what further efficiencies were being reviewed.</b> Both the HT and DHT explained there were no further cost savings available, they were operating at the absolute minimum. <b>The CEO asked if they were predicting an overspend at the end of the year</b> and they confirmed they were. There were several staff on fixed term contracts, however they couldn't reduce the SSA's as they were directly linked to children's EHCP's. <b>The Chair noted that at the last Business Management meeting there was £168k in year deficit but £411k rollover.</b> The HT explained this could be rolled over again <b>but the Chair advised that this money was only available for another year.</b> The HT advised there was £19k left in the capital budget and £16k left in supplies which could be utilised.</p>	
	5.6	<p><b>Teacher training and staff development</b> - safeguarding, prevent and subject focused training was going well. The latter evidenced by learning walks, book scrutinies and lesson observations. <b>Governors asked what these strategies were telling the school leadership</b> and the HT advised that questioning was an area for development. RMGS had provided some additional support. <b>The Chair reported that several teachers had commented that behaviour was an increasing challenge and asked how the leadership were addressing this issue.</b> The HT explained that the Yr2 cohort had a larger ratio of boys to girls, several challenging students and an inexperienced teacher. They were working with individual children and parents and still assessing and identifying medical needs. The HT was investigating a programme (Skills for Life) as a potential strategy for some of these</p>	

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		children as it focused on developing resilience, character and confidence. <b>Governors noted these strategies but sought clarification on how teachers were being supported while managing these behaviours.</b> The HT explained that restrictions on budget meant that staffing levels were an issue. They were trying to recruit volunteers and the DHT supported in class. <b>The staff governor confirmed support was always available from the leadership.</b> The HT advised that the part time SENCO also helped by observing children and putting support strategies in place. <b>The CEO questioned whether the school budget could afford the additional part-time SENCO.</b> The HT confirmed the appointment was made last year. Both the HT and DHT stressed the importance of preventing a child reaching crisis point as this was more expensive in the long term. The part time SENCO was an investment as the strategies she put in place enabled teachers and teaching assistants to concentrate on their roles, which in turn, would improve results. <b>The Chair also highlighted the need for a safety threshold.</b>	
	5.8	Safeguarding: the HT advised there was a permanent exclusion hearing on 11 <sup>th</sup> March at 10.30am (to be confirmed) and a panel of three governors would be required. The Chair, SM and AE volunteered.	
	5.9	The Health and Safety report from the inspection on 17 Jan 19 was still outstanding.	Clerk
	<b>There were no further questions from governors</b>		
<b>6</b>	<b>Chairs of Governors summary</b>		
	6.1	The Clerks resignation had hampered governance as it was their role to keep meetings to schedule, ensure compliance and advise governors on legal aspects of governance	
	6.2	The Chair had met with the SEN lead and noted the repetitive trend of teachers saying they were struggling with challenging behaviour in classes.	
	6.3	Feedback from the recent governance self-review was that there were too many structured committees. They had agreed to reduce to 3 committees and select governors as and when for other purposes (HT review etc). <b>Governorhub would be updated to reflect this.</b>	Clerk
	6.4	Link governors were now aligned to key priorities within the School Improvement Plan (SIP) MH - PPG, MG - Phonics/read Write, MP - Finances, AR - data/progress boards - SN extended curriculum. <b>The Chair invited the new governors to let her know which areas they would like to be linked to. The Chair stressed the need for governors to evidence their link visits by completing the visit report and uploading to Governorhub.</b> She was pleased to report that at the last progress meeting, when asked challenging questions, the HT and DHT could answer those questions and identify trends and strategies to address those trends. <b>The Chair asked the HT to identify a year group leader that she could meet and speak with to ensure data</b>	SM/AE/ All

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		reporting and understanding were embedded across all areas of the school. The DHT invited the Chair and any other interested governors to the progress meetings being held each day next week at 10am.	All
	6.5	The CEO advised that H Aggarwal was unable to attend future finance meetings. He would be approaching another Trustee with the relevant skill set to support the finance committee and work with the Finance Chair	SD
<b>7</b>	<b>Link Governor reports (to update on any SIP link visits since the last LGB)</b>		
	7.1	<p>Data: (the data and milestones report was tabled at the meeting and copy filed with the minutes) The Chair advised that last year's results had meant the school had moved from 94<sup>th</sup> position to 29<sup>th</sup>. A great achievement.</p> <p>The DHT advised the school were currently in mock SATs week. Term 5 predictions were currently ok but they may have to be adjusted downwards due to the new students on roll. <b>The CEO asked why as attainment results were above target in Term 2</b> and the DHT advised that they now had a Yr 6 with 76 not 74 and with a significantly high percentage of SEN and PPG students. <b>The CEO questioned why the targets had to be adjusted</b> and the DHT explained that Ofsted instructed that the targets and predictions had to be within 3% of each other. The HT advised that progress was significantly better across the board. However, she cautioned governors that although PPG children attained better progress last year, this wouldn't be replicated this year due to the issues of some of the PPG children. <b>The CEO questioned whether the action plan following the PPG review would mitigate this identified gap</b> and the DHT confirmed it wouldn't but it would demonstrate the school leadership were doing everything they could with the resources they had available. The Yr 6 tracking was much improved and this cascaded down to other year groups. <b>The CEO enquired whether there were any further actions the school could take</b> and the DHT explained they could do no more than they currently were. Overall progress looked good. <b>Governors asked why the milestone narrative compared each year group</b> and the DHT stated it showed greater impact. <b>Governors asked the DHT to recheck the data as it looked too similar across the year groups.</b> The DHT agreed and would forward any updates to the Clerk for circulation with the minutes. <b>Governors asked if there was a reason for the Yr6 maths progress being lower than the same time last year</b> and the DHT said it was because there was heavy input on basic skills</p>	JA/Clerk
	7.2	Pupil Premium - a meeting had been scheduled for Monday 4 <sup>th</sup> March and update will follow	MH
	7.3	Curriculum - SN to organise a date to meet with the HT and an update to follow that meeting. <b>The Chair asked how the curriculum day went</b> and the HT advised it went well. Christ Church Canterbury (CCC)	SN

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		had input into the science work groups. As the new framework asks for a bespoke curriculum for each school, they had reviewed potential changes they could make which included trips within the local area (e.g. Royal Engineers site) as well a trip to France. They were reviewing resources for the Science lab during Term 5. <b>Governors asked if they were mapping what needed to be achieved before the new framework went live</b> and the HT explained there was a working document to monitor progress, ensure no overlaps and to look at how to report progress. <b>Governors asked about the next steps in the project</b> and the HT advised that topic schemes were being created and then resources identified to deliver that curriculum. French and ICT were being reviewed and RE would be next. Teachers had completed a lesson observation at RMGS in Music.	
	<b>7.4</b>	Finance - no update	
	<b>7.5</b>	EYFS - GS was in the process of organising a meeting with GF to get an update and review interventions. The meeting asked the Clerk to invite GF to the July LGB. <b>Governors asked if the HT was confident that the middle leaders could use and understand the Analysing School Performance (ASP) data</b> and the HT confirmed they could.	<b>GS/Clerk</b>
<b>8</b>	<b>Committee reports</b>		
	<b>8.1</b>	School improvement - the last meeting was superseded by an LGB meeting and the next was scheduled for 7 <sup>th</sup> March.	
	<b>8.2</b>	Business Management - the premises report was still outstanding and the kitchen had closed however the committee chair advised there was no financial impact. There was a forecast in-year deficit of £168k with reserves of £411k. The wraparound care had now started and it was forecast to break-even but accounts were yet to be finalised.	
<b>9</b>	<b>Governor training and update on governor action plan following December review</b>		
	The Chair had uploaded 3 documents relating to the governance review and asked governors to make sure they read them. There were 5 key priorities identified:		
	<b>9.1</b>	<i>Degree of challenge that governors offer</i> - the review noted there was little to no challenge. The Chair will upload a document to governorhub which will help show what challenge looks like and gives some examples. It's a training issue and all governors were urged to identify relevant training to address this.	<b>All</b>
	<b>9.2</b>	<i>Data</i> - there was evidence of inconsistent understanding of data by governors. As a board, there needed to be more training and repetitive review of data so everyone can understand when it's reported. <b>The CEO advised that D Brockman (governance consultant) would be reviewing training.</b>	
	<b>9.3</b>	<i>Training for governors</i> - all governors needed to upskill themselves. Training needed to be recorded on governorhub so there was evidence that the board were managing this responsibility. <b>The Chair suggested</b>	

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		it would be good to have a governor take on the management of the training, to advertise what's available and record what's been completed. Any governor interested to contact the Chair	All
	9.4	<i>Administration of governance</i> - many issues had been identified and a new Clerk was key to resolving these.	
	9.5	<i>School improvement plan</i> - the SIP was a vastly improved document and moving the link governors into the key priority areas was also more effective. The Chair asked governors to review the SIP before attending a monitoring visit to understand which questions to ask. The Chair asked for the new governors to review the SIP and let her know which areas were of interest. She stressed that because an Ofsted visit could happen any time, it was vital that governors understood the SIP, so she asked governors to ensure they were familiar with the document.	SB, AE  All
	9.6	The HT asked if the governance action plan could be forwarded to A Wilson who was compiling governance data for the Trust. The Clerk agreed to do this.	Clerk
	9.7	The Chair highlighted the various training providers available: 1. CEFM <a href="https://cefm.co.uk/">https://cefm.co.uk/</a> 2. Educare <a href="https://www.educare.co.uk/">https://www.educare.co.uk/</a> - for GDPR, Prevent and Safeguarding training (Helene will organise access for all governors) 3. National Governors Association (NGA) <a href="https://www.nga.org.uk/">https://www.nga.org.uk/</a> has Learning Link - an e-learning platform specifically tailored to governors. The Clerk to check access for all governors. 4. Governance Connected were the governance advisers to the Trust and could be accessed via governorhub. They also ran face to face courses and offered phone support. <a href="https://app.governorhub.com/s/governanceconnected">https://app.governorhub.com/s/governanceconnected</a>  Governors should notify the Clerk of any training completed so the training records can be updated.	All/ Clerk
	9.8	The review also noted that the Terms of Reference needed updating on governorhub	Clerk
10	<b>Policies</b>		
	10.1	The Safeguarding policy (had been circulated prior to the meeting and copy filed with the minutes) and the HT asked for any comments. <b>The Chair had the following comments:</b> <ul style="list-style-type: none"> <li>• asked that her school email address be used in the contact details</li> <li>• pg 2 - remove commas at the bottom of the page</li> </ul>	CL
	10.2	The Chair asked if all members of staff got copies of the safeguarding documents and how the school monitored that they were read and understood and the DHT advised that new staff had to sign to say they had done so and this was recorded in the safeguarding folder.	
	10.3	The Chair asked the Clerk to upload Keeping Children Safe in Education	Clerk

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		onto Governorhub	
	10.4	The CEO advised that Trust policies covered all schools within the Trust and that these were available on the Trust website. There shouldn't be separate school policies. If there were specific items that were relevant to a school, these could be added as an appendices to the overarching Trust policy. D Brockman would be reviewing policies across the Trust. <b>On this basis Governors agreed the policy</b>	
<b>11</b>	<b>SIP linked to budget</b>		
	11.1	The Chair would be reviewing this and reporting back.	<b>Chair</b>
<b>12</b>	<b>Risk register - Safeguarding</b>		
	12.1	The HT explained that the risk register was a risk management system used across the Trust to identify and mitigate risk. Risk (e.g. safeguarding) were reviewed at certain times during the year.	
	12.2	The school had just completed Cyberweek where they had held assemblies, updated their policy, invited parents in to discuss internet safety eg MOMO. The risk was high (red) as so much was outside the schools control. The school had purchased a 12 week programme called Gooseberry Planet which promoted safety online across different ages.	
<b>13</b>	<b>Confidentiality</b>		
	13.1	There was one item deemed confidential and it has been minuted separately.	
<b>14</b>	AOB		
		None	
<b>13</b>	The meeting closed at 20.11 Date of next meeting 16 July 19		

Actions

Item	Action	By/who
2.2	Clerk to contact MP and MG to obtain their signed declarations of interest and code of conduct	Clerk
4.3	Completion dates to be added to the Accounting Officer Checks report	CL
5.3	HT to check absence data as it doesn't add up and Clerk to add to next agenda	CL/ Clerk
5.4.3	CEO to forward 18 <sup>th</sup> March visit schedule to HT	SD/CL
5.4.5	HT and DHT to improve format of data reporting to enable governors to understand the data more effectively	CL/JA
5.9	Clerk to add H&S outstanding report to next agenda	Clerk
6.3	Clerk to update governorhub with revised committee structure	Clerk
6.4	New governors to let chair know which areas they want to link in to	SB/AE
6.4	Governors to complete link visit reports to evidence their monitoring role	All
6.4	Governors to attend the progress meetings next week w/c 4 March at 10.00 where possible	All
6.5	CEO to approach another Trustee to replace HA on the finance committee	SD

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7.1	DHT to check the milestone narrative for accuracy and forward to the Clerk to circulate with the minutes	JA/ Clerk
7.3	SN to organise a link visit with HT regarding the curriculum	SN
7.5	GS to organise link visit with GF in EYFS	GS
7.5	Clerk to invite GS to July LGB to report on EYFS strategies and interventions	Clerk
9.3	A governor to take on the role of Training Governor	All
9.3	Governors to record all training attended on governorhub and update Clerk	All
9.5	New governors to let Chair know which area they would like to be linked with	SB, AE
9.5	Governors to read the school improvement plan and review before their monitoring visits	All
9.6	Clerk to forward governance review and action plan to A Wilson	Clerk
9.7	Governors to familiarise themselves with the training providers and select and attend relevant courses to their area of school monitoring	All
9.7.3	Clerk to arrange access for all governors for learning link NGA	Clerk
9.8	Update Terms of Reference on school website	Clerk
10.1	Amend email address and remove commas from policy	CL
10.3	KCSIE to be uploaded onto Governorhub	Clerk
11.1	Chair to follow up on SIP linked to budget	AR