

minutes of Meeting - Local Governing Body 17th October 2018

Item no.	Item	
1	Apologies from Mike Green	
2	Declarations of Interest and code of conduct - none to be recorded	
3	Minutes of previous meeting held on 12 th July 2018 - A slight amendment on the HNF record from the Headteachers Report (typo). Signed as a true record	
4	Actions from previous meeting <ul style="list-style-type: none"> • No actions from previous meeting 	
Standing Items		
5	Headteacher's Report: <ul style="list-style-type: none"> • Attendance 95.4%. The Government target is 96%. There has been lots of work within school and improvements have been made. There has been a real push on attendance. Working with families of persistent attendance issues and lates. • The OFSTED result was shared with parents and staff and an Action Plan has been put together (tabled at the meeting) which was an OFSTED action. • Actions identified from SIP <ul style="list-style-type: none"> - Tracking of PPG and the impact of interventions - Attainment gaps - Leadership and management - Phonics an area of weakness. Two full inset days and further training arranged for phonics training. CPL training is happening in classrooms which will have a real impact on learning. Children have been identified and interventions put into place. The learning from last year has now been embedded. 	CL

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	<ul style="list-style-type: none"> - Marking policy has been reviewed - Detentions after school have started this week <p>Challenge from Governor - How is data showing effect? Response - there has been no progress data yet as it is too early in the term. This is scheduled for this week. ELG today - 76% target set. Year one phonics 64% target set.</p> <p>Challenge from Governor - OFSTED said there was inconsistent data? Response - OFSTED said that middle managers were not confident with their data. This was challenged and TPS are extremely confident of the accuracy of the data.</p> <p>Challenge from Governor - How do we as Governors know data is accurate? And when will this data be available? Response - Progress board meeting dates to be added to Governor Hub. The dates need to be set to ensure data is available. SLT matches pupil checker to pupils books and against their milestones to ensure accuracy.</p> <p>The next progress meeting is 8th November - CL to come with calendar of when data is available to set progress board meetings for the year. ACTION CL</p> <p>STAFFING</p> <ul style="list-style-type: none"> • Staffing has been stable. A KS1 teacher has been appointed to start in January 2019. • Nursery staff have been appointed • Support Staff - Finance officer has been appointed. <p>Tasks within the office need to be looked at.</p> <p>Challenge from Governor - Who is managing the Business Management processes?</p>	
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	<p>Response - CL line managing premises staff.</p> <ul style="list-style-type: none"> • MMS - LTS returned to work • Site manager has retired • Sickness has been low • Teacher training - there are 3 NQTs currently, with two HLTAs starting University • A maths workshop has been added for parents <p>SENCO</p> <ul style="list-style-type: none"> • There is a new Assistant Part Time SENCO who is identifying new children and is teaching a newly created group of 12 year 6 pupils, called Holly class. • Funding has been received for two EHCP pupils • There has been a buy in of play therapy. It was looked at doing this in house <p>BEHAVIOUR REPORT</p> <ul style="list-style-type: none"> • There was a huge spike in September/October. 88 behavioural incidents. 2/3 of these incidents are from the lower. In term 2 there has been a real change - no register and more carpet time have had a significant impact. <p>SAFEGUARDING</p> <ul style="list-style-type: none"> • There have been 2 major issues. 8 CP cases, 2 Guardianship orders, 7 CIN, 9 COC, 5 LAC <p>PREMISES</p> <ul style="list-style-type: none"> • Sensory garden has been completed • Flooring refit has been completed • PAT testing all finished • Minibus passed MOT 	
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	<ul style="list-style-type: none"> • Review of lettings service <p>CURRICULUM</p> <p>There is a new OFSTED framework which focuses on curriculum.</p> <ul style="list-style-type: none"> - Maths and English to be reviewed - Maths and English team meetings with Headteacher - Science - there is to be a real push this year. Topic work to be reviewed in light of new framework - Looking at what we teach? When we teach it in the year? Looking more at the local area and the gaps in childrens knowledge and learning - PPG tracking to be reviewed - Teacher focused interventions to ensure quality first teaching <p>OTHER</p> <ul style="list-style-type: none"> - Shakespeare in Schools on the 22nd November - Mini youth games - 40 parents came into school for McMillan coffee morning - 14 members of the PTFA currently <p>SIP</p> <ul style="list-style-type: none"> - Linked to RMET priorities. This is a live working document which is much clearer to view with a clearer view of outcomes and actions. <p>The Chair of Governors was happy to approve the School Improvement Plan at this meeting.</p>	
6	<p>Chair of Governors summary</p> <ul style="list-style-type: none"> - The board are at a start of a new plan as 	AR

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	<p>unfortunately there has been a number of resignations within the board.</p> <ul style="list-style-type: none"> - A letter has gone home to parents this week for the recruitment of 2 new parent Governors. The deadline is Friday 23rd November - There is still a need for one community governor. - Rather than link Governors there is going to be a real focus on the SIP moving forward with also a focus on the statutory obligations - SEN/Safeguarding/Whistleblowing. The Governor roles will be linked to the SIP/OFSTED report and are as follows: <ul style="list-style-type: none"> - MH - PPG Governor - MG - Phonics/Read Write Inc - MP - Finances (BM Governor) - AR - Data (progress board) - SN - Broader curriculum <p>All Governors to make contact with Headteacher to find out who to have initial conversations with and what questions/challenges we should be making</p> <p>ACTION - ALL GOVERNORS TO COMPLETE BY JAN 19 LGB</p> <p>Governor review to be held 6th December - all to attend if possible</p>	
7	<p>Link Governor's Reports</p> <ul style="list-style-type: none"> • A Maths/Science report took place at the end of term 6 which is yet to be written up • SEN <ul style="list-style-type: none"> - ongoing issues with the need to constantly chase Medway. 	Link Gov's

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	<ul style="list-style-type: none"> - Increased frustration for children for CAMHS referrals - Challenge of ensuring SEN are given the same time with the teacher as all other children, not left with SSAs. - Early years is to be a focus for Governors <p>ACTION - IN JANUARY ALL GOVERNORS TO CONDUCT A REPORT FOR THEIR AREAS LINKING TO SIP/OFSTED</p> <p>SIP</p> <ul style="list-style-type: none"> • No SIP produced at the meeting as there has not yet been a data drop. This has been really encouraging. The interventions appear to be working really well with the children engaging • An extension of intervention for 12 more children. Children are able to move in and out as children achieve. • 26 children currently on third space learning 	
8	<p>Committee Reports</p> <p>BUSINESS MANAGEMENT</p> <ul style="list-style-type: none"> • Nothing to share. Health and safety are now looking at things to find and issues are more of a maintenance type issue - broken taps etc. • A 5 year forecast has been asked for. Funding is ok for the moment, however we are aware of funding cuts moving forward. 	MH/AR
10	<p>Adoption of policies</p> <p>This item has been moved to January 2019 agenda</p> <p>ACTION - TO BE MOVED TO NEXT LGB AGENDA</p> <p>Feedback policy tabled at the meeting. This is a fundamental policy.</p>	AR

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	ACTION - any comments by 9th December	
Specific Items		
10	<p>Election of Chair and Vice Chair</p> <ul style="list-style-type: none"> • Not needed 	AR
11	<p>Confirm committee membership, structure and schedule of delegation</p> <ul style="list-style-type: none"> • Not needed 	AR
12	<p>AOB</p> <ul style="list-style-type: none"> • OFSTED action plan - to be judged by SIP rather than Ofsted action plan. The SIP is the schools core document. The SEF is currently being reviewed and will be very detailed. To be produced by the headteacher <p>ACTION - CL to update at next LGB</p> <ul style="list-style-type: none"> • Jackie Blackburn - school to close Thursday afternoon for funeral. There are 17 staff attending. There is to be a plaque to be placed by the fountain. 	AR
12	<p>Date of next meeting: Thursday 31st January 19</p> <p>Following meetings: Thursday 16th July 2019</p>	AR