

MINUTES FROM A MEETING OF LYDIARD MILLICENT CE PRIMARY & RIDGEWAY FARM CE ACADEMY

Meeting of:	Local Governing Body
Date:	Wednesday 15 th March 2017
Time:	19.00 Hrs
Governors Present:	Richard Coleman (Chair) (RJC), David Cain (Vice Chair) (DC), John Blakiston (JB), Joanne Lakin (JL), Victoria Burton (VB), Stuart James (SJ), Michael Harrison (MH), Carly Luce (Head Teacher) (CL), Jeanne dos Santos (JdS)
Apologies:	Tudor Roberts (TR), Andy Buss (AB), Victoria Hamidi (VH)
Clerk to the Governing Body:	Heather Large (HL)

Action

1. Attendance, Apologies and Non-attendance, Introductions

There were apologies for absence received and accepted for Tudor Roberts, Andy Buss and Victoria Hamidi. There were no declarations of pecuniary or conflict of interests declared.

- **Bible Reading and Prayer**

The bible Reading was taken from Romans 12. David Cain conducted the opening prayer.

- **Code of Conduct**

Three new Governors were introduced to the Governing Body. Stuart James who was duly elected to the role of Community Governor. John Blakiston was also introduced to the Governors and was awaiting his appointment from the Diocese as Foundation Governor. Michael Harrison was introduced as the new Parent Governor. All were asked to sign the Governor Code of Conduct, which they completed.

- **Thought for the Day**

This was presented by Richard and focused around the work of the DBAT LGB that govern three small primary schools close to Chippenham. Seagry, Somerford's Walter Powell and Christian Malford. Governors took note of the varying methodology making careful comparisons, Documentation reviewed included a self evaluation report of Governors, an Impact Report of Governing Body, list of training needs and a Governors Action Plan.

- **Sign Safeguarding Forms**

Governors were asked to sign that they had read part 1 of Keeping Children Safe in Education statutory guidance. It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

2. Any other business – to be raised with the Chair in advance of the meeting

Carly explained the School has been experiencing significant problems with the Cleaning Company. There are a range of breaches of contract i.e. H&S issues, hours not being worked, standards of workmanship. There has been ongoing consultation and guidance with the HR Department of DBAT who have been very supportive throughout. Three tenders have been received from alternative companies, with one a clear favourite. Governors raised the concern that if the school is terminating the contract, it needs to be clear that no penalties will be incurred and enough notice time is given as per the conditions of the contract. Governors also suggested that the new contract to be drawn up by DBAT must include a probationary period and a break clause for easy "get out" if required. Governors requested that Stuart and Helen Kent meet to discuss this matter in detail and report back, but Governors were happy to ratify the cessation of the current cleaning contractor subject to this review not uncovering any contractual issues.

SJ

Performance monitoring

3. HT Report to Governors

Governors praised the attendance figures for the Schools for both pupils and staff and thanked Carly and her SLT Team for their leadership skills in this area.
CQ - Governors raised concerns over the upward trend of Behaviour incidents being recorded and asked why this was the case. Carly explained that she felt the current system of recording has improved to such a degree that it is easy, faster and simpler to record incidents and this could account for the rise. Overall school behaviour is of a high standard confirmed not only by internal personnel but external outside agencies. Carly explained to Governors that a C4 incident would involve somebody being hurt with intention, swearing, discrimination incidents and forcible behaviour. This always merits a report to the Senior Leadership Team and a letter home to the parent.

Richard reminded the governors of the extremely good 1-2-1 support being given by the School. In addition, the new School Ridgeway Farm opened in September 2016 with a full reception year and KS1 and KS2 opened up with 63 on roll.

3.1 Progress vs. the School Development Plan (SDP)

Carly had sent out the updated SDP in advance of the meeting

CQ - David asked why the success criteria column on the SDP spreadsheet had no information in to evidence if the school is achieving or working towards the criteria. Carly explained the evaluation and review recording shows that things are happening so should be cross referenced with this. In addition, the questions are listed as a Yes, No or Maintain objective. However the governors agreed that if we have success criteria then we should show whether or not these have been achieved by the end of the year.

Governors were informed to ensure that each Governor who conducts a learning walk should take into consideration whether things are happening according to the SDP and satisfy yourselves that things are being done rather than relying on data reporting.

ALL

CQ - Governors asked why the EYFS provision is showing as good when

Ofsted marked it as requiring improvement? Carly explained the report is the School Evaluation Form (SEF) so is a current snapshot of where the school is now, not when Ofsted conducted the visit. Governors agreed that incredible progress has taken place with EYFS and data confirms achievements are above the national standard and asked it be recorded how much Governors appreciated the efforts of the School leadership team in this area.

Governors highlighted some areas of the report as:

1.2 – One of the key parts of the strategy is that it can only be as good as the quality of the teaching conducted in the school, and Governors were pleased and happy to report that teaching staff are continuing to enhance quality teaching (as demonstrated by the HT quality of teaching report and ratified by the SIO and challenge partners)

2.2 – Raising the Level of Challenge. Governors confirmed there is strong evidence that the school is trying to increase the level of challenge for the pupils. This can be seen with the removal of the lower achievement banding for pupils. This has been observed by governors on learning walks and ratified by challenge partners.

In terms of Learning Behaviour, Governors confirmed they and Carly were concerned at the end of last year for LM. In particular whether pupils were concentrating on their work enough and choosing challenging enough work. Whilst there is still a way to go, Governors have seen that it has greatly improved along with wellbeing and feedback from partners. There is certainly more discipline in the classroom, and learning behaviour continues to consistently improve. This is also confirmed by outside agencies and partners who visit the school. There is definitely more compliant learning going on at LM. The challenge at LM is now to ramp up the creativity and challenge or “spark” of the pupils. At RF the “spark” is self evident but perhaps the focus is not yet as strong as at LM. Therefore we need to take the best from each school and share these learning behaviours so LM gets more sparky, and RF gets more focussed.

4.1 With cohort tracking and particularly the percentage column, the school has now built up three years worth of statistical data for year on year comparison. Progress continues to be the focus and age related expectation figures - the benchmark. We can now begin to see progress for a cohort as it moves through the school in terms of % of pupils working at ARE.

Governors commented on the Challenge Partnership Review and confirmed it was excellent and went really well despite all involved being very nervous! It has most certainly given staff a morale boost. The Chair explained to the new Governors that Challenge Partnership is an organisation that will carry out an inspection similar to that to be expected from Ofsted. The objective was to get confirmation that standards were stable at Lydiard and Ridgeway Farm to be up and running. The inspection confirmed that Lydiard had improved from last year which was extremely reassuring for all involved particularly given the matter raised by RJC above. The governors expressed their pride in the school and formerly gave their thanks to the incredible work of the Staff at both schools. CQ - Victoria asked if Team Teach training is conducted within the School and this was confirmed.

Report on the standard of teaching

Governors reviewed the assessments of teaching quality and it was explained how the professional judgements were made. RJC stated that this has been scrutinised

at the Staff Performance and Leadership committee. Governors concluded it was an excellent template, and it was very clear to see the lists and the official descriptions which form the basis of outstanding teaching. Lesson observations take place regularly along with the SIO, and Challenge Partners role explained. The RAG status was explained to Governors: Green is Growing (not desirable) Pink is Ticked Pink (very desirable) and Amber is not there yet (on the way). RJC stated that the assessment made by Carly in this report was backed up by the SIO/SEL and the findings of the challenge partner review. Therefore Governors can rely on these assessments.

4. Approved Collective Worship (CW) and Religious Education Reports to FGB

David explained the Collective Worship Report was approved by the Performance Committee, and Governors duly ratified the report. The Religious Education Report was reviewed by Governors. CQ - Richard pointed out that this report only made reference to Christianity and asked that it be developed further to report on School teaching of other faiths. The spiritual development to pupils is shown by their ability to be reflective about their own beliefs, religious or otherwise, that inform their perspective on life and their interest in and respect for different people's faiths, feelings and values. Governors queried if Tudor could feedback on this broader scale of inclusion, but David advised that Tudor is not available until June, so would be willing to action this.

DC

5. Ofsted Inspections - Preparation

The last Ofsted inspection took place in October 2014 meaning the school could potentially have its next inspection in October 2017. In preparation, both Richard and David will sort out a date to meet and discuss strategy and ensure that the Ofsted file is kept up to date. Referencing some of the documents shown as part of the thought for the day.

RC/DC

Strategic Direction

6. Vision

The Chair explained that the aim is not to have this completed at this stage, but consultation with pupils at the end of this term will take place. This should give the foundations of ideas to progress on what our vision/mission statement should be about and convey. Governors will review this in detail in Term 6.

Leadership Development and Succession Planning

7. Leadership development

Induction Policy – Approve

Jo had made subsequent amendments at the recommendation of Governors, which involved moving away from mentors in order to share responsibility and roles for all Governors. This was approved via the Performance Committee and agreement reached to trial it. David advised he thought it was an exceptional document. Governors duly ratified the policy.

8. LGB Membership

- **Review Governor Action Plans**

The Chair explained to the new Governors that there are three Committees and asked if they would kindly review the remits, and make a decision as to which one(s) they would like to sit on. There is an opening on Accountability but the Chair encouraged these Governors to choose Committees where their skills base matches and only after they have had the opportunity to sit on each of the committees.

JB, JS,
MH

Performance – Includes Teaching, Education and outcomes for pupils
Accountability – Includes Finance, Health and Safety, Staffing and Premises
Leadership – Includes confidential issues, teacher development, collaboration and how to improve SLT and Governor leadership.

- **Appoint vulnerable pupils governor**

Victoria Burton was nominated and duly appointed.

9. HT Interim Review

The Chair confirmed this had taken place last week.

10. Governors Communication

- **Appointment of Governor for Communications**
- **Communications Plan for the Year**
- **Newsletter articles – Governor Sections**

Governors agreed that the articles for the Newsletter should include:

Learning Walks
Challenge Partnership News – Carly
Welcome of new Governors – Richard
Progress made against the SDP (end of year) – Richard
Invite for Governors to consult on the Vision for the next academic year – Victoria B

Accountability

11. Plan to finance our aims (the actions on the SDP) Budget – Do we have the money to do what we have set out to do?

The Chair advised this was covered in detail in the last set of Accountability Committee Minutes.

12. Approve utilities expenditure

Governor duly ratified the utilities expenditure.

13. H & S Governor Report Review

Carried Forward to the next meeting.

AB

14. Scrutinise The Safeguarding Governors Report

Richard confirmed his status as Safeguarding Link Governor. His report had been circulated in advance of the meeting. There have been two audits carried out on Safeguarding in October 2016, one from DBAT and the other from Wiltshire CC. For Wiltshire CC there is a standard template with questions, where the School would be required to answer and provide evidence against the answers it has provided. This was submitted by the School and to date there has been no feedback which is good, you would only ever hear back if something was not correct. The DBAT Audit was conducted by an appointed DBAT official and the school has not heard anything from DBAT to date. DBAT have recently contracted Sarah Turner the ex-Swindon LA Safeguarding Expert to conduct the next Audit which will happen in June. When complete the School will receive a written report with recommendations on improvements or concerns raised etc, it will be a very comprehensive and detailed report.

It is an Ofsted recommendation that all Governors have Safeguarding and Child Protection training and refresh this every two years. It is an Ofsted recommendation that 1 Governor sitting on any recruitment panel should have Safer Recruitment training. (RJC has this training). The Home Office has also recommended that Governors have Prevent training, there are several on line sites where you can do this.

David advised Governors he can arrange Safeguarding training with the Church and if anyone would like to do this, to get in touch. David also advised that it would be good practice to make safeguarding training compulsory as part of the Governor Induction Policy. Governors agreed and Jo agreed to make the changes to the Policy. David asked staff what the procedure was if a staff member had child protection concerns regarding a pupil. Jeanne explained it would go to MASH (police social workers) who would then investigate if they were in receipt of any further information from related agencies, who would then come back to the school and advise what steps to take next. The School has a strict reporting protocol to follow and those records are held by the School on file. **CQ - Richard asked if the actions from his report have been included on the safeguarding actions.** JdS confirmed that they had. **CQ -Richard asked if outstanding actions from the audits are complete, and it was confirmed they are close to completion.**

ALL

Governors then discussed cultural issues and subject related matters such as FGM. Victoria B asked if she has a responsibility to report anything a pupil would reveal to her on a learning walk. Staff advised she would need to report it to the designated safeguarding lead at the School which is Jeanne, if Jeanne was not available then it would be to one of the 2 deputy safeguarding leads, Laura or Carly. Governors duly approved the Safeguarding Report.

15. Agree process for SIO consultation

Carly advised Governors that our DBAT SIO Jez's proper title is Senior Education Leader not School Improvement Officer (SIO). Jez (an ex Head teacher) is in effect the leader of the DBAT SIO's so a senior SIO if you like. However for now he is the only one in his team. School Improvement support is arguably the most important DBAT role. We have been delighted with Jez's support both in terms of the time he is giving to the school and the value of his expertise and the impact this is having. The SIO is a role taken on by an experienced middle or senior leader of another

school and they support the DfE goal to provide every child and young person with access to high-quality provision, achieving to the best of their ability regardless of location, prior attainment and background. SLE's focus on developing leadership capacity, it is all about developing the capacity and capability of other leaders so that they have the skills to lead their own teams and improve practice in their own schools. The recommendations will be incorporated into the School Development Plan, Head Teacher Appraisals and Teaching and Learning outcomes. The SIO/SEL would be expected to provide evidence that the work has had a positive impact on outcomes for children by developing leadership capacity in the school.

16. Minutes of Committees

- **Accountability**

Governors were informed that the portion of the RF budget that has been withheld by DBAT is what we expect the DfE to claw back from the start up grant. (Our pupil numbers were lower than assumed when the start up grant was awarded). Accountability are happy that DBAT withhold this money and how the budget is being managed. The caretaker has now left and Governors wanted it recorded their thanks for all the hard work over the years that Paul Rapson has put in, and wished him and his family well for the future.

- **Performance**

Governors were informed on the long record of policies, and how these had been thoroughly reviewed and how they have been categorised for approval amongst Committees and Full Governor meetings.

- **Staff Performance & Leadership**

No questions were raised by governors on these minutes.

Policies

17. Update on Policy Management and Review Timetable

Most policies are reviewed at Committees. Governors reviewed the Safeguarding Policy and duly ratified it, although David has a question on it, which he will raise with Richard.

DC

Standing Items

18. Approval of Minutes from the LGB meeting held 1st February 2017

The Minutes of the LGB meeting held on the 1st February 2017 were duly agreed, signed and filed.

19. Training – Each Governor to list training/development activities and share learning

- **Wiltshire Governor Services – free online training on a range of courses**

The Clerk agreed to send the link to Governors.

HL

David confirmed he had done some self training on the Law and Guidance of pupil exclusions.

Date of Next Meeting: Local Full Governors – Wednesday 17th May 2017 at 7pm at Ridgeway Farm School

MEETING CLOSED AT 21:25 HOURS

Minutes accepted and approved R.S. Glavin (Chair) 17/5/17 (Date)

Summary of Actions