

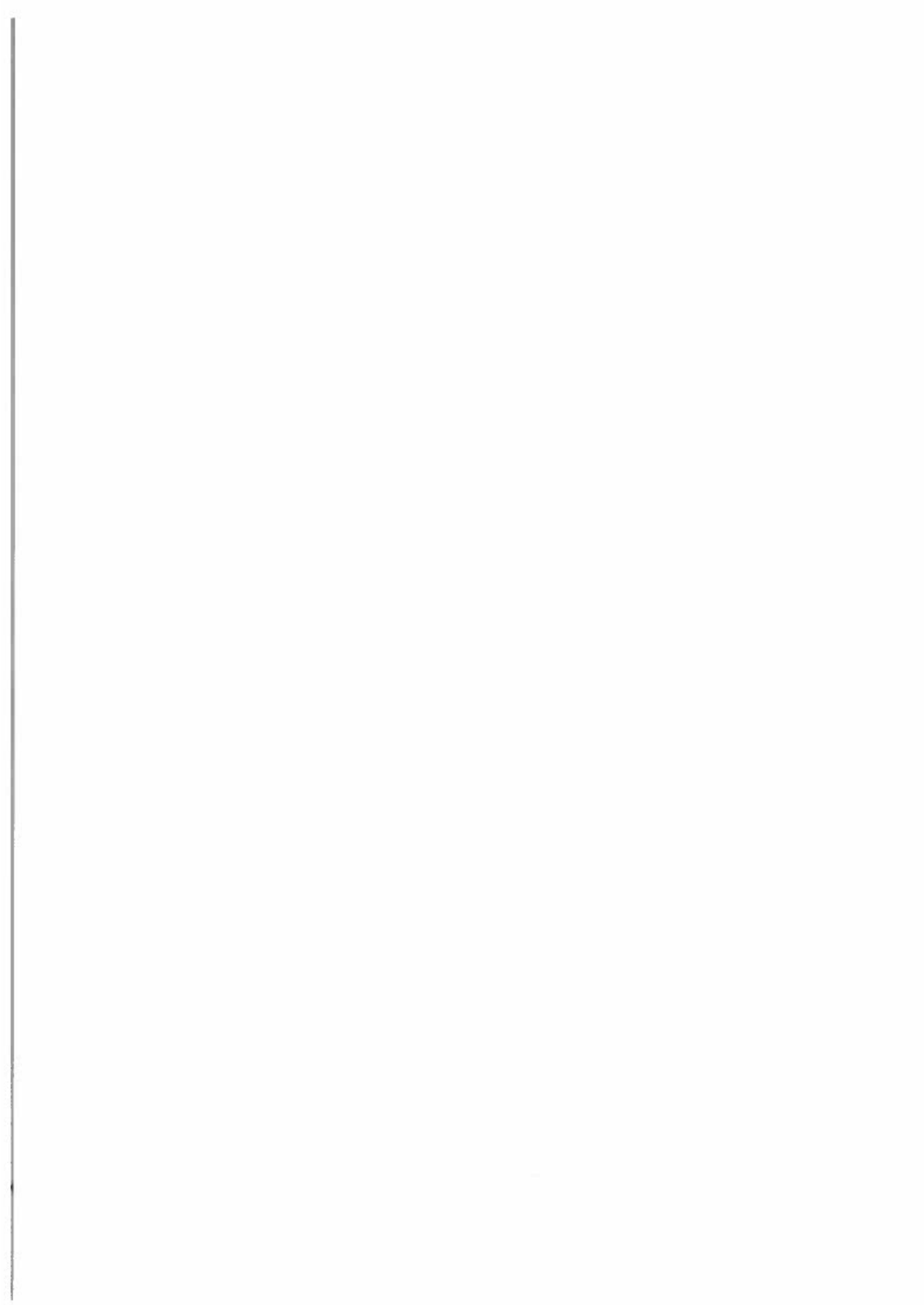


**MINUTES OF THE LOCAL GOVERNING BOARD MEETING OF  
LYDIARD MILLICENT CE PRIMARY AND RIDGEWAY FARM CE ACADEMY**

**Wednesday 01 February 2017**

Item	Minute	Action
1.	<p><b>Present:</b></p> <p>Richard Coleman (RC) Chair            Jeanne dos Santos (JDS)            Victoria Hamidi (VH)            Carly Luce (CL) Head Teacher            Joanna Lakin (JL)            Tudor Roberts (TR)            David Cain (DC) Vice Chair            Victoria Burton (VB)</p> <p><b>In attendance</b></p> <p>Rev Andrew Gubbins (AG) – DSAT Board mentor to the LGB            Jez Piper (JP) – Senior Education Leader DSAT            Nicola Hickford (NH) - Clerk</p> <p><b>Apologies Accepted</b></p> <p>Andy Buss</p> <ul style="list-style-type: none"> <li>• TR opened the meeting with a Reading and Prayer.</li> </ul> <p><b>Declaration of interests</b></p> <p>DC declared an interest in Item 9 – VB is his daughter so he will abstain from voting.            All declaration of interest forms to be returned.</p> <p><b>Code of Conduct</b></p> <p>VB to be provided with a copy of the Code of Conduct and to confirm acceptance at the next meeting</p> <p><b>Thought for The Day</b></p> <p>Document tabled            RC took the governing body through the Governor Terms of Reference</p>	Clerk
2.	<p><b>Any Other Business</b></p> <p>None raised</p>	
<b>Performance monitoring</b>		
3.	<p><b>Headteacher’s report to Governors</b></p> <p>Document tabled</p> <p><b>Questions on Headteacher’s report</b></p> <p><b>CQ –Has their been there an improvement in behaviour?</b></p> <p>CL. Yes in the sense that the number of instances in which restraint has to be used has reduced. Provision has enabled restraint to be used as a last resort and this is working            The Chair noted that the governing body should be aware of the extent of effort put in by staff to ensure that all children are kept in mainstream education. This includes a significant amount 1:1 teaching which is draining on staff. Governors should be proud of the effort being put in by the school to provide a good education to children who find school challenging. However governors must remain mindful of the needs of all pupils and need to question if the school is the most appropriate setting for individuals. The situation has been reviewed by the Headteacher and DBAT’s Senior Education Leader examining future strategies and ensuring that optimum provision is in place. Procedural documentation and additional support for staff has been reviewed. Governors are conscious of the additional pressures on staff in these situations; AG confirmed that</p>	<p>Challenge</p> <p>Support</p>

15/3/17 *RS. Alame*



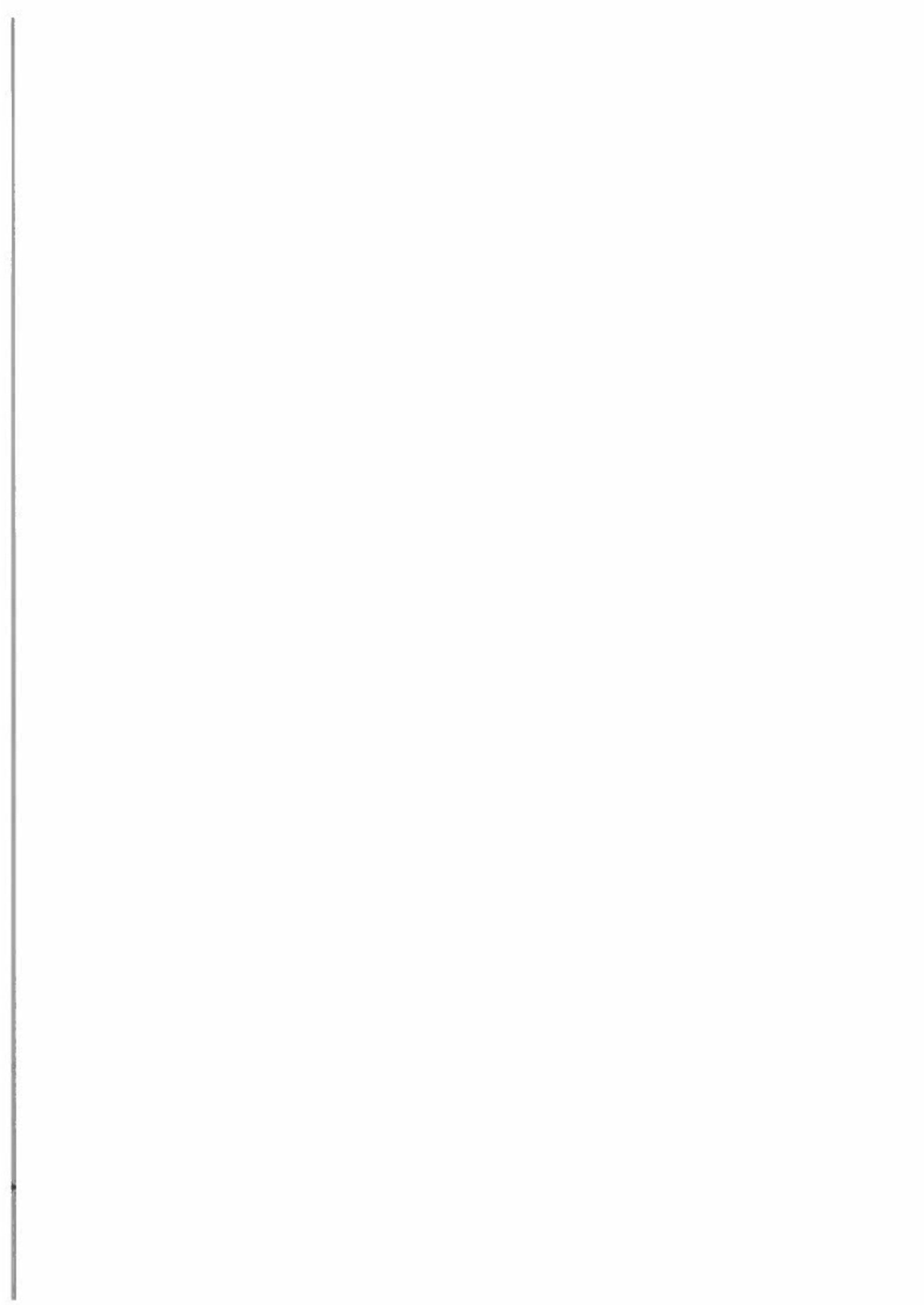
Item	Minute	Action
	<p>DBAT are also aware.</p> <p><b>CQ - What is meant by an increase in the quantity of writing?</b></p> <p><b>CL.</b> Literally that the children are writing more. There has been targeted work on those who were not writing enough during lessons which was predominantly boys and is now being refined to improve the quality of writing. The quantity of writing had to be increased first and there is now much more writing in books. A governor noted that this had been evidenced during a recent learning walk.</p> <p><b>CQ - Given the importance of the recruitment of the two new teachers in ensuring the future quality of education what approach is being taken and what support is required?</b></p> <p><b>CL.</b> There has already been some support from DBAT's Senior Education Leader in refining the selection process; assuming that there is a strong field of applicants to shortlist from there will be a robust selection process. Closing date for applications is noon tomorrow however if the field is not strong enough no shortlist will be drawn up and if at interview candidates are not good enough no appointment will be made. There is sufficient time to re advertise the posts for a start date of September 2017 with an interim arrangement for terms five and six. This has been discussed and agreed with DBAT.</p> <p>The Chair confirmed that governors were content that a sufficiently robust selection process was being implemented to ensure that only potentially outstanding teachers would be recruited and that they support CL's approach as described above. JP confirmed that DBAT support the headteacher's approach and determination to recruit the right staff.</p> <p>Governor crib sheet – progress and impact data has been added. The Chair noted the importance of governors securing external validation e.g. Challenge Partners to be assured that data from headteacher is correct.</p> <p><b>Review destination of leavers</b></p> <p>14 in cohort who went to Royal Wootton Bassett Academy, Bradon Forest, Pate's Grammar School, St Thomas's and Commonweal. The Chair requested informal feedback on the performance of ex LM Pupils at secondary school at the cluster CoGs meeting on the 25<sup>th</sup> Jan 17 to inform the curriculum and education we give them to ensure they are ready for secondary school.</p> <p><b>Review pupil exclusions</b></p> <p>See Headteacher's report</p>	<p>Challenge</p> <p>Challenge</p>
4.	<p><b>Approve AGT/SEN report to FGB</b></p> <ul style="list-style-type: none"> <li>• This was on the agenda of the Performance Committee however they were unable to obtain a report as the LGB has yet to appoint a nominated a governor for vulnerable pupils.</li> <li>• The Chair has examined the Fischer Family Trust (FFT) data which indicates that the schools are doing reasonably well; there is further information in the Pupil Premium and Sports Grant document. The Chair shared the data with the LGB.</li> </ul> <p>Document tabled – provision map for SEN/AGT</p> <ul style="list-style-type: none"> <li>• The nature of provision was reviewed in the meeting and the committee are satisfied that it is a reasonable level of provision. AGT (Able Gifted and Talented) children have been identified in the classroom and are set higher expectations and are allowed to show their talents; there is a timetabled AGT teacher. Governors have completed a learning walk and evidenced differentiation. The school has been successful in enabling two children with high needs to remain in mainstream education.</li> </ul>	



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	<ul style="list-style-type: none"> <li>The Performance committee has examined provision for additional needs and is content that it is sound.</li> </ul> <p>FFT data shows the progress of each group</p> <ul style="list-style-type: none"> <li>High attainers were above the national average for progress.</li> <li>Non SEN were slightly above the national average for progress, RAISEonline provides greater detail</li> <li>There were no SEN in KS1</li> <li>KS1 high attainers did better than the national average on progress but not quite as well as all pupils.</li> <li>It appears we are closing the gap although the differences are not strictly statistically significant.</li> </ul> <p>The LGB needs to appoint a link governor for Vulnerable Learners (SEN, Pupil premium, LAC)</p> <p>Governors approved the SEN/AGT report</p>	
5.	<p><b>Actions arising from the check that all statutory information is provided on the website as per published guidance</b></p> <p>All statutory information has been published to the website.</p> <p>The Governor page s pout of date with old governors on it, The meeting list is out of date and the last LGB minutes on the site are from 2015.</p> <p>There is no requirement to publish the minutes of LGB meetings however they are public documents and must be made available if requested (with the exception of those declared confidential).</p> <p>Take old documents off of the web site (old minutes and ex governors)</p>	CL
<b>Strategic Direction</b>		
6.	<p><b>Scrutinise and approve 5 year strategy &amp; initiatives</b></p> <p>The Chair and Vice Chair have reviewed and revised the strategy in conjunction with the Headteacher. The strategy has been shared with staff. The strategy is consistent with the School Development Plan.</p> <p>Governors asked the Headteacher if any aspect of the strategy would be difficult to deliver. The Headteacher responded that there were no areas that were difficult; priorities have been set.</p> <p>The Chair noted that there was still transitional work to be completed and the implementation of the strategy should commence in September 2017.</p> <p>The Vice Chair proposed that the strategy be adopted, governors voted unanimously in favour of the proposal.</p>	
7.	<p><b>Plan to achieve Governor Objectives</b></p> <p>Document tabled</p> <ul style="list-style-type: none"> <li>There have been consultations with staff and stakeholders will be invited to be involved. Some governors are linked to specific areas.</li> <li>Governors may need to spend more time in school as there are two sites.</li> <li>The link governor for leadership reported that development of staff is good and being achieved.</li> <li>The target setting process at the beginning of the year has established culture of improvement which will impact on individual children. It is too early to measure impact but the culture is being fostered.</li> <li>Data is discussed in meetings and governor understanding has improved. The</li> </ul>	



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	<p>chair informed the governors that at the recent cluster chairs meeting, it was proposed to offer a cluster governors training session on Data. The chair asked the governors if they would like to attend and when. All agreed that they would be interested in April/May. It was noted that RAISEonline is to be withdrawn.</p> <p><b>Action:-</b> RC to inform cluster CoGs that RAISEonline course no longer appropriate and inform them that all our governors would be interested in attending a cluster data training in data.</p> <ul style="list-style-type: none"> <li>• A governor pack for FFT is to be released.</li> </ul> <p><b>Action:-</b> JP to clarify governor access to FFT and investigate possibility of DSAT providing FFT training.</p> <p>Governors noted that visits to school evidence that behaviour for learning has improved which should impact on attainment.</p>	<p>RC</p> <p>JP</p>
<b>Leadership Development and Succession Planning</b>		
8.	<p><b>Review and approve written policy for the election of CoG, Vice Chair and Chairs of committees</b> Will be actioned in policy review.</p> <p><b>Induction policy – update</b> Work in progress; will be brought to next meeting for approval.</p> <p><b>Governing body Evaluation report</b> Document tabled</p> <ul style="list-style-type: none"> <li>• Governors on learning walks should plan to coincide with drop off/pick up to create opportunity to communicate with parents.</li> <li>• A breakfast meeting with staff will be arranged. The Headteacher will hold an additional assembly which staff will be released from to allow them to attend the meeting (staff usually attend collective worship).</li> </ul> <p><b>Action:-</b> Headteacher to suggest dates.</p> <ul style="list-style-type: none"> <li>• Link governor roles have moved from subject links to being linked with the School Development Plan.</li> <li>• Governors are spending more time in school to gain a thorough understanding of the learning process.</li> <li>• Governors are encouraged to attend collective worship (Lydiard Millicent Wednesday 09:10, Ridgeway Farm Thursday 08:55)</li> <li>• The need for a governor to take responsibility for communication has been identified</li> </ul> <p><b>Action:-</b> Communication to be a standing item on the agenda of the staff performance and leadership meeting and LGB</p>	<p>Agenda</p> <p>CL</p> <p>All</p> <p>JL/RC Agenda</p>
9.	<p><b>LGB Membership</b> <b>Election of Victoria Burton</b> This item was taken first at the meeting, VB left the room during this item. RC proposed that VB be appointed as a Community Governor. A majority of governors voted in favour of the proposal. The Chair welcomed VB to the LGB.</p> <p><b>Recruitment of RF parent governor</b> Nominations were sought from parents last term, none were forthcoming. The clerk confirmed that, provided it is acceptable to DSAT, the LGB may appoint a parent to the vacancy.</p> <p><b>Action:-</b> RC to contact parent who expressed an interest in the role.</p> <p><b>Purton Parish Foundation Governor</b> John Blackiston, a member of All Saints' church is interested in becoming a governor. DBAT require a nomination from the council for approval at the next Board meeting.</p>	<p>RC</p>





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	<b>Action:-</b> TR to obtain document from DBAT for completion and submission.	TR
10.	<b>Headteacher's interim review</b> 09 March 2017 – for information	
11.	<b>Governors Communication</b> <b>Communications plan for the year</b> Carry forward to next meeting. <b>Newsletter articles – Governor sections</b> The Headteacher is ensuring that there is information about the LGB in the newsletter. <b>LM School travel plan</b> Completed – a copy has been sent to the parish council. The Chair thanked JdS and V? for the work done on the travel plan.	Agenda
<b>Accountability</b>		
12.	<b>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?</b> Discussed at Accountability meeting; see minutes. CL confirmed that the required resources are available to implement the SDP.	
13.	<b>Approve use of Pupil premium and School sport funding</b> The Pupil premium & sports funding governor report was reviewed by the LGB. The Chair has reviewed how well the needs of pupils are being met. The evidence indicates that all vulnerable learners are being given a good education. From the data all are making at least expected progress. Pupil premium children are doing better in progress and attainment than other children. The impact statement reports on expenditure and includes recommendations. <b>Action:-</b> JL to ensure recommendations are actioned. A nominated governor for vulnerable learners needs to be appointed The Pupil premium statement is on the website (LM) NO RF statement yet because the school has just opened.	JL RC
14.	<b>Approve utilities expenditure</b> Discussed at Accountability meeting; see minutes. Governors approved the expenditure.	
15.	<b>Minutes of committees (delegated business)</b> <ul style="list-style-type: none"> <li>• Accountability 11th January 2017 - Minutes noted</li> <li>• Staff Performance and Leadership 11<sup>th</sup> Jan 2017 - Minutes noted</li> <li>• Performance 11<sup>th</sup> January 2017 - Minutes noted</li> </ul>	
<b>Policies</b>		
16.	<b>Update on Policy management and review timetable</b> <ul style="list-style-type: none"> <li>• The policy planner is almost complete; the final document will be distributed to governors.</li> <li>• Level One DBAT policies cannot be changed; they are to be adopted by the LGB.</li> <li>• Level Two and Three policies can either be changed from the DBAT model or have an academy level policy.</li> <li>• Revised policies will be issued from DBAT with a briefing note.</li> <li>• LGBs can feedback to DSAT if they feel that amendments are required to Level One policies.</li> <li>• The LGB's aim is that all academy level policies will cover both schools; there may be local variations in procedure.</li> </ul>	
<b>Standing items</b>		
17.	<b>Approval of minutes from the LGB meeting held 30 November 2016</b> The minutes from the LGB meeting held 30 November 2016 were considered and	



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	approved without amendment. The Chair signed the minutes.	
18.	<p><b>Training</b></p> <p>TR - Clergy safeguarding course  TR - Change management course run by Bristol Diocese</p> <p><b>DBAT standards committee</b> – RC attended, purpose is to hold DBAT to account on the performance of its academies and ensure that the performance of academies is being assessed. The DfE is moving towards assessing the performance of MATs (Multi Academy Trusts). The committee scrutinises targets and makes recommendations to the Board. It also evaluates data relating to pupil premium, sports grant and other KPIs. It is not comparing schools as all are different in terms of intake and circumstances.</p> <p><b>DBAT Chairs meeting</b></p> <p><b>Cluster CoGs Forum</b></p> <ul style="list-style-type: none"> <li>• Discussed cyber bullying and social media, policy on mobile phones. Many schools have a Facebook page which they manage. The NCPCC offers resources for schools.</li> <li>• Proposal for data cluster training</li> <li>• Cricklade are actively recruiting pupils</li> <li>• All the primary schools in Royal Wootton Bassett are full. Therefore potential for recruiting new pupils from WB.</li> <li>• Governors should have a school address for email correspondence.</li> <li>• The Chair will share DBAT and Christian Malford information at the next meeting</li> </ul>	Agenda
19.	<p><b>Date of next meeting and agenda items</b></p> <p>Wednesday 15th March 2017 7.00 pm – Lydiard Millicent</p> <p>Agenda items to include:-</p> <p>Governor Induction Policy</p> <p>Appointment of Governors</p> <ul style="list-style-type: none"> <li>• Parent</li> <li>• Foundation</li> </ul> <p>Appointment of nominated governor for vulnerable learners</p> <p>Communication</p> <ul style="list-style-type: none"> <li>• Appointment of governor for communications</li> <li>• Communications Plan</li> </ul> <p>Sharing of information from DBAT and Christian Malford</p>	

The Chair closed the meeting at 21:18

Minutes approved by .....

Date .....

