

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

Meeting of:	Local Governing Body
Date:	Tuesday 10 th October 2017
Time:	19.00 Hrs
Governors Present:	Mrs Victoria Burton (VB), Mr Andy Buss (AB), Mr David Cain (Vice Chair), Mr Richard Coleman (Chair) (RJC), Mrs Victoria Hamidi, Mr Stuart James (SJ), Mrs Carly Luce (Head Teacher) (CL), Mr Luke Maddison (LM), Rev Tudor Roberts (TR), Mrs Jeanne dos Santos (JdS)
Apologies:	Lt. Col. John Blakiston (JB), Miss Joanne Lakin (JL)
Clerk to the Governing Body:	Heather Large (HL)

	Action
<p><u>1. Attendance, Apologies and Non-attendance, Introductions</u></p> <p>There were apologies for absence received and accepted for Lt. Col. John Blakiston and Miss Joanne Lakin. There was a declaration of pecuniary or conflict of interests declared by Mr Luke Maddison as Head Teacher of South Marston Church of England Primary School. A warm welcome was made to Mr Luke Maddison as a Co-opted Governor.</p> <ul style="list-style-type: none"> • Bible Reading and Prayer <p>Tudor read a Teenage Prayer as an introduction to the meeting and took the Bible reading from the book of Psalms.</p> <ul style="list-style-type: none"> • Review the register of conflict of interest <p>Governors reviewed the registers.</p> <ul style="list-style-type: none"> • Thought for the Day <p>This was presented by Richard and focused on the Code of Conduct which summarised the responsibilities of Governors. Discussion was held on the 7 Nolan Principles and it was raised that these are not written out in full in the documentation. David agreed to raise this with DBAT. Governors also raised an issue with the amount of papers that have been submitted for this meeting. There were several suggestions made by Governors on how to deal with the paperwork, one was to filter out the papers that were not as important, DBAT policies to be read only and Governors encouraged not to print them out. Luke advised his Governing Body whittled down the policies to just statutory ones for FGB. Carly agreed to just place Policies in the Policy folder on Governor Hub rather than in the meeting folder and it will be Governors responsibility to cross check the Agenda with the policies in the policy folder. The Chair welcomed Governor suggestions on FGB Agenda items going forward.</p> <p><u>2. Any other business – to be raised with the Chair in advance of the meeting</u></p> <p>Nothing was raised.</p> <p>Performance Monitoring</p>	<p>DC</p> <p>CL</p>

3. 2017 Performance

- **FFT Data**

David advised Governors the Performance Committee benefited from an extremely informative presentation from Carly and Jan on the data and encouraged Governors to view the power point presentation. Governors were informed that Teaching Learning and Assessment had been rated as Good for Lydiard Millicent and requires improvement for Ridgeway Farm which is hardly surprising in such a new School which is yet to have any data comparison, no inspection and new pupils. These classifications have been clarified from both DBAT and external reviewers. What Ridgeway Farm has in its favour is great opportunity and a very safe environment with standards of behaviour improving significantly. Overall, Lydiard Millicent is to develop more pupil independent learning. **CQ Governors asked for an explanation of Year 2 phonic re-testing which stood at 100%**, Jeanne explained three children did not pass this in KS1 and therefore are required to sit again at entry level of KS2 where they all passed. Governors raised a concern that there seems to be a trend of pupils starting as high achievers but then gradually towards the end of their education become aligned with the national average.

Richard then summarised the performance as follows: **CQ Teacher assessments (that have been moderated internally, across the 2 schools, within the cluster, within the DBAT Hub) made prior to SATs showed pupils making better than national average progress and attainments. LM Year 6 SATS results were slightly below national average mainly due to maths being much lower. (Although FFT shows yr 6 maths performance as being in line with national averages i.e. the difference is not significantly different). The question this poses is if Governors are confident with teacher assessment, (which was also validated by the Challenge Partner visits) why is the performance at SATS lower then the teacher assessments. Are the teacher assessments too optimistic (unlikely given the level of moderation) or do our pupils underperform in SATS tests. The challenging questions posed at performance were a) do Governors care about SATs results if Governors are confident in the teacher assessments? If Governors do care should Governors focus more on the tests as it is test results rather than the actual attainment of pupils that the government is paying the school to deliver.**

The other key point is that for several years now the LM pupils appear to be well above the national average as measured at reception. The School is now tracking cohorts as they progress through the school and all cohorts seem to get much closer to the national average performance as they progress through the school and end up closer to national averages in yr 6. **CQ The challenging question posed at Carly's review was does this mean the LM children are progressing less well in KS1 and KS 2 than they would at an average school?**

4. Impact of SDP approval T2 on HT and staff appraisals T1. Can we get this completed in T1 and adjust ToR's accordingly.

Richard explained that the Head Teacher appraisal and objectives are done prior to School Development Plan approval and there was a potential risk both would not align with each other. Governors were asked if the timing of this should change. Governors pointed out that KS2 targets are always incorporated into Head Teacher appraisal so could not see any conflict here. Governors were more than confident in

the Head Teacher's ability in knowing the school well and would naturally raise any issues that need addressing as part of her performance management. Governors agreed to keep things as they are.

Richard had some queries on the SDP:

1.4 should go green as completed at SPL and now routine
3.3 was this to be carried forward, Carly confirmed it would
6.3 Richard felt there were too many un approved policies for this to be shown as green and commented that Governors did not have a policy management policy. Carly advised the School had met the criteria for success on this i.e. that the School has a process in place to get policies completed not that they all are completed. RC also questioned how this could be complete when the School had no policy management policy. CL stated that the School is still awaiting this from Liz Gibbons at DBAT and have been advised that the School should not write it's own prior to receiving this.

Suggestion was made that a sentence be added to all the policies to show a date that it had been revised by Governors. This already exists on the policies

5. Head Teacher Report

The Chair asked for comments on the Head Teacher Report. RJC asked why the LAC report to governors was not included. CL stated that the PP report which was circulated with the HT report is the LAC report (2 names for the same thing). **CQ Governors asked if the LAC Report/PP report had been reviewed and approved by the Accountability Committee and this was confirmed by JL.**

Strategic Direction

6. School Vision

Carly confirmed the new vision is now up on the School website.

7. Review completion of 2016 Governor Objectives and propose 2017 Governor Objectives

The Chair explained the first part of the Objectives paper remained as that was a statement of the governor roles and its strategy. However, the Chair has removed the objectives LGB confirmed as completed at the last LGB meeting and proposed 3 new objectives:

To help the school foster a culture of continual learning and development for staff and governors and to monitor that this has a direct impact on the quality of teaching.

To ensure all members of the Performance Committee understand the performance data, and that all governors can confidently describe the high expectations Governors have for pupils and the steps being taken to improve performance given the Schools strengths and weaknesses.

To understand how learning behaviours have improved and the impact these have had on pupil outcomes and challenge the school on actions being taken to improve these.

To understand how collaboration can be improved and agree positive actions to develop this further.

To help the school focus on taking actions to improve outcomes for all our pupils.

To ensure we have a robust policy management process in place and a set of properly reviewed and approved policies in place. **CQ The Head Teacher advised that the School is not at review stage yet because the policies are being written for two schools.**

RJC

CQ Governors asked if the final three are really not part of the Terms of Reference of being a Governor. Governors also asked that there be clarity as to actually what the focus is. Governors asked for the policy management clause be taken out and once that action is complete were happy to ratify the Plan.

CL

Leadership, Development and Succession Planning

8. Agree Committees for the year and review their terms of reference

It was agreed to keep the same structure as last year.

9. LGB Membership

- **Elect Chair and Vice Chair of FGB**

Richard Coleman was duly nominated and elected as Chair of LGB.
David Cain was duly nominated and elected as Vice Chair of LGB.

- **Chair of SPL Committee**

Jo Lakin was duly nominated and elected as Chair of SPL Committee.

- **Chair and Vice Chair of Accountability Committee**

Andy Buss was duly nominated and elected as Chair of Accountability Committee.
John Blakiston was duly nominated and elected as Vice Chair of Accountability Committee. It is to be noted that Abi Proctor is the Clerk for Accountability.

- **Chair of Performance Committee**

David Cain was duly nominated and elected as Chair of Performance Committee.

- **Governors Roles**

Safeguarding and Prevent – Stuart James
Vulnerable Pupils and Pupil Premium – Victoria Burton
EYFS – Victoria Hamidi
Leadership and Wellbeing – Jo Lakin
Sports Funding – Jo Lakin
Health and Safety – Andy Buss
Collective Worship and RE – Rev Tudor Roberts

RJC

- **Link Governors**

Governors will be assigned to the four SDP staff Teams. As these are all Performance targets, the performance committee will agree a schedule of link visits by the committee members such that 2 learning walks (one interim and one final) will be carried out for each SDP target throughout the year totalling 8. As such no specific governor will be linked to these targets as this process failed to be effective last year. This schedule will be agreed at each meeting rather than set in stone at the start of the year.

- **Update on Parent Governors Elections**

There has been one application for Ridgeway Farm and two applications for Lydiard Millicent. The closing date is Friday 13th October, and Governors were asked for their approval to offer the losing Parent Governor a role as a Co-opted Governor role. This was agreed the Chair will follow this up.

RJC

10. Governors Roles/Procedures

The terms of reference were agreed for the FGB and all Committees. Carly agreed to cross check the policy update for Accountability Committee. Learning Walks should always be recorded and sent to the Clerk for filing. It was agreed that Committee Minutes will remain in the Committee folders and it would be Governors responsibility to look these out and read pre-FGB meeting. Governors discussed the latest advice given by the Diocese on ensuring that e-mail addresses are not on a shared platform, all Governors confirmed their e-mail's were secure apart from one who was taking actions to make it secure. The Clerk was asked to use the e-mail address at Clerk@lydiard for responses to Governor communication. Governor Hub was working well for Governors but it is likely the Diocese will use platform 365. The Chair will keep Governors updated.

CL

We are now at the end of the free trial period so expect to receive a bill from governor hub in the near future.

11. Appoint Governors to Statutory Committees

No statutory committees appointed as not necessary under DBAT academy.

12. HT Appraisal Summary

This was held on 25th September 2017 following the new DBAT HT appraisal process and format. The panel was John Swainston DBAT CEP and chair, Jez Piper DBAT SEL and Richard Coleman. Jo also attended but was not officially on the panel. RJC stated he has not yet seen the completed form but recalled that objectives included ensuring pupils progressed year on year. i.e. that the objective is that the % of pupils meeting and exceeding(ARE) in each cohort increases each year. b) that actions were in place in advance of next year to enable the school to run within budget given the reduction in government funding.

13. Review 360 Degree Feedback on Chair

Governors were thanked by the Chair for their input. This was reviewed at SPL meeting and as minuted there they found no areas of weakness that needed particular focus this year.

14. Governors Communication (standing item)

The potential Parent Governor from Ridgeway Farm has communication qualification which will strengthen the skills set of the Governing Body.

Accountability

15. Ensure annual review of safeguarding procedures is undertaken

Stuart will be conducting the annual review of Safeguarding procedures within the remit of the Accountability Committee.

16. Review Financial position at the start of the year

Stuart explained to Governors that Helen had hoped to send out the budget summary but has been overwhelmed with various other important roles. As a brief overview, Ridgeway continue to have a deficit and Lydiard will run at a deficit this year although we have sufficient reserves to cover this. RF's deficit is due to the government clawing back monies that it committed to for lower pupil numbers, and a mismatch between the way funding is provided and the requirement for teachers to prepare for growth. LM's deficit is largely down to a) the new funding formula that reduces funding for our school and b) additional costs from last year that were not budgeted for and not funded by the government associated with providing 1-2-1 supervision for certain pupils. Ridgeway still does not match the pupil numbers that was forecast by DBAT but they continue to grow - just not at the forecasted rate. Andrew mentioned that the house builders were using the school as a selling point giving the impression that a place at the school was guaranteed. This has caused some resentment with the school when new families move in only to find that the school has no places for their child (years R and 1 are full).

Governors made it clear to the School that it is imperative that Governors know the current financial situation at every LGB meeting. RJC to add to the agenda DBAT has sourced grants from the Diocese to cover the shortfall at Ridgeway Farm as part of their investment in the new school.

RJC

A key point for governors to know is that the new schools funding formula cuts the funds the school will receive. Therefore Governors have to plan this year how the School will cut it's cloth in enough time to make any structural changes by next September so that Governors can run within budget next year. Hence the HT appraisal objectives.

Luke commented that the funding formula forces Head Teachers to focus more on budgeting than raising performance as this is now the critical issue for most schools.

17. Minutes of Committees

These were reviewed by Governors. NO questions were asked.

18. Ensure parents can access an annual report on the effectiveness of the school's provision for pupils with SEND and those with disabilities and medical needs

Carly will check with Catherine if this is on the website.

CL

19. Policies

Carly agreed to investigate if a document could be pulled together recording dates of Governor ratification. CL

Governors duly ratified: Admissions, SofD L4, Child Protection, Code of Conduct for Safer Practice – **Governors questioned Governor status as to whether they were volunteers, and asked how visitors gain familiarity with the policies such as child protection before being allowed on site and what token gifts constitute.** Carly confirmed that Governors are classed as volunteers, visitors would be given policies and staff would need to read the guidance on this.

Governors duly ratified: Vision Statement and Curriculum Aims, Recruitment and selection had previously gone to SPL Committee, Music and PSHE need to come back to Performance Committee. HL

Governors duly ratified: Art and Design, SRE, Science which were all signed off by the Performance Committee. Charging and Remissions Policy was ratified back in April 2017, the Critical Incidents Strategy was not fit for purpose and David is following that through with DBAT. All Level 1 policies were ratified by Governors and David agreed to clarify to Governors which Policies are necessary for reading. DC

Governors discussed about reducing the number of policies (other than level 1) by combining or eliminating some of them and that the relevant Committees would consider this in their Committee Meetings and report back to the LGB.

Standing Items

20. Approval of minutes form the LGB meeting held 5th July 2017

The Minutes of the LGB meeting held on the 5th July, 2017 were duly agreed, signed and filed. It was agreed that the actions shown as completed could be removed and the action statuses were updated as shown below.

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

The Clerk was asked to chase Governors who had not completed the Skills Audit. HL

22. Date of next meeting and agenda items 29th November 2017

23. Carried Forward Items

The Clerk will carry forward Agenda Items SEF Review and 2017/18 SDP Review and Approval HL

Date of Next Meeting: Local Full Governors – Wednesday 29th November 2017 at 7pm at Ridgeway Farm Primary School

MEETING CLOSED AT 21:35 HOURS

Minutes accepted and approved _____ (Chair) _____ (Date)

Summary of Actions

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
30-Nov-16	1	Strategic Direction	Learning Walks	Complete a learning walk with DC focussing on Pupil Outcomes	VC	Closed
30-Nov-16	3	Leadership devt. & succession planning	Annual statement	Write annual statement (in the summer)	RC	Closed
01-Feb-17	4	Performance Monitoring	Website	Take old documents off of the web site (old minutes and ex governors)	CL	Closed
15-Mar-17	10	Performance Monitoring	Curriculum	DC to broaden the RE Report to cover other faiths	DC	Open
17-May-17	19	Any Other Business	Skills Audit	HL to send John and Andy the Skills Audit.	HL	Closed
17-May-17	22	Performance Monitoring	Ofsted Inspections	RJC and DC to access Ofsted material from Christian Malford and St Peters.	RJC DC	Closed
17-May-17	23	Performance Monitoring	Ofsted Inspections	Clerk to send Ofsted material to Richard.	HL	Closed
17-May-17	24	Performance Monitoring	Approve EYFS Governor Report	Victoria H to evaluate the OFSTED EYFS requirements and compile a report for the Performance Committee.	VH	Closed
17-May-17	26	Accountability	Approve staffing for next year	Jez agreed to ask Claire about Teachers needs.	JP	Open
17-May-17	27	Accountability	H & S Report	Andy to re-send H & S Report to Governors after making amendments.	AB	Closed
17-May-17	28	Accountability	Review Pupil/Parent survey output and agree plan	Carly to send Governors baseline information for Pupil/Parent Survey.	CL	Closed
17-May-17	29	Accountability	Review Pupil/Parent survey output and agree plan	David agreed to draft up a Parent questionnaire.	DC	Open
5-July-17	32	Performance	SDP	Performance Committee review and sign off SDP	DC	Open
5-July-17	33	Performance	SEND and VP	VB to produce a Vulnerable Pupils Report	VB	Closed
5-July-17	34	Accountability	Premises	Create Premises Strategic Plan	AB/SJ	Open
5-July-17	35	Accountability	Safeguarding	Identify Safeguarding Governor	RC	Closed
10-Oct-17	36	LGB	Thought of the Day	DC to raise issue of Nolan Principles with	DC	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
				DBAT that are included in Governor Code of Conduct		
10-Oct-17	37	LGB	Thought of the Day	CL to place policies in Policy Folder only in Governor Hub.	CL	Open
10-Oct-17	38	LGB	Review completion of 2016 Governor Objectives and propose 2017 Governor Objectives	RJC to take the policy management clause out of Governor Action Plan.	RJC	Open
10-Oct-17	39	LGB	Update on Parent Governor Elections	RJC to offer Co-opted role to losing Parent Governor.	RJC	Open
10-Oct-17	40	LGB	Governors Roles and Procedures	Carly agreed to cross check the policy update for Accountability Committee	CL	Open
10-Oct-17	41	LGB	SEND	Carly will check with Catherine if this is on the website.	CL	Open
10-Oct-17	42	LGB	Policies	Carly agreed to investigate if a document could be pulled together recording dates of Governor ratification.	CL	Open
10-Oct-17	43	LGB	Policies	David agreed to clarify to Governors which Policies are necessary for reading.	DC	Open
10-Oct-17	44	LGB	Carried Forward	The Clerk will carry forward Agenda Items SEF Review and 2017/18 SDP Review and Approval	HL	Open