

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

Meeting of:	Local Governing Body
Date:	Wednesday 29 th November, 2017
Time:	19.00 Hrs
Governors Present:	Lt. Col. John Blakiston (JB), Mr Richard Coleman (Chair) (RJC), Mrs Victoria Hamidi, Mr Stuart James (SJ), Miss Joanne Lakin (JL), Mrs Carly Luce (Head Teacher) (CL), Mr Luke Maddison (LM), Mrs Roxanne Muller (RM), Rev Tudor Roberts (TR), Mrs Jeanne dos Santos (JdS)
Apologies:	Mrs Victoria Burton (VB), Mr Andy Buss (AB), Mr David Cain (Vice Chair) (DC), Mr Andy Gubbins (AG), Mr Jeremy Piper (JP)
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 Mrs Victoria Burton, Mr Andy Buss, Mr David Cain, Mr Andy Gubbins and Mr Jeremy Piper. There were no declarations of pecuniary or conflict of interests. A warm welcome was made to Mrs Roxanne Muller as a Co-opted Governor.

- **Bible Reading and Prayer**

Tudor gave the Bible Reading from Luke 1:39-45 where Mary visits Elizabeth recounting how older people can liaise with younger people and opened in prayer.

- **Thought for the Day**

This was presented by Richard and focused on the key features of the Governor Handbook and recommended that Governors have a link to the site in order to keep up to date with changes.

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

Carly raised the Admissions Policy has been slightly modified to reflect administration changes these were: the school uses distances as supplied by WCC which go from the centre of the property and on line admissions are allowed. In addition both Schools use the Wiltshire Appeals Service protocol in relation to Admissions. Governors were content with these changes. John raised an issue of parking/drop off issues at Lydiard Millicent School and there is the possibility that double yellow lines will be laid down along Church Street at the bottom of The Butts. The Parish Council have been looking into the possibility of a car park for 28 places this may be the subject of community grant funding if not financially affordable by the Parish Council.

Performance Monitoring

3. Performance review for last year

- **Data Governors Report**

This was one of the papers for this meeting. RJC took the governors through the

reports key findings and graphs in some detail.

Analyse School Performance (ASP) is the new service, still under development, that gives access to detailed performance data that was previously available on RAISEonline. Access to the new service is via the Department for Education's Secure Access portal which only the School has access to. Governors were encouraged to become familiar with the data on this site as this is what Ofsted will judge the school on. However the LGB does not currently have access to the site. Jez Piper is investigating how governors can access ASP. FFT is the favoured site by DBAT. FFT uses the same data but analyses it slightly differently

Carly informed Governors that Duncan the School Improvement Officer had queried the % figures reported for the year on year increase (2015/2017) for EYFS pupils exceeding expected in Reading, Writing and Maths. **Governors expressed disappointment if the figures were found to be incorrect, especially as they had been moderated.** Carly explained that you would not moderate 30 children alone, there would be no benefit in doing this. **Governors asked when the School was last moderated by Wiltshire County Council and were advised 2 years ago. Governors expressed concern that if the data is not correct then it would be difficult reporting comparisons going forward.**

Governors duly noted that KS2 progress was really good and overall Phonics rated good. **Governors questioned why future dates appear in the stats and Carly explained each cohort is shown as the date it will leave the school so this years reception is shown as the 2025 cohort.** Luke also advised Governors that EYFS bench line figures will change in a years time. **Again Governors raised the issue of dipped performance from EYFS to KS1 and whether it is just down to teaching.** Carly explained it could be lots of things and the School was more than happy to be open to investigation to determine where if anywhere there needs adjustment. Luke offered the services of one his staff members who was a really good EYFS Moderator. Governors were informed that the reasoning part of the Mathematics SATS exam was a weakness which is being addressed. Governors agreed the ASP data does give Governors a quick summary of data which is useful. **Governors expressly asked that it be recorded Governor thanks to all staff for what is a very pleasing set of results for all the pupils of both Schools.**

Richard agreed to send out the new Data Report to Governors.

RJC

- **Performance Committee Report/Minutes**

These had been circulated to Governors.

4. HT Performance Review – Confirm in line with SDP

Richard explained this was conducted in November and the Head Teacher objectives have been agreed and were aligned with the School Development Plan objectives.

5. Head Teacher Report

Governors asked Carly if there had been any marked improvements in attendance figures, and Carly advised there had been marginal changes since the school tightened up procedures on exceptional circumstances being allowed. **Governors asked if the School Staff experience time management issues with**

regard to Child Protection issues. Jeanne and Laura both monitor these vulnerable children, and identify who needs support and intervention. There is a lot of administration involved and **Governors asked if it is manageable.** Jeanne was comfortable with it and verified it is an extremely important safeguarding issue and it was incumbent on the School to ensure all measures possible are employed to support this particular cohort. In terms of time management, Carly confirmed it would be useful if she was not Deputy DSL and the school has already begun training a potential Deputy DSL to take on these additional duties to serve at both Schools. Governors queried if it should be someone from the SMT but were advised the importance lay in appointing someone with the correct skills. The role does have a lot of administration allocated to it i.e. Liaising with the School Nurse and Social Services answering phone calls and the Team do have supervision time which is fortnightly. **Governors asked if behaviour incidents are related to known individuals** and Carly confirmed this is not the case. The school reporting system is making it easier to report incidents and the school is being over diligent possibly in allocating incidents as a C4 category.

6. Parent pupil Questionnaire

Carried Forward

7. RE Report

Carried Forward

Strategic Direction

8. School Vision

The new School Vision has been signed up **but Governors noticed that signs around the school do not reflect the new Vision.**

- **SEF Review**

Carly confirmed this is all in hand. Carly reminded Governors that the SEF document is a movable and updated document which makes it completely clear about the differences between attainment, progress and achievement. Jez Piper has been working on the structure of the document so that it includes Ridgeway Farm and has differentiated by colour coding the two schools. It is a work in progress but the hope is it will be one document but have the ability to transcend to two different directions for the individual schools. In terms of the grades for each of judgment, Lydiard is classed as good in every category and Ridgeway Farm graded as Requires Improvement apart from Leadership and Management (because it has the same SLT which is rated good at LM) purely because the school is new and developing. The second academic year will be showing some attainment areas as good.

- **2017/18 SDP Review and Approval**

Governors were informed the top of the SDP is purely Lydiard and that the School Improvement Partner (Duncan) reports are fed into this report. The four whole school objectives this year are: Maths, Writing, Distinctiveness and Values and finally Active Learning and the Environment. **Governors asked when the SIAMS Inspection is due for Ridgeway Farm.** Carly was not sure as the School

Improvement Partner (Duncan) is investigating but the feeling is it will be September 2018 onwards for LM as it is normally 3 years from the year in which a school converts to academy status. **Governors asked if that inspection would have any impact on the SDP.** Carly confirmed it would not. **Governors asked if the EYFS to KS1 dip is addressed in the SDP?** Carly explained this features on Performance for Leadership and Management but the recommendation from the School Improvement Partner was not to include this as it has not yet been determined if there is a definite problem here, and there was no benefit in including it until the facts are determined. Tudor and Victoria B agreed to take on Writing and will organise with Laura an Active Learning Walk. Victoria H and David will take on Maths and Victoria will organise the Active Learning Walk. Roxanne and Richard will take on Active Learning and Richard will organise the Active Learning Walk.

TR/VB
VH/DC
RM/RC

- **Do we have the funds to deliver SDP**

Yes - This has been budgeted for.

- **Approve**

Governors approved the School Development Plan.

Leadership Development and Succession Planning

9. HT Report on Teacher development and performance related pay

Governors noted a new process of performance related pay had been introduced and had reviewed carefully the salary increase eligibility report in the SPL committee meeting. Due reference was made to the number of targets not met. This was because performance targets had been set against individual pupils, some of which had had personal issues outside of school which impacted their performance. SPL were happy that constructive solid evidence of why targets had not been met was produced and that staff had not been complacent. Governors were comfortable with all of the scenarios presented and had agreed the recommended increases. Governors recognised that staff had had a tough year and were well on course to achieve more targets this coming academic year.

10. Parent Governor Election Update

Ridgeway Farm had attracted three applications for the Parent Governor role and there will be a need for an election.

11. Governor Communication

Governors acknowledged that there had not been anything updated on Governors in the School Newsletter for some time. All Governors were asked to send suggestions to the Chair of what could be included in the next issue.

ALL

12. Review Financial Position

Stuart confirmed that Lydiard has a small budgetary deficit covered by the reserves and Ridgeway Farm is running at a substantial loss which DBAT are covering as it is a new School. The prediction for the next 2 to 3 years means the possibility of further deficits and Carly and Helen have already commenced meetings with DBAT to discuss how this situation can start to be tackled now. Paul Smith (DBAT finance)

will be attending the next Accountability Committee meeting and the budget is all running to plan.

13. Safeguarding Minutes of Committees

Stuart took the opportunity to raise the profile of Safeguarding with Governors. As Safeguarding Governor he had a meeting with Jeanne and Laura and was very pleased that all administrative procedures related to Safeguarding are tight. There could be some strengthening and enhancement necessary to raise the profile of Safeguarding with parents and Carly will be including a safeguarding paragraph in the two weekly newsletters and follow up with Stuart on visits. It is an Ofsted recommendation that Governors all have Safeguarding Training and all are encouraged to either take this up with the WCC or the school could send on line training and material if required. Governors were asked to consider safeguarding on their visits to the school and reporting any issue that you feel relates to safeguarding and raise it with Jeanne and Laura, if neither available then it should be given to Carly. Safeguarding will now feature as a standing Agenda item for future FGB meetings.

HL

Stuart agreed to send out the Safeguarding links to Governors.

SJ

14. Minutes of Committees

Accountability Committee had a small meeting with the Nursery regarding increases in rent and caretaker provision which were all accepted very well.

Performance Committee had discussed the Christian element of the RE curriculum and how we can improve inclusion of other faiths. The thinking was around visiting temples and mosques etc. **Governors asked if other faith leaders could come into the school and present to support the RE scheme of work.** Tudor advised he could get funding and contacts for such visits and would follow this up with Carly.

TR

It was commented that they could present about their religion for RE lessons but would not be able to lead an act of worship.

No questions were raised re the SP meetings as this was covered in item 9

14. Policies for Approval

There were none however the Complaints Policy will be going back to the Accountability Committee for approval.

15. Approval of minutes from the LGB meeting held 10th October – 2017 and actions arising

The Minutes of the LGB meeting held on the 10th October 2017 were duly agreed signed and filed.

16. Training

Stuart confirmed he had completed Safer Recruitment and would forward his other training modules to the Clerk for update. Tudor confirmed his data training.

SJ

Governors agreed that the LGB Minutes should be filed in the Ofsted file for future

access when Ofsted Inspection takes place. Governors were also reminded to inform other Governors where they have put their documents on Governor Hub.

17. Date of next meeting and agenda items 7th February 2018 at 7pm at Lydiard Millicent

23. Carried Forward Items

The Clerk will carry forward Agenda Items Parent Pupil Questionnaire and RE Report.

HL

MEETING CLOSED AT 21:12 HOURS

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

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
15-Mar-17	10	Performance Monitoring	Curriculum	DC to broaden the RE Report to cover other faiths	DC	Open
17-May-17	26	Accountability	Approve staffing for next year	Jez agreed to ask Claire about Teachers needs for 2018.	JP	Open
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	Closed
5-July-17	34	Accountability	Premises	Create Premises Strategic Plan	AB/SJ	Open
10-Oct-17	36	LGB	Thought of the Day	DC to raise issue of Nolan Principles with DBAT that are included in Governor Code of Conduct	DC	Closed
10-Oct-17	37	LGB	Thought of the Day	CL to place policies in Policy Folder only in Governor Hub.	CL	Closed
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	Closed
10-Oct-17	39	LGB	Update on Parent Governor Elections	RJC to offer Co-opted role to losing Parent Governor.	RJC	Closed
10-Oct-17	40	LGB	Governors Roles and Procedures	Carly agreed to cross check the policy update for Accountability Committee	CL	Closed
10-Oct-17	41	LGB	SEND	Carly will check with Catherine if this is on the website.	CL	Closed
10-Oct-17	42	LGB	Policies	Carly agreed to investigate if a document could be pulled together recording dates of Governor ratification. Using the master policy review document	CL	Open
10-Oct-17	43	LGB	Policies	David agreed to clarify to Governors which Policies are necessary for reading.	DC	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
29-Nov-17	45	LGB	ASP Data	Richard agreed to send out the new Data Report to Governors.	RJC	Open
29-Nov-17	46	LGB	Governors Communication	All Governors were asked to send Governors communications suggestions to the Chair of what could be included in the next School Newsletter.	ALL	Open
29-Nov-17	47	LGB	Minutes of Committees	Safeguarding will now feature as a standing Agenda item for future FGB meetings.	HL	Open
29-Nov-17	48	LGB	Minutes of Committees	Stuart agreed to send out the Safeguarding links to Governors.	SJ	Open
29-Nov-17	49	LGB	Minutes of Committees	Tudor to investigate visits to temples/mosques and trust funding to enable the visits to go ahead.	TR	Open
29-Nov-17	50	LGB	School Vision	Tudor and Victoria B agreed to take on Writing and will organise with Laura an Active Learning Walk. Victoria H and David will take on Maths and Victoria will organise the Active Learning Walk. Roxanne and Richard will take on Active Learning and Richard will organise the Active Learning Walk.	TR VB DC VH RM RJC	Open
29-Nov-17	51	LGB	Training	Stuart to send his training modules to the Clerk.	SJ	Open
29-Nov-17	52	LGB	Carried Forward	The Clerk will carry forward Agenda Items Parent Pupil Questionnaire and RE Report.	HL	Open