

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

Meeting of:	Local Governing Body
Date:	Wednesday 7 th February 2018
Time:	19.00 Hrs
Governors Present:	Lt. Col. John Blakiston (JB), Mr Richard Coleman (Chair) (RJC), Mrs Victoria Hamidi (VH), Mr Stuart James (SJ), Miss Joanne Lakin (JL), Mrs Carly Luce (Head Teacher) (CL), Mr Luke Maddison (LM), Mr Jeremy Piper (JP), Mrs Jeanne dos Santos (JdS)
Apologies:	Mrs Victoria Burton (VB), Mr Andy Buss (AB), Mr David Cain (Vice Chair) (DC), Mrs Elaine Mills (EM), Rev Tudor Roberts (TR)
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 Mrs Victoria Burton, Mr Andy Buss, Mr David Cain, Mrs Elaine Mills and Rev Tudor Roberts. There were no declarations of pecuniary or conflict of interests.</p> <ul style="list-style-type: none"> • Bible Reading and Prayer <p>Tudor had given apologies, therefore this was not reviewed.</p> <ul style="list-style-type: none"> • Thought for the Day <p>Richard highlighted the short but relevant question Will this help us achieve our vision, aims and strategy. If not, why are we doing it.</p>	
<p><u>2. Any other business – to be raised with the Chair in advance of the meeting</u></p> <p>Governor access to ASP was discussed but JP is still awaiting a response from the Ofsted. VH had been approached by a parent for Governor support and approval who was lobbying for the implementation of 20 mile per hour flashing signs in the village. The School can ask for these if it has a travel plan, which Carly confirmed it does. CL agreed to write to WCC to progress this request. Stuart raised the issue of the School’s Flat Roof, which is in urgent need of repair as the School is suffering with leaks. Governors discussed in detail on where the responsibility sits and finally agreed that Stuart should contact Sally Moody who is the key point of contact for property development to progress this matter. Jo informed Governors a parent who was full of praise for Ridgeway School had approached her on how pleased she was with Ridgeway Farm and Carly asked if Jo could ask the parent to put this on Parent View. Carly sought Governor approval for a sign to be put up in the office area reminding all school visitors to be respectful of staff. Governors duly approved. Jo was asked to follow up on the Induction of the new Governor and to conduct an exit interview for Andy Buss. John raised issues surrounding the implementation of a car park and Governors were invited to let John know of any possible funding opportunities. Jez explained the process involved in making a capital funding application/matched funding via DBAT.</p> <p>Performance Monitoring</p>	<p>CL</p> <p>SJ</p> <p>JL</p> <p>JL</p>

3. Vulnerable Pupil Performance Review

- **Review SEND SEF**

This was one of the papers received for this meeting. Carly confirmed that the Information Reports sent out are the ones published on the School website for parents. This report contained the key elements of the 2016 SEND Code of Practice where the School had evidenced what pupils can access.

Governors turned their attention to the Wiltshire SEN Self Evaluation 2017 forms and started with Lydiard Millicent. Governors noted the forms were RAG rated and agreed this was really useful in helping Governors focus on the areas of school practice which may need improvement. Governors agreed there was a wealth of good knowledge and information contained within these forms. **Governors challenged the school evaluation of an amber status for the success criteria element of How well do pupils with SEND progress and attain? - and queried if this should really be green given the brilliant systems the School has in place.** Carly advised although there are good systems in place, not all are aligned to the progress of all SEN children. Each SEN child has progress targets but may not necessarily achieve a “working at expected level” accreditation, but will almost certainly make good progress. What the School will focus on is closing the gap. Governors were advised that there would be a need for a case study/ies to illustrate the impact both in terms of impact on targeted groups of pupils and whole school impact and this would give a stronger understanding of rates of pupil progress. Carly advised that Katherine is working on putting a system in place that will help achieve this objective.

Governors questioned if the figures listed at the beginning of the report is valuable and that they be clarified as they don't seem to add up. Carly explained that some SEN pupils were in both categories hence the total is less than the sum of the categories. Carly stated that they were valuable because lots of questions can be answered by this data. First and foremost these figures help identify and unpick the data to analyse the progress of pupil groups. **Governors commented that the overview progress for SEND looks very good but how does the School know if it is because of the systems that are in place or if it is down to SEND pupils being good learners.** Carly explained that barriers are discussed with both staff and pupils to determine what they think are the priorities. **Governors asked what the wording “majority” means in Ofsted terms, and were advised it is =85%.**

Governors challenged the impact column stating that this contained a description of actions taken but not the impact of these actions. They also challenged if the School feels the strategies implemented represent good value for money and is it impacting on helping pupil progress. Carly advised that services such as occupational therapy for example would not read as an impact. What is important is really developing a good understanding of the schools skills and using those in such a way that this would have a strong bearing on its capacity to close gaps. An important set of skills was to be able to articulate clearly the need for training for all staff, the impact on pupil's life chances and set the aspirations for the achievement of pupil groups using comparative data. Carly is looking for positive changes in practice and therefore securing some quick wins to maintain support in overcoming barriers faced by specific pupils.

Jez advised Governors that he does have access across the DBAT region of other School reports that Lydiard could use for comparison purposes as Carly had received conflicting advice (from WCC) that this specific report had to be completed. Jez agreed to forward these to Carly.

JP

Governors next challenged question 16 “developing” result as they felt it should be “established”. Carly explained that it was allocated “developing” because of the level and depth of understanding that staff currently have because staff do leave/new staff start and therefore will all be at different levels of understanding.

- **Approve AGT/SEND/PP (Vulnerable Pupil Report)**

This will be an agenda item for the next meeting.

HL

4. SIO Report – Note findings

Governors duly noted the Annual Report update was all very positive. All moderations have been done and one to one support and scaffolding is all increasing. There were plenty of opportunities for cross skilling as well.

5. Head Teacher Report

Governors challenged the unauthorised absence figures for Ridgeway Farm and asked for detail on what the school system was on this. Carly explained that a pupil arriving after the register has closed will be marked absent with code U (unauthorised). The school will follow up any absences to ascertain the reason as it did with the Ridgeway Farm absence Governors were querying and it will always ensure the proper safeguarding action is taken if this is necessary. There is a book on reception that pupils have to sign if they arrive after the register has closed, which works very well as a deterrent.

Governors queried the higher number of pupils registered at Ridgeway Farm that have associated safeguarding priorities assigned to them. Carly explained this is down to new children who have joined the school. **Governors asked if they are from the Ridgeway Estate or further away?** Carly explained it is very mixed at the moment, a lot of pupils have been taken on who have had concerns at their previous schools and these could be for a range of reasons such as behaviour or issues with siblings and these will take some time to settle in. **Governors asked if PP money can be used for a Family Support Worker.** Carly advised the School could look into getting a Family Support Worker if the needs of the current provision were not being met.

Governors duly noted the predicted increase of pupils from 150 to 170 for Ridgeway Farm. Carly advised that there had been a very successful Open Morning at Lydiard with approximately 20 families attending and Ridgeway has showing opportunities on an almost daily basis.

Governors asked if a HLTA could be used for a Reception Class and was told this is not a recommended practice. Governors agreed that it is essential to get pupil numbers up in order to drive up funding and improve the financial situation. Ideas were suggested of putting wording on the school website advertising space availability and in the School Newsletter, putting a sign up on the road (such as

Thamesdown Drive), Newspaper articles and Link Magazine. CL to consider and take what action she determines.

CL

Governors reviewed the behaviour statistics and were told that CPOMS is the system used to record behaviour incidents and were advised that reporting of incidents have increased. Carly confirmed that she was not entirely confident that the numbers reported for C4 incidents could be accurate, as some reports may not necessarily be worthy of C4 allocation.

Governors questioned if the School has done any follow up on Year 6 leavers.

Carly confirmed it has and Alex had attended Royal Wootton Bassett School to meet with Year 7 pupils and see their books. It was all very positive although pupils did say they missed Lydiard but were very settled in their new School. Governors asked if Royal Wootton Bassett give any feedback to the School on these pupils, and Governors were informed nothing has ever been received back despite governors and the school asking for feedback for many years.

6. Parent Pupil Questionnaire

Carried Forward

HL

7. RE Report

Carried Forward

HL

Strategic Direction

8. YTD Performance vs ARE as presented to Performance

Duly noted.

9. Pupil Exclusion

Date	Number of Days	Pupil
12.12.16	0.5	B
20.01.17	1.5	B
27.03.17	1	B
29.03.17	3.5	B
05.09.17	1.5	B
08.12.17	4	B

10. Destination of Leavers

Destination School	Number of Pupils
Royal Wootton Bassett Academy	26
Bradon Forest	6
Pates Grammar School	1
	33

Strategic Direction

11. Five Year Strategy

Governors approved the small changes to the 5 year strategy. These were largely grammatical and extending development to all leaders including Governors. RJC asked governors if finances should be added to the strategy in some way. All governors agreed that this was not necessary, as although a priority, it does not change the strategic direction of the school. It may just be that government funding cuts will prevent the school from achieving the improvements in teaching and learning Governors would like to see.

Leadership Development and Succession Planning

12. Governing Body Evaluation and Report

Jo advised that the last Report had been reviewed and evaluated in terms of what was done last year to what Governors are doing now. Some Governors had completed a skills audit, new Governors have been recruited meaning that we have a more stable group. Impact had been evaluated in terms of joining DBAT and the introduction of a SLT target approach and Governors have been working with staff on this. The safeguarding audit has improved and learning walks carried out more than ever. The key focus going forward is to retain current Governor numbers and to ensure the Governor Induction process is carried out. Governors will continue to utilise Governor skills and strengths and align them to the Committees most suitable to their skills. Thought was given to a governor/staff tea event to strengthen governor/staff relations. Communication is an area which could be improved upon and it is hoped that Elaine may want to take on a Communication Governor role which will include local community relations, parent, pupil and staff relations. The Governor recruitment process could be improved upon by have honest and frank conversations about the commitment and time needed for the role to reduce start/resignation issues. The new induction process spreads out responsibilities for mentoring new governors to the chairs. DBAT are willing to carry out Induction Talks to new Governors and Jo agreed to discuss this with Jez and Claire. Shared policies need to be worked on and a plan agreed in terms of succession planning. Governors discussed very briefly the recent NGA article on salaried Governors.

JL

13. Governor Training

All new Governors were encouraged to sign up for the new Governor training course. The School will be holding Safeguarding training at Ridgeway Farm School on the 22nd February at 1.30pm, all Governors encouraged to attend. The Clerk informed Governors that the Keeping Children Safe in Education policy can be found in the Governor Induction folder as it is compulsory to all Governors to read part 1 of this policy. Richard attended a DBAT Chairs meeting. RJC reminded governors of the cluster data training course at Noremarsh school at 6:00 on the 21st February.

14. Governors Communication

There was none.

Accountability

15. H & S Governor Report and Policy

HL

Agenda item for the next meeting.

16. Review Financial position

There were no figures presented at the last Accountability Committee meeting as Paul Smith was expected to attend but was unable to. DBAT figures for Lydiard Millicent School now predict an £15k deficit to an original £8k. This is largely down to the 2% teacher pay rise agreed and specialist one to one support for a pupil. For Ridgeway Farm the predicted deficit is £94k against an original £85k. Governors discussed that if a drive to raise pupil numbers to 180 is achieved this should erase the deficit. Governors asked that Carly should ask Becky for the year to date finance figures. **Governors asked how the School was coping without a School Business Manager and Carly confirmed it is very difficult.** Carly confirmed the recent advert for the role had yielded one candidate and it was decided to re-advertise. The original candidate has been contacted and is happy to wait and be interviewed once the current advert finishes. Suggestions were made that if not successful Sutton Benger School is also advertising for a SBM and it may be useful in terms of a job share if a successful candidate is secured and help schools share and reduce costs. Governors asked if Carly would explore the potential of offering an Apprenticeship for the finance training to Abi and discuss this with Jez. Carly agreed to do this.

CL

17. Safeguarding Item

Stuart carried out some Safeguarding testing/auditing at both Schools last month. Stuart felt this was necessary as the independent Safeguarding Audit carried out by Sarah Turner last year gave a big tick in terms of procedures and felt more weight and reassurance could be given by conducting a face to face test. Pupils and Staff at both schools achieved top marks by confirming the correct procedures in what they would do if they felt unsafe, with particular praise going to the youngest pupils. Staff were very diligent in ascertaining that Stuart had no ID on display.

18. Minutes of Committees

The Accountability Committee minutes are awaiting approval before circulating and Stuart agreed to send them to John to approve. A new Accountability Committee chair election process will need to be carried out. Governors thanked Abi for her time in constructing the Policy Review Schedule.

SJ

Policies

Policies for approval

Central Safeguarding Child Protection Policy to be re-written by DBAT. The Critical Incidents Policy needs DBAT review and Jez will do this. **Freedom of Information Policy states that schools have a publications scheme. They don't. Governors also challenged the need for this as it seems an onerous task as it will quickly keep going out of date.** An example publication scheme is at the back of the DBAT policy. In addition with the new GDPR coming into effect, this may mean the FOI policy will have to change. Carly agreed to consider creating a publications scheme but governors agreed this could wait until a SBM is found.

JP

Governors queried the Home School Agreement and Calculations Policies as to their validity of being called "policies". RJC suggested that they be

considered Level 4 controlled documents for school use but do not need governor approval as the school may update them as data records from time to time.

Employee Guide to Redundancy, Managing Staff Reductions Guidance, Pay Policy, Foundation Members of Local Boards, Procurement Policy and Salary Overpayment Policy and Procedures were all duly ratified.

Policies approved at committees:

Performance

- PE policy - Level 2
- Spiritual, Moral, Social and Cultural (SMSC) Policy level 2
- SEND/Inclusion Policy level 2
- English Policy
- Mathematics Policy

Accountability

- Attendance Policy Leave of Absence request forms
- Pupil Attendance Policy
- First Aid policy
- Intimate Care Policy
- Equality Information and objectives

Standing Items

20. Approval of minutes from the LGB meeting held 29th November 2017 and actions arising

Governors duly agreed, signed and filed the Minutes from the LGB meeting of the 29th November, pending a change in sentence by Luke Madison.

LM/HL

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

See Agenda item 13.

22. Ofsted File updates required

None declared.

23. Date of next meeting and agenda items 21st March 2018 – 7pm Ridgeway Farm

MEETING CLOSED AT 21:25 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	34	Accountability	Premises	Create Premises Strategic Plan	AB/SJ	Open
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	Closed
29-Nov-17	45	LGB	ASP Data	Richard agreed to send out the new Data Report to Governors.	RJC	Closed
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	Closed
29-Nov-17	48	LGB	Minutes of Committees	Stuart agreed to send out the Safeguarding links to Governors.	SJ	Closed
29-Nov-17	49	LGB	Minutes of Committees	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	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 will organise the	TR VB	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
				Active Learning Walk. Roxanne and Richard will take on Active Learning and Richard will organise the Active Learning Walk.	RM RJC	
29-Nov-17	51	LGB	Training	Stuart to send his training modules to the Clerk.	SJ	Closed
29-Nov-17	52	LGB	Carried Forward	The Clerk will carry forward Agenda Items Parent Pupil Questionnaire and RE Report.	HL	Closed
07-Feb-18	53	LGB	Any Other Business	The School can ask for these if it has a travel plan which Carly confirmed it does and agreed to write to WCC to progress this request	CL	Open
07-Feb-18	54	LGB	Any Other Business	Governors discussed in detail on where the responsibility sits and finally agreed that Stuart should contact Sally Moody who is the key point of contact for property development to progress this matter	SJ	Open
07-Feb-18	55	LGB	Any Other Business	Jo to ask parent to put positive review of Ridgeway Farm School on parent view.	JL	Open
07-Feb-18	56	LGB	Any Other Business	Jo to do exit interview for Andy Buss.	JL	Open
07-Feb-18	57	LGB	Vulnerable Pupil Performance Review	Heather to add Approve AGT/SEND/PP (Vulnerable Pupil Report) as an Agenda item for the next meeting.	HL	Open
07-Feb-18	58	LGB	Review SEND SEF	Jez agreed to other DBAT SEND forms to Carly.	JP	Open
07-Feb-18	59	LGB	Parent Pupil Questionnaire	Heather to add Parent Pupil Questionnaire as an agenda item for the next meeting.	HL	Open
07-Feb-18	60	LGB	RE Report	Heather to add RE Report as an agenda item for the next meeting.	HL	Open
07-Feb-18	61	LGB	Governing Body Evaluation and Report	Jo to discuss with Jez and Claire if DBAT are willing to carry out Induction Talks to new Governors.	JL	Open
07-Feb-18	62	LGB	Governor Training	The School will be holding Safeguarding	ALL	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
				training at Ridgeway Farm School on the 22nd February at 1.30pm, all Governors encouraged to attend		
07-Feb-18	63	LGB	H & S Governor Report and Policy	Heather to add H & S Governor Report and Policy as an Agenda item for the next meeting.	HL	Open
07-Feb-18	64	LGB	Review Financial Position	Carly to ask Becky for the year to date finance figures.	CL	Open
07-Feb-18	65	LGB	Review Financial Position	Carly to explore the possibility of offering a finance apprenticeship.	CL	Open
07-Feb-18	66	LGB	Minutes of Committees	Stuart to forward Accountability Committee Minutes to John to sign off.	SJ	Open
07-Feb-18	67	LGB	Policies for approval	Jez will take the Critical Incidents Policy for DBAT review.	JP	Open
07-Feb-18	68	LGB	Policies for approval	Carly to investigate FOI Policy against GDPR view.	CL	Open
07-Feb-18	69	LGB	Approval of Minutes	Heather and Luke to change sentence in the Minutes from the LGB meeting of the 29 th November.	HL/LM	Open