

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

Meeting of:	Local Governing Body
Date:	Wednesday 23 rd March, 2018
Time:	19.00 Hrs
Governors Present:	Lt. Col. John Blakiston (JB), Mr David Cain (Vice Chair), Mr Richard Coleman (Chair) (RJC), Mr Stuart James (SJ), Miss Joanne Lakin (JL), Mrs Carly Luce (Head Teacher) (CL), Mr Luke Maddison (LM), Mrs Elaine Mills (EM),
Apologies:	Mrs Victoria Burton (VB), Mr Andy Buss (AB), Mr Jeremy Piper (JP), Mrs Jeanne dos Santos (JdS), Revd Andrew Gubbins
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 Jeremy Piper, Andrew Gubbins and Mrs Jeanne dos Santos. There were no declarations of pecuniary or conflict of interests. A welcome was given to the Ridgeway Farm Parent Governor, Mrs Elaine Mills and the Chair informed Governors that Mrs Victoria Hamidi has resigned with immediate effect. Jo volunteered to get a card.</p> <ul style="list-style-type: none"> • Bible Reading and Prayer <p>Tudor spoke to Governors about the how God purposefully blesses our weaknesses for the sake of our joy, honesty and transparency and why the Apostle Paul said “For when I am weak, then I am strong” 2 Corinthians 12:10.</p> <p>Tudor introduced Thomas Cranmer (2 July 1489 – 21 March 1556) to Governors who was a leader of the English Reformation and Archbishop of Canterbury during the reigns of Henry VIII, Edward VI and, for a short time, Mary I. He helped build the case for the annulment of Henry's marriage to Catherine of Aragon, which was one of the causes of the separation of the English Church from union with the Holy See. Along with Thomas Cromwell, he supported the principle of Royal Supremacy, in which the king was considered sovereign over the Church within his realm. When Edward came to the throne, Cranmer was able to promote major reforms. He wrote and compiled the first two editions of the Book of Common Prayer, a complete liturgy for the English Church which is still used today within the Church. Tudor used one of the prayers out of the Common Prayer book to open the meeting.</p> <ul style="list-style-type: none"> • Thought for the Day <p>Richard highlighted that Governors have responsibilities to read the papers ahead of the meeting which is essential for governors to make the best decisions, and to ensure that the governing body meets its statutory duties.</p> <p><u>2. Any other business – to be raised with the Chair in advance of the meeting</u></p> <p>John raised the issue of the car park for the village and explained to Governors he intends to resurrect the old planning application for the car park. He will keep Governors informed of the progress he makes in this regard. The Clerk confirmed</p>	<p>JL</p>

that the Keeping Children Safe in Education Guidance can be found in the Induction Folder, 2017/18 Sub Folder on Governor Hub and it is a requirement that all Governors read this. Richard gave his apologies for the next meeting 24th May when he is away, and mentioned that the LGB after next is currently planned for his 25th Wedding anniversary.

Performance Monitoring

3. Review Quality of Teaching vs Ofsted descriptors

Governors were informed that these documents were formulated off the back of the visit of Duncan the School Improvement Officer. The RAG style document is prepared by Carly. It is the Ofsted description of outstanding teaching. Carly then highlights each paragraph with a colour representing her and Duncan's assessment. Tickled Pink consistently observed – Growing Green sometimes observed – Yellow – not observed. The overall view was that teaching in both schools is effective, pupils are provided with the opportunity to learn and progress at appropriate levels and is solidly good at LM and moving towards good at RF. There had been intensive reviews conducted with Duncan and a number of similarities noted between the two schools but it was clear that there is commonality with is reflective of a good leadership team. Governors were delighted to see that there had been some improvements at Lydiard in the learning pages and progress is clearly being made. The Three Day Challenge Partners is next and Richard will add this as an Agenda item.

RJC

4. Head Teacher Report

Due to time constraints there was not one to discuss this time but there will be one at the next meeting.

5. Vulnerable Pupil Performance Review

David confirmed this will go to the next Performance Committee meeting.

DC

6. Parent Pupil Questionnaire

Carried Forward to the next LGB. DC said that he would get this drafted for the next LGB.

DC

Governors kindly accepted Elaine's offer to get Parent views at the next Friday Assembly at Ridgeway Farm. This is an excellent opportunity as it is well attended and there is good social interaction here. Jo agreed to do Lydiard on the same day. **Governors discussed if it would be worthwhile doing the pupil questionnaire at the same time.** Richard advised that this had not been done for some time, the last occasion was when Head Teacher recruitment was discussed which revealed some interesting views from the Year 2 pupils particularly! Both Jo and Elaine agreed to look at the best opportunity to collect pupil expressions and opinions in school matters that affect their lives and have a report ready for Governors at the next LGB.

RJC
EM
JL

7. RE Report

Governors were informed that the school wants to fully embed the new vision

Believe Learn Grow, so signs around Lydiard School need to say these three words in various places e.g. displayed in classrooms and in corridors. Work is ongoing to expand children's knowledge of new vision and what it means. During the academic year the Collective Worship Committee met regularly to plan implement and evaluate collective worship and the objective is to have class worship books to show evidence of Class worship including 'Pupil Voice'. Governors were very interested to learn that Lydiard Schools has links with care homes in Royal Wootton Bassett but Ridgeway Farm does not have one, but Carly disputed this as she thought the School does have one. **Governors made recommendations that links could be made with Ashfield and White Lodge which may be more suitable geographically speaking.** Governors were informed that there is an improvement priority to improve the teaching of Christianity within RE in both schools and each class wants to celebrate their learning of RE through a display in the classroom or communal area. Tudor really praised the Understanding Christianity training and explained the success criteria for this is that visitors to the School could see which unit of Understanding Christianity is being taught in each class. Through 'Pupil Voice' children can articulate what they are learning in RE and see the bigger picture (Big Frieze). With regard to the teaching of other religions in RE, the School is aware of the need to get in visiting speakers and to organise visits to appropriate places. **Governors recommended going to the Seek Temple** and were informed the School has had a speaker from the Ba'hai, and Tudor Roberts is contacting the central Mosque in Swindon to fix up a visit or get a speaker to come to the School. In the meantime, teaching about for example Judaism and Islam in Class RE is done very well. There were concerns expressed that although the teaching of Christianity has always been very good, there is a feeling that more time is given to other faiths. In consultation with Lisa Trinder, Tricia Roberts had a session with staff at LM school last year going over the "big picture understanding of the Bible and the Christian faith" as understood by the Church, and Tudor Roberts is ready when the time is right, for all involved, to take a similar session with staff at RF School. Governors praised Lisa, Tudor and David for all their hard work.

8. Collective Worship Report

Governors were informed that collective worship at both schools is done well and enables children and staff who come to prepare for the day ahead and the responses and the engagement of children suggest that it helps them in their spiritual development.

Collective Worship (CW) is carried out in a series of assemblies at both schools. They follow a scheme of reading and themes on Wednesday Mornings and Thursday Mornings which from January to March have looked at Courage and Forgiveness as the Topic and Numbers, Joshua, Judges, Acts Genesis, Mark and Luke, Matthew And John as books in the Bible where the Bible stories have been used in a variety of creative ways to tie in with the Term topic.

Staff take collective worship on Mondays Tuesdays, Thursdays and Fridays, the ones mid-week, are led on a Wednesday at LM School by David Cain, Tricia Roberts, or Tudor Roberts and School Teachers, and likewise at Ridgeway Farm School on a Thursday Morning.

At Ridgeway Farm School the children are involved in the Liturgical response to the candle being lit and in both school's years 6 children generally help with getting the assembly hall ready and with the technology. At LM School the Open the Box way of telling Bible stories is being used by Years 5 and 6 children in taking assemblies for

much younger children. Governors were pleased to hear that collective worship members know their responsibilities and that children are leading and greeting lighting of the candle at Ridgeway. All three people from All Saints Church LM count it as a privilege to be able to go into school and take Collective worship. Children are often given time to field questions. Songs are sung and prayers are often interactive and Bible stories delivered using drama and or puppets and other aids to make stories from the Bible more accessible to all ages of children. Staff also take part in leading Collective Worship on Wednesday and Thursdays and Tudor, Tricia and David try to liaise with both schools so that we are all working from the same topics and Bible Stories and that we get feedback on how CW is going. Children can make feedback and their comments are recorded in the collective worship file.

9. Approve process for SIO consultation – recommend removing item

Governors all agreed this was no longer necessary as it is now part of DBAT and Richard will remove this from the LGB Terms of Reference.

RJC

Strategic Direction

10. LGB Objectives – progress check

- 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.

This is demonstrated in the Staff Performance Leadership Committee meetings in particularly the review of performance management and staff development. Governors felt that their focus is to ensure that all pupils receive the highest possible level of education throughout their time at the school. Governors were all agreed that they have seen evidence on their learning walks and when preparing their reports that the schools are implementing plans and can see how these are working in practice. The visits also provide an opportunity to talk with pupils, staff and parents to gather their views.

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

Governors felt they were getting there and that they can identify from the data the issues that most need to be discussed and addressed as a priority. All governors felt they are able to engage fully with discussions about the performance of the Schools. RJC again restated the need for Governors to be given access to ASP.

CL

- 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.

Governors agreed that teachers do demonstrate secure subject and pedagogical knowledge in order to inspire children and build their understanding. Governors were of the opinion that they all have a good knowledge of each subject taught, and an understanding of progression of learning in that subject.

- To understand how collaboration can be improved and agree positive actions to

develop this further

Governors were all in agreement that there is strong evidence of collaboration between the two schools which has been the focus since the opening of the new schools and until it has reached a stable state. There were signs that there is some interaction within the Cluster, and the DBAT Hub but there is opportunity for a lot more collaboration when the time is right. Governors agreed this should be an agenda item for the SPL Committee to improve this. Jo will add this to the SPL agenda.

JL

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

Governors felt that with collaboration with the senior leadership team that 3 or 4 key objectives and set milestone for monitoring progress against them are specific and measurable throughout the academic year and it is easy to judge that progress is being made.

- To ensure we have a robust policy management process in place and a set of properly reviewed and approved policies in place.

Governors felt this had improved and will continue to be worked on.

Leadership Development and Succession Planning

11. Appoint new H & S Governor

Stuart was duly nominated and appointed.

Elaine confirmed that her induction progress is in hand.

Carly asked the Clerk to send the Lydiard Millicent Parent Governor election letter again but with revised dates for the election to take place after Easter Term, and to send these to the Admin Office at Lydiard Millicent.

HL

Governors duly elected Richard and David as members of the Accountability Committee.

12. Proposal to disband Accountability

Governors were open to this proposal and felt it could be accommodated provided there is a nominated link Governor for Finance and Pupil Premium/Sport Funding. Governors agreed this should be an agenda item for the next meeting. Richard asked Governors to note that there has been a change in the Finance Scheme of Delegation for Governor approval of a single purchase from £20k down to £10k.

RJC

13. Governor Communication

Elaine was asked if she would consider the role of Communication Governor because of her expertise in this area. Governors were keen to see a strategy put in place to communicate with parents, staff, stakeholders, pupils and the community. Elaine was happy to accept the role and will bring a report to Governors for the July LGB meeting. The first step being a review of what communications governors should be giving, to whom and how. An early draft of a communications plan. Elaine to draft and share with Richard prior to the next meeting.

EM
RJC

Accountability

14. H & S Governor Report and Policy

Agenda item for the LGB July Meeting. Stuart asked if there was any progress on recruiting a School Business Manager, Carly confirmed that interviews are happening on Friday. There had been a compliancy audit for Lydiard School which Carly will send to Stuart. SL to prepare H&S report for July LGB

RJC
SJ
CL

15. Review Financial position

Pupil numbers and income at Lydiard Millicent School is declining and costs are increasing. **Governors were most concerned with this and it was something that was not expected.** Carly explained that the School has been unfortunate this year that a lot of families have moved either to specialist provision, private education and there are no children on the waiting list. The school is looking at this as a priority. **Governors challenged the school to be more robust in its advertising and recruitment and urged the school for its needs to speculate to accumulate and to use budget to print marketing material. There are a number of avenues that can be explored such as magazines, road side signs, social media, new home sites and social media.** Luke advised that in his own School a decision had to be made to close on Friday afternoons in order for the budget criteria to fit and quality of education to remain high and options such as this should be thoroughly explored. **Governors agreed that this needs to be an Agenda item for the next Accountability Committee and asked the Clerk to ensure that Andy Buss knows about this. Governors further challenged the school that there needs to be a more rigorous and robust approach to increasing revenue. Governors queried if there could be NQT/UPS swops but Carly pointed out this would not make any savings as it just means the higher salary costs get switched. Governors further requested that the School and DBAT review the situation urgently and offer some recovery measures.**

HL

CL

Governors noted other points such as the number of pupils needed to break even using the forecast income and expenditure is around 201 this year rising to 215 the year after next which is more than the capacity of the school (210). Pupil numbers are expected to be well below break even at around 186 next year and 190 the following year. Given the forecast income and expenditure, the school will run out of money at the end of the 2019/20 academic year. LM will cost £70K p.a. more than RF to run in year 3 when there will be 7 classes at both schools. Staff costs in year 3 are predicted to be £630k vs £581K at RF a difference of £50K. Other costs in year 3 are predicted to be £270k vs £250K at RF. LM forecast to turn small deficit this year increasing in following years. If the 4% saving Year to Date (YTD) can be maintained, the breakeven would reduce to 202 pupils in year 3, and we would not run out of money at the end of the 3 years. This might give the School time to increase pupil numbers. However Paul Smith stated in a meeting with RJC JP and CL that there may be some actual spend that has not been accounted for in the YTD figures therefore Governors should not bank on this. **It is not clear in the accounts that the School is making provision for the replacement of assets, i.e. replacing IT equipment or carpets/decorating etc.** There are lines for maintenance type activities and IT spend but as Governors already know the School already have some white boards that don't work. **Governors queried if there is sufficient allowed for in the accounts to replace assets at the end of their anticipated useful life.**

Ridgeway farm is currently running a large deficit because it is a new school and still growing. However, using the forecast income and expenditure, the School is expecting breakeven next year and moving to a surplus the following year. Pupil numbers and income are increasing year on year and Governors expect there to be more pupils at RF than LM from the year after next. **However RF will need to repay the loan it has received from DBAT which will take a number of years to clear.**

16. Scrutinise Safeguarding provision and approve safeguarding report to LGB

Stuart advised Governors he was very happy and positive about Safeguarding and there were no current issues and it is a happy school with a positive learning culture. The Schools record with Safeguarding is very good, there are absolute solid safeguarding procedures in place and Governors were encouraged to read the circular he sent out on signs to look out for regarding child abuse.

17. Minutes of the Committees

These were all reviewed and David praised the exceptional Maths and Writing presentations at the last Performance Committee meeting. Richard will check that all presentations are on Governor Hub.

RJC

Policies

18. Policies for approval

Governor visits Policy was not approved and will go to the SPL Committee.

JL

Policies approved at committees:

Performance

- Modern Foreign Languages
- Design and Technology
- AGT

Accountability

- Complaints

Standing Items

19. Approval of minutes from the LGB meeting held 7th January, 2018 and actions arising

Governors duly agreed, signed and filed the Minutes from the LGB meeting of the 7th January, 2018.

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

Jo and Stuart attended Safeguarding training. Richard and Stuart attended Data Analysis training.

21. Ofsted File updates required

None declared.

22. Date of next meeting and agenda items 24TH May, 2018 – 7pm Lydiard Millicent

MEETING CLOSED AT 21:06 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	Complete
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	Complete
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	Complete
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	Complete
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 Active Learning Walk. Roxanne and Richard will take on Active Learning and Richard will organise the Active Learning Walk.	TR VB RM RJC	Open
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	Complete
07-Feb-18	54	LGB	Any Other Business	Governors discussed in detail the roof and on where the responsibility sits and finally agreed	SJ	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
				that Stuart should contact Sally Moody who is the key point of contact for property development to progress this matter		
07-Feb-18	55	LGB	Any Other Business	Jo to ask parent to put positive review of Ridgeway Farm School on parent view.	JL	Complete
07-Feb-18	56	LGB	Any Other Business	Jo to do exit interview for Andy Buss.	JL	Complete
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	Complete
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	Complete
07-Feb-18	60	LGB	RE Report	Heather to add RE Report as an agenda item for the next meeting.	HL	Complete
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 training at Ridgeway Farm School on the 22nd February at 1.30pm, all Governors encouraged to attend	ALL	Complete
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	Complete
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	Complete
07-Feb-18	67	LGB	Policies for approval	Jez will take the Critical Incidents Policy for	JP	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
				DBAT review.		
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	Complete
21-Mar-18	70	LGB	Attendance	Jo volunteered to get a card for Victoria H.	JL	Open
21-Mar-18	71	LGB	Review Quality of Teaching	RJC to add The Three Day Challenge Partners as an Agenda item for the next meeting.	RJC	Open
21-Mar-18	72	LGB	Parent Pupil Questionnaire	DC to prepare questionnaire for next LGB RJC Parent Pupil Questionnaire as an agenda item for the next meeting.	DC RJC	Open Open
21-Mar-18	73	LGB	Parent Pupil Questionnaire	EM and JL to get Parent Views on Friday assembly.	EM/JL	Open
21-Mar-18	74	LGB	Parent Pupil Questionnaire	EM and JL to collect pupil expressions and opinions and have a report ready for Governors at the next FGB.	EM/JL	Open
21-Mar-18	75	LGB	Approve process for SIO consultation	RJC to remove this from the LGB Terms of Reference.	RJC	Open
21-Mar-18	75a	LGB	ASP governor access	CL to get Governors access to ASP and forward reports	CL	Open
21-Mar-18	76	LGB	LGB Objectives	JL to add Collaboration evidence and next steps outside of the school, across DBAT and the Cluster as an agenda item for the SPL Committee.	JL	Open
21-Mar-18	77	LGB	LM Parent Governor	HL to send revised Parent Governor Election letter to LM Admin.	HL	Open
21-Mar-18	78	LGB	Proposal to disband Accountability	RJC to add this as an Agenda item for the next meeting.	RJC	Open
21-Mar-18	79	LGB	Governor Communication	EM to bring Governor Communication Draft plan to July LGB	EM	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
21-Mar-18	80	LGB	Governor Communication	RJC to add Governor Communication Report to July LGB Agenda.	RJC	Open
21-Mar-18	81	LGB	H & S Governor Report and Policy	RJC to add H & S Governor Report and Policy as an Agenda item for the July LGB Meeting.	RJC	Open
21-Mar-18	82	LGB	H & S Governor Report and Policy	CL to send SJ the Compliancy Audit for Lydiard.	CL	Open
21-Mar-18	83	LGB	H & S Governor Report and Policy	SJ to bring H & S Governor Report for July LGB	SJ	Open
21-Mar-18	84	LGB	Review Financial position	HL to inform AB that at the next Accountability Committee an agenda item needs to be added on strategies for raising pupil numbers at Lydiard. CL to provide School and DBAT proposed actions to recover financial position to the next Accountability meeting	HL CL	Open
21-Mar-18	85	LGB	Minutes of the Committees	RJC will check that all presentations are on Governor Hub.	RJC	Open
22-Mar-18	86	LGB	Policies	JL to add Governor visits Policy to the SPL Committee meeting Agenda.	JL	Open