

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

<b>Meeting of:</b>	Local Governing Body
<b>Date:</b>	Wednesday 17 <sup>th</sup> May 2017
<b>Time:</b>	19.00 Hrs
<b>Governors Present:</b>	Mr Andy Buss (AB), Mr John Blakiston (JB), Mr David Cain (Vice Chair), Mr Richard Coleman (Chair) (RJC), Mrs Victoria Hamidi, Mr Stuart James (SJ), Miss Joanne Lakin (JL), Mrs Carly Luce (Head Teacher) (CL), Mr Jez Piper (JP), Mrs Jeanne dos Santos (JdS)
<b>Apologies:</b>	Ms Victoria Burton, Rev Tudor Roberts (TR),
<b>Absent:</b>	Mr Michael Harrison (MH)
<b>Clerk to the Governing Body:</b>	Heather Large (HL)

**Action**

**1. Attendance, Apologies and Non-attendance, Introductions**

There were apologies for absence received and accepted for Rev Tudor Roberts and Ms Victoria Burton. It is to be noted that Mr Michael Harrison was absent. There were no declarations of pecuniary or conflict of interests declared.

- **Bible Reading and Prayer**

The bible Reading was taken from John 15 on the value of Friendship. David took time to talk to Governors on the value of Friendship and its true meaning. Jesus told his disciples that Friendship involved respect and care for one another and to make personal sacrifices for other people. School is a unique place where friendships are made and last a lifetime and to really understand the value of friendship will make you a true good friend. This is a gift to be valued, fostered and encouraged. We all value the friendship of Governors, Staff and Parents.

- **Safeguarding Forms**

Governors were asked to sign that they had read part 1 of Keeping Children Safe in Education statutory guidance. It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges. All Governors were confirmed.

- **Thought for the Day**

This was presented by Richard and focused on the Governor Terms of Reference. There are many responsibilities for a Governor, to ask challenging questions which will always appear in red in the Minutes. Taking part in School visits and lesson observations. It is all about taking ownership of your own personal development, as well as a lot of meetings to attend.

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

- **TD Days 2017/18**

These have now been set and were agreed with Governors at the last SPL meeting

- **Meeting Dates for June/July**

Carly explained that she is unable to attend the next Full Governors Meeting on the 12<sup>th</sup> July due to a conflicting appointment. The next Performance Committee, Accountability Committee and Staffing and Performance Committee meeting will be held on Wednesday 21<sup>st</sup> June at 6pm, 6.30pm and 8pm respectively; but Governors were alerted to the fact that the Accountability Committee may change due to school recruitment. The focus of the Accountability Committee meeting will be to agree the budget for the next school academic year for agreement and sign off at LGB. However, the Staff Performance & Leadership Committee meeting will take place after the Accountability Committee on the 21<sup>st</sup> June 2017 at 7.30pm. Richard confirmed that there will be a closer scrutiny of setting timely meeting dates so that things align against school budget by the end of June 2018. It was agreed that Andrew Buss would send out the final budget for LGB approval by email to all governors (and clerk) after the accountability meeting.

AB

Richard has been investigating best repository sites for Governing documents and has trialled Governor Hub and Trust Governor with preference going to Governor Hub at a cost of £400 per annum. DBAT are content with Governor Hub and Jez and Claire can have access to it. It was agreed that we would buy Governor Hub and that this would be used as the governors shared system from now on. Richard will send out invites for Governor Hub for Governor feedback on its use.

RJC

### **Learning Walks, Skills Audit, Garden Party**

Victoria Hamidi had done a Learning Walk and all Governors were encouraged to do as many as they were able each academic year.

All Governors apart from John and Andy had completed their skills Audit. The Clerk agreed to send again.

HL

The Garden Party is to take place at Richard's house on the 5<sup>th</sup> July at 5.30pm, John very kindly offered his own garden if any occasion arose for use.

### **Performance Monitoring**

#### **3. HT Report to Governors**

**CQ Governors noted that the number of Behaviour incidents had arisen and asked if the 2\* rating is an issue for the School.** Carly explained that she genuinely felt things were improving for this particular pupil, there had not been a need for any restraining intervention, only fixed term exclusions. **CQ Governors asked what the School was doing about unauthorised holidays and if there are any concerns.** Carly advised that the School had merely been applying the Policy, and parents simply take holiday, but there were no concerns because nothing had hit the threshold for fining. **CQ Governors asked if there was any improvement in the late arrivals data.** Carly responded that it has significantly reduced, previously the impact was coming from one particular family who have since left, however, the School now has a different re-offending family and is working significantly with them. Although it is a long process late arrival is reducing. In addition, what has been working well is the change in the morning system. School has been opening the doors 5 minutes before they are due in, which is acting as a non-verbal signal for the pupils

Whilst covering Additional News, Jo confirmed she will be attending the Whole

School Open Session on the 23<sup>rd</sup> June and David will be attending the Arts Evening on the 25<sup>th</sup> May. Governors were encouraged to attend any of the other open events if at all possible. Governors were reminded when they attend to complete their Governor visit form and sign in the Governor book each time.

ALL

ALL

Carly explained that thus far she had only received one parent response to the Work on Consultation on the Vision. There is an All Stakeholders day being held on Tuesday 6<sup>th</sup> June at 3.15pm at Lydiard School and another on Thursday 8<sup>th</sup> June at Ridgeway Farm School at 3.15pm, all Governors welcome. Jo expressed her recent recruitment rounds at Ridgeway Farm School were brilliant with a fantastic 3 tours being conducted with candidates. Richard said that he had the same feedback when he took part in teacher recruitment the previous day. Lots of comments on what a lovely environment the School had and how impressed they were with school behaviour.

#### **4. Review draft SDP for next year (pending SIO input)**

Carly advised that data will be assessed at the start of July and a draft version set up ready for finalisation in the Autumn. The Challenge Partners have expressed their confidence in this procedure. The School Performance Committee will look at the final draft prior to LGB, in line with the timetable based on the SEF. Carly asked Governors if they wanted something for June and Governors agreed they would be content with using the SEF along with Jez's verification. However, SDP will be done a slightly different way. **CQ Governors asked if it would help to have a link Governor for SDP?** Jez clarified it would not be necessary, LGB's ensure the processes the School and Governors work to along with Jez's guidance and input. The SEF will go to the Committee meeting on the 21<sup>st</sup> June supported by Challenge Partners, therefore the School is confident that the first draft of SDP ( along with Jez's signature on it) presented at LGB will be a near finished article. It will then be formally signed off in September. Governors concluded from what they had read, it was an easy to understand document and contained no questions or surprises.

Richard had some queries:

**CQ 3.3 Why was this in Red?** Carly explained that is the learning point for SLT, success criteria has not led to the objective. It is too much to achieve with two schools.

**CQ 3.1 Why was this Green?** Carly explained this is because the School did not have to achieve the success criteria, so many other things factored and verification could be found from other sources which prove the School is on track to achieve it.

**CQ 6.3 Why is this red because it gives the impression that no policies would have been reviewed?** Carly advised it will be ready for September and it does state that Key Policies have been reviewed.

#### **5. Ofsted Inspections – Strategy and Preparation**

David explained that an Ofsted pack will be developed ready for the Inspection. This will mean that Governors will have on hand the evidence and criteria why we think we meet Outstanding. Victoria will come in and review what evidence can be found and used for Ofsted validation. With the implementation of Governor Hub, a folder will be set up, and as evidence is collated stored here i.e. Training Records, Skills Audit. Carly asked if Governors needed a template on Governor Visit Forms.

Governors were content that the current Governor Training Walk does show impact and reference can be made to Minutes if necessary. Carly expressed concerns that the current Governor visit form does not show the impact. Richard clarified the purpose of visits to Governors, and need to record anything Governors have been linked to and Governors can always refer to the Governor Terms of Reference for guidance. There are good examples to be found at Christian Malford and St Peters. Richard advised that Learning Walks are a standing item for LGB. Jez directed Governors attention that both Christian Malford and St Peters have good material on Ofsted Inspections and Richard and David agreed to access these. The Clerk also agreed to send what material she had to Richard.

RJC  
DC  
HL

## **6. Approve EYFS Governor Report/Change ToR**

Governors discussed the benefits of having an EYFS Governor especially in the light of the last Ofsted Inspection which was not as strong as expected in that area. Victoria H volunteered to evaluate the OFSTED EYFS requirements and compile a report against it's guidance for the Performance Committee.

VH

## **7. Learning Walks**

See Item 5

## **Strategic Direction**

## **8. Leadership development**

### **Scrutinise staff performance management and CPD process implementation**

Carly advised there have two sessions in staff performance leadership, one in November looked specifically at the process being implemented. The governors were very impressed, there was good delegation, satisfaction in the targets set for staff were in line with SDP, reassured by observations and feedback from Jez as well. Challenge Partners have since been in and validated the assessments and confirmed the targets were specific and SMART. The CPD developed was linked to the targets with a very collaborative approach from staff, staff talking to pupils about what they were being evaluated on and the whole lesson has been positive. In terms of evidencing collaboration on setting targets took place, but overall School was pleased to have Jo in as a HR expert. The paperwork from the mid year review went above and over what was expected. Staff are aware they have to evidence things, which is different to previous years and this new process will take time to bed in. People have been open and honest about their reasons to perform and progress was made on the accountability side of things. Carly was confident it will take some time and perhaps more definition and explanation needs to be actioned.

## **9. LGB Membership**

### **• Committee Membership**

John Blakiston and Stuart James both opted to join the Accountability Committee.

- Proposal to appoint Luke Maddison as a co-opted governor and description of role**

Luke Maddison was nominated and duly appointed as a Co-opted Governor. Luke

is Head Teacher at South Marston Primary School but more importantly fulfils the criteria of a regular church goer at St Marys. Luke will only come to LGB's going forward from September. Richard will inform Luke of his election.

RJC

- **New Governor induction**

Both John and Stuart have now completed their Governor Induction training.

## **10. Governors Communication**

Jo has put together some thoughts on the Governor role for Communication and invited applications.

### **Accountability**

## **11. Approve next 3 years budget plan**

- **DBAT budget timetable**

Andrew explained to Governors that the Committee are looking at the next 12 months particularly for Ridgeway farm School in detail. Being such a new school Years 2 and 3 are on the radar. There is a potential issue in pupil numbers with the prediction being 142, but numbers will be confirmed by the census data received in October and January and this will give a more accurate idea on whether the School will receive further funding. Certainly, for October 150 pupils will be needed and a further increase 165 for January to make the funding balance, anything above that will be particularly welcome. There is very likely to be a deficit of around £149k and there will be a need to work on this. However, Governors were reassured this is not a unique situation for any new School, but as things currently stand the prediction is a £4k deficit for this academic year and a further £145k deficit for the next academic year. The Committee will review this over the next couple of weeks as there is still some impact to come from recruitment and the sign off should happen at the end of June. **CQ Governors asked if this situation is caused by having too many Teachers.** Andrew advised not especially as the School has to make investments in teaching staff for potential future demand. **CQ Governors asked if the School has borrow money how will it be documented.** Andrew confirmed it would be an interest free loan from the DBAT will be reviewed regularly as the year progresses and duly trail audited. There is a budget of costs the School will run to and there is no benefit to the School or DBAT if we don't work collaboratively. Furthermore, the loan will be in the form of a flexible payment plan. Governors were comfortable with this approach. **CQ Governors asked why we were planning for 6 classes and not 7 in September.** There are still a large number of vacant houses on the estate. Therefore we are unlikely to get numbers to support the provision of 7 classes. The six class proposal does will affect our ability to deliver high educational standards across the School. Carly is reviewing on a weekly basis each year group as the school continues to grow in order to decide which will be the mixed class (Years 4/5 or 5/6). At the moment, because of the new school status there is no control on where the numbers go, and it is duly recognised the School has to be flexible in order to reach capacity. The Governors unanimously agreed permission for Accountability take forward the budget management.

- **Approve staffing for next year including adjustments for 2017/18 in the light of pupils needs**

Andrew explained the Planned Admission Number (PAN) means Reception and EYFS will have 30 pupils. From Year 2 upwards it will be 20. There is a concern for Year 4 as the School already has 19 and has capacity for one more place but has the potential to facilitate 6. Governors were asked for approval to go above the 20 capacity if needs be. This was duly ratified. There is a potential of having to accept pupils that are not local. **CQ Governors asked that teachers needs are considered and reassurance given that support is in place.** Jez agreed to ask Clare about this.

JP

## **12. H & S Report Review**

Andy will update some of the errors on the Report provided to Governors tomorrow. Andy explained there has been two Audits conducted by Wiltshire CC and PCS, the second one placed the School as good to Outstanding. There were some actions, which are being addressed, but this report shows how much progress the School has made in this area. All plans are in place and the School is being led by a strong Leader in H & S. Walks have been conducted with Helen, against a standard template and the plan is to do more of these. **CQ Governors asked what difference has been made.** Jeanne confirmed that she has definitely benefited by the actions that have been implemented. This is a Standing Agenda Item for the Accountability Committee, and a learning walk had been conducted in Lydiard School with Carly, Paul and Andy which highlighted the issue of fire doors being left open. In terms of difference, there are more ticks in the Audit boxes than ever before but the PCS Audit is done annually which should show excellent progress. **CQ Governors asked if the Audit would have been done by LA if the school was a maintained school, Andy confirmed it would be only every two years.** Governors approved the yearly Audits.

AB

## **13. Minutes of Committees (Delegated Business)**

### **Accountability Staff Performance and Leadership Performance**

No issues were raised.

## **14. Confirm statutory information published to guidelines**

Nothing needed.

## **15. Review Pupil/Parent survey output agree plan**

Carly advised Governors that the School has gathered information and this will be sent out to parents. Parent View links are being sent out again to people but will hold off for the moment because there a few snagging items. It will include a reminder in September that Ofsted Inspection is pending and the link will be included for parents benefit. Governors recognised that knowledge of the pupils and parents is an area for improvement and was keen that this survey and questionnaire be prepared. David agreed to draft up a questionnaire and the Clerk agreed to send an example recently used to great success.

CL

DC  
HL

## **16. Governors Safeguarding Questionnaire**

Governors were informed by Richard he annually prepares a little quiz for Governors on Safeguarding to ensure their knowledge on the issue was up to date. Questions put to Governors were:

Who is the designated Senior Person for Safeguarding at the School? Governors correctly answered Laura for Ridgeway Farm and Jeanne for Lydiard.

Who is the nominated Governor for Safeguarding? Governors correctly answers Richard Coleman.

What should you do if you become aware a member of staff may have behaved in a way to harm a child, or possibly committed a criminal offence against a child or behaved in a way that makes them unsuitable to work with children? Governors correctly answered the Head Teacher.

Where can you find the procedure to follow in that situation? Governors correctly answered on display on the walls of each School.

How would you question the child and alleged abuser? Governors correctly answered you wouldn't but follow the agreed procedure in such a case.

## **Policies**

### **17. Update on Policy Management and Review Timetable**

**CQ Richard asked if it was possible to have a policy guidance document.** This is being actioned by Liz Gibbons at DBAT. Once Governors have a review document in place, Committee Chairs can review and search for their relevant policies. If this fails, Governors can share best practice with another School.

### **18. Chairs to confirm review schedules in place**

See Agenda Item 18.

### **19. Policies for approval**

Governors duly ratified the Governors Code of Conduct. The Vision statement and Curriculum aims will be an agenda item for the next meeting. Richard advised Governors that DBAT are responsible for providing Level 1 Policies which Governors are unable to alter but can feedback on. Admissions Committee have duly ratified the Charging and Remissions Policy. Positive Handling Policy may be coming to LGB again as some minor amendments may be necessary.

**CQ Governors asked how the School makes use of Pupil Premium funds for trips and residential.** Carly confirmed it is all outlined on the Pupil Premium Report and it is standard procedure to ask for voluntary contributions all the time. There may be a future need to change the form to wording that prompts parents to make voluntary contributions as trips may be cancelled if funding is not forthcoming.

## **Standing Items**

### **20. Approval of Minutes from the LGB meeting held 15<sup>th</sup> March 2017**

The Minutes of the LGB meeting held on the 15<sup>th</sup> March, 2017 were duly agreed, signed and filed.

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

## **learning**

The Clerk has recently sent a list of training. John and Stuart have attended the New Governors course on Monday. Prevent training has been completed by Stuart and Richard. Admissions Appeal training has been completed by David, Richard, Victoria H and Carly and Jo. SEND Governor training had been completed by Victoria Burton and David was to take his on the 28<sup>th</sup> June 2017. Safer Recruitment on line training had been completed by Richard, Jo and David. Richard had also completed DBATS COGS Session training.

**Date of Next Meeting: Local Full Governors – Wednesday 12<sup>th</sup> July 2017 at 7pm at Lydiard Millicient Primary School**

MEETING CLOSED AT 21:36 HOURS

Minutes accepted and approved \_\_\_\_\_ (Chair) \_\_\_\_\_ (Date)

## **Summary of Actions**



<b>LGB date</b>	<b>No</b>	<b>Section heading</b>	<b>Sub-section or bullet</b>	<b>Action</b>	<b>Action / Owner</b>	<b>Status</b>
30-Nov-16	1	Strategic Direction	Learning Walks	Complete a learning walk with DC focussing on Pupil Outcomes	VC	Open
30-Nov-16	3	Leadership devt. & succession planning	Annual statement	Write annual statement (in the summer)	RC	Open
01-Feb-17	4	Performance Monitoring	Website	Take old documents off of the web site (old minutes and ex governors)	CL	Open
15-Mar-17	8	Accountability	Contractors	SJ to meet with Helen Kent to discuss termination of Cleaning Contract	SJ	Closed
15-Mar-17	9	Performance Monitoring	SDP	ALL when conducting a learning walk you should take into consideration whether things are happening according to the progression of the SDP.	All	Closed
15-Mar-17	10	Performance Monitoring	Curriculum	DC to broaden the RE Report to cover other faiths	DC	Open
15-Mar-17	11	Performance Monitoring	Ofsted	RC/DC to meet up and discuss strategy for impending Ofsted Inspection.	RC/DC	Closed
15-Mar-17	12	Leadership development & Succession planning	Committee structure	JB,JS,MH to advise which Committees they wish to sit on.	JB JS MH	Closed
15-Mar-17	13	Accountability	Health & Safety	HL to add H & S Report to the next agenda.	HL	Closed
15-Mar-17	14	Leadership development & Succession planning	Safeguarding	ALL to let DC know if you wish to take part in Safeguarding Church training.	All	Open
15-Mar-17	15	Leadership development & Succession planning	Governor Induction	JL to make changes to Governor Induction Policy to show that safeguarding is mandatory training.	JL	Closed
15-Mar-17	16	Policies	Safeguarding	DC to raise question on Safeguarding policy with RC.	DC	Closed
15-Mar-17	17	Leadership development & Succession planning	Governor development	HL to send CPD link to Governors.	HL	Closed
17-May-17	18	Any Other Business	Governor Hub	RJC will send out invites for Governor Hub for Governor feedback on its use.	RJC	Open

<b>LGB date</b>	<b>No</b>	<b>Section heading</b>	<b>Sub-section or bullet</b>	<b>Action</b>	<b>Action / Owner</b>	<b>Status</b>
17-May-17	19	Any Other Business	Skills Audit	HL to send John and Andy the Skills Audit.	HL	Open
17-May-17	20	Performance monitoring	HT Report to Governors	ALL Governors were reminded when they attend to complete their Governor visit form to sign in the Governor book each time.	ALL	Open
17-May-17	21	Performance Monitoring	HT Report to Governors	ALL Welcome to the All Stakeholders day Tuesday 6th June at 3.15pm at Lydiard School and Thursday 8th June at Ridgeway Farm School at 3.15pm.	ALL	Open
17-May-17	22	Performance Monitoring	Ofsted Inspections	RJC and DC to access Ofsted material from Christian Malford and St Peters.	RJC DC	Open
17-May-17	23	Performance Monitoring	Ofsted Inspections	Clerk to send Ofsted material to Richard.	HL	Open
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	Open
17-May-17	25	Leadership Development and Success Planning	LGB Membership	Richard will inform Luke of his election.	RJC	Open
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	Open
17-May-17	28	Accountability	Review Pupil/Parent survey output and agree plan	Carly to send Governors baseline information for Pupil/Parent Survey.	CL	Open
17-May-17	29	Accountability	Review Pupil/Parent survey output and agree plan	David agreed to draft up a Parent questionnaire.	DC	Open
17-May-17	30	Accountability	Review Pupil/Parent survey output and agree plan	Clerk to send sample questionnaire.	HL	Open
17-May-17	31	Accountability	Budget	AB to send out proposed budget to LGB after review at the June accountability meeting	AB	Open

