

**LYDIARD MILLICENT CE PRIMARY AND RIDGEWAY FARM CE ACADEMY**

**Minutes of LGB Meeting 5 July 2017**

1.	<p><b>Attendance, Apologies and Non-attendance, Introductions</b></p> <p>Attending: Richard Coleman (RC), David Cain (DC), Tudor Roberts (TR); Victoria Hamidi (VH), John Blakiston (JB), Jeanne dos Santos (JdS), Carly Luce (CL), Stuart James (SJ), Joanne Lakin (JL), Victoria Burton (VB), Andrew Gubbins (AG)</p> <p>Apologies: Andy Buss, Heather Large</p> <p>Absent: Michael Harrison</p> <p>In attendance: Jez Piper</p> <p><b>Bible reading and prayer</b></p> <p>Tudor read to us from Psalm 8 Verse 2 on the subject of Truthfulness; it being our value for this term</p> <p>Jesus quotes this Psalm before he goes into the Temple</p> <p>Tudor reminded us that the Year 6 pupils will be getting a Bible at the leavers services</p> <p><b>Preliminaries/Register of Interests. – Michael to sign a pecuniary interest for the Forest School</b></p> <p>None added</p> <p><b>Safeguarding forms – anyone not signed?</b></p> <p>RC asked that if anyone has not signed the safeguarding forms they should do so <b>ACTION: Anyone who has not yet signed</b></p> <p><b>Thought for today – Strategy</b></p> <p>Focus on staff development, expectations, learning behaviours, safe environment, (see it to complete)</p>
2.	<p><b>Any other business – to be raised with the Chair in advance of the meeting</b></p> <p>None raised</p> <p><b>Meeting Dates next year</b></p> <p>The dates were discussed, particularly the fact that the June meeting is before we have the data we will need in respect of the budget</p> <p>The July 11 Meeting clashes with Production Week when Carly would not be available so it was decided to change it to 18 July</p> <p>Clerk to send out details of the meetings <b>Action: Clerk</b></p> <p><b>Governor Hub implementation</b></p> <p>RC said that we will try to stick to the files we have already in place and asked governors to use the Folders that already are set up</p> <p>Committee Chairs should upload their committee minutes and agendas for the last two years <b>ACTION RC and DC</b></p>
3.	<p><b>HT report to Governors</b></p> <p>Questions of clarification asked by a number of Governors</p>

	<p>When targets were set, the school thought they were doing the right thing by setting aspirational targets but they were too high  Targets are now at individual by Pupil level which results in a 'high level target' that can more reasonably be considered a confident expectation  SATS results were not as strong as teacher assessments  We are not a school that teaches to tests or to pass tests. RC asked if are we comfortable with this. Generally, governors felt comfortable with this  A comparison was made with the industriousness of Asian schools and strengths of UK children, concluding that getting the balance right is important  Children need to be able to take more risks</p> <p>EYFS RC described what he thought the data was saying  Do we have plans for individual pupils who are falling behind/did not achieve expectations?  Performance Committee need to look at the detail of the data in this report plus data to follow and this will be done at the first committee meeting <b>ACTION Performance Committee</b></p> <p>Need to understand why KS1 performance is not as good as it should be. JP and CL will discuss this and report back <b>ACTION CL and JP</b>  Spelling and joining up writing were a driver of poorer performance in writing (see Performance Committee Minutes)</p> <p>Questions to be addressed: Why is there such a big fall in big fall in Reading results? Why does Maths looks like a real problem</p> <p>RC agreed to pass on to DC his notes of concern on the subject <b>ACTION RC</b></p> <p>Pupil Premium (An Impact Report is required and it should focus on <u>what</u> we spend money on and there will be an Impact Report produced in term1</p>
4	<p><b>Final review of this years SDP and progress report on SDP objectives</b></p> <p>Red bits of the report were looked at.  <b>2.1</b> Teaching undoubtedly improved but the requirement to make it linked to outcomes means CL cannot claim it is consistently good or understanding  Plans are in place to address teachers who are 'comfortable'  Four good new appointments at RF have been made  Impact of RF on LM has been positive and the growth of RF will shake things up</p>

	<p>Planning by teachers has been improving consistently</p> <p>More capacity for CL will help as the pressures of opening a new school reduce</p> <p>JL said there had been an uplift through staff performance management</p> <p>Stuart reflected on difference between Ridgeway and Lydiard Millicent in terms of the spark in the children. CL said Challenge Partners described LM children as more compliant and could be more adventurous in learning. This is something we will need to address</p> <p>AG said how struck he is by the level of engagement we have as a Governing Body. Attention to detail here bodes extremely well for us. We have an exceptionally high quality Head teacher We should take away the wins we have achieved as well as considering where improvements can be made</p> <p><b>2.3</b> we have a plan to address this issue</p> <p><b>3.3</b> was ahead of what we might achieve. We have come a long way at RF. Children are really engaged in leading worship but not yet as confident in planning it. Story is good</p> <p>RC to send his comments to Carly <b>ACTION RC</b></p> <p><b>1.3</b> is empty but is well covered in Governor Self Evaluation</p> <p>Fischer Family Trust – Last years data (Training)</p> <p>RC reminded us of the importance of understanding the data that is available to us.</p>
5	<p><b>Review draft SDP for next year (pending SIO input)</b></p> <p>Governors were content with this document thus far</p> <p>Ensure the establishment... is correctly in Leadership and Management (SIAMS new suggest this is right)</p> <p>RC challenged <b>3.2</b> being green on previous document</p> <p>Data awaited and Performance will sign off the SDP in September <b>ACTION Performance Committee</b></p> <p>Stuart asked if the issues of setting up a new school would remain this year or be behind us. CL said structures are much better, fewer staff changes, bigger. refining roles rather than creating them</p>
6	<p><b>Ofsted inspections – Strategy and preparation</b></p> <p>DC described the work that he and RC had been undertaking. The outcome will be matrix which provides a reference to relevant documentation held on Governor Hub</p>
7	<p><b>EYFS governor report - change ToR</b></p> <p>Two reports are to be done and will be taken to Performance Committee <b>ACTION Performance Committee</b></p>
8	<p><b>Vulnerable Pupils Report</b></p> <p>VB talked about the training she had undertaken and the meetings she had had with the SENCO and CL. The vulnerable pupils report will be produced for the next Performance Committee. <b>ACTION Performance Committee and VB</b></p> <p>ASP Raise Online is the new one</p>

	JP offered training on the data provided in the OFSTED inspection report which had been shared with the LGB by VB
9	<p><b>Governor Learning Walks</b></p> <p><b>New form and process – refer to Governor reports</b></p> <p>We do have a new form on Governor Hub under templates and it will be tweaked a little by JL</p> <p>We may be trying to do too much and we need to focus a lot more on SDP elements or particular area of expertise</p> <p>Governors were encouraged to organise some of them in September</p> <p>JP said JL had a great grasp of the role</p>
10	<p><b>Review of Vision – are we ready to approve?</b></p> <p>Some tweaks had been done by CL to the document sent out for consultation with governors following comments received. CL displayed these on the screen for Governors to review</p> <p>SJ expressed a concern about the need, in the light of the Vision document, to make clear that we welcome all faiths in prospectus and on webs site and clear.</p> <p>DC explained that our teaching is not only on the Christian faith and that other religions are covered at a reasonable depth. However, DC/Performance Committee plans to review the curriculum including the extent to which representatives of other religions are invited to the school or visits are made to other religious establishments <b>ACTION Performance Committee and DC</b></p>
11	<p><b>Review progress vs. governor objectives</b></p> <p>Governor are happy with them and can now say we are happy with the one about distinctive at RF too (top of page 2)</p>
12	<p><b>Review key questions for LGB</b></p> <p><b>Is what we are doing helping us to achieve our strategic aims and vision?</b></p> <p>VB Feels like we are moving forward</p> <p>CL we are much more focussed on staff development</p> <p><b>Do we have challenging and achievable ambitions for all pupils?</b></p> <p>Keep asking but yes</p> <p><b>Do we have challenging and achievable ambitions for the staff and are we enabling them to deliver these?</b></p> <p>Asking the right questions will be critical</p> <p><b>Are we giving all groups including the vulnerable groups (AGT, SEN, PP, LAC etc) children the same opportunities?</b></p> <p>Making progress but this element will be considered by the Performance Committee when the vulnerable pupils report is produced</p> <p><b>Are we making best use of the (public) resources we have?</b></p> <p>Yes, was the general conclusion</p> <p><b>How could the governing body be more effective?</b></p> <p>Not addressed specifically but is covered in the annual self-assessment</p> <p><b>Are we engaging and communicating with our stakeholders effectively?</b></p>

	This element is, by a significant margin, the weakest of the areas under consideration
13	<p><b>LGB Membership</b></p> <p><b>Committee Membership – Safeguarding/Prevent Governor</b></p> <p>RC talking to another governor who may want to take it <b>ACTION RC</b></p> <p>DC to mentor and train any governor who is interested</p> <p><b>New governor induction</b></p> <p>Feedback is that it has been useful</p> <p>The level of red tape and work required is substantially more than expected by those Governors who have come on board.</p>
14	<p><b>Governors Communication (standing item)</b></p> <p>Thanks to VB for newsletter write up</p>
15	<p><b>Review RF and LM DBAT safeguarding audits</b></p> <p><b>Tour of school and “that gate”</b></p> <p>Report was good with comments that were not significant. 12 recommendations in one and 13 in another</p> <p>Long discussion occurred on the gate lock</p> <p>Decision was to lock the gate with a combination lock and if emergency access is required someone goes and gets it unlocked</p> <p>Thank Jeanne and Laura for the input and quality of leadership in this area</p>
16	<p><b>Approve next 3 years budget plan</b></p> <p>The accountability meeting minutes did not say it but must say we did approve the budget for 2017/18</p> <p>RF deficit down from £104,000 to 81,000 because pupil numbers are up</p> <p>Internal Auditors are content they do not need to return as they have at other schools</p> <p>LGB thanked Helen for her excellent work on finance</p> <p><b>Approve staffing for next year inc. adjustments for 2017/18 in the light of pupils’ needs</b></p> <p>Not discussed</p> <p><b>Approval of next year’s budget</b></p> <p>Agreed</p> <p><b>Approval of 3 year budget plan</b></p> <p>To be done</p>
17	<p><b>Approve Premises strategic plan</b></p> <p>Needs to be checked whether we have one.</p>

	Accountability to take this on and address the creation of a Premises Strategic Plan. SJ offered to devise one for them to consider <b>ACTION ACCOUNTABILITY Committee</b>
18	<p>Minutes of committees (delegated business)</p> <p>Accountability</p> <p>No comments made</p> <p>Staff Performance and Leadership</p> <p>No comments made</p> <p>Performance</p> <p>No comments made</p>
19	<p>Review Pupil/Parent survey plan</p> <p>DC reported that this remained a work in progress <b>ACTION DC</b></p>
20	<p>Chairs to confirm review schedules in place</p> <p>Committee chairs confirmed this</p>
21	<p>Policies for approval</p> <p>Admissions Policy 2018/19 – changes/consult</p> <p>Should be 2019/20 and we are not proposing any changes</p> <p>Vision statement</p> <p>Done</p> <p>SRE</p> <p>Approved</p> <p>None approved at Accountability</p> <p>CL thought there was one so will look it up for the next meeting</p>
22	<p>Approval of minutes from the LGB meeting held 17<sup>th</sup> May, 2017 – and actions arising</p> <p>These were approved</p>
23	<p>Training – Each governor to list training/development activities and share learning</p> <p>Richard to put review of skills on the SLP</p> <p>VB had been on SEND course</p> <p>DC had been on SEND course</p> <p>DC had been on a one day Safer Recruitment course</p> <p>DC had been on a one day Domestic Abuse Awareness course</p> <p>VH had attended the FFT training</p>

	RC had attended the FFT training VH found valuable and will be brilliant for data review in September RC and JL to do Safer Recruiting course
24	Date of Next Meeting and Agenda Items 11 October 2017 7.00 pm – Ridgeway Farm FFT at next performance meeting

<b>LGB</b>	<b>No</b>	<b>Section heading</b>	<b>Sub-Section</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
30/11/16	1	Strategic Direction	Learning Walks	Complete a learning walk with DC focussing on Pupil Outcomes	VB	Open
30/11/16	3	Leadership Development and Succession Planning	Annual statement	Write annual statement (in the summer)	RC	Open
1/2/17	4	Performance	Website	Take old minutes and ex governors off web site	CL	Open
15/3/17	10	Performance	Curriculum	DC to broaden RE Report to cover other faiths	DC	Open
15/3/17	14	Leadership Development and Succession Planning	Safeguarding	Let DC know if you wish to take part in Safeguarding training provided through church	All	Closed
17/5/17	18	Any Other Business	Governor Hub	RJC will send out invites for Governor Hub for Governor feedback on its use.	RJC	Closed
17/5/17	19	Any Other Business	Skills Audit	HL to send John and Andy the Skills Audit.	HL	Open
17/5/17	20	Performance	HT Report to Governors	Governors reminded when they visit to sign in the Governor book each time.	ALL	Closed
17/5/17	21	Performance	HT Report to Governors	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	Closed
17/5/17	22	Performance	Ofsted Inspections	RJC and DC to access Ofsted material from Christian Malford and St Peters.	RJC	Open
17/5/17	23	Performance	Ofsted Inspections	Clerk to send Ofsted material to Richard.	HL	Open
17/5/17	24	Performance	Approve EYFS Governor Report	Victoria H to evaluate OFSTED EYFS requirements and compile a report	VH	Open
17/5/17	25	Leadership Development and Succession Planning	LGB Membership	Richard will inform Luke of his election.	RJC	Closed
17/5/17	26	Accountability	Approve staffing for next year	Jez agreed to ask Claire about Teacher's needs.	JP	Open
17/5/17	27	Accountability	Health and Safety Report	Andy to send Health and Safety Report to Governors after making amendments.	AB	Open
17/5/17	28	Performance	Agree Pupil/Parent Survey	Carly to send Governors baseline information for Pupil/Parent Survey.	CL	Open
17/5/17	29	Performance	Agree Pupil/Parent Survey	David agreed to draft a Parent questionnaire.	DC	Open

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17/5/17	30	Performance	Agree Pupil/Parent Survey	Clerk to send sample questionnaire.	HL	Closed
17/5/17	31	Accountability	Budget	AB to send out proposed budget to LGB after review at the June accountability meeting	AB	Closed
5/7/17	32	Performance	SDP	Performance Committee review and sign off SDP	DC	Open
5/7/17	33	Performance	SEND and VP	VB to produce a Vulnerable Pupils Report	VB	Open
5/7/17	34	Accountability	Premises	Create Premises Strategic Plan	AB/SJ	Open
5/7/17	35	Accountability	Safeguarding	Identify Safeguarding Governor	RC	Open