

Minutes of Thorpe Primary School Local Governing Body.

Date: 27.09.2022

Time: 5.00pm

In school

Present	
Kate Trethewey	In attendance
Colin Hammond	I F Clark (Cover-Clerk)
Manoj Subudhi	Ian Young (CEO)
Anne Clayton	
Tracey Cheung	
Kathryn Bothwell	
Seetal Swan	

Item	
1	Welcome, introductions and Apologies The Chair Ian Young the new CEO for PKAT. Apologies were received and accepted from Jo Fillmore
2	Declaration of Interests. No additional declarations were made. The Governors were reminded to complete the declaration of interest form and send it to Emma Stephens-Dunn as soon as possible.
3	Confirmation of Academy Committee Terms of Reference 2022-23 The terms of reference were displayed on screen. These were accepted by all governors
4	Election of Vice Chair CH nominated Anne Clayton for the post of Vice Chair. This was seconded by SS. All governors were in favour of the proposal.

5	<p>Appointment of link Governors.</p> <p>The following governors were confirmed to each role:</p> <ul style="list-style-type: none"> • JF and SS Safeguarding • AC SEN <p>A curriculum and standards governor is required. We will wait for the parent governor elections to take place.</p>
6	<p>Governor vacancies and succession planning</p> <p>Clerk to send papers on parent governor elections</p> <p>Governors were requested to be present at the next parent evening (18 and 19 October, 3;30 to 6;30)</p> <p>Parents will be surveyed at the event.</p>
7	<p>Governor training</p> <p>Governors asked if the school subscribed to the PCC/CCC training offer. (Clerk to ask the Governance Officer)</p> <p>Governors were shown where the GovernorHub training record was under each personal profile.</p>
Items for approval	
8	<p>Safeguarding policy and KCSiE 2022</p> <p>Both documents had been placed in the GovernorHub folder.</p> <p>The following policies were all AGREED</p> <ul style="list-style-type: none"> • Safeguarding policy • KCSiE • Allegations against staff • Child Protection (CP) policy • Safeguarding and CP statement <p>The Clerk to send to all governors the summary of KCSiE changes this year.</p>
9	<p>Other policies</p> <p>The following policies were all AGREED</p> <ul style="list-style-type: none"> • SEND • Information report • Whistleblowing
Items for discussion	
10	<p>OfSTED report</p> <p>The following governors had met with the OfSTED Inspectors</p> <ul style="list-style-type: none"> • AC, MS, TC and CH <p>Whilst the report had not yet been received, all felt the overall inspection had gone well.</p> <p>There had been three inspectors all with a range of experience. Deep dives had happened in Reading, Maths, PE, music and Science. Conversations were held on all other subject areas. (See confidential minutes for further comments)</p>
11	<p>School performance review</p> <p>Data outcomes are in the 'school at a glance' document uploaded to the OfSTED folder on GovernorHub.</p> <p>KS2 outcomes were pleasing with writing low (this is a national trend)</p> <p>GD levels are not known yet, but we expect them to be lower than 2019.</p> <p>Phonics results were not the best. The provision is sound and recent tweaks in RWInc will help.</p> <p>We have started Phonics in the Nursery for the older children there.</p>

	<p>Last year Reception children came in much stronger . We are confident of increases to the end of Year 1 Phonics outcomes</p> <p>Early Years did well (there had been changes in assessment), but had a good cohort despite there being 4 children with EJCPS plus other higher needs children.</p> <p>Governors asked the following questions: Q Is there cover for the maternity leave in Early Years? A Two teachers are there for 3 days each with one plus another in the leadership role. Q Are children settled with the cross over point? A They seem fine. The children have settled amazingly well especially those that came from our own Nursery. The OfSTED inspectors commented that something 'magical' was happening here and were impressed with the transition.</p>
12	<p>SEF This was also stored in the OfSTED documents folder. The 'school at a glance' document is a good snap-shot of the school.</p> <p>Q Governors asked if the document would be updated regularly? A Yes, it would. There will be a termly update and will form the Head Teacher's report to this committee.</p>
13	<p>School Improvement plan (Held in the same folder) This forms an overview to which each leaders' plans are more detailed. TC will pick up CPD and the marketing of the school.</p>
14	<p>Sports Premium report This is on GovernorHub and the school website. We do have a carry forward which will be used for extra-curricular clubs after school. (This came from our plans to have a MUGA, but we are not allowed to use this funding for that facility.) We will try and limit the number done by teachers who will work in pairs to spread the workload. We will also employ outside companies to provide our sports clubs. This term there are 7 clubs on offer for which there is no charge to parents. This is different to the 'after-school' care offer.</p> <p>It is believed that there were comments to OfSTED about our early finish Fridays. We will be adding on the additional hour required from next September and will go back out to parents to gauge their views. When we altered the hours no learning hours were lost.</p>
15	<p>SEN report This is on GovernorHub and on our website</p>
16	<p>Equality Information report This is on GovernorHub. This time last year we did review our equality monitoring re recruitment. We have information up to May when we moved to a new system (At the moment we don't know how to generate reports from it). Comments:</p> <ul style="list-style-type: none"> • Our governing body is very diverse • Our staff are diverse • Our teaching staff are less diverse, however

	<ul style="list-style-type: none"> • Out TAs are more diverse • Our catering team is not diverse <p>But our first priority is to find the right person for the job each time.</p>
17	<p>Safeguarding update</p> <p>This information is on the 'school at a glance' document. It gives information on CP, CiN etc. We currently have no LAC children in school.</p> <p>The LA report is also on GovernorHub. This covers the numbers of children, the training and named safeguarding personnel in school. We do analyse concerns raised and react to trends and patterns to reduce incidents.</p>
18	<p>Risk Management review</p> <p>The top two risks are included on the 'school at a glance' document. One risk was around any negative OfSTED review and the other about the concern over numbers joining the school.</p> <p>Governors also reviewed the PKAT risk list.</p> <ul style="list-style-type: none"> • Not being able to recruit teachers – we did quite well here • Technology – being 'fit for purpose' is an issue in school <p>Governors discussed finances and whilst recognising that this was no longer an Academy Committee responsibility, governors were aware of the school's financial position.</p> <p>It was noted that the new roof works were underway. This will help with some costs as additional insulation has been included.</p>
Routine business items	
19	<p>Minutes of the meeting held on 14 June 2022</p> <p>The minutes of this meeting were AGREED,</p>
20	<p>Matters arising</p> <ul style="list-style-type: none"> • Pen portraits – governors were asked to provide these asap and were invited into the school's photo session. • Skills audit – had been completed • Safeguarding training – governors were pointed to the on-line training offered by PKAT • Parent governor election – as above • Ofsted – as above • Update action plan – as above
21	<p>Feedback to and from the Trust Board</p> <p>The CEO provided information about new ways of working:</p> <ul style="list-style-type: none"> • Marketing – the PKAT website was being updated and there would be a social media presence • Finance – Heads will be involved in financial matters, but require good quality training and information • Education – Martin Fry was now Director of Education for the Primary schools and hoped that the schools would work together more • Pairing up Heads – Thorpe had been paired with Ravensthorpe for peer observations and opportunities. (KT added that this pairing was because both schools' curriculums were aligned) <p>KT will undertake a NPQEL programme (starting in October).</p>
22	<p>Any other Business</p> <p>KT raised the issue of the school's Published Admission Number (PAN).</p>

	<p>Currently this stood at 90 (3FE), but there had been a lot less than 90 pupils joining the school for a number of years now.</p> <p>A short history of how the school came to be 3 FE school was given. Data was provided on numbers and capacity in the school and the problems of random In-Year admissions and class planning when numbers were far short of the PAN.</p> <p>The Clerk explained that in order to reduce the school's PAN, a consultation had to happen for which there was a very short defined window. Any consultation happening now would be for the school year starting September 2024.</p> <p>Governors discussed the proposal including conversations around any future growth in the area and the possibility of considering a 'bulge year' should that become necessary.</p> <p>Governors AGREED to consult on lowering the PAN to 60 from September 2024. Ultimately this was a Trust decision (being the Admissions Authority).</p>
23	<p>Confirm Date and time of Next Meeting: 22.11.22 @ 5.00 pm planned face to face in school.</p> <p>The meeting closed at 7:00 pm</p>