

Minutes of Thorpe Primary School Local Governing Body.

Date: 21st November 2018

Time: 6:00 pm

Present	
Seetal swan	
Anne Clayton	
Trevor Pearce	
Colin Hammond	
Kate Trethewy	
Lisa Lloyd	In attendance
	N. Manders-Jones (Clerk)

Item No.	Item
1.0.	Welcome and apologies for absence.
	The Chair welcomed Governors to the meeting. Apologies were received and accepted from Tracey Cheung and Manoj Subudhi, Joanna Fillmore
2.0	Declaration of interests
	No declarations were made
3.0	Pupil Premium Report
3.1	<p>The Headteacher presented the report.</p> <ul style="list-style-type: none"> • The percentage of Pupil premium pupils at the school is low compared to the National average. • The pupil premium Governor had completed a monitoring visit in October
3.2	<p>The following as barriers have been identified for some of the pupils currently in receipt of PP funding:</p> <ul style="list-style-type: none"> • Parental engagement with school: especially regarding reading at home. • Incomplete PE kit in school. • incomplete school uniform. • Attendance of PP children (is below the national average. • Other significant barriers, identified by teachers, are low self-esteem and lack of effort as well as for some children undeveloped social skills. • Resilience is a development area • 29% of PP children who display a need for behaviour support. • Challenging family circumstances affect the proportion of PP children

3.3	The Headteacher reported that engagement with the breakfast club was improving and that termly impact assessments were carried out to evaluate the effectiveness of any intervention.												
3.4	The Holistic approach to raising standards was felt to be effective and was well supported through the school management structure.												
4.0	Minutes of the last meeting (held on 17th Sept 2018) The minutes were approved as an accurate record and signed as such.												
5.0	<p>Matters arising not covered on the agenda/actions</p> <table border="1"> <thead> <tr> <th></th> <th>Item</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>10.8</td> <td>Action School business leader to investigate costs of Staff absence insurance and feedback to next LGB in November.</td> <td>See Note</td> </tr> <tr> <td>10.10</td> <td>Action Ann Clayton to meet School business leader before the next LGB meeting</td> <td>Completed</td> </tr> <tr> <td>12.3</td> <td>Action Chair of Governors to find a suitable external adviser who has the skills, experience and objectivity to provide Governors with advice and support</td> <td>Completed</td> </tr> </tbody> </table> <p>10.18 Absence insurance. After careful consideration, and discussion with the Head and Chair of Governors, our best option was identified as a policy with Teacher Absence Ltd, who provided a comprehensive, the competitive quote which pays out after the first three consecutive days of absence for Teaching Staff. The policy includes cover for absence due to Stress (190 days) and also for Maternity leave (lump sum £5000) should there be any future needs for such leave. The annual cost for this cover is £8462 which has been built into the working budget (estimated as £10000), along with a corresponding potential income, as advised by Deborah Keith, PKAT CFO.</p>		Item	Progress	10.8	Action School business leader to investigate costs of Staff absence insurance and feedback to next LGB in November.	See Note	10.10	Action Ann Clayton to meet School business leader before the next LGB meeting	Completed	12.3	Action Chair of Governors to find a suitable external adviser who has the skills, experience and objectivity to provide Governors with advice and support	Completed
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6.0	<p>Trust update</p> <p>The Chair provided the Governors with an update. The following was noted.</p> <ul style="list-style-type: none"> • LGB minutes to be shared with trustees.it was hoped that a Precis of trust minutes could be provided on TPS SharePoint • A new trust website is being created • The building work at Jack Hunt has been restarted • A PKAT Staff discount scheme has been launched to benefit all employees. 												
6.1	Action Clerk to Make PKAT Meeting Planner available on Share point												
6.2	Action Chair to meet with IT technician to resolve Governor access issues with share point												

7.0	Pay committee recommendations																																								
	The pay review committee is scheduled to meet on 28 th November at 3 pm.																																								
8.0	<p>Review link governance roles The Governors reviewed their roles and confirmed the following</p> <table border="1"> <thead> <tr> <th>Area of Responsibility</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>Jo Fillmore/Seetal swan</td> </tr> <tr> <td>SEND Governor-</td> <td>Anne Clayton</td> </tr> <tr> <td>Pupil Premium Governor-</td> <td>Colin Hammond</td> </tr> <tr> <td>Finance</td> <td>Anne Clayton</td> </tr> <tr> <td>Premises</td> <td>Trevor Pearce</td> </tr> <tr> <td>Early Years</td> <td>Anne Clayton</td> </tr> <tr> <td>Staff well being</td> <td>Tracey Cheung</td> </tr> <tr> <td>Maths and literacy</td> <td>Manoj Subudhi</td> </tr> <tr> <td>Standards /assessment/curriculum</td> <td>Lisa Lloyd</td> </tr> <tr> <td>British Values</td> <td>Trevor Pearce</td> </tr> <tr> <td>Admissions</td> <td>Lisa LLOYD</td> </tr> <tr> <td>Data Protection</td> <td>Seetal Swan</td> </tr> <tr> <td>Sports Premium</td> <td>Jo Fillmore</td> </tr> <tr> <td>Child looked after/previously looked after</td> <td>Anne Clayton</td> </tr> <tr> <td>Health and Safety</td> <td>Trevor Pearce</td> </tr> <tr> <td>Catering and Food Standards</td> <td>Colin Hammond</td> </tr> <tr> <td>Head teacher's performance management</td> <td><u>Jo Fillmore/ Trevor Pearce/ Manoj Subudhi</u></td> </tr> <tr> <td>Pay and Conditions Review Committee</td> <td><u>Anne Clayton /Seetal Swan /Lisa Lloyd /Trevor Pearce/ Jo Fillmore</u></td> </tr> <tr> <td>Pay and Conditions Appeals Committee</td> <td><u>Manoj Subudhi/ Tracey Cheung/ Manoj Subudhi + 2 PKAT members</u></td> </tr> </tbody> </table>	Area of Responsibility	Name	Safeguarding	Jo Fillmore/Seetal swan	SEND Governor-	Anne Clayton	Pupil Premium Governor-	Colin Hammond	Finance	Anne Clayton	Premises	Trevor Pearce	Early Years	Anne Clayton	Staff well being	Tracey Cheung	Maths and literacy	Manoj Subudhi	Standards /assessment/curriculum	Lisa Lloyd	British Values	Trevor Pearce	Admissions	Lisa LLOYD	Data Protection	Seetal Swan	Sports Premium	Jo Fillmore	Child looked after/previously looked after	Anne Clayton	Health and Safety	Trevor Pearce	Catering and Food Standards	Colin Hammond	Head teacher's performance management	<u>Jo Fillmore/ Trevor Pearce/ Manoj Subudhi</u>	Pay and Conditions Review Committee	<u>Anne Clayton /Seetal Swan /Lisa Lloyd /Trevor Pearce/ Jo Fillmore</u>	Pay and Conditions Appeals Committee	<u>Manoj Subudhi/ Tracey Cheung/ Manoj Subudhi + 2 PKAT members</u>
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10.0	Heads Report																																								
10.1	<p>The Headteacher discussed her report previously circulated. The following was noted.</p> <p>Context.</p> <ul style="list-style-type: none"> • The reduction in take-up of Reception class places – the drop is not unique to Thorpe as other schools are also reporting a drop • The percentage of EAL is reducing over time although this data may be incorrect due to parents incorrectly reporting home language. • There have been fewer new arrivals across the school this term, but the number of Languages spoken has increased. 																																								

10.2	<p>Behaviour</p> <p>All teaching staff have now read the first three chapters of <i>When the Adults Change Everything Changes</i>, and teachers have met during a staff meeting to discuss which strategies they would like to try in their classrooms.</p> <p>All year groups are now formally welcoming children into class in the morning and afternoon.</p> <p>There is a focus on modelling kindness, positive recognition and emotionless responses to poor choices of behaviour.</p> <p>There is a positive indication that adults are conducting restorative conversations with children rather than sending them to TAT.</p>
10.3	<p>Standards and achievement</p> <p>Targets have been set by looking at the previous performance of cohorts, looking at predictions from FFT (Fisher Family Trust) and our own aspirations for children.</p> <p>Teachers have identified individual pupil targets which are tracked throughout the year</p>
10.4	<p>SEND</p> <p>LD has achieved the National Award for SEND Coordination. However, LD left for maternity leave on Friday 16th November. HC is covering this leave. HC already has the National Award and has been working alongside LD all term.</p>
10.5	Two requests for EHCP assessments were refused by the LA
10.6	There has been a focus on raising awareness of attachment and mental health issues in children, with a series of 6 weekly training sessions led by the Project for Schools mental health team; hosted at Thorpe and open for all schools;
10.7	The SEND governor has been into school to meet with LD and HC to monitor provision;
10.8	<p>Attendance</p> <p>Attendance is currently good, at 96.52% (including children not of legal school age in Reception);</p>
10.9	The Lowest attending groups include White European which may be exacerbated by cultural differences such as the later starting age for fulltime education
10.10	<p>Teaching and learning</p> <p>Teachers have attended two TeachMeet staff meetings with their equivalent year group teachers from across the MAT. Most year groups have focused on writing, looking in each other's books and sharing good practice. It is hoped that the Groups will also address maths in the future</p> <p>The PKAT review day in November highlighted many key strengths</p>
11.0	Buildings and Site report update
11.1	The Governors discussed the report previously circulated.
11.2	PCC H&S Team visited the school in November to carry out a Health and Safety Audit. the feedback received was very positive

	The Governors discussed the issue of tree maintenance raised in the report.
11.3	The Governors confirmed their intention to completely remove the trees as the roots would also be an issue in the future. The school is obtaining quotes for the work which is to be undertaken at the soonest opportunity.
11.4	The Governors also discussed the issue kitchen Bifold doors which had reached their end of life. It was agreed that quotes for replacing them (possibly with shutters) should be obtained. Although tree maintenance was a priority
12.0	Risk Management Reporting
	Item deferred until January Meeting
13.0	School Development Plan 18/19 update
13.1	The Headteacher discussed the SDP previously circulated confirming the priorities as those in the staff handbook.
13.2	The Headteacher reported that the recent PKAT review had confirmed the Judgements in the SEF(RI/Good) while recognising that some recent developments such as Destination reader were still being embedded.
15.3	A Governor asked if destination reader developed spelling skills. The Headteacher confirmed that all teachers should follow the spelling programme, a staff meeting would be used to remind the staff of this responsibility.
14.0	School Budget Monitoring 18/19
14.1	Governor received the report previously circulated and noted <ul style="list-style-type: none"> • The carry forward 2017/19 was greater than expected at £157,000. • The Projected carry forward 18/19 £94000 • The Working budget has been updated to include the Teachers Pay Award and the corresponding anticipated Teachers Pay Grant of £9808. <p>The Governors thanked Catherine Langham for her report and her commitment during the transitional period .</p> <p>The governors noted the potential deficit in future years due to the cumulative impact of deficit budgets year on year.</p>
14.2	Action - Governors queried the breakdown of The Trust Central Charges. The Chair of Governors to contact PKAT business manager for a clearer explanation. Any response to emailed to Governors.
15.0	Wellbeing Annual Report (17/18)
	The Chair reported that this is a new initiative and all trust schools are to adopt a wellbeing policy. Jack Hunt will take the lead in this initiative
16.0	Equality and Diversity in Recruitment
	The Chair reported that the Trust had adopted Vacancy filler to monitor appointments to ensure compliance with statutory reporting requirements.

17.0	Reviewed Policies for adoption
17.1	<p>PKAT Code of Conduct PKAT GDPR Policy PKAT Pay Policy PKAT Complaints Policy PKAT Whistleblowing Policy</p> <p>Thorpe Primary Sex and Relationships Education Policy Thorpe Primary SEN Policy Thorpe Primary PSHE Policy Thorpe Primary Health & Safety Policy</p> <p>All Governors signed the PKAT Code of Conduct. Those Governors not at the meeting to sign ASAP.</p> <p>Following discussion, the Governors approved all Policies</p>
18.0	<p>AOB Governors were invited to share in the following events. 29th November Christmas Fair 12th December Christmas Lunch. 18th December Christmas singalong</p>
18.1	<p>A Governor asked if the school's policy towards the taking of photographs had changed as a result of GDPR. The Governors discussed the implications and particularly the difficulty in enforcing a ban.</p>
18.2	<p>Action Lisa Lloyd to seek advice on behalf of the school. If there are no issues, the current policy should be sufficient. I.e. parents are reminded at the start of the event that photographs are for their personal use and should not be shared on social media. It was suggested that laminated reminders should be produced to be placed on chairs</p>
18.3	Governors confirmed the start time of future meetings to be 5 pm
19	Date of the next meeting - 22nd Jan 2019 at 5 pm

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