

Minutes of Thorpe Primary School Local Governing Body.

Date: **22nd January 2019**

Time: 5:00 pm

Present	
Kate Trethewy	
Anne Clayton	
Trevor Pearce	
Colin Hammond	
Joanne Fillmore	In attendance
	N. Manders-Jones (Clerk)

Item No.	Item										
1.0	The Welcome and apologies for absence. Lisa Lloyd, Seetal Swan , Tracey Cheung, Manoj subudhi										
2.0	Declaration of interests None										
4.0	Minutes of the last meeting (held on 21 st November 2018)										
5.0	Matters arising not covered on the agenda/actions <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="text-align: center;">6.1</td> <td>Action Clerk to Make PKAT Meeting Planner available on Share point Action Complete</td> </tr> <tr> <td style="text-align: center;">6.2</td> <td>Action Chair to meet with IT technician to resolve Governor access issues with share point Action Open</td> </tr> <tr> <td style="text-align: center;">9.2</td> <td>Action Governors to complete the skills audit by the end of Autumn term Action to be achieved by next meeting click here</td> </tr> <tr> <td style="text-align: center;">14.2</td> <td>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. Action Completed Grant yet to be received.</td> </tr> <tr> <td style="text-align: center;">18.2</td> <td>Action Lisa Lloyd to seek advice on behalf of the school. If there are no issues, the current photography policy should be sufficient. Action Complete no change to policy.</td> </tr> </table>	6.1	Action Clerk to Make PKAT Meeting Planner available on Share point Action Complete	6.2	Action Chair to meet with IT technician to resolve Governor access issues with share point Action Open	9.2	Action Governors to complete the skills audit by the end of Autumn term Action to be achieved by next meeting click here	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. Action Completed Grant yet to be received.	18.2	Action Lisa Lloyd to seek advice on behalf of the school. If there are no issues, the current photography policy should be sufficient. Action Complete no change to policy.
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6.0	<p>Trust update</p> <p>The Trust has been targeted by e-fraud which has resulted in the theft of School Funds.</p> <p>Fraudsters intercepted an incoming email, created an email redirection, and changed bank account details on an invoice, resulting in payment being sent to a third-party account.</p> <p>The level of risk is being assessed, the incident has been reported to the Police Action Fraud Department and the ICO have been alerted to a possible breach of Data, although early indications suggest that there has been no such breach, at least not one that would be deemed as reportable of potentially damaging to any individual or supplier.</p> <p>All persons are advised to change their passwords for logging in and for logging in to office 365.</p> <p>An investigation is ongoing to minimise the impact and scale of the issue</p> <p>An AGM and planning day have taken place. During the planning day, trustees and Headteachers worked on the key principles of the MAT.</p> <p>The Mat seems to be working successfully, with all school collaborating.</p> <p>The annual planner has been updated and shared with LGB's.</p> <p>In answer to a question, the Chair confirmed that all schools in the trust are represented at trustee level.</p> <p>A recent skills audit found the need to recruit trustees with skills in Human resources.</p> <p>The amount of time committed to the Trust by SMT is currently felt to be enough (two days per week)</p>
7.0	<p>Risk Management Reporting (deferred from November meeting)</p> <p>The assessment is a statutory document and shows risks which might impact upon the MAT. The assessment is amended periodically in the light of experience.</p> <p>Risk management report to be brought to LGB if any changes are made.</p>
8.0	<p>Autumn term standards and achievement report</p> <p>Year 6 are on track to reach their targets.</p> <p>During the mock SATS, over 40% of Y6 pupils achieved greater depth in reading.</p>
8.1	<p>The school is considering adopting a new maths scheme to improve attainment rates still further.</p>

	<p>Under consideration are</p> <ul style="list-style-type: none"> • Primary advantage maths • Inspire+ maths. <p>Both schemes Develop children’s understanding from concrete through to abstract</p>
8.2	<p>A Governor asked which schemes are used by other MAT schools</p> <p>The Headteacher said the following were in use.</p> <ul style="list-style-type: none"> • Abacus • White rose • “Maths no problem.”
8.3	<p>A Governor asked if we could use their outcomes in maths to compare with the school’s outcomes.</p> <p>The Headteacher explained that Thorpe and Longthorpe were similar to each other while Middleton and Ravensthorpe were also similar.</p>
8.4	<p>Writing is the most vulnerable area; additional support is in place including</p> <ul style="list-style-type: none"> • Spelling • Greater depth writing group. • Further focused work for Writing will be in place once SATs week is completed. <p>The MAT is looking to access moderation of writing from other Local authorities. Representatives from the MAT are going to visit a school in Birmingham with outstanding outcomes in writing.</p> <p>The impact of the recently introduced handwriting scheme is apparent in pupil books. Cursive handwriting is an essential element of achieving both ARE and greater depth in writing</p>
8.5	<p>A Governor asked if MAT schools had adopted any new intervention strategies.</p> <p>The Head explained that</p> <p>“Success for all “had been introduced in two schools (Reading/ Literacy/ setting for A.R.E.)</p> <p>Corner Stone’s Curriculum has also been implemented at other schools.</p>
8.6	<p>Year 2 are not entirely on track to reach their targets as the additional teacher support that was planned has had to be redirected to another year group.</p> <p>The year group does have some challenging pupils.</p> <p>The school will continue to check their progress throughout the Spring term and ensure the actions agreed at the Raising Standards Meeting in December are carried out.</p>
8.7	<p>Mock phonics checks have been carried out in Y1 and intervention is in place to try and secure the targets set.</p>

	<p>In Reception, 49% are currently on track to achieve the GLD which is higher than the proportion at the same time last year. The focus area for the term is to ensure observations are obtained for attainment in shape and space</p> <p>The school are confident the target will be achieved</p>
8.8	The Headteacher shared that a well-wisher had emailed the school to congratulate the school on their 2018 outcomes.
9.0	<p>Heads Report</p> <p>The Headteacher drew the Governor's attention to the following.</p> <p>There have been 14 new arrivals since September which is unusually high.</p> <p>Y6 is three over PAN due to successful appeals.</p> <p>More children over the last year have entered. with no English –which is again unusual for Thorpe</p>
9.1	<p>A Governor asked if the intake pupils were spread throughout the school.</p> <p>The Headteacher confirmed they were placed across the school</p>
9.2	<p>All teaching staff have now read the first six chapters of “When the Adults Change Everything Changes.”</p> <p>Staff meetings have been held to discuss which strategies they would like to try in their classrooms.</p> <p>The attendance at Turnaround Time (TAT) is reducing. Adults are conducting restorative conversations with children rather than sending them to TAT.</p> <p>The school is considering if TAT should continue in the summer term.</p> <p>Eight fixed term exclusions were issued in the autumn term (3 pupils) physical assault against adults or pupils is the most common reason.</p> <p>Support for the three pupils involved is available through</p> <ul style="list-style-type: none"> ▪ Part-time timetable ▪ Nurture Group ▪ Behaviour panel referral <p>Parents are supportive.</p> <p>The Headteacher felt that the welfare support at the school was good and effective.</p>
9.3	<p>Helen Charlton has settled the very well into the SENCo role while covering maternity leave. She has been proactive in supporting raising standard meetings and will monitor SEND provision in accordance with the new monitoring policy and attend SLT meetings;</p> <p>There have been two mediation meetings with the LA and an independent chair: one</p>

	<p>regarding an unsuccessful request for an EHCP assessment and one for an unsuccessful application for a special school place. As a result of the mediation meetings, the application for an EHCP assessment will now go ahead.</p>
9.4	<p>Attendance has fallen from 96.52% in November, to 95.65% (including children not of legal school age in Reception); there was a significant amount of illness towards the end of the Autumn term amongst both staff and pupils.</p> <p>The school have requested penalties for the parents and carers of 19 children this academic year;</p> <p>The school has met with the school LA attendance lead for support on attendance monitoring; a new system introduced in the summer term is working the well to track attendance concerns efficiently.</p> <p>The Governors discussed the need to be compassionate and sensible when agreeing on discretionary leave.</p>
9.5	<p>During the Autumn term there the school</p> <ul style="list-style-type: none"> • 19 concern forms completed; • Four referrals to children’s social care; • Two strategy meetings; • Three child protection conferences; • 11 core group meetings (for children under CP), 6 Child in Need meetings and 14 CP Team Around the Child meetings; • 1 PEP meeting and 1 Child Care Review meeting for a LAC child. The school is pleased that this child has again met all the targets set for him and continues to attain the well. <p>The number of concern forms completed is monitored across the Mat. The number of concern forms issued by Thorpe was lower than other schools in the Mat. It was felt that the adoption of an electronic system would make reporting quicker and more consistent.</p> <p>Training has continued to focus on emotional support for children, particularly attachment and mental health awareness:</p> <ul style="list-style-type: none"> • Thorpe hosted six training sessions for Peterborough schools led by Project for Schools mental health team; • Project for Schools also led the school teacher training day on attachment awareness. <p>The Headteacher and Deputy Headteacher have attended training on planning for critical incidents utilising the MAT schools.; a new MAT policy will be shared with staff later this term, alongside a new educational visits policy;</p> <p>Designated CP staff attended Children's Social Care Threshold Launch;</p> <p>The school family liaison and DPs, attended an Early Help forum to ensure they remain up to date with support across the city;</p> <p>The weekly safeguarding and GDPR reminders continue in every Friday briefing. Governor safeguarding training is planned for End of January and February.</p>

	<p>A Governor asked what information visitors receive about safeguarding.</p> <p>The Headteacher confirmed that visitors are provided with a safeguarding statement and Lanyards are colour coded.</p>
9.6	<p>The school currently have 58 children being supported and monitored for a range of vulnerabilities;</p> <p>The attendance of this group continues to be below the school average, at 94.34%;</p> <p>Support for vulnerable pupils includes</p> <ul style="list-style-type: none"> ▪ 1:1 mentoring, ▪ social skills groups, ▪ resilience work ▪ nurture groups.
9.7	<p>The Headteacher discussed the new Monitoring and Evaluation document which has been created</p> <ul style="list-style-type: none"> • The aim is to make the school monitoring more forensic and more closely linked to the raising standards meetings • The SLT discuss the year group data along with maths and literacy leaders and the SENCO to refine the actions. • The roles and responsibilities of all staff including PKAT are described in the document with a breakdown of daily, weekly, termly and annual tasks identified. • It is intended that the document will be added into the staff handbook/diary for next academic year
9.8	<p>A Governor asked who evaluates the data.</p> <p>The Headteacher explained that Phase leaders, Senco and SIT would all be involved in creating and monitoring the data and the impact. Those actions which impact across several curriculum areas are prioritised.</p>
9.10	<p>The school will be trialling a new online booking system for parents' evenings –Jack Hunt already use it so many of our families will already be familiar with the system.</p> <p>some sessions have been planned to promote family learning such as:</p> <ul style="list-style-type: none"> ▪ A 4-week sewing course for parents and children together. ▪ A 3-hour first-aid course for parents was oversubscribed ▪ A Drop-in café with Sleep Solutions <p>The school is currently seeking feedback from parents as to whether a holiday club would be something, to which they would send their children.</p> <p>Governors felt that such a development would be well received by parents as the school has the opportunity to offer both inside and outside activities.</p>

10.0	Pay committee recommendations (meeting 28th November) Minutes of Salary Committee still to be signed by two Governors
11.0	Finance update The currently predicted outturn, based on this working version of the budget, is a carry forward figure of £135,875 and incorporates any changes to salaries and pensions.
11.1	Supply teaching expenditure is higher than planned at this point. The new teacher's sickness has not yet been activated.
11.2	Indirect employee expenses look higher than planned. Action SBM to identify expenditure to date
11.3	Total revenue income and expenditure are aligned to expectation; some budget adjustments may be needed within the coming months
11.4	<u>Actions from 21/11/18 Finance meeting</u> The order has gone in to remove the problem trees within the school grounds – the initial cost is £286.53 to fell the trees. There will be additional costs if it is deemed necessary to remove the stumps and roots. Kitchen bi-fold doors – these have been serviced since, by Kevin Armstrong, and he has set up an ongoing maintenance programme – The school will be obtaining quotes for possible replacements during the spring term. PKAT Code of Conduct for All adults – all Governors have signed and returned
12.0	Review of policies The SBM is compiling a table of all policies, their review date (whether upcoming or overdue) and, from there, plan to devise a timetable, going forwards, to ensure that all are brought up to date and that we have a structure to follow.
12.1	letting/charging policy The Governors discussed the lettings policy. Potential cost and the range of spaces available at the school and their associated costs were considered. Action Headteacher to ask other local schools for their costs. The outcome to be shared by email to Governors. Agreement of charges to be reached via email.

13.0	<p>A.O.B</p> <p>The Chair received a letter from Aspire Camps asking to run holiday clubs using the school's facilities. The Letter explained that</p> <ul style="list-style-type: none"> • The activities would be exclusively for Thorpe Primary pupils • The events would be run by experienced Teachers familiar to the pupils. • The cost to parents would be lower than other clubs running in the locality <p>The Governors discussed the request and advantages and disadvantages associated with the application.</p> <p>It was agreed that as a trial during the February Half term, Aspire should be invited to run a holiday club at the school based on 20% of sales to a max of £100 per day.</p>
13.2	<p>The Daily mile was discussed, it was agreed that Y4 should trial the organisation and impact of the project.</p> <p>Action JF to meet with P.E. leader to encourage Y4 to a trial daily mile in term 4. (Feb -April)</p>
14.0	<p>Date of the next meeting - 19th March 2019</p>

Action minutes of Thorpe Primary School Local Governing Body.

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