

## Minutes of Thorpe Primary School Local Governing Body.

**Date: 19<sup>th</sup> March 2019**

**Time: 5:00 pm**

### Present

<b>Kate Trethewy</b>	
<b>Anne Clayton</b>	
<b>Trevor Pearce</b>	
<b>Colin Hammond</b>	
<b>Diane Wade</b>	<b>In attendance</b>
<b>Manoj Subudhi</b>	<b>N. Manders-Jones (Clerk)</b>

Item No.	Item															
1.0	Welcome and apologies for absence. The Chair welcomed Diane Wade as new Staff Governor.  Apologies were received and accepted from Lisa Lloyd, Seeta swan Tracey Chung, Jo Fillmore															
2.0	Declaration of interests None															
4.0	Minutes of the last meeting (held on 22nd January 2019) The minutes were signed as a true record															
5.0	Matters arising <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;">Action</th> <th style="width: 30%;">Progress</th> </tr> </thead> <tbody> <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 the next meeting click <a href="#">here</a></td> <td>In progress. Governors to complete by the end of the term.</td> </tr> <tr> <td style="text-align: center;">11.2</td> <td>Indirect employee expenses look higher than planned. <b>Action SBM to identify expenditure to date</b></td> <td>Complete, Governors have received an email from SBM. (Teachfirst invoice)</td> </tr> <tr> <td style="text-align: center;">12.1</td> <td>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. <b>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.</b></td> <td>Agenda Item</td> </tr> <tr> <td style="text-align: center;">13.2</td> <td>The Daily mile was discussed; it was agreed that Y4 should trial the organisation and impact of the project. <b>Action JF to meet with P.E. leader to encourage Y4 to a daily trial mile in term 4. (Feb -April)</b></td> <td>JH staff member (Chris Game) to support the trial</td> </tr> </tbody> </table>		Action	Progress	9.2	Action Governors to complete the skills audit by the end of Autumn term Action to be achieved by the next meeting click <a href="#">here</a>	In progress. Governors to complete by the end of the term.	11.2	Indirect employee expenses look higher than planned. <b>Action SBM to identify expenditure to date</b>	Complete, Governors have received an email from SBM. (Teachfirst invoice)	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. <b>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.</b>	Agenda Item	13.2	The Daily mile was discussed; it was agreed that Y4 should trial the organisation and impact of the project. <b>Action JF to meet with P.E. leader to encourage Y4 to a daily trial mile in term 4. (Feb -April)</b>	JH staff member (Chris Game) to support the trial
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6.0	<p><b>Trust update</b></p> <p>Governor training- David Turner, School Improvement Associates and Lead Ofsted Inspector, is leading on Thursday 4 April 2019 at Jack Hunt School on behalf of the Trustees.</p>
7.0	<p><b>Heads Report</b></p> <p>The Headteacher shared her report previously circulated.</p> <p>The following was noted.</p> <ul style="list-style-type: none"> <li>• There have now been 16 new arrivals at Thorpe since September</li> <li>• Some of the new arrivals over the last year have begun with no English – this is unusual for Thorpe.</li> <li>• Fifty-one offers for Reception September 2019 have been made (39 spaces).</li> </ul>
7.1	<p>In reply to a question, the Headteacher explained that within the West area of the city there are more spaces than pupils (44) Westtown has also increased to the form entry.</p>
7.2	<p>Action Pupil recruitment to be an item on September meeting.</p>
7.2	<p><b>Behaviour –</b></p> <ul style="list-style-type: none"> <li>• 1 child has been permanently excluded for persistent disruptive behaviour pending a Governor Disciplinary Panel Hearing.</li> <li>• Teachers are continuing to read When the Adults Change Everything Changes and are embedding positive recognition strategies. Teachers are directed to read the book in stages and discuss at staff meetings.</li> <li>• The Headteacher reported that there was a discernable positive ethos around the school</li> <li>• Staff meeting time in the spring and summer terms will focus on the "Thorpe way" and how they continue to create a positive learning environment by building nurturing, respectful relationships.</li> <li>• The attendance of TAT continues to reduce in the spring term</li> </ul>
7.3	<ul style="list-style-type: none"> <li>• The Pupil Premium Plan was reviewed and updated in December (shared on the website). Further assessments are currently taking place in school, and the Plan will be reviewed again at the end of March</li> <li>• Pupil Premium children in years 1,4 and five have had Boxall Profiles completed by their teachers. This information has been analysed to identify social, emotional and behavioural development gaps. Teachers and support staff are beginning to use this information to precisely plan provision to meet these children's needs. All teachers continue to identify barriers to learning for their PP children</li> </ul> <p>Other additions to provision include:</p> <ul style="list-style-type: none"> <li>• the opportunity to take part in Boxercise sessions</li> <li>• a workshop led by Sam Ruddock, a Paralympic track and field athlete, on emotions and coping strategies</li> <li>• Forest Schools sessions will begin in the summer term, as a member of staff has begun Forest Schools training</li> <li>• Resources such as Classroom Secrets and You are Awesome are being used</li> </ul>
7.4	<p><b>SEND</b></p> <ul style="list-style-type: none"> <li>• A small number of children have now been placed on the register for 'social, emotional and mental health' (SEMH) needs. All 6 of these children are receiving support within the school; 4 have received support and advice through the LA Behaviour Panel, four have been observed by Project for Schools children's mental health team, and the LA educational psychologist has supported two.</li> <li>• A request for an assessment for an EHC Plan was rejected by the LA, and following a</li> </ul>

	<p>moderation meeting, an assessment is now due to take place.</p>										
7.5	<ul style="list-style-type: none"> <li>Regular meetings are held to share concerns regarding vulnerable children and ensure they have appropriate support in school. This includes 1:1 mentoring, social skills groups, resilience work and a nurture group;</li> <li>Parents also continue to be supported by the Family Liaison staff, through a range of methods including 1:1s, Webster Stratton Parenting programme and home visit;</li> </ul>										
7.6	<p><b>Attendance</b> Attendance has continued to decrease since September.</p> <p>This is largely attributed to:</p> <ul style="list-style-type: none"> <li>a significant amount of illness towards the end of the Autumn term,</li> <li>Three children on part-time timetables for fixed periods to support reintegration after exclusions, and one part-time for medical reasons (this represents 0.4% of absences).</li> </ul> <p>The school has received a high number of leave of absence requests (54 children); each request is considered on its merits.</p> <p>There have been 52 penalty notices issued, and there are 15 pending;</p>										
7.7	<p><b>A Governor asked if the recent court case had an impact.</b> The Headteacher explained that most families were happy to pay the penalty, but the process of managing request was time-consuming.</p>										
7.8	<p>"My Concern " software has been rolled out across the school. Three out of 4 DSL have been trained so far.</p> <table border="1"> <thead> <tr> <th>CHILD PROTECTION</th> <th>CHILD IN NEED</th> <th>TEAM AROUND THE CHILD</th> <th>LOOKED AFTER CHILD</th> <th>Special Guardianship</th> </tr> </thead> <tbody> <tr> <td>Four children (3 families)</td> <td>Four children (3 families)</td> <td>Nine children</td> <td>Two children</td> <td>Two children</td> </tr> </tbody> </table> <p>The school continued to provide maximum pastoral support for pupils and parents.</p>	CHILD PROTECTION	CHILD IN NEED	TEAM AROUND THE CHILD	LOOKED AFTER CHILD	Special Guardianship	Four children (3 families)	Four children (3 families)	Nine children	Two children	Two children
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7.9	<p><b>Partnership with Parents, Carer and wider community</b></p> <p>The Headteacher reported that the new booking system for parents' evenings seemed to work well with parents giving positive feedback to teachers about it. 80% of children had appointments. The school is planning to use the same system for afterschool clubs.</p> <p><b>A Governor asked if there was a limit on the number of clubs a child could attend.</b> The Headteacher said that most clubs were first to come first served, a timed release for booking would help those pupils whom parents did not meet them from school.</p> <p>The Governors suggested that the system could be used to ensure a fairer distribution</p>										
7.10	<p><b>Monitoring and evaluation</b></p> <p>The Headteacher reported that the new monitoring system is well underway with all year groups have gone through the cycle except Early Years who are being monitored this week.</p> <p>Teachers will be given the opportunity to provide feedback at the end of the term. This will help</p>										

	<p>refine the processes for the benefit of teachers and pupils.</p> <p>Initial feedback has shown that teachers feel that a week-long monitoring window is too long and should be reduced to focussed days within the week.</p>																														
8.0	<b>School Performance 18/19 Update</b>																														
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8.5	<b>Raising Standards Meetings</b> are due to take place over the last two weeks of the term. Children's progress will be scrutinised, and any necessary actions will be identified readily for the start of the summer term.																														
9.0	<b>Staffing Update</b>																														
9.1	<ul style="list-style-type: none"> <li>Two Maternity leave are scheduled for next year. Plans to cover the leave has not yet been put in place due to budget uncertainty</li> <li>A Pupil Premium Champion has been appointed and will commence work in the summer term to support children across the school. The Pupil Premium Champion will be able to read with children in breakfast club, lead the reading room at lunchtimes and deliver interventions (initially in years 3 &amp; 4 where provision has not fully met identified needs)</li> </ul>																														
10.0	<p><b>School Budget Outturn 18/19</b></p> <p>The finance Governor delivered the report provided by the SBM previously circulated. The following points were noted.</p> <ul style="list-style-type: none"> <li>2018/19 budget underspend £117, 914.</li> </ul>																														

	<p><b>Draft School Budget 19/20</b></p> <ul style="list-style-type: none"> <li>• 2019/20 budget underspend £59,128</li> <li>• 2021/22 budget overspent £19,641</li> <li>• 2022/23 budget overspent £98,818</li> </ul> <ul style="list-style-type: none"> <li>• Teachers pay awards etc. have been taken into consideration.</li> <li>• Support staff pay restructuring will also impact on future budgets.</li> <li>• The trustees have advised schools that they are looking for all schools to provide balanced budgets and will not</li> <li>• The major expenditure is on staffing. It is possible that some senior members of staff might be looking at retirement shortly. It is unclear if the trust will allow such a scenario to be built into the budget.</li> <li>• The Local authority will support the capping of Reception year groups based on intake.</li> <li>• The budget needs to be approved on 17<sup>th</sup> June, with the final submission by 17<sup>th</sup> July. It was agreed that the budget could be approved by email.</li> </ul>
10.1	The school is taking advantage of the economies of scale for PKAT schools to purchase utilities etc.
11.0	<p><b>Buildings and Site</b></p> <ul style="list-style-type: none"> <li>• Funding from the "little extras" £19,00 will be used to purchase additional laptops for teachers</li> <li>• Three quotes have been received for a stud partition wall to be erected between the two years one classroom. The contract has been awarded to Anthony Benton Carpentry who has completed works at Thorpe previously. This work is to be completed at Easter.</li> <li>• Governors agreed that the school should use CS Carpentry (Peterborough) Ltd, to replace the wooden doors and new runners for the Kitchen bi-fold doors.</li> <li>• The Site Manager and SBM are in the process of developing an up to date Accessibility plan for the School.</li> <li>• The two problem trees in the school grounds have now been removed.</li> </ul>
12.0	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>• <b>TPS Recruitment &amp; Selection Policy - Adopted</b></li> <li>• <b>TPS Whistleblowing Policy- Adopted</b></li> <li>• <b>TPS Shared Parental Leave (Birth) Policy- Adopted</b></li> <li>• <b>TPS Shared Parental Leave (Adoptions) Policy- Adopted</b></li> <li>• <b>TPS Flexible Working Policy- Adopted</b></li> <li>• <b>TPS Attendance Polic- Adopted</b></li> <li>• <b>Hospitality Policy – Adopted</b></li> </ul>
13.1	<p><b>Lettings Policy –</b></p> <p>An interim policy is in place which the Governors wish to finalise by Easter.</p> <p>Approx 30 pupils attended the half-term holiday club.</p> <p>Following an investigation, it was determined that there was a variety of charging policies in effect in local school.</p> <p>Some school do not charge but take advantage of free Pupil Premium places offered.</p> <p>While there are few events which take place at the moment, it was felt that the policy should be</p>

	<p>fair and consistent for every hirer — irrespective of who is attending, or running the activity.</p> <p>After discussion of various models, it was decided that the following charges should apply to all lettings.</p> <table border="1"> <tr> <td>Day Rate</td> <td>£60</td> </tr> <tr> <td>Hour rate (minimum of 2)</td> <td>£15</td> </tr> <tr> <td>Subsequent hours</td> <td>£15</td> </tr> </table> <p>Points of access were discussed. It was decided that the side doors to the hall would be used.</p> <p>The need to have the site manager in attendance was discussed.</p>	Day Rate	£60	Hour rate (minimum of 2)	£15	Subsequent hours	£15
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13.2	Action Headteacher to discuss and confirm the availability at attended lettings with the site manager/ Senior cleaner.						
13.3	Action Headteacher to check on liability requirements.						
13.4	Action Headteacher to develop the letting agreement (consider additional charges may be made for consumables) to be complete by the end of Term. Governors agreed approval by Headteacher and Chair.to be reviewed by Governors						
14.0	<p>A.O.B</p> <p><b>Well-Being</b></p> <ul style="list-style-type: none"> <li>• Governors discussed the Wellbeing survey recently received.</li> <li>• Once the data is school specific staff will have access to the survey and discuss.</li> <li>• Care will need to be taken when filtering by role as the sample of respondents could be very small.</li> <li>• Matthew Dere is compiling a list of supportive staff Wellbeing</li> <li>• The Governors agreed that the survey was useful in promoting discussion and review of workload, pressure and stress.</li> </ul>						
14.1	<p><b>Staff benefits scheme,</b></p> <ul style="list-style-type: none"> <li>• The headteacher explained the new PerkBox staff benefit scheme to be introduced in April. Perkbox offers employees discounts at numerous outlets for Food &amp; Drink, Leisure &amp; Entertainment, Technology, Insurances &amp; High Street Shopping, as well as a confidential Employee Assistance Programme</li> </ul>						
15.0	Governors were reminded to book their Governor visits.						
16.0	Date of the next meeting – 15th July 2019 (to include staff barbeque)						

Comment [nm1]: