

**Minutes of Thorpe Primary School Local Governing Body.**

**Date: 15<sup>th</sup> July 2019**

**Time: 6 :00 pm**

**Present**

Kate Trethewy	
Anne Clayton	
Trevor Pearce	
Colin Hammond	
Diane Wade	In attendance
Tracey Chung	N. Manders-Jones (Clerk)

Item No.	Item															
1	<b>Welcome and apologies for absence.</b> Apologies were received and accepted from Manoj Subudhi and Lisa Seetal															
2	<b>Declaration of interests</b> None															
4	<b>Minutes of the last meeting</b> The minutes of the last meeting reviewed and signed as a true record															
5	Matters arising not covered on the agenda/actions <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th></th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>7.2</td> <td>Action Pupil recruitment to be an item on September meeting.</td> <td>The admissions team have been contacted</td> </tr> <tr> <td>13.2</td> <td>Action Headteacher to discuss and confirm the availability at attended lettings with the site manager/ Senior cleaner.</td> <td>Attended letting is available if required</td> </tr> <tr> <td>13.3</td> <td>Action Headteacher to check on liability requirements.</td> <td>Hirers must have their own liability</td> </tr> <tr> <td>13.4</td> <td>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</td> <td>complete</td> </tr> </tbody> </table>			Progress	7.2	Action Pupil recruitment to be an item on September meeting.	The admissions team have been contacted	13.2	Action Headteacher to discuss and confirm the availability at attended lettings with the site manager/ Senior cleaner.	Attended letting is available if required	13.3	Action Headteacher to check on liability requirements.	Hirers must have their own liability	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	complete
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**Comment [nm1]:**

6	<p><b>Recommendation for Chair for 2019-20</b></p> <p>Completed recommendations have been forwarded to the trust for approval</p> <ul style="list-style-type: none"> <li>• Colin Hammond Chair .</li> <li>• Anne Clayton as Vice Chair .</li> </ul>
7	<p><b>Renew the register of interests</b></p> <p>The Clerk informed the Governors of the need to complete a revised and updated the register of interest</p>
7.1	<p>Action Headteacher too post hard copies of the form to Governors For return by 1st of September</p>
8	<p><b>LGB membership, resignations and vacancies</b></p> <p>No issues</p>
9	<p><b>Finance report</b></p>
9.1	<p><b>School Budget Outturn 2018 / 19</b></p> <p>Governors approved the 3-year budget as proposed, showing outturn carry forward figures of:</p> <p>£168054 in 2019/20, £148520 in 2020/21 and £89558 in 2021/22</p> <p>The above figures are based on an estimated outturn for 2018/19 of £153461.</p> <p>The increase in balances was brought about by a reduction in Trust Central Charges that were applied to all schools across the MAT in order to assist in those who were finding it difficult to establish balance budgets.</p> <p>The Headteacher explained the difficulty in arriving at a balanced budget,</p>
9.2	<p><b>Internal Audit Feedback</b></p> <p>The Governor's received the outcome of an Internal Audit that was carried out on 1<sup>st</sup> May by Forrester Boyd Chartered Accountants.</p> <p>The Headteacher led the discussion identifying steps taken by the school</p> <p>The Governors were satisfied that the star steps taken with sufficient .</p>
9.3	<p>The Governors received a report on a minor breach of GDPR . The Governors were satisfied that the issue had been dealt with proportionately and within appropriate guidelines discussed a minor</p>
9.4	<p>The Governors expressed their thanks to Catherine Langham, the school business manager, for her hard work and commitment during a challenging time .</p>
10	<p><b>Premises and Health and Safety Update</b></p>
10.1	<p>The Governors were informed of the annual works scheduled to be completed during the summer break</p> <ul style="list-style-type: none"> <li>• Window cleaning,</li> <li>• Carpet cleaning,</li> <li>• Electrical Testing,</li> <li>• Kitchen is deep clean.</li> <li>• New bifold kitchen doors to be installed,</li> <li>• Repairs to be carried out on PE equipment as recommended in the recent audit,</li> <li>• Renovations are due to a roof skylight which has been leaking and</li> <li>• Some areas of the school will be redecorated.</li> </ul>

	There are some concerns about the general condition of the school roof and the likelihood that it may need patching up over coming years
11	<p><b>Heads Report</b></p> <p>The Headteacher discussed the Headteachers report . The Governors his attention was drawn to the following points</p> <p>The school was Initially disappointed by the key stage 2 reading outcomes .in year assessments had indicated that the items might be significantly higher . Question level Analysis has not yet been completed .</p> <p>Outcomes for writing have improved The school was externally moderated for writing .the moderation confirmed that the opportunities for writing across the curriculum were excellent.</p>
11.1	<p>The outcomes at the end of KS1 , having improved for reading and writing, maths has decreased.</p> <p>The proportion of children achieving Greater Depth has decreased.</p> <p>The Headteacher explained that year 2 has been a challenging cohort due to a high proportion of children with high SEND and 3 children have been permanently excluded from this year group with another child attending the PRU for approximately a year before moving out of the area. The impact of this has meant there has been little additional support in the classroom for the rest of the cohort.</p>
11.2	<p>Q What will happen with this cohort moving forward?</p> <p>A The strengths and weaknesses of the children have been identified I'm shared with the next year's teachers .One of the teachers will stay with the cohort from year 2 to year 3 . The first half term will be a focus on plugging any gaps before moving on .</p>
11.3	<p>The proportion of children at the Expected Standard or above at the end of KS2 are in line with or above National (+/- 3%). GPS is well above the National.</p> <p>The proportion of children achieving Greater Depth is in line with the 2018 National for Reading and Math's, above National for GPS and below for writing and the combined measure of Reading, Writing and Maths.</p>
11.4	The Headteacher reminded Governors that the time's table test would be introduced into Year 4 from next year
11.5	<p>The Headteacher explained that The phonics target for Y1 was going to be a challenge to meet this year . There had been Lots of intervention which took place to try to achieve the target, but unfortunately, the target was missed.</p> <p>The proportion of children achieving the phonics standard by the end of KS1 is broadly in line with the 2018 National average.</p>
11.6	<p>The outcomes for EYFS GLD were disappointing .The high level of churn within the group could have been a disruptive factor (21 pupils ).Further data will be provided in the autumn term .</p> <p>There will be two Reception Classes in September .The school has confirmed that those that admission numbers will be capped at 60 for the year .</p>
11.7	The Governors discussed the potential appeal against a recent permanent exclusion . The Headteacher explained that there had been three permanent exclusions issued this academic year. Two were for persistent disruptive behaviour, of which 1 became a managed move. The other Exclusion was for a single incident. The panel upheld the decision at the two hearings, and the school is still waiting for the appeal period to end for one of them. The impact of extreme behaviour on staff and children was discussed .
11.8	The Headteacher explained the difficulty in accessing additional support .The Headteacher

	stressed that generally the behaviour and respect amongst the pupils was very good .out of the fixed term exclusions During the summer term there have been no repeat offenders .
11.9	The Headteacher drew the Governor's attention to the reduction in persistent absent fingers
11.10	<b>Q Does the school still receive requests for leave for a holiday during term time</b> A yes, the school continues to receive requests .Many pupils have family who live beyond the UK, which exacerbates the problem .The headteacher explained that pupils who missed the initial few days of term are disadvantaged .
11.11	<b>Q What happens to the money generated through fines</b> A the money is retained by the local authority to administer the scheme .
12	<b>Safeguarding Update</b> The Headteacher reported that the "my concern " system is being used across the school . There have been some technical teething problems ,but the system does provide a clear audit of actions taken .The system is quicker as contextual information is embedded in the report . lead catering and midday supervisors log concerns on behalf of lunchtime staff .  The Headteacher confirmed that staff have been instructed that they should continue to report concerns verbally to ensure that no issues are missed .
12.1	The Headteacher confirmed that the school would not accept any funds from the PTFA until they have had an audit of their accounts
12.2	Action, the Headteacher and Chair of Governors, to meet with the Chair of PT FA at the start of the new academic year .
12.3	<b>Staffing update</b>  The Headteacher provided Governors with a staffing report previously circulated . The following was noted:  The year 6 teacher is to be placed in year 4 to strengthen literacy teaching in lower Key Stage 2  The Headteacher explained changes in the SLT structure with particular reference to raising standards and pastoral roles in Key Stage One and Early Years . The school continues to monitor and evaluate the impact of phase leader roles.  One assistant Headteacher will have a teaching role 2 days per week, one assistant headteacher will provide additional support in year 6 .
12.4	<b>Q Why are year 6 to be housed in the main building</b> A To enable them to feel part of the community and to act as role models, they will become more visible with a higher profile.
12.5	The Governors agreed with the Headteachers proposal that the SENDCO role is shared by two members of staff .
12.6	The Headteacher explained that the school is recruiting a teaching assistant ,the school received a good response, and the appointment is pending .
12.7	<b>Q Was there much uptake on the internet safety session for parents</b> A Governors discussed ways in which parental attendance could be boosted through adding online Safety training sessions to other events .
13.0	<b>School development priorities.</b> The Headteacher shared a range of school development priorities . (Kate is going to send me the list!)
13.1	<b>Q Has the online booking the service for parents evening increased parental engagement</b>

	A Yes the book online service has been well received by parents 80% Of parents attended the evenings
13.2	Q Is it possible for parents to log into the schools reporting program Online A The school may trial the use of electronic reports at the end of the next academic year .Hey staff training day is planned next summer to ensure rigour and consistency for end of year reports
14	<b>Trust update</b>
14.1	<b>Complete the governance self-evaluation</b> Action Headteacher and Chair to complete the Self-evaluation form before the end of the term .
14.2	<b>Governor training</b> The need for Governors to record any relevant training was discussed.
14.3	Action Headteacher to upload Governor training record for Governors to complete as necessary .
14.4	<b>Policy review</b> The Governors discussed the process by which policies documents could be reviewed and updated within the new LGB structure .
14.5	Action Clerk to provide spreadsheet identifying policies and documents differentiated into <ul style="list-style-type: none"> <li>• SLT responsibility.</li> <li>• Governors responsibility.</li> <li>• MAT responsibility.</li> </ul> <p>For approval at the 24<sup>th</sup> September 2019 LGB.</p>
15	<b>Proposed meeting dates 19-20</b> The following dates were agreed <ul style="list-style-type: none"> <li>• 24<sup>th</sup> September 2019</li> <li>• 12<sup>th</sup> November 2019</li> <li>• 22<sup>nd</sup> January</li> <li>• 3<sup>rd</sup> March 2020</li> <li>• 15<sup>th</sup> June 2020</li> </ul>
15.1	<b>AOB</b>
15.2	The Headteacher brought the Governor's attention to the wording of the end of contract letter issued to teaching assistants .
15.3	The Chair of Governors reminded Governors of the need to carry out their monitoring role on a termly basis
16	Next meeting 24 September 2019

<b>Action Minutes of Thorpe Primary School Local Governing Body.</b>		
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