

St Katherine's Primary School
Local Governing Body Meeting
Monday 29th November 2021 at 5pm

Present: Richard Dalton (Chair of Governors/Co-opted Governor), Ruth Powell (HT), Caroline Loveland (Staff Governor), Mark Fletcher (Parent Governor via Zoom)

In attendance: Mark Chatley (Trust Leader)

Clerk: Nicky Wheeler

Agenda item and discussion	Action/decision
1 Welcome and any introductions 1.1 The CoG welcomed everyone to the meeting.	
2 Apologies for absence 2.1 Apologies for absence were received and accepted from Marek Campbell (Parent Governor). 2.2 The meeting was declared quorate.	
3 Declaration of business interests, reminder of confidentiality and any other admin matters 3.1 NW advised that MC still needs to complete a Declaration of Business Interest on GovernorHub.	Marek Campbell
4 Minutes of the last meeting and any matters arising 4.1 The minutes of the last meeting held on Monday 4 th October 21 were duly agreed and signed by the Chair. 4.2 Outstanding action points from last minutes and additional action points resulting from further discussion were as listed below : <ul style="list-style-type: none"> SEND review postponed to Term 3 and will be conducted by staff from Five Acre Wood when circumstances allow Business Continuity Plans will be circulated to governors once final version has been approved by trustees 	RP / RD RP
5 Any other urgent business 5.1 There was no other urgent business	
6 Trust matters 6.1 MC introduced himself to governors and explained that he plans to visit each LGB twice a year and be available for questions. 6.2 MC explained that the trust is looking to establish a standards committee in the future and will be asking LGBs for their comments and views on the membership of the committee as planning continues. Q : Which committees currently exist? MC explained that at the moment the trust board and finance & audit committee meet but the trust recognises the value of establishing a standards committee in the future, especially as the trust grows. Trustees are reviewing various models to decide who should be on the committee and ensure work is not duplicated across committees. There is no firm timeline but the committee is expected to operate from September 2022. Q : Is the trust planning to expand? MC explained that with just 3 schools the trust is currently vulnerable. With the government proposal for all schools to become academies by 2025 Coppice risks being swallowed up by a larger group. Therefore, the trust will probably look to	

expand in the future whilst retaining its core values which include remaining in the primary sector and local.	
Q : Are the LGB able to see confidential minutes from the trust board meeting if they relate to their school?	MC
MC explained that these are for trustees only and any relevant information will be fed back to the HT but he agreed to speak to the chair of trustees to confirm.	
Q : What are the trust KPIs based on?	MC / NW
MC explained that the KPIs cover 4 key areas; Continuous improvement (relates to training), Staff first (focus on progression and turnover), Quality of Education (pupil achievements in line with national levels), Business & Finance (linked to benchmarking documents). He agreed to circulate the KPI document to all LGBs for review.	
<u>Scheme of delegation</u>	
6.3 MC explained that the Scheme of Delegation has been rewritten in a new format to reflect the evolution of the trust and the RACI model has been chosen as it is felt to be easier to understand and implement. Governors agreed that they prefer the new format. MC asked all governors to review the document, including the amended terms of reference, and send feedback to JE (trustee) by the 3 rd December.	ALL
<u>GDPR Training</u>	
6.4 NW explained that all governors will be sent a link to complete GDPR training. RD was nominated as the lead GDPR governor and will need to complete an additional GDPR training module.	ALL
7 Trust policies	
7.1 The following policies, which had been uploaded onto the CPP website, were duly noted by Governors:	
Policies with no changes:	
<ul style="list-style-type: none"> Managing Allegations against Staff Complaints – request approval of extended review date to Term 3 2022 	
Policies with revisions:	
<ul style="list-style-type: none"> Absence of staff and Special Leave Educational Visits Extended Services Finance Health & Safety Lettings Pay & Reward Risk Register – to receive for review Safeguarding/Keeping Children Safe in Education Teaching & Learning 	
New Policies :	
Supporting pupils with health needs who cannot attend school	
Q : Does the school have pupils not attending due to health needs?	
The HT confirmed that there are currently no pupils who are not attending school due to health needs.	
8 School strategic matters	
a) Headteachers Report	
<u>Staffing</u>	
8.1 – 8.6 Contained in confidential annex	
<u>Appraisals</u>	
8.7 HT advised that staff are continuing to consider their disciplined enquiry questions and have been given to the end of January to finalise. Due to continued absence SA's review has not yet taken place.	

Numbers on Roll

8.8 Number on roll has increased slightly and the nursery figures remain strong with over 50 expected by January. This increase will mean that the nursery require an additional TA in January and the HT advised that the extra TA in Year R could be transferred. The feedback for recent open days have been positive so the HT is hoping this will result in increased applications.

SEND

8.9 Currently 4 pupils have an EHCP in place with 1 pending and 4 being processed.

Q : Is HNF allocated to specific pupils?

RP explained that the school have to fund the first £6k then, if the application is successful they receive an allocated budget for the pupil which must be spent in year but can be used for shared resources as well as 1:1 support.

Q : Do interventions take place in the classroom?

RP advised that this depends on the pupil and type of intervention with some taking place in small groups such a Lego groups and Dandelion Reading.

Safeguarding

8.10 Contained in confidential annex

Absence

8.11 The HT reported that absence is reducing amongst the FSM pupils with the FLO working hard with families and monitoring the situation closely. The HT would like to allocate one morning a week to attendance correspondence to focus on celebrating improvements in attendance. Unfortunately, figures have been impacted by both Norovirus and Covid absence this term. RD again expressed thanks to staff on behalf of governors for their flexibility and hard work in challenging conditions.

Health & Safety

8.12 The lockdown drill had to be postponed due to Norovirus.

8.13 HT is liaising with trust to arrange an a meeting around actions from electrical survey and she has conducted a survey of blinds in the school which need replacing or repairing so that this information can feed into the next spending review.

d) Feedback from Internal & External Reviews

Nursery Review

8.14 HT reported that Kent reviewed the Nursery and the feedback was extremely positive with a number of areas classed outstanding. Jenna (Nursery Lead) took over just before Covid and despite this she has made huge improvements and the HT would like her achievements celebrated.

8.15 Governors and staff advised MC that they felt the recent internal and external reviews were overly negative and did not offer constructive criticism. Governors do not feel they reflect their observations on recent monitoring visits and staff found the reviews demoralising. MC explained that the trust are using a new curriculum review tool and senior leaders are invited to join reviews, however, he will take on board the comments from governors and ensure constructive criticism is given going forward.

e)Policies

8.16 All policies were approved by governors for submission to trustees.

8.17 The HT provided a draft pupil premium report and the final version will be circulated to governors for approval. The focus of PP spending has been on reading, vocabulary and maths. All disadvantaged pupils were provided computers during lockdown and the nurture team have been working closely with these families. The management accounts show a PP outturn of £32.5K which includes the covid recovery premium and the HT explained that the school can choose how to spend these funds to narrow gaps for PP children.

Q : Is the KS2 reading target of 60% aspirational enough?

After discussion between governors and the HT and comparison to national targets RP agreed to review and increase the reading targets to higher, yet still achievable levels.

RP

RP

f) PGL Trip 8.18 Governors confirmed approval of the PGL trip following the circulation of the details by the HT. RD asked if the school need to obtain 3 quotes for all trips. MC apologised for the confusion and explained that the Educational Visits Policy and Finance Policy have now been reviewed and aligned and HTs will all be advised accordingly.	
9. Safeguarding and disability matters 9.1 Nothing to report	
10. Any other school matters 10.1 From the 30 th November the school will return to year group bubbles to prevent Covid spreading. ASC will still operate and parents have been advised that this is a separate bubble. Mixed year group clubs are cancelled until January unless year group specific. Parents have been positive and supportive of the changes. Q : Why is there such a significant reduction in GAG funding in the 3 year budget? MC explained that the forecast numbers are linked to the recent census figures and have been revised down to ensure they are prudent estimates. Originally the number on roll was forecast at 519 however, the confirmed figure was 504 in the October census, with 61 in year R. As a result the forecast of 81 joining in year R looked unrealistic and has been reduced to 64 for September 2022.	
11. Governor Monitoring 11.1 A safeguarding visit will be arranged by RP & RD in the new year.	RP / RD
12 Any other governor matters 12.1 Following the recent parent governor elections another parent has now expressed an interest in joining the LGB. Subject to trustee approval, MF has agreed to stand as a co-opted governor which will create a vacancy for a parent governor. RD will contact the parent following confirmation that trustees approve the changes on the 8 th December. 12.3 RP will provide details of governor safeguarding training completed to NW	RD RP
13 Agreement of confidentiality and action points 13.1 Items of confidentiality were agreed and were contained in the Confidential Annex for Governors. Action Points were agreed and listed in the table at the end of the minutes.	
14 Points to feed back to the Trust Board 14.1 Feedback on the revised Scheme of Delegation to be sent to JE by the 3 rd December	
15 Dates for next LGB meetings and any school events Mondays 5pm-7pm on the dates below: 31st January 22 21st March 22 16th May 22 4th July 22 Governors to see weekly newsletter for school events	

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
3.1	Complete Declaration of Business Interest on GovernorHub	MC ASAP
4.2	SEND review postponed to Term 3 and will be conducted by staff from Five Acre Wood	RP / RD
4.2	Business Continuity Plans will be circulated to governors once final version has been approved by trustees	RP
6.2	MC explained that confidential minutes are for trustees only and any relevant information will be fed back to the HT but he agreed to speak to the chair of trustees to confirm	MC
6.2	Circulate the KPI document to all LGBs for review	MC/ NW
6.3	All governors to review the Scheme of Delegation, including the amended terms of reference, and send feedback to JE by the 3 rd December	All
6.4	All governors will be sent a link to complete GDPR training	ALL
8.2	MC will contact Nick Abrahams for further clarity and advise RP on the agreed action to be taken	MC
8.5	RD asked RP to extend thanks to staff for their hard work on behalf of governors. MC also asked for thanks to be extended on behalf of the trust board	RP
8.13	HT is liaising with trust to arrange a meeting around actions from electrical survey	RP
8.17	Pupil premium report to be circulated to governors for approval	RP
11.1	A safeguarding visit will be arranged by RP & RD in the new year	RP / RD
12.1	RD will contact the parent following confirmation that trustees approve the changes on the 8 th December.	RD
12.3	RP will provide details of governor safeguarding training completed to NW	RP