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**Minutes of the meeting of the Local Governing Body (LGB)  
held on Wednesday 30 November 2016 @ 6.10 pm at the School**

**Present:** **Matthew Bowden (MB)** – Parent  
**Natasha Coates (NC)** – Academy Appointed (arrived 6.40 pm)  
**Stacey Conroy (SC)** – Staff (teaching)  
**Andrew Denham (AD)** – Head teacher

**Hilary Sharrocks (HS)** – Foundation  
**Sue Peachey (SP)** – Staff (support)  
**Mark Turner (MT)** – Chair - Academy Appointed  
**Billie Tweedie (BT)** – Foundation  
**Louise Weldon (LW)** – Parent (arrived 6.40 pm)

**In attendance:** **Lucy Dickinson (LD)** – Clerk

The meeting was quorate and was opened at 6.10 pm by the Chair.

	<b>RATIFIED</b>	<b>ACTION</b>
1	<b>WELCOME AND APOLOGIES FOR ABSENCE:</b> MT welcomed HS to the Governing Body. Apologies were received and accepted from <b>Nichola Stretton (NS)</b> – Vice-chair, Parent, <b>Jonathan Viner (JV)</b> – Foundation Governor, <b>Mary Wallbutton (MW)</b> – Parent	
2	<b>NOTIFIED BUSINESS:</b> BT made a request regarding C of E status – see item 14	
3	<b>DECLARATION OF INTERESTS:</b> HS completed an annual declaration form – LD to update register for online publication and send paper copy for filing in the school folder.	LD
4	<p><b>ADOPTION OF THE MINUTES OF THE LGB MEETING HELD ON 6<sup>th</sup> October 2016:</b></p> <p>The minutes were agreed as an accurate record (subject to the addition of JV as second link Governor for EYFS – page 3), signed and passed to AD for filing. LD to send amended electronic version to Beth Bedford (BB: EPA Company Secretary) for Academy Directors and AD for publication on the school website.</p> <p><b>MATTERS ARISING FROM PREVIOUS MINUTES NOT ON AGENDA:</b></p> <p>3. LD to check NS has completed declaration of interests form for 2016-17</p> <p>5. Skills audit forms: SP's form to be given to JV. Form required for HS - ongoing</p> <p>5. Risk register: MT to complete and bring to Resources committee - ongoing</p> <p>5. H&amp;S audit: MB and CPS to meet before 13 January - ongoing</p> <p>5. After-school club: starting in January – Governors recorded thanks to MW for her efforts in getting this started. Resources to look at lettings policy with regards to use of school premises.</p> <p>5. GovernorHub access: required for JV, BT and HS - ongoing</p> <p>6. Ratified minutes to go on school website from October 2016 onwards - ongoing</p> <p>8. New Governor information sent and HS appointed. <b>Completed, action closed.</b></p> <p>11. EPA task group had its first meeting – MT to attend next one. <b>Action closed.</b></p> <p>13. Charlotte McCulloch (CM) to come to next LGB – agenda item</p> <p>14. Edubase Governor information – needs updating and uploading - ongoing</p>	<p style="text-align: center;">LD</p> <p style="text-align: center;">LD</p> <p style="text-align: center;">HS, JV</p> <p style="text-align: center;">MT</p> <p style="text-align: center;">MB, CPS</p> <p style="text-align: center;">Resources</p> <p style="text-align: center;">LD</p> <p style="text-align: center;">LD- agenda</p> <p style="text-align: center;">LD, AD</p>

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**HEADTEACHER'S REPORT: AD** highlighted key points, particularly in conjunction with the recent School Review, and invited questions.

**Leadership and Management:**

1. The new group of middle leaders (subject coordinators) need to become better informed of the work done previously and its impact, and then more involved in scrutiny of pupils' work and monitoring.
2. Governors need to display a deeper understanding of the use and effects of Pupil Premium (PP) and Sports funding and be able to demonstrate this knowledge to inspectors – ensure that an Ofsted file with the relevant reports is easily accessible.
3. The issue of 'sexting', which has been covered in a Safeguarding bulletin to staff, has now been added to the Safeguarding Policy. *Governors asked about parental involvement in e-safety, and whether the police could be asked to do a session for parents: AD agreed that this would be a good plan. Governors also asked how they could deepen their own understanding – AD directed them to the relevant policies (Safeguarding, E-safety and acceptable use), but also suggested that the most powerful evidence would come from asking pupils about their understanding during Governor visits.*
4. Governors are not always fully involved in the schools' monitoring and reporting – AD suggested that this judgement arose as Governors are too reliant on information from the HT and need to demonstrate independent enquiry through visits, work scrutiny etc. The Monitoring and Reporting schedule is at the back of the SDP – pages 10 and 11 (now in a separate folder on GovernorHub: <https://governorhub.com/g/standlakecofeprimaryschool/docs/5840043c9bb0a00001d924d4>) *Governors asked whether class visits could also be arranged – AD said yes, but with a clear focus and advance planning with staff.*

AD

**Quality of Teaching and Learning:** Governors asked:

Q) *Were the lesson observations carried out by AD or with support?*

A) *The longer (1 Hour) observations had been done by AD alone, but the evaluations matched those of the Learning Walks carried out by SC and AD.*

Q) *Were there written reports?*

A) *Yes, there is now a standard EPA pro-forma for use during observations. However, AD also noted that quality of teaching and learning also involves book scrutiny and consideration of data/outcomes, since lesson observations can be very pressured.*

Q) *Do staff also observe each other?*

A) *Yes, a newly qualified teacher is encouraged to observe more qualified colleagues, and there are also opportunities to observe in other schools.*

1. Teachers to explain how pupils can work at greater depth – AD and SC

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	<p>explained that this related to focusing on more-able children to show that they were achieving greater mastery. Some classes still require work in this area.</p> <ol style="list-style-type: none"> <li>2. Displays to be used more productively – the inspector has suggested developing more interactive displays ('Working Walls') which children could refer to during lessons. <i>Governors asked how soon this could be achieved – AD said it would be part of the focus during the upcoming INSET day in January.</i></li> <li>3. Pupils to be able to explain their longer-term targets, not just the next steps for that lesson.</li> </ol> <p><b>Outcomes for pupils:</b> The next Target Tracker data drop is on 1 December, but <b>AD</b> reported that most of the data is already in the system and the results look good. The aim is to achieve accelerated progress (particularly across Key Stage 2) to allow pupils to catch up. The EPA School Improvement Officer (James Bird: JB) will be coming to give Governors some training on Target Tracker and data monitoring.</p> <p>The middle leaders are also being asked to closely monitor all PP children – it was noted that with such small numbers, a single pupil can have a large effect on percentage results, but that this still needs to be monitored and individual case studies to be explained and interventions planned where required.</p> <p>(6.40 pm <b>LW</b> and <b>NC</b> arrived)</p> <p><b>Personal development, Behaviour and Welfare:</b> children's awareness of important school events and areas of pride in their work needs to be more evident– <b>AD</b> and <b>SC</b> plan to have books with photos etc. of recent highlights to help children to articulate responses to this question. The attendance rate of a small number of PP still requires improvement, but measures are in place and this is being closely monitored.</p> <p><b>Other: Health and Safety:</b> <b>AD</b> explained that following the unsuccessful application for a grant to upgrade the fire alarm system, the first ever full Fire Risk Assessment had been carried out (this was not statutory, but was felt to be necessary in order to support future bids). The report had thrown up some additional concerns regarding fire exits and the capacity of the main hall – this will require the addition of a larger double door, and was agreed to be essential. Resources committee to look at all the outcomes of the report and continue to seek funding to upgrade the fire system.</p>	
6	<p><b>SCHOOL REVIEW FEEDBACK:</b> feedback was covered in the Head's Report (item 5). Other items arising from the review:</p> <ol style="list-style-type: none"> <li>1. Need to ensure that all Governors have completed online Prevent training: <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a></li> <li>2. Diocesan training list – link to be re-sent: <a href="http://www.oxford.anglican.org/schools/governors/eig-governor-training/">http://www.oxford.anglican.org/schools/governors/eig-governor-training/</a></li> <li>3. A couple of minor concerns regarding the Single Central Register were</li> </ol>	Governors

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	<p>raised- <b>AD</b> confirmed that these had now been corrected/completed. DBS checks required for the two newly appointed Governors: <b>NC</b> and <b>HS</b> – school to organise this.</p> <p>One Governor queried the lack of data included in the report – <b>AD</b> explained that this was usual for this style of report, and assumed that Governors and staff would also have access to the Headline Data Summary that is updated after every EPA data input deadline, RaiseOnline data and other results.</p>	School
7	<p><b>SCHOOL DEVELOPMENT PLAN:</b> an up-to-date version is now on GovernorHub. <b>AD</b> to update the SEF to reflect the first two terms, outcomes of the School Review and the latest data drop. Second (more detailed) part of the SEF will also be included.</p>	AD
8	<p><b>COMMITTEE REPORTS</b></p> <p><b>Performance and Standards (19 October):</b> <b>LW</b> highlighted the main areas discussed – additional measures put in place for Year 6 pupils prior to SATs, pastoral issues and the Sports Premium funding. The next meeting (14 December) will look at the first two terms’ data – <b>MT</b> to Chair.</p> <p><b>Resources (10 November):</b> <b>MB</b> summarised main points – discussion regarding fire alarm quotes and bid, lack of management accounts from EPA and high cost for buildings insurance: <b>MT</b> raised at EPA Chairs’ meeting. <b>NS</b> was voted in as committee Chair for 2016-17.</p> <p><b>HT appraisal:</b> completed on 21 October – report received by <b>MT</b> (to be sent to <b>LW</b>). Panel confirmed that they were happy with the report and outcomes.</p>	MT
9	<p><b>SAFEGUARDING/PREVENT DUTY/HEALTH &amp; SAFETY</b></p> <p>Safeguarding audit form to be completed by the end of December – <b>AD</b> to complete and <b>LW</b> to review and approve on behalf of Governors.</p>	AD, LW
10	<p><b>EPA -MAT:</b> Andrew Hamilton (EPA CEO) would like to attend the LGB on 22 March – Governors agreed to this (<b>MT</b> to confirm).</p>	MT
11	<p><b>POLICIES</b></p> <p>SIAMs (Collective Worship): being reviewed by <b>BT</b> and <b>CM</b>.</p> <p>E-Safety: being updated (Safeguarding Policy now includes sexting guidelines)</p> <p>Complaints Policy: needs reviewing and re-signing.</p> <p>SEN policy: SEN report on school website needs updating.</p> <p>Admissions Policy: <b>LW</b> has redrafted using Diocesan Policy – needs consultation with the Diocese, EPA and wider community. An additional criterion (connected with social/medical needs) has been added, but otherwise the new draft is broadly in line with the previous version. <b>LW</b> to check with EPA regarding scheme of delegation, and response needed from Diocese.</p>	<p><b>BT, CM</b></p> <p><b>AD, LW</b></p> <p><b>MT</b></p> <p><b>AD</b></p> <p><b>LW</b></p>
12	<p><b>SIAMS:</b> <b>BT</b> has met twice with <b>CM</b>, and had additional meeting with Andrew Tweedie present – looking at working with a charity to create prayer spaces.</p>	

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13	<p><b>GOVERNING BODY MATTERS</b></p> <p><b>Committee Terms of Reference (ToRs):</b> Performance and Standards agreed and signed by <b>MT</b> for filing. Resources to be included in the next agenda.</p> <p><b>Governor vacancies:</b> one Director Appointed vacancy. Consider any possible recruitment with regards to outcome of skills audit?</p> <p><b>Governor training:</b> Target Tracker training from <b>JB</b>: <b>MT</b> to suggest dates.</p> <p><b>Governor monitoring visits:</b> <b>BT</b> has completed one report, second to be sent to <b>AD</b> for the Governor file.</p> <p><b>Governor communications:</b> no newsletter items to include at this time (may include something in February regarding results of parental survey).</p> <p>Governors still supportive of the idea of a Governor noticeboard – <b>AD</b> to purchase, and <b>MB</b> to organise photographer for next LGB meeting?</p> <p><b>BT</b> reported that she gives regular informal verbal reports to the Parish Council.</p>	<p><b>Resources - agenda</b></p> <p><b>MT</b></p> <p><b>BT</b></p> <p><b>AD, MB</b></p>
14	<p><b>AOB:</b> <b>BT</b> asked whether Governors would be willing to start future LGB meetings with a prayer. Governors agreed to this – <b>BT</b> to lead.</p>	
	<p>The meeting officially closed at 7.35 p.m. Dates of next meetings:</p> <p><b>P&amp;S committee – 14 December at 6 pm</b></p> <p><b>Resources committee – 12 December at 8 am</b></p> <p><b>LGB – Thursday 2 February at 6 pm</b></p>	

Supporting papers	Sent by	Email date
Agenda	<b>LD</b>	21 November 2016
Attendance sheet	<b>LD</b>	tabled
Minutes of LGB 6 October 2016	<b>LD</b>	21 November 2016
Headteacher's report	<b>AD</b>	25 November 2016
School Report	<b>AD</b>	25 November 2016
SDP and SEF	<b>AD</b>	7 November 2016
P&S minutes (21 October)	<b>LD</b>	21 November 2016
P&S ToRs	<b>LD</b>	21 November 2016