

11/07/18

### Minutes

#### Local Governing Advisory Board; Lew Trenchard Church of England School – Summer 2 Wednesday 4<sup>th</sup> July 2018 at 7pm at Lew Trenchard School

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

#### 1. Welcome and Apologies

**Present:** Amy Crompton (Chair), Andy McCarthy (Vice-Chair), Alan Hobbs, Dale Sutcliffe, Ginette Sutherland, Doug Honey, Sally Powell (HoS), Louise Hussey (EHT)

**Apologies:** Jayne Biddle

**In Attendance:** Clerk

The Chair welcomed and thanked everyone for attending. DS led with an opening prayer.

#### 2. Declarations of Interest Relevant to this Agenda

None declared particular to this agenda. SP, GS and LH are employees of ADMAT. The governors completed the annual pecuniary interest declaration.

#### 3. Confirm Minutes of LGAB Meeting Summer 1 (9<sup>th</sup> May 2018) and Matters Arising

- Approach Sam Littlewood regarding the risk assessment system and possible improvements to the fence (SP). *WH confirmed that the fence near the builders yard is the priority and has instructed HoS to get quotes for improving this fencing. The remainder of the system will be improved as funding allows. AH has sent some risk assessment material to HoS. In future the school will be using the same system as the MAT.*
- Confirm with Sam Littlewood the process to be followed when someone smells gas because the previous advice does not seem appropriate (SP). *The correct procedure has been confirmed.*
- PPG Impact Report (AM/SP). *See item 16. Report produced by PPG governor and made available to governors.*

The governors agreed the minutes and the Chair signed a copy.

#### 4. Confidential Agenda Items

An element of item 5 regarding staffing and SEN is covered at the confidential minutes.

#### 5. HoS Report

The HoS report was made available to governors. **AC challenged what the budgetary changes have been in PPG and PE, and what impact has this had on the children?** PPG funding is based on set criteria and HoS outlined the PE funding for next year. She explained that the funding plan for this year had to be adjusted to account for covering

activities that were not originally in the plan such as PE teacher's time or after school activities. A general discussion on PE funding and activities followed.

**AH challenged that there is always a focus on PPG, SEN and GDS but what is done about the main group of children that are not in these groups?** HoS and LH explained that this has been identified, that it is important to provide challenge for all children and that some of the provision in place for the groups of children mentioned will benefit all children.

**DH challenged the KS2 data for reading** and HoS explained how it is broken down. **DH challenged the time spent on monthly lesson observations and is this time necessary and put to good use?** HoS and LH explained how this is conducted in a number of different ways and that the old fashioned way of conducting observations is not considered effective these days.

DH thanked HoS for an excellent report. **He and AH challenged what happens with the management and maintenance of the technology such as whiteboards and ipads?** HoS explained how the equipment is managed and the governors discussed options for raising funds.

**AC challenged that budgetary constraints led to limitations placed on resources and curriculum enhancements, so how well has the curriculum been delivered?** HoS explained some of the provision that had to be changed but confirmed that most of the activities have continued albeit sometimes in a slightly different format.

**6. Risk Register**

SIAMS risk will need to be removed and the Chair will meet with HoS towards the end of term to review the top 3 risks.

**7. AIP Update and Next Steps**

HoS provided an update on priority 1 and the KS2 data has been scrutinised to ensure it is a fair reflection of the teacher's assessment. The governors discussed data and LH explained how data can be analysed, but also how being able to track a child's progress is essential and more important now than attainment. HoS briefly discussed phonics at priority 2 and how progress of vulnerable groups at priority 3 is being targeted. She briefly highlighted the remaining priorities. The improvement plan will be developed next term once full results are known.

**8. SIAMS Action Plan Update**

HoS gave a brief update and LH explained how the improvement plan can incorporate the church ethos. **AH challenged that consideration should always be given to the treatment of staff given the ethos of the school.** The governors discussed the issues surrounding the budget and staffing, noting that many staff do work above and beyond what is required of them.

**9. Agree Governor Impact Statement**

AC, AM and AH will meet and review the impact that the governors have had and produce this towards the end of term ready for publication on the website at the beginning of next term.

**10. Budget/Staff Update**

Some matters discussed under item 5 and governors are due to meet with the CEO later in July. HoS highlighted some staff matters and has included relevant detail in the HoS report.

**11. LGAB Review Outcome/Confirm Governor Responsibilities**

The outcome of the review will be sent to governors later this term once it has been reviewed at the next extra-ordinary meeting of the Board of Directors in July.

**12. Premises Update**

HoS updated the governors on premises matters, including the flat roof, fencing by the builders yard and re-organising the classrooms.

**13. Safeguarding Governor's Report**

Autumn safeguarding audit will be completed in December. Safeguarding governor has visited the HoS and checked the SCR.

**14. EAL Proficiency Levels**

No EAL pupils in LT.

**15. Governor's SEN Report**

AC has produced a report regarding her SEN visit that focussed on tracking data and narrowing the gap between SEN and age related expectations.

**16. PPG Impact Report**

AM (PPG governor) provided his PPG impact report to governors. In summary, he looked at the provision map, reviewed the impact of provisions, noted that the targeted measures are also assessed as having a wider impact in the school, noted where PPG spend is supporting inclusion and where tighter monitoring of interventions will improve future reviews of the impact. Staff have started initiatives such as pupil premium mentoring stickers and pupil conferencing. There is a good understanding by the school staff of how funds have been allocated and their intended impact. It is recommended that options are considered for whole MAT expenditure on curriculum enhancement as a way to reduce costs.

**17. Educational Services for Pupils and Parents**

Nothing to report at this time.

**18. Review Parental Engagement**

Parental feedback on questionnaires is 90% positive. Parents evening was well attended. AH noted the limited opportunities to meet with parents and the governors discussed opportunities for parental engagement in future.

**19. Governor Visit Feedback**

Covered previously. AC submitted reports for SEN and safeguarding visits including SCR checks. DH will be meeting shortly with HoS to discuss data.

**20. Review of Policies**

No policies to review at this time.

**21. Any Other Business**

None.

**22. DONM**

Dates for next academic year will be sent by email in due course. The meeting for the autumn term will be after half term.

Toni JH Martin

Clerk to LGAB

**Distribution List:**

Amy Crompton – Chair & Parent Governor

Andy McCarthy – Vice Chair and Parent Governor

Alan Hobbs – Parent Governor

Dale Sutcliffe – Foundation Governor

Ginnette Sutherland – Staff Governor

Jayne Biddle – Co-opted Governor (to be Foundation Governor)

Doug Honey – Co-opted Governor

Sally Powell – Head of School

Louise Hussey – Executive Head Teacher

Brian Jennings – Board of Directors Chair

Will Hermon –CEO

Sarah Owen – Eden Clerk