



Minutes of the Meeting of the Local Governing Body (LGB) of Christopher Rawlins C.E. (Aided) Primary School held on Thursday 23rd September 2021 at 7.00pm

Present:	Ian Bailey (IB)	Parent LGB Member / Chair
	Sarah Duffy (SD)	Foundation LGB Member
	Lianne Dye (LD)	Co-opted LGB Member
	John Harrop (JH)	Foundation LGB Member
	Patrick Plunkett (PP)	Foundation LGB Member
	Danny Roberts (DR)	Parent LGB Member
	Ray Robinson (RR)	Foundation LGB Member
	Revd Liz Simpson (LS)	Foundation LGB Member
	Sarah Smith (SS)	Headteacher LGB Member

Also in attendance: Keith Bossom (KB) Clerk to the Governing Body

Governor support and challenge is highlighted in green.

The meeting was opened with a prayer led by Revd Liz Simpson

1. Welcome and Apologies

1.1 **Welcome:** IB welcomed everyone to the meeting and commented on how nice it was to meet in person once again.

1.2 **Apologies and consent to absence:** An apology had been received and were accepted from Jess Arthur (JA), Staff LGB Member. Jonathan Medwin (JM), Associate LGB Member is noted as absent with no apology.

1.3 **Confirm the meeting is quorate:** The Clerk confirmed the meeting was quorate.

2. Procedural Matters

2.1 **Declarations of interest relating to this agenda:** No interests were declared.

2.2 **Declarations of confidentiality:** LGB Members were asked to consider the confidentiality and sensitivity of the information for discussion.

2.3 **LGB Member contact details:** There were no changes to contact details to be noted, if there are any changes, please inform KB.

2.4 **Completion of the Annual Register of Pecuniary and Personal Interest:** LGB Members were requested to renew declarations for this academic year on GovernorHub (GHub). LGB Members were shown the location within GHub, where the information is required. **(Action ALL)**

2.5 **Completion and signing of declaration of keeping children safe in education:** LGB Members were asked to complete this declaration **(Action ALL)**.

2.6 **Governor contact details:** Discussed at 2.3.

2.7 **Update of Governor information on the school website and on GIAS:** IB informed that DR is a newly appointed Parent Governor and JA is a newly appointed Staff Governor.

2.8 **Review of the Constitution:** IB informed that there are the following LGB vacancies:

- 1x Community Governor
- 2x Foundation Governor and
- 1x Co-opted Governor.

IB is pursuing interests in these vacancies. IB confirmed that Freyja DePlace has stepped down.

2.9 **Election of Vice Chair of Governors for 2021-22:** SD duly elected.

2.10 **Review of Committee structure:** LGB Members initially identified Committee Chairs:

- Finance, Personnel & Premises committee (FPP) chair – RR.
- Curriculum committee chair – LD
- Admissions committee chair – JH
- Headteachers PM committee chair – IB requested this nomination to be delayed whilst he is seeking further information and training.
- Subcommittee's chair – RR
- Ethos committee – LS

LGB Members formed committee memberships as follows:

- FPP committee – RR, IB, SS, DR, PP and other LGB Members as required.
- Curriculum committee – LD, IB, SS, JA.
- Admissions committee – JH, IB, SD. SS will advise the required number of LGB members of the Admissions committee. **(Action: SS)**
- Ethos – LS, IB, SS, PP, SD & Nadia Cassidy. LD clarified the role of the Ethos committee. LS confirmed it is responsible for aspects of the school such as value & safeguarding. These are captured within a Terms of Reference.

2.11 **Appointment of Link Governors:** LGB appointed the following Link Governors:

- Nursery and Reception - SD
- Years 1 and 2 – IB
- Years 3 and 4 – vacant, IB to confirm vacancy with JM **(Action IB)**
- Years 5 and 6 - JH

JH sought clarification of the Link Governor role, SS highlighted that the role is a supporting role to the class and teacher and has no monitoring aspect.

2.12 **Adopt the Governors' Code of Conduct:** Carried forward, KB will send a link to IB of this information within GHub. **(Action KB)**

3. Notification of Any Other Urgent Business or Correspondence

No urgent business had been notified. RR asked if Learning Walks can be added to the next LGB meeting agenda.

4. Minutes of the Meeting held on 10th June 2021 and 08th July 2021 and Matters Arising

4.1 The minutes of the meetings held on 10th June 2021 and 08th July 2021 had been shared in advance on GHub). The minutes were agreed as an accurate record for signature by IB. **(Action: IB)**

4.2 There were no matters arising or outstanding actions.

5. Headteacher's Report to the LGB

The Headteacher's written report to the LGB had been shared in advance on GHub. SS summarised the key points and provided a verbal update where required. Questions were invited.

Section 1 – Staffing

- Recent appointment for a TA position until July 2022 has re-established a 1:1 TA role
- Lunchtime staffing is under review.
- The appointment of Mr Chris Pemble (CP) as an additional member of staff has been of particular success. IB asked SS to expand further on CP's role and this success. SS explained that CP has structured lunchtime play and supported new teachers in delivering high quality PE

lessons. Structure is based on zones in that different activities may be happening simultaneously, and pupils are rotated. This has enabled girls' football, rugby and reading zones, and this takes place every Monday. This has allowed for pupils to develop leadership skills. Feedback from staff and parents is very positive.

Section 2 – Admissions/Pupil Numbers

- RR asked what the figures in red brackets referred to. SS clarified that these were the number of spaces within each class. These total forty-four for the entire school. IB commented that funding of £3,000 per pupil amounts to much 'lost' revenue and impacts on the staff numbers. PP added that there had been consideration from ODST on school expansion, but there is no clear direction to revert to a class number of thirty.

Section 3 – Attendance

- SS highlighted the trend of pupils being kept away from school if a family member falls ill with Covid-19. This is not in line with current national guidance and is regarded as an unauthorised absence.

Section 4 – SEF/SDP

- SS informed that the Vision & values heading is to be removed.
- SD noted that Writing has a specific objective and wondered if there should be an objective specifically for Reading. SS explained that each key area is supported by an action plan and at the time of identifying these seven key areas, writing in particular is the area that needs to be improved.

Section 5 – Standards

- To supplement this section, SS had provided various statistical pupil progress reports to LGB before the meeting. RR suggested that the curriculum committee takes responsibility for analysing these reports and then communicates highlights to LGB meetings.
- RR asked SS to clarify the school's high-level performance. SS compared CRPS results with the ODST average, and the results indicate that the school's results compare well to the ODST average. IB commented that this was great considering the national challenges of the past 18 months, SS added that the school has done well with the staff involved.
- JH asked if the pupil premium standards improved. SS commented that this was unknown and will ask for Nadia Gosling to send feedback to LGB.
- SD asked what the dips within the data referred to. SS replied that there are differences in Teacher assessments but there is a data test in place validated by each teacher.
- IB referred to ODST comparisons to different year groups, noticing that for year 2 the school scored 34% with ODST average being 56%. SS acknowledged that the school was less than the ODST average but highlighted year 6 which is at a more even level of 45% against ODST at 47%. SS noted that in year 6, while our expected tracked ODST, our greater depth in reading, was extremely good.
- RR asked what GD referred to, SS clarified, Greater Depth meaning more than expected.
- SS confirmed that there are teachers plans in place to improve and maintain standards.
- LD commented that results can indicate the identify of high achievers for teachers which is useful in ensuring those standards are maintained.

Section 6 – Curriculum

- RR commented that in relation to writing, it is important to understand the context of the words that are being written.
- SS agreed and outlined options being trialled for phonics due to the change in DfE's expectations.
- PP asked if DfE were providing any additional funding for the school in purchasing a new scheme and reading books. SS replied that this is not the case and LGB members expressed their collective concerns with this. IB suggested that IB, SS & PP discuss further and consider a letter to the local MP. **(Action IB, SS & PP)**

Section 7 – SEN

- Grace Challans from ODST is re-visiting the school to support Mrs Lushey in this role.
- SEN. ODST are carrying out an audit – Grace will do this with Ian Frost in attendance
- There is a meeting provisionally planned for 14th October 2021 for processes and SEN in place to be shared with parents.

Section 10 – Safeguarding, LAC, Incidents including Bullying, Exclusions and Behaviour

- SS highlighted the Keeping Children Safe in Education (KCSIE) quiz for LGB members to complete and return. **(Action ALL)** The quiz is contained within the supporting meeting papers on GHub.
- There is one child with a Personal Education Plan (PEP) and the funding is being used to support the educational outcomes for this child.
- All concerns are minimal and have been addressed correctly.

Section 11 – Covid updated including Remote Learning and plans.

- DR asked if there are siblings at the school and one tested positive would other siblings be expected to still attend school. SS confirmed that this was the case.

Section 12 – Community events.

- SS gave an overview of the listed dates of interest.
- IB confirmed that there has been some reaching out to the wider community in neighbouring Bodicote and newly built housing estates with flyers informing of the open day.
- Lunchtime table appear and expensive outlay and SS confirmed that the school is seeking funding from a variety of bodies, including PTFA.

6. Adoption and approval of policies

6.1 Policies have been shared before the meeting with LGB members via GHub. IB & SS expressed their thanks for PP in preparing the policies. LGB members conducted a vote to unanimously approve the policies. IB added that there are policies where LGB can enhance and influence from a local LGB perspective. IB recommended that the respective committees take responsibility for adapting policies to a more local school level. SS commented that LGB cannot currently approve the FST policy.

7. LGB Business

7.1 **Clerking update:** KB introduced himself as the new Local Authority Clerk and confirmed that he has had a hand-over meeting with Claire Powell and had read much information held in GHub.

7.2 **LGB Member training:** SS informed LGB of available ODST training for the Autumn term. LGB members informed of their interest in particular training events. KB referred to Action 8 of the

minutes of 8th July and informed that Clair Powell was still available to provide LGB training based on the Governance Development Plan and has offered to come to the school and deliver this to LGB. IB asked for greater clarification of this before LGB decide on this and asked KB to liaise with CP and himself. **(Action KB).**

7.3 Review of the LGB Member monitoring programme:

- LD provided an overview of this agenda item.
- Planned dates for Autumn term Learning walks are listed within GHub.
- There is a learning walk template that supports recognising success.
- This is all about understanding classroom challenges and ideally should take place on various mornings or afternoons.
- It is an opportunity for link-Governors to build relationships with children and teachers and being non-judgmental.
- The proposal and structure have been created by the Curriculum Committee.

8. Safeguarding

8.1 **Anonymous update on any issues or concerns requiring LGB Member involvement since the last meeting:** This had been covered in the Headteacher's report. PP praised SS for keeping LGB members fully informed of concerns and the effectiveness of handling issues in accordance with school policies.

9. Health and Safety

9.1 **Update on any issues or concerns requiring LGB Member involvement since the last meeting:** There were no issues to discuss since the last LGB meeting.

10. Any other Business

10.1 IB explained that he had attended a recent PTFA meeting and proposed an idea to tidy up the foliage within the school premises during October. LGB Members felt that this was a great idea and SD added that this was ideal for involving parents and the school community. A date was agreed for this activity – Saturday 16th October and IB agreed to progress this idea with Catherine Earl **(Action IB)**

10.2 RR intends to review the Terms of Reference for the PPP Committee with the new Committee.

10.3 RR questioned the value of a school risk matrix recently provided by ODST.

10.4 SS informed that due to the Queen's centenary celebrations and extra public holiday has been identified and the school has chosen Friday 8th April 2022.

10.5 JH expressed his thanks to Nadia Gosling on work done in respect of pupil premium and supporting the educational journey off PP pupils.

10.6 SD informed LGB that Nadine Sambrook has taught at the school for 25 years and is willing to arrange for flowers as a gift to acknowledge this on behalf of LGB. LGB Members felt this was a great idea. SS informed of a training day on Friday 22nd October as a suitable occasion to present the flowers.

11. Date of Next Meeting: Thursday 25th November 2021 at 7.00pm.

There being no further business, the formal meeting closed at 8.40pm

ACTIONS

	Item	Action	By whom	By when
1	2 (2.4)	LGB Members were requested to renew declarations for this academic year on GovernorHub	ALL	14.10.21
2	2 (2.5)	LGB Members were asked to complete this declaration	ALL	14.10.21
3	2 (2.10)	advise the required number of LGB members of the Admissions committee.	SS	14.10.21
4	2 (2.11)	IB to confirm year 3&4 link Governor vacancy with JM	IB	14.10.21
5	2 (2.12)	Send a link to IB of this information within GHub	Clerk	14.10.21
6	4 (4.1)	Sign the minutes of the LGB meeting held on 8 th July 2021 and pass the signed copy to the school for filing.	IB	14.10.21
7	5 (6)	Discuss lack of DfE funding to purchase new books re change of phonics expectations and consider a letter to the local MP.	IB, SS, PP	14.10.21
8	5 (10)	LGB Members to complete the keeping Children Safe in Education (KCSIE) quiz and return to SS.	ALL	14.10.21
9	7	liaise with CP and IB to clarify provision of specific LGB training.	Clerk	14.10.21
10	10 (10.1)	Progress the idea of an Autumn school foliage tidy-up with Catherine Earl.	IB	04.10.21