



**MEETING OF THE LOCAL GOVERNING BODY OF STOTTESDON CE PRIMARY
SCHOOL HELD IN SCHOOL ON TUESDAY 11TH OCTOBER 2022 AT 4.00PM**

MINUTES

Present	Rachel Datlen	RD	Chair of LGB
	Mark Daborn	MD	Vice-chair of LGB
	Jane Jones	JJ	
	Katie Jones	KJ	Headteacher
	Richard Lewis	RL	
	Sarah Price	SP	
In attendance	Hannah Coleman	HC	Governance Professional
Apologies	Apologies had been received from Dan Middleton (DM).		

Ref.	Minute
1.	Welcome and apologies
a)	MD welcomed all to the meeting. It was regrettably noted that James Auden had resigned as a governor, and Director on the board.
2.	Election of Chair and Vice-chair 2022-23
a)	RL proposed, SP seconded and it was agreed to appoint Rachel Datlen as the Chair for the forthcoming year.
b)	SP proposed, JJ seconded and it was agreed to appoint Mark Daborn as Vice-chair for the forthcoming year.
c)	MD thanked the governors for their support over his tenure as chair, and to RD for stepping up to the position. Thanks were also extended to MD.
d)	Discussion followed on succession planning and the current size of the LGB. It was agreed to check with the Diocese should the number of governors be raised to 9 members as a VC school.
3.	Declarations of Emergency AOB
a)	There were no declarations of AOB made.
4.	Declarations of Interest
a)	There were no declarations of interest made. Governors were asked to complete and submit their forms for 2022-23.
5.	Minutes
a)	The minutes of the LGB meeting held on 12th July 2022 were agreed. It was further agreed to sign and file minutes electronically going forward.
6.	Matters arising (not otherwise on the agenda)
a)	The TBM had worked out costings for each option to extend the school day: <ul style="list-style-type: none"> i) Consultation was underway on extending the school day by 10 minutes. ii) The options were to either increase contracts to 5 mins each end of the day with a staggered drop-off (to accommodate volume of traffic) at a cost of £2,611 per year, or to start the day at 8.45am and close registers 5 minutes earlier. iii) This had not been budgeted for this year but would be next year, however the change did need to be implemented by September 2023. <p>Q1. What were the other schools doing? Two were already compliant, and the other in the same position as Stottesdon.</p> <p>Q2. Could the hours be taken from the existing day? It was to increase the weekly hours, not teaching. The consultation documents would be brought to the next meeting so they could go out in the Spring term.</p>
b)	There were no governor terms of office due to end before next summer.
7.	Headteacher's Report
a)	The report was received: <ul style="list-style-type: none"> i) The SEF (including the 1-page executive summary). ii) The Ofsted training had looked at the top 3 priorities, strengths and weaknesses. Ongoing priorities were the roll-out of the curriculum, closing the gaps in relevant years and the



	<p>wellbeing of staff, and the strengths were subject leadership, standards and behaviour and attitudes</p> <p>iii) There had been a good start to the term with rapid movement into provision and the transition had gone well. Staff had received in depth training for Little Wandle (LW)</p> <p>iv) The nursery numbers were healthy.</p> <p>v) The bottom 20% provision was progressing due to effective new staff induction and the robustness of the LW programme, which staff were being trained to use.</p> <p>vi) The SDP/School Improvement Plan had a significant number of subjects and staff had fed into it:</p> <ul style="list-style-type: none"> • The middle years dip in writing standards over the summer would be addressed next summer in preparation for the holidays, however good progress had been made since the return to school. • The mental health lead was now fully qualified and contributing in her pastoral role. • The digital leaders course was having an impact across the trust eg physical computing. • The Trust had accepted the offer to be a Microsoft Showcase Trust, and a baseline audit had been carried out. One aspect was staff training and creating a strategic vision on replacing hardware. <p>vii) Recruitment had started to replace the SENCo/TA/French teacher. This resignation was a great loss to the teaching staff. The SEN position had been advertised and an internal interview had been scheduled.</p> <p>viii) The EYFS outdoor learning through play area was being developed.</p> <p>ix) There was a strategy in place to target children's resilience and well being in each year group and to make referrals as needed.</p> <p>x) The SIAMS schedule would become a returning priority post Ofsted, with a need to review the self-evaluation and actions identified in the pandemic.</p> <p>xi) Stakeholder feedback would include questionnaires.</p> <p>xii) There had been an increase in free school meals. This was still below national numbers but on the rise.</p> <p>xiii) Attendance was slightly lower due to underlying persistent absences (national issue) and to unauthorised holidays, but overall at 96%. Some SEN and free school meals children needed support with attendance.</p> <p>Q3. Was this lateness or non-attendance? Both, often with the reason given as illness. There was a new EWO assigned to the school which should alleviate the issues.</p> <p>xiv) Any bullying incidences were being dealt with and monitored.</p> <p>xv) The safeguarding and SEND monitoring reports were received.</p>
<p>8.</p> <p>a)</p> <p>b)</p>	<p>Staffing and recruitment</p> <p>Pay scale recommendations for teaching staff had been considered by the Salaries Committee prior to this meeting. All objectives had been met and new targets set in line with SDP. The staff pay policy and implications of the proposed national increases had also been discussed.</p> <p>The EH/HTPM was to be carried out on 16th November. It was agreed RD would be on the panel.</p>
<p>9.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p>Governance</p> <p>The link governor roles and panel responsibilities for 2022-23 were agreed.</p> <p>The NGA Ofsted Preparation sessions had been useful and informative. The focus was the curriculum, and information on the structure and timings of the visit was useful. It was noted that the governor meeting with the inspector could be virtual so all governors had the chance to engage. Governors were encouraged to carry out 'general' governor visits to monitor areas outside their allocated monitoring role.</p> <p>Governors were reminded to read KCSIE 2022 and to complete the safeguarding record. Those present read and signed the Acceptable Use form of the E-Safety Policy. Safeguarding training also had to be completed either in-house, with the Shropshire Council Safeguarding Team or the NGA. It was noted that all staff were engaging in the MyConcern software and there was improved engagement with Early Help services. It was noted that once children were at Child in Need and Child Protection schools were not able to see the recording system. This concern had been fed back to the LA. A Trust Safeguarding Networking Group, with representation from all schools, had been set up which was providing good support.</p>



	Governors were also asked to complete the Cyber Security Training and return their certificate.
10.	Governor activity and monitoring school performance
a)	Feedback on link governor visit reports was received: <ul style="list-style-type: none"> The safeguarding audit had been completed and findings were compliant. The SCR was checked termly, and the recommended frequency of DBS checks investigated. Each Pupil Premium child had individual plans in place and allocated staff support. The Sports Premium areas of development were dance, teacher training and outdoor adventure. Children had said they were happy at school but would like more outdoor equipment.
11.	Feedback from Director
a)	The updated Strategic Development Plan was emerging, and the pay award consultation letter had been sent out to staff. There was concern about the proposed pay and funding crisis.
12.	Policies and other documents
a)	The Trust policies were received: <ol style="list-style-type: none"> Parent, Carer and Visitor Code of Conduct on School Premises Support Staff Capability Policy Managing Attendance (special leave) Policy Teacher Appraisal and Capability Policy Appraisal for Support staff Policy
b)	The local policies were adopted: <ol style="list-style-type: none"> Safeguarding & Child Protection Policy RE Policy Music Policy <p>Q4. How did the school ensure pupils who had music tuition during school lessons were still able to fulfil and achieve lesson aims, and should this be included in the policy? Older children had their lessons before school, and there was careful timetabling for PP, free school meal and SEN children to ensure least impact on core lessons. It was agreed to include this in the policy and review Shropshire Music Service involvement.</p> <ol style="list-style-type: none"> Fire Safety Policy Lockdown Policy Uniform Policy – this was a new policy and the main change was the removal of the requirement for branding. There was a second-hand uniform scheme in place. Pupil Premium Strategy Impact of Sport Premium Attendance Policy
c)	The revised LGB Terms of Reference was received.
13.	Actions taken by Chair or Vice-chair
a)	There had been no actions carried out since the last meeting.
14.	AOB
a)	It was agreed that the Ofsted working group would meet to write the question responses.
b)	It was also agreed to review the Governor SEF.
15.	Date of next meetings
a)	Next meeting to be held on Tuesday 6th December 2022, 4.00pm in school. Schedule an 'open governor session'.
	Close

The meeting closed at 6.12pm.

Minute		Action	By	Due
Chair & vice-chair	2.d	Check with the Diocese should the number of governors be raised to 9 members as a VC school	HC	21.10.22
AOB	14.a	Ofsted working group to meet to write the question responses	KJ/RD/RL /MD/SP	06.12.22
	14.b	Review the Governor SEF	RD	21.10.22



A handwritten signature in blue ink, appearing to read 'M. Mather'.

Signed:

Date: 9/1/23