



**MEETING OF THE LOCAL GOVERNING BODY OF STOTTESDON CE PRIMARY
SCHOOL HELD IN SCHOOL ON TUESDAY 9TH MAY 2023 AT 4.00PM**

MINUTES

Present	Rachel Datlen	RD	Chair of LGB
	Mark Daborn (arrived at 5.33pm)	MD	Vice-chair of LGB
	Jane Jones	JJ	
	Katie Jones	KJ	Headteacher
	Richard Lewis	RL	
	Dan Middleton (joined remotely)	DM	
	Sarah Price	SP	
	Chris Tibbits	CT	
In attendance	Hannah Coleman	HC	Governance Professional
Apologies	There were no apologies for absence.		

Ref.	Minute
1.	Welcome, prayer and apologies
a)	RD welcomed all to the meeting.
2.	Declarations of Emergency AOB
a)	Receive an update on internet safety.
3.	Declarations of Interest (not previously declared)
a)	There were no further declarations of interest made.
4.	Minutes
a)	The minutes of the LGB meeting held on 14th March 2023 were agreed.
5.	Matters arising (not otherwise on the agenda)
a)	The setting up a dummy phishing email idea had been fed back to T&W and the DPO. It was being considered and would be carried out in an honest open way with staff.
b)	The governor profiles in the newsletter had been relaunched. There would be a further update in the autumn, and the website updated in the meantime.
6.	Headteacher's Report
a)	The report was received: <ul style="list-style-type: none"> i) There had been good progress seen in the SDP. The Year 3 recovery was ongoing and the achievement in reading would in turn impact writing and maths. ii) The subject and distributed leadership was also stronger. The leads knew their priorities and were actively feeding into the Plan. The RAG rating had been updated and the pupil progress report shared. Reading standards were good and overall attainment by the end of KS2 was on track. The gap in phonics was closing but remained a focus. iii) The budget had seen a knock-on effect from the catch-up programmes and TA overtime. The current Reception were the first year to have experienced the phonics programme and expectations from the start, and impact had been seen from random retrieval practice in English. iv) The School Council would be asked to consider the PSHE elements. v) A new maths intervention was being trialled at Year 4 and 5 (to prepare for the weaker Year 3 cohort), and the Year 4 TimesTables check was imminent. vi) The curriculum maps continue to evolve as a result of evaluation. Scientific enquiry was a strength, however there was potential to still tighten the balance of the types of scientific enquiry covered. Curriculum spreadsheets to track pupils has been created and manageability would be monitored as the year ends. vii) A 360 evaluation had been carried out in computing. An online safety group had been set up, an external DPO had been appointed and work on community engagement on online safety. MyConcern data was pulled through centrally for up-to-date reference. Trust-wide



	<p>staff training continued in security eg cyber. There is a pilot group to explore the use of technology in education, starting with science.</p> <p>Q1. Was there IT support in setting up and using the software? There had been training however it has been more beneficial to train the IT staff fully for them to deliver down.</p> <p>viii) There was Diocesan training available for RE leads and SIAMS for staff and governors.</p> <p>ix) There was a new SEND document available to guide on inclusion and practice etc.</p> <p>x) A link visit was due in EYFS, and there was much to celebrate here.</p> <p>xi) The impact on behaviour interventions on the target children was positive.</p> <p>xii) Personal development was still a focus in some areas eg linking to SIAMS.</p> <p>xiii) The staff wellbeing questionnaires showed improvement or consistency in all areas except one. Workload, efficiency and effectiveness would be addressed using a DfE tool in the next cycle. The TA meetings had been reintroduced and were welcomed.</p> <p>xiv) The data for targeted pupils was considered, and explained.</p> <p>Q2. In recent Trust Ofsted, what was the meaning of governors knowing the school well, but leaders were not as aware? The leaders referred to those in the school ie leadership monitoring and strategic impact, not governors directly.</p> <p>xv) The CPD was overbudget, however the additional training eg behaviour, English and maths, was needed and was already seeing an impact. It was valuable investment.</p> <p>xvi) Attendance was on an upward trend and above national levels.</p> <p>xvii) The Safeguarding Lead reported on his visit. The main focus had been Prevent. An audit had been carried out, MyConcern checked for any Prevent language and LA briefings attended.</p> <p>xviii) The enrichment activities were extensive and there was engagement from across the board.</p> <p>Q3. How had parents reacted to the new school day times? The majority of families had adapted. There were still some 'lates' and the data would be reviewed following a settling down period. There had not been obvious impact on traffic congestion at the beginning of the day, and the end of the day remained busy but unchanged. There had been no negative feedback on fitting in with the nursery timings.</p>
7.	Staffing and recruitment
a)	There was nothing further to report. The new French teacher was enjoying the role, and also providing supply cover as required.
8.	Governance
a)	Nominations for the position of chair and vice-chair 2023-24 were invited.
b)	The terms of office due to end for the following governors were noted: <ul style="list-style-type: none"> i) Richard Lewis, Parent Governor, 31.08.23 – elections would be held after half-term ii) Sarah Price, Community Governor, 23.09.23 – she had decided not to stand again and was thanked for her many years of service as an effective governor. iii) It was noted that Mark Daborn was retiring in the summer and would consequently be stepping down. He would again be a loss to the board.
9.	Governor activity and monitoring school performance
a)	The safeguarding link visit had been referred to earlier in the meeting, and an English link visit was due.
b)	MD had visited today to monitor the SATs administration. They had gone to plan with appropriate arrangements in place. The children had approached them positively.
10.	Feedback from Director
a)	The summary note from the last Board of Directors meeting held on 17th March 2023 was received. The four Trust schools were well represented on the Board and there had been good discussion. It was agreed to inform the Parish Council that there was an upcoming governor vacancy should they wish to consider submitting an application.
11.	Policies
a)	There were currently no Trust policies to consider.
b)	The Handwriting Policy was adopted.
12.	Actions taken by Chair or Vice-chair
a)	There had been no action taken or communications received since the last meeting.
13.	AOB



a)	It was noted that the Trust Estates, Facilities and IT Infrastructure Lead was looking into the use of domestic hardware, security and internet use. It would be beneficial to provide further child and parent training on cyber security and using the school systems, and this was being looked into. MD arrived at 5.33pm.
b)	The FOSPs and PCC were arranging the school summer fete for Friday 14th July. The inaugural meeting would be held on 23rd May at 8.00pm (TBC).
c)	It was noted that the Lottery funding work had been completed in the church. The school children would be designing and making tiles at Ironbridge, and these would be displayed in the church.
14.	Date of next meetings
a)	The date of the next meeting on Tuesday 11th July 2023, 4.00pm, school, was noted.

The meeting closed at 5.43pm.

Minute		Action	By	Due
Headteacher's report	6.a.v iii	Investigate Diocesan training available for RE leads and SIAMS for staff and governors	KJ/ CT	21.07.23
Feedback from Director	10.a	Inform the Parish Council of the upcoming governor vacancy should they wish to consider submitting an application	RD	04.11.23

Signed:

Date: 20/7/23