



Meeting of the **Local Governing Body** of **Stottesdon CE Primary School** held in school on **Tuesday 10th October 2023** at **4.00pm**

MINUTES

Present	Rachel Datlen	RD	Chair of LGB
	Chris Tibbits	CT	Vice-chair of LGB
	Jane Jones	JJ	
	Katie Jones	KJ	Headteacher
	Richard Lewis	RL	
	Dan Middleton (joined remotely)	DM	
In attendance	Kate Robinson (left at 4.41pm)	KR	SENCo
	Sarah Price	SP	
	Rob Kennett	RK	
	Hannah Coleman	HC	Governance Professional
Apologies	There were no apologies for absence.		

Ref.	Minute
1. a)	Welcome, prayer and apologies RD welcomed all to the meeting. All round the table introduced themselves to RK and he introduced himself.
2. a)	Declarations of Emergency AOB There were no declarations of AOB.
3. a)	Declarations of Interest (not previously declared) There were no further declarations of interest made.
4. a)	SEND Kate Robinson, SENCo, was welcomed to present the annual report: <ul style="list-style-type: none"> i) The school number of children on the SEND Support Register (SSR) was below the national level, currently 8 pupils on the SSR ie 7%. ii) The numbers would change throughout the year due to ongoing applications and EHCPs. iii) SEND attendance was good at c97%, and above the school average. iv) There was a high level of children coming through nursery with language needs, and interventions were being explored to help meet the needs prior to starting school. Q1. Was there intervention support for parents to help them deal with the language barriers? There was the Early Help scheme, however the demand on the health visitors was high and the support was not readily available to all families. <ul style="list-style-type: none"> v) The school uses schemes which are proving to be effective intervention programmes and help to improve language skills earlier. vi) SEN pupils were making progress in maths overall, but steps of progress were not at the same rate as their peers. They were making good progress in reading at expected and accelerated. The targets were ambitious and appropriate to their individual needs. vii) The new MIS system would better support monitoring pupils, reporting and identifying their needs. viii) The transition arrangements put in place last term had been successful. ix) It was understood that there were now linked LA therapists to the school eg speech and language. KR was thanked for her comprehensive report, and left the meeting at 4.41pm.
5. a)	Governance It was noted that Jane Jones had been re-appointed as the staff governor for a new 4-year term, commencing 2 nd October. RK temporarily left the meeting.



b)	CT proposed, RL seconded and it was agreed to recommend to Directors the appointment of Robert Kennett as a community governor. RK returned to the meeting.
c)	Governors were asked to review and confirm their declarations of interest.
d)	The link governor roles and panel membership for 2023-24 were reviewed and agreed.
e)	The training programme for 2023-24 was received.
6.	Minutes and matters arising (not otherwise on the agenda)
a)	JJ proposed, RD seconded and it was agreed to adopt the minutes of the LGB meeting held on 11 th July 2023.
7.	Staffing and recruitment
a)	The salaries committee were due to meet on 19 th October to consider the pay scale recommendations following teacher and support staff appraisals.
b)	The arrangements for the EH/HTPM were noted. It would be held in November.
8.	School improvement
a)	The Headteacher's Report was received, including a focus on the SEF and SDP: <ul style="list-style-type: none"> i) The SDP had been considered by staff and they had inputted. ii) Transition had been very smooth. iii) The CPD day had been successful, and Diane Pye had been into school. She had offered high-quality advice and recommendations. It provided challenging but motivating and inspiring outlooks. iv) There was a particular focus on the intent of teaching and learning in the quality of education. The curriculum was mapped-out, and the key areas examined. v) The new MIS system had been installed, and this would support assessment. Writing progression was being addressed first. vi) The Early Years targets had rolled forward. The curriculum was now being embedded, and a continuation to support parents to support their children. vii) Behaviour was a strength in the school, and there were targets for any particular pupils. viii) Personal development included SIAMS and providing the opportunity to experience all faiths. ix) Leadership and management priorities focused on staff workload, and the number of additional hours needed. Areas of how to improve efficiency were being addressed. <p>Q2. Were there funds available for training? There was investment in Diane Pye and staff were embracing training opportunities. Training was budgeted for.</p> <ul style="list-style-type: none"> x) Numbers in the nursery had grown significantly, including from a younger age. xi) Overall, the uptake of Free School Meals was growing. <p>Q3. If Early Help were more readily available, would there be more children in it? There would.</p> <ul style="list-style-type: none"> xii) Attendance was good. The persistent absence numbers had reduced from 19 to 9 pupils. The unauthorised holidays continued to be high. The LA managed any unpaid fines. xiii) The H&S report was received. There had been one near miss, and no trends in the accidents recorded. xiv) The pupil outcomes data 2023 was scrutinised.
b)	The offer of extended schools provision (childcare and extra-curricular opportunities) was reviewed. Q4. Were parents satisfied with the wraparound provisions? Following the last survey, they were. A pupil survey was due to be carried out this term.
9.	Disadvantaged pupils
a)	The Designated Teacher report on LAC/PLAC had been reviewed by governors in the summer term and there was nothing further to add.
10.	Governor activity and monitoring school performance
a)	The annual safeguarding report was received. The referrals to the DSL were predominantly showing eg parenting capacity, alcohol etc trends. Access to Early Help remained a challenge, but they were effective once accessed.



b)	The safeguarding link governor report of 04.10.23 was received. The link visits for this term were ICT and humanities.
11.	Feedback from Director
a)	The summary note from the Board of Directors meeting held on 12 th July 2023 was received. The next meeting was scheduled for 25 th October.
12.	Policies
a)	The Trust LGPS Discretions Policy was noted.
b)	It was noted that the following draft Trust policies had been considered by the Heads Board and were due to go to Directors: <ul style="list-style-type: none"> • Allegations Policy, including Low Level Concerns • Appraisal for Support Staff Policy • Behaviour Policy • Finance Policy (including Anti-Bribery and Anti-Fraud, and Gifts & Hospitality) • Flexible Working Policy • Grievance Policy • Managing Attendance (Special Leave) Policy • Online Safety Policy • Parent, Carer & Visitor Code of Conduct Policy • Pay Policy • Policy and Guidance for Educational Visits & Journeys Policy • Prevent Policy • Risk-Management Strategy • Staff code of Conduct • Supporting Pupils with Medical Needs Policy • Suspensions & Exclusions Policy • Teacher Capability and Appraisal Policy • Whistleblowing Policy
c)	It was noted that the following policies were under union consultation: <ul style="list-style-type: none"> • Adoption & Surrogacy Scheme for School Staff Policy • Managing Attendance (Sickness) Policy
d)	The following local policies had been reviewed and were agreed: <ul style="list-style-type: none"> • Admissions Policy • Attendance Policy • Early Years Policy • Fire Policy • Governor Code of Conduct • Lockdown Policy/Procedure • Maths Policy – this would be placed on the next agenda • PSHE/RSE Policy • Safeguarding & Child Protection Policy • SEND Policy
13.	Actions taken by chair or vice-chair
a)	There had been no correspondence received or actions taken since the last meeting.
14.	AOB
a)	The Diocese would be appointing a new vicar, expected to be in place by July 2024. SP was thanked for her commitment to her governance role over several years, and pleased that her involvement in the school would continue.
15.	Date of next meetings
a)	The date of the next meeting was scheduled for Tuesday 28 th November 2023 at 4.00pm in school.

The meeting closed at 6.16pm.



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

Signed:

Date: 28/11/23