



Meeting of the **Local Governing Body** of **Stottesdon CE Primary School** held in school on **Tuesday 23rd January 2024** at **4.10pm**

MINUTES

Present	Rachel Datlen	RD	Chair of LGB
	Chris Tibbits	CT	Vice-chair of LGB
	Jane Jones (joined remotely)	JJ	
	Katie Jones	KJ	Headteacher
	Richard Lewis	RL	
	Dan Middleton (joined remotely)	DM	
In attendance	Hannah Coleman	HC	Governance Professional
Apologies	Apologies had been received from Rob Kennett (RK).		

Ref.	Minute
1.	Welcome, prayer and apologies
a)	RD welcomed all to the meeting and CT led the prayer.
2.	Declarations of Emergency AOB
a)	There were no declarations of AOB.
3.	Declarations of Interest (not previously declared)
a)	There were no further declarations of interest made.
4.	Governance
a)	A Trust-wide governors self-evaluation would be launched this term and governors were asked to complete it. Discussion began on chair succession planning as RD would be stepping down at the end of the school year. The community governor vacancy would be advertised in the school and community. The new rector appointment was on track and due to take up post in July.
b)	There was no feedback on recent governor training.
5.	Minutes and matters arising (not otherwise on the agenda)
a)	RD proposed, CT seconded and the minutes of the LGB meeting held on 28 th November 2023 were agreed.
b)	The Governance Professional had signed up to the Shropshire Council updates/notifications service.
6.	School improvement
a)	The Headteacher's Report, including monitoring the SEF and SDP, was received: <ul style="list-style-type: none"> i) There was a well thought out curriculum in place and published on the website. The DPSI had contributed to it and was supporting its development. She had also spent time with the music, art and French leads to support curriculum mapping. The schemes of work options were being explored. Staff were feeling the benefits of the curriculum support. ii) Implementation of the curriculum was good and geography and history core knowledge was being rolled out. iii) The assessment process was in place and details of tracking were within the report. There was a need to focus on consistent cross-school delivery on maths (to support pupils who find this area of the curriculum more challenging) and this was progressing. <p>Q1. What was the 'no hands up' approach? Active learning was an important contribution to learning. The culture was to encourage discussion in all pupils in the class where all had the same opportunity to contribute. There were a variety of ways for pupils to be active without putting their hands up.</p> <ul style="list-style-type: none"> iv) One new EHCP application had been successful however it would need to be reassessed if the pupil moved to a new local authority area. The SENCo workload was significant. There was good SEND provision in the school.



	<p>v) Early Years remained a strength in the school. Parents had been invited to view a new maths programme and take part in the workshops. There was good parental engagement and feedback was positive.</p> <p>vi) Interventions had supported a good transition for pupils receiving them.</p> <p>vii) SIAMS was a priority. The Diocese provided training on the framework and consultancy and it was agreed to hold an initial online consultation in June with the headteacher and foundation governor.</p> <p>viii) The new MIS system had required additional staff time in setting up and training however staff had fed back that the system was straightforward and effective.</p> <p>ix) There had been a significant increase in CPD undertaken and staff welcomed this.</p> <p>x) Pupil numbers were steady. A full Reception intake was expected and nursery numbers had grown. There were also a couple of catchment families on the waiting list.</p> <p>xi) Persistent absence had reduced and was now below the national average. The new Family Support Worker had been appointed and families were already engaging with her.</p> <p>xii) The first aid summary report detailed two near misses and actions arising had been dealt with.</p> <p>xiii) It was challenging to bring Year 4 progress to expected and the transition from KS1 to KS2 was being addressed. Reading remained a strength overall and writing was on track. The maths programme should support progress along with tutoring in Years 3 and 4. Overall, there was good attainment in EYFS. Reporting to parents was now through the new MIS.</p> <p>Q2. Was it possible for staff to produce a variety of reporting? It was possible to select snippets and bulk edits depending on what was required.</p> <p>xiv) The level of enrichment in the school was high and the school would like to expand how this is celebrated on the website.</p>
<p>7. a) b)</p>	<p>Disadvantaged pupils</p> <p>The PP strategy was received and was due a governor monitoring visit.</p> <p>The PP and SP spend would be monitored accordingly.</p>
<p>8. a)</p>	<p>Governor activity and monitoring school performance</p> <p>There had been a safeguarding monitoring visit carried out on 17th January. Part of the visit was holding safeguarding interviews with staff to evaluate their knowledge on the systems. This had been successful and any gaps highlighted had been addressed. The ICT training had seen impact and good practices were being embedded. There was some staff anxiety around the anticipated Ofsted visit and being articulate if they were asked questions by the HMI. Staff knew the processes, had thorough knowledge and had found the 'interviews' a valuable part of the preparation. Relevant staff safeguarding training was either booked or underway. The Family Support Worker should have greater impact on liaising with external agencies. A S11 audit had been carried out and the school was compliant. The monitoring identified for the remainder of the term was:</p> <ul style="list-style-type: none"> • PP/SP – this was timetabled for 31st January • Computing – this was timetabled for 21st February • Humanities – this was timetabled for 22nd March • EYFS – early summer
<p>9. a)</p>	<p>Feedback from Director</p> <p>The summary note from the Board of Directors meeting held on 11th December 2023 was received. The year end audit had identified the Trust as a going concern and new auditors had been appointed. The next meeting was scheduled for 5th February.</p>
<p>10. a)</p>	<p>Policies</p> <p>The following Trust policies were received:</p> <ul style="list-style-type: none"> • Disciplinary Policy • Health & Safety Policy • Managing Attendance (Sickness) Policy • Maternity, Paternity, Adoption and Shared Parental Leave Policy – this was a new policy to



	clarify special leave arrangements for staff.
b)	<ul style="list-style-type: none"> Supervision Policy There were no local policies due for review.
11.	Discretionary actions taken by Chair or Vice-chair
a)	There had been no discretionary actions taken.
12.	AOB
a)	There was no AOB.
13.	Date of next meetings
a)	It was noted that the next meeting would be held on Tuesday 27 th February 2024 at 4.00pm in school.

The meeting closed at 5.19pm.

Minute	Action	By	Due

Signed:

Date: 28/2/24