

**Fen Ditton Community Primary School
Minutes of Local Governing Body Meeting
Monday 16th December 2019**

Present

Stuart Wood (Chair of Governors); Steve Dawson (Parent Governor); Layla Skinns (Parent Governor); James Pilgrim (Anglian Learning Trust); Mark Askew (Head Teacher); Charlotte James (Deputy Head Teacher); Simon Wall (Observer); Sabina Niemier (Anglian Learning Trust); Stephanie Tabram (Staff Governor)

Kay Pearce (Anglian Learning Trust Clerk)

1. Welcome & Apologies

The chair welcomed Simon Wall and Kay Pearce. Apologies were received from Flick Wolfers.

2. Declaration of Interest

Declarations of interests were invited and there were none to report.

3. Minutes of Previous Meeting (28th October 2019)

These were previously circulated via TEAMS and were declared as accurate at the meeting and signed off.

4. Matters arising and actions from previous minutes

There is an outstanding DBS check for a governor to be completed. Governors need to read and sign the sheet to say they have read safeguarding documents Prevent, KCSIE, Governor Code of Conduct, Guidance for Safer Working Practice 2019, Safeguarding and Child Protection Policy (5 documents). Upload governor documents – this include Governor Induction documents and general admin items – **new clerk to upload**

5. Feedback from Parent Forum

There are notes available on the website under parent's forum

- a. Swimming pool – following a letter sent by governors, the swimming pool is to be removed from school.
- b. Disabled parking and layby – This item is going to be discussed further. Different ideas are being looked at to facilitate the best way forward. Possibility of allowing pupils into school earlier as an option to avoid congestion each morning. This would have implications on staff and budgets. This item is to go on the agenda for the March parent forum meeting. **Governors decided that a letter is to be sent**

to parents advising them that the layby is to be used for disabled parking only, at drop off and pick up times.

School have applied for 4 disabled parking bays and unfortunately this has been rejected by Cambridgeshire County Council.

- c. Future Meetings – There is a meeting set for **March 2020** and other dates are to be agreed and sent out.

6. **Governor Matters**

Roles and Appointments

Health and Safety – Stuart Wood has completed a visit this term.

Vice-chair (from January 2020) – Steve Dawson was appointed as vice chair. All governors agreed this appointment.

Training (see AL schedule of training dates in Meeting folder)

There is various training available to governors and if you wish to attend, let Stuart know.

Safeguarding documents to be read

This matter was discussed earlier under Item 4 above.

7. **SEND Presentation**

Charlotte James gave a presentation on SEND to governors. She advised the meeting that there were 20 pupils on the SEND Register (16 having SEND support and 4 with an EHCP).

Year 1 have 5 SEND Support pupils

Year 6 have 4 (3 with SEND Support and 1 with an EHCP)

School have to work from the SEND Code of Practice (January 2015), Chapter 6.

Charlotte explained the 4 broad areas of SEND, these being: -

- SEMH Social, Emotional, Mental Health (11 pupils)
- C&I Communication and Interaction (speech and language) (8 pupils)
- C&L Cognition and Learning (things such a dyslexia) (11 pupils)
- P&S Physical and/or Sensory (3 pupils)

Governors asked if there has been an increase over the years, or whether schools are better equipped at diagnosing. Charlotte clarified that there were certainly more pupils falling under SEMH.

Charlotte went through the documentation in great detail, speaking about the SEND pathway, explaining that each pupil has a pupil passport. This is either a written or visual document.

All staff have basic Makaton training and it is used in school the majority of the time.

There are 8/9 children in school with very high need SEND, and all have an individual timetable. All staff have been trained to support all those pupils.

All interventions needed for SEND pupils are done within the classroom; only 2 or 3 pupils are currently out of the class for designated periods.

Each term, any adjustments are written up and detailed. This is important for funding for SEND support. ECHP targets are always under review and evidence is detailed to support applications and outcomes.

Last half term, there has been a lot of TA intervention. All written up and communicated to parents via Deputy Head/SENDCo.

The school has, at present, less than national average SEND pupils, although this is on the rise and could be above National in the future.

Governors asked what the school needed to assist the SENDCo in supporting these pupils.

- Governors, when they visit are to spend time speaking to teachers, to get a feel for what is being done in school.
- Schools across the trust to work together, sharing resources, licences etc.
- Ensure there is a good transition from Primary to Secondary.

8. Risk Register (incl Skills Audit and Matrix)

Risk Register has been completed.

Skills Matrix is currently being updated by individual governors.

9. Heads Report

Mark went through his report, addressing particular items.

- Attendance is being watched.
- Homophobic language has been addressed in Year 6.
- A Clerk is being appointed - Stuart Hales. All paperwork is in place; just his DBS check is needed.
- The homework approach has had a positive response, particularly in Art projects. Governors asked about pupils who didn't get help from home. Mark Askew advised that school assisted in helping pupils. Homework is cross curricular.
- PHSE lessons are done across the school in all classes on a Monday morning.
- An Advisor has come from London to undertake an audit of Early Years phonics and reading. Whilst positive, there needs to be a developed consistency across the school. There is to be an investment in some new books, and there is a possibility of using Read Write Inc. This will be an ongoing project, starting in January 2020 lasting for 18 months. Once plans have been agreed, there will be a presentation for governors.
- Mark reminded governors that school are preparing for Ofsted, which is due any time after March 2020, being 3 years since Academisation.
- There is to be a governor training evening on Ofsted being held on 2nd March 2020.

There were no further questions from governors.

All staff have worked extremely hard this term and Mark said it had been a pleasure to work with them as Head Teacher.

10. **Finance Update – period ending (November 2019)**

Sabina visited recently to look at finances and the following areas were discussed.

Coding is a mismatch which is being corrected.

Payroll Services appears under budget, and benchmarking against other schools will be done.

Special building project of £7,500 has currently been put under expenses and will need to be moved over. This was money used to make repairs to central heating problems.

Within the Educational Consultancy Curriculum, careful monitoring is needed as there could be an overspend.

There has been a problem with historic water bills and meter readings which are wrong. Despite appealing, these will have to be paid.

Governors asked if the visit had been useful, which Sabina said it was. There is a monthly meeting to look at outturns and governors visit termly to discuss with the school business manager.

11. **Policies for review**

Fire Evacuation policy has been updated and agreed.

12. **Standing Items**

- a. **Trust Matters** (see AL Governors Forum Meeting held on 28th November 2020. Chairs from across Trust School meet regularly. The next meeting is March 2020.
- b. **Safeguarding** – there have been 2 visits this term and reports have been written up and uploaded to TEAMS. At the most recent visit on Friday 13th December, a pupil voice was undertaken in Year 2 and Key Stage 2, asking pupils about safeguarding. The report will be uploaded onto TEAMS. A check of the SCR was also completed.
The new My Concern system for reporting safeguarding issues is up and running, there is concern from TA's about the time to input and the use of laptops to ensure information can be uploaded quickly.
There is also the need to re-iterate procedures and information being on a need to know basis.
- c. **Health and Safety** – this should be a standard item on each meeting Agenda, and there will be a termly walk about.
Mark advised that Paul Dunn will now oversee the work that the caretaker does and will be providing training and support to ensure he is confident in his work.

- d. Staff Wellbeing Governors conduct exit interviews, and anything that arises may be brought to governors' attention. There are to be 2 more exit interviews. Jess Bryan has had a baby girl; both mum and baby are doing well. Governors sent their best wishes and congratulations. A thank you card is to be sent to staff, from Governors, for their hard work this term.

13. Any Other Business

Governors asked about school receiving money through donations? Stuart was going to highlight the possibility to the Trust. School has a good relationship with the Perse School and there is a possibility of having a continuing link via a governor.

There is a need for 2 additional parent governors on the Local Governing Body.

14. Dates of Next Meeting

This has been set for Monday 20th January 2020 at 6.15pm.