



**Meeting of the Local Governing Body
held at Hutton C E Primary School
on Monday, 18 March 2019 at 6.30 pm**

Present:	Luci Amos	Headteacher
	Kay Allen	Co-opted Governor
	Nick Middleton	Parent Governor
	Sam Momber	Staff Member
	Mary Potter	Foundation Governor and Chair
	Rev Anne Wilkins	Foundation Governor
	Matt Williams	Co-opted Governor
	Jacqui Cashmore	Clerk

Action

1 Apologies for Absence

Apologies were received and accepted from Jane Barry, Anna Duncan, Michelle Groom and Alan Seabrook.

2 Register of Business Interests

There were no new business or pecuniary interests to add to the register and there were no interests raised with regard to items on the agenda.

3 Equalities Impact Assessment

Acknowledged and available for Governors at the Meeting.

4 New Appointments and Resignations

Resignations: Charlie Conroy has resigned from her role as Parent Governor. Letter of thanks to be sent to Charlie. **Clerk/JB**

Appointments: Alan Seabrook has been appointed as Co-opted Governor.

5 Minutes of the Meeting held on 21 January 2019

The Minutes of the meeting held on 21 January 2019 were agreed and signed as a true record.

6 Matters Arising from the Minutes of 21 January 2019

Signed:

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Action

- 6.1 Governors noted the report and were updated on the following:
- 6.1.1 Matters Arising Report – Budget 2018/19 – Internet fees (7.1.1): **NM**
Nick will look at the costs in more detail and report back to the next meeting.
- 6.1.2 Fundraising: Luci will email Governors to update them on where we are with the fundraising for the Netbooks. A paragraph on our progress will also be added to the next newsletter. **LA**
- 6.1.3 Reflection topics for future agenda items: Governors to email the Clerk any areas they would like to focus on at the LGB meetings throughout the year. A list of topics would be kept by the Clerk. **Govs/Clerk**

7 Reports from Committees

- 7.1 Curriculum and Standards Committee (C&SC)
- 7.1.1 The Minutes of the C&SC Meetings held on 10 December 2018, 11 February 2019 and 11 March 2019 had been distributed and were noted by Governors.
- 7.1.2 Policy Preface: The document had been reviewed by the C&SC at its meeting on 11 March. Reference to Philippians 4:13 and a paragraph on photographs had been added. Governors approved the policy.
- 7.2 Finance Staffing and Premises (FSP)
- 7.2.1 The Minutes of the FSP Meetings held on 27 November 2018 and 5 February 2019 had been distributed and were noted by Governors.
- 7.2.2 Governors raised the low membership on the Finance Committee but noted that Alan Seabrook would be joining this Committee. The work of the FSP Committee was less than that of the C&SC and we should be able to manage with five members on the Committee. Nick offered to come along to any meeting if we were short on numbers.

8 Admission Arrangements - ratification

As an academy we are responsible for our own admission arrangements and all schools in Kaleidoscope have agreed to continue to delegate our admission arrangements to North Somerset. The admissions policy has to be formally approved annually and was circulated to Governors by email and approved in advance of the meeting. The policy has not changed significantly and there were no questions arising from the consultation. The Admissions Policy comes into force if we are

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oversubscribed. Governors ratified the approval of the Admissions Policy.

9 **Governor Handbook**

The Handbook had been circulated in advance of the meeting and was approved by the Governors.

10 **Governors Self-Evaluation Form (SEF) and RAG Rating**

10.1 As a result of our Ofsted training session, a small group of Governors had met to develop the SEF. The draft form was distributed to Governors and was reviewed at the meeting.

10.2 Evaluation: How well do we ensure that the school fulfils its statutory duties?

- **There doesn't seem to be any evidence that links to the schools religious syllabus Awareness, Mystery and Values(AMV).**
- Luci explained that two thirds of the syllabus is Christianity using the AMV syllabus. We use 'Understanding Christianity' to help meet the needs of the AMV. Our two year rolling programme covers this. In class Governors can look at the children's books. Anne also meets with the subject lead each year and reports to the C&SC meeting. Assessment is carried out 3 times a year and data is added onto the target tracker and is assessed by the RE lead.
- **Is there any statutory duty from Diocese to deliver RE.**
- Luci advised that RE is not in the national curriculum. The syllabus comes from AMV which is North Somerset's syllabus. It is used and supported by the Diocese. There isn't anything as part of the SIAMS inspection that tells us how we should be delivering certain core elements of the RE curriculum.
- SIAMS is the inspection of us as a Church School, it looks at ethos, leadership and management and collective worship. As we are a VC school it doesn't look at RE but if we were a VA school it would.
- Luci agreed to add to the evidence column.
- Luci agreed to distribute the criteria of what SIAMS assess the school on.
- Governors were happy with the SEF and this would be updated and distributed to Governors.

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10.3 RAG Rating: There were no changes to the RAG rating document which had been discussed at the November LGB Meeting.

11 **Vision and Values & Impact document**

11.1 The documents on Philosophy (Intention) of our curriculum and

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Impact of our Curriculum were shared with Governors and reviewed at the meeting.

11.2 Philosophy (Intention) of our curriculum:

Governors discussion:

- **Could we use another word for citizens.**
- **Should we reference it to 'Learning without Limits'.** Luci agreed to re-look at this, although we are using the terminology less, as it was a big drive from North Somerset and we have taken what we want from it.
- **Will there be an overarching approach from Kaleidoscope.** There will be a philosophy document but it will be quite broad.
- **In addition to the knowledge organisers will we be carrying out a mapping exercise of the skills those pupils should have at various levels around collaboration and self-managing, so we are balancing the need for a knowledge engaged system.**
- **How do we track through to the end of KS1 eg character tracking. It may be good to carry out a character tracking exercise to track the key attributes and qualities we want the children to do. Should this be linked to the core values and be quite specific. This could be a useful document.**
- **Can we demonstrate key attributes, define what they are and what we do in order to make sure they happen eg perseverance what do we do to build their levels of perseverance; global awareness; social awareness; community.**
- Luci advised that she thinks some of that will come out when we map the PSHE strand.
- **Do we want to decide what those key qualities are, or do we want to look at activities and create what those key qualities are.**

11.3 Impact of our Curriculum

11.3.1 **Governors questions**

- **When does this document have to be ready.**
By the time we have an Ofsted but we don't have to have everything in place, it is work in progress. We want to be able to say this is our intention and where we are going. The document is trying to capture how much we already

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- do and we will need to add further data to it.
- **Is this duplicated in the SEF.** No it is a document in its own right.
- We need to be careful of duplication. If there are several places where different information sits, it is a worry that it may get lost.
- Luci advised that the impact of our Vision and Values has never been written down before.
- Governors were asked to re-read the document.
- Luci will add some quotes into the document.

Govs
LA

12 Head's Report

12.1 Luci presented her report and the following areas were highlighted:

Achievement (attainment and progress):

- SATS data has not changed but the C&SC received updated data at their meeting.
- **Governors asked whether we know what the interventions for the pupils in writing at KS1 will be.** The interventions are cohort specific. This year the cohort love words it is different to last year. We have done a lot more whole class teaching on vocabulary and Sam did whole school teaching about using sentences. At greater depth we are looking to see vocabulary, so we have done a lot of work both whole class and whole school. We have changed how we do guided reading in Y5 and Y6 and have changed to whole class reading, which has helped.

13 Kaleidoscope MAT update

13.1 Heads and Chair Meeting 21/11/18: The Minutes of the HAC Meeting had been distributed. Minutes of future HAC meetings would be distributed to Governors following each meeting.

13.2 Trustee Board:

- The Trustee Board have had a presentation about the FFT data, which is a system that correlates data across the nation. Currently all Kaleidoscope schools use FFT and the subscription has just been renewed across all schools. In time we will need a common assessment process and Kaleidoscope are exploring the cost of FFT's new tracking system, which we may move to in the future.
- Trustees have asked schools to include a Safeguarding check within their Health & Safety walk, with the Safeguarding governor joining them.
- Crockerne have now joined Kaleidoscope as from 1 February.
- Spring School Improvement visits are taking place.
- Kaleidoscope attended a meeting with the Regional Schools Commissioners representatives on 5 March. This

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had been a positive meeting.

- Payroll: Our new payroll system went live on 31st January. There have been a number of issues, which are being resolved.
- Diocesan MAT review: There will be a Diocesan review and Jane as a Foundation Trustee, Simon as CEO and Tristan as Chair will be part of this.
- A new Member (Ian Blackburn) and new Trustee (Mark Perry) have been appointed.

13.3 Kaleidoscope Policies to be adopted

- Risk Assessment
- Leave of Absence
- Staff Grievance
- Managing Attendance

14 **Health & Safety**

14.1 Safeguarding Policy: Designated Governor for Child Protection: **Clerk**
Charlie Conroy has now left. We will be reviewing this at our May meeting. Matt agreed to take on this role until this is agreed. Clerk to update policy. Governors agreed to adopt the policy.

14.2 Safeguarding issues raised since the last meeting: Covered in Heads Report.

14.3 Health & Safety: Covered in Heads Report.

15 **Training and Development Report/Governor Activities**

The report was noted.

16 **Any Other Information**

16.1 Governor/Staff Skittles evening: Sam to find a date and circulate to **SM**
Governors.

16.2 LGB 8/7/19: We will need to move the meeting, as it is too late for approval of the 2019/20 budget, which is before 5 July. The LGB meeting in July will therefore be moved to Monday, 1 July at 6.30 pm. Our FSP meeting on 2 July, will also need to be brought forward.

(Post meeting note: Clerk has checked with MAT Office and they have confirmed there is no need to change the date of the LGB meeting scheduled on 8/7/19 or FSP scheduled on 2/7/19 meeting.)

17 **Date and Time of Next Meetings**

Monday, 13 May 2019 at 6.30 pm

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