



**Meeting of the Local Governing Body  
held at Hutton C E Primary School  
on Monday, 13 May 2019 at 6.30 pm**

<b>Present:</b>	Luci Amos	Headteacher
	Jane Barry	Foundation Governor and Chair
	Kay Allen	Staff Governor
	Michelle Groom	Parent Governor
	Nick Middleton	Parent Governor
	Sam Momber	Staff Member
	Mary Potter	Foundation Governor
	Alan Seabrook	Co-opted Governor (Items 1-11.4)
	Matt Williams	Co-opted Governor
	Rachel Whiting	Assistant Head (Items 1-11.6.8)
	Jacqui Cashmore	Clerk

**Action**

**1 Welcome and Apologies for Absence**

1.1 Governors welcomed Alan to the meeting.

1.2 Apologies were received and accepted from Rev Anne Wilkins and Anna Duncan.

**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**

None.

**5 Minutes of the Meeting held on 18 March 2019**

The Minutes of the meeting held on 18 March 2019 were agreed and signed as a true record.

**6 Matters Arising from the Minutes of 18 March 2019**

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6.1 Governors noted the report and were updated on the following:

6.1.1 Budget 2018/19 – Internet Fees (6.1.1): Nick will look at the costs in more detail and report back to a future meeting.

6.1.2 Fundraising – laptops (6.1.2): The first set of 15 laptops and a charging case have been purchased and received. Luci will include this in her next newsletter to parents.

6.1.3 Reflection topics for future agenda (6.1.2):

- Governors to let Jacqui know if they have any topics to add to future meetings.
- Kay asked if we could add an item on the Curriculum, in light of David Amos' session. How do we prove our depth of knowledge and understanding and how do we as a Governing body know how the curriculum works in school LA advised that Item 11 on the agenda may cover some of this.

**Clerk**

6.1.4 Governor Self-Evaluation Form (SEF) (10.2): Luci to distribute to Governors by email.

**LA**

6.1.5 Vision & Values and Impact Document (11.3.1): Luci is continuing to work on this.

## 7 **Reports from Committees**

7.1 C&SC 29/4/19: The Minutes of the C&SC Meeting held on 29 April 2019 had been distributed in advance of the meeting. There were no questions from Governors and the Minutes were noted.

7.2 FSP 25/4/19: The Minutes of the FSP Meeting held on 25 April 2019 had been distributed in advance of the meeting. There were no questions from Governors and the Minutes were noted.

## 8 **Governor Links**

8.1 The Committee Structure was distributed to Governors. There were a number of changes proposed as Matt is leaving at the end of the academic and we have recently appointed Alan as a Co-opted Governor. We are hoping that Matt's colleague will take his place and they will be getting in touch with Luci in due course.

8.2 Governors discussed the Committee Structure and agreed the following changes:

8.3 Governor responsibilities and Curriculum link:

- MFL – Matt's replacement
- Humanities – Matt's replacement
- Safeguarding – Matt's replacement

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		<b>Action</b>
	<ul style="list-style-type: none"> <li>• Arts – Sam Momber</li> <li>• Music – Sam Momber</li> <li>• PE – Alan Seabrook</li> <li>• Health &amp; Safety – Alan Seabrook</li> </ul>	
8.4	<u>Complaints, Capability, Discipline &amp; Grievance - First Tier:</u> Mary Potter, Alan Seabrook, Anna Duncan	
8.5	<u>Headteacher's Performance Review:</u> Mary Potter, Matt's replacement	
8.6	<u>Parent Governor Vacancy:</u> This is being advertised.	<b>LA</b>
8.7	<u>Staff Leads:</u> From September Laura Lovely will be the staff lead for Computing and Kate Willoughby for PE.	
8.8	Governors confirmed that they were happy with the Governor links. Clerk to update and distribute.	<b>Clerk</b>
9	<b>Governor Visits Term 6 – agree format</b>	
9.1	Governors had concentrated on numeracy and literacy in Terms 2 and 4 but in Term 6 Governors could decide what area they would like to visit.	
9.2	The following Governors confirmed their choices: <ul style="list-style-type: none"> <li>• Nick – Computing</li> <li>• Mary – lunch time/school dinners</li> <li>• Jane – Literacy</li> </ul>	
9.3	Governors were asked to let Luci know their choices by Friday, 24 May and a timetable would then be put together.	<b>Govs/LA</b>
10	<b>Parent Questionnaire</b>	
10.1	The questionnaire had been distributed to Governors in advance of the meeting. Luci explained this is the standard Ofsted form, that we usually handout to parents at the parents evening in June. We usually get a good response back and have found that if we use the online form recommended by Ofsted we don't get such a good response.	
10.2	<b>A Governor asked if we carry out a questionnaire for parents at another point in the year.</b> Luci confirmed she had drafted a SIAMS one but feels that it is quite long, so wants to do it in two parts. She feels the Ofsted style one is right for this time of year.	
10.3	Governors suggested that we change the question at the bottom of the questionnaire to a start, stop, continue and this was agreed.	<b>LA</b>

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10.4 The questionnaire would be handed to parents at the Parents Evening on 19 June and responses fed back to the next LGB meeting in July.

## 11 Governor Development Focus: SDP and new Curriculum

### 11.1 Background

- The Ofsted framework is changing this year and instead of looking mainly at data, will be looking at the whole curriculum and end of key stage published data (not internal school data). Ofsted will still look at data but more broadly on what we are teaching them.
- Currently there is so much in the curriculum that children don't get depth of knowledge.
- Currently there is an element of choice and no real consistency. The focus has been to look at curriculum and try to determine what suits the children in your setting.
- Luci and Rachel have begun to review the curriculum based on the Key Principles of Curriculum Design which are:
  - Balance
  - Rigorous
  - Coherent
  - Vertically integrated
  - Appropriate
  - Focused
  - Relevant
- The document on Philosophy (Intention) of our curriculum was shared with Governors at the LGB Meeting in March. This is based on our Vision and Values. The curriculum is 'Knowledge Engaged' it looks at the knowledge taught but also includes skills.

### 11.2 What we have done so far

- We have looked at the National Curriculum and looked at the subjects which will work cross curricular eg Science, History and Geography. DT, Music and Art are also subjects which lend themselves to be taught in a cross curricular way.
- We have discussed this with staff, to whether we should teach in this way or not and staff are in favour of teaching a cross curricular approach, linking subjects where there are relevant links and if there are no links they will be taught alone.
- We have looked at Art and Music and completed a timeline eg to look at what artists and music were around and linking

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this with periods of history.

- We have looked at Science and Geography and looked at where it fits within each year group.
- We have looked at how we have structured our curriculum, how it will link from one year to next and across the year groups.
- We are then trying to create useful links across the subjects eg Y1 Geography have to think about the geographical features of the local area eg Hutton - fields, farms as opposed to living directly on the coast. Science work would be looking at what animals you find in this habitat. In Art you could look at Andy Goldsworthy, a British Sculptor who produces sculptures and land art situated in natural settings. In Music children could learn songs about animals. In English there could be non-chronological writing about mini beasts.
- As children go up through the school there are more standalone subjects.
- We have looked at the opportunities the children get and have put together an overview sheet of this.
- We have drawn up timetables.
- We have created example knowledge organisers, which list key words, to ensure they learn the important facts we want them to know. These will go home with the children so parents can help with the information that we want the children to learn. We will then be testing the children in a low key way eg questions, quizzes.
- Once we have designed the knowledge organiser we will use these to design our quizzes. Staff will be looking at this at their next INSET day.
- We will do a piece of work with parents about the knowledge organisers and how we use these.

11.3 Governors had the opportunity to look at the work that Luci and Rachel had done and to ask questions.

11.4 Luci explained that we can plan out for quite a lot of the curriculum but there is also 'cultural capital' which is general knowledge you expect people to know. Luci asked the Governors who they thought the children should know about eg Nelson Mandela, Mother Teresa and asked that they give her any names that they thought were important.

**Governors**

11.5 **Governors Questions**

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- 11.5.1 **Where within this curriculum design is there a focus on skills, which we have decided as a school and what type of learners they will be when they leave Hutton. Do we need to make this a bit more explicit, that not only will they get knowledge based experience but they will get the skills that will last a lifetime?**

The skills will be added as an additional part of the document after the 'knowledge' if relevant and not already in the plan (eg DT/art are mainly skills, rather than knowledge).

- 11.5.2 **What are the employability skills.**

Luci said that a lot of this is in the way we work eg small groups, working in partners, show and tell. We teach in small groups but also get them to work independently. We have Pupil Voice and that allows children to develop leadership and team skills. Also the Y5 children cover the office at lunch time and answer the phone.

- 11.5.3 **A Governor asked whether the next stage is to look at the opportunities and add Pupil Voice into that. These could then be pulled together to see what skills these develop.**

Luci confirmed we have already mapped the subject specific skills but not generic specific skills. Luci will come back to Governors to talk about the skills and how those fit in. **LA**

- 11.5.4 Governors thanked Luci, Rachel and all staff for their work, commitment and imagination and recognised that it is all done in the best interests of the pupils.

- 11.6 What do Governors want to do next with this?

- 11.6.1 Governors looked at what the value is for them now and what the next steps are to make it more valuable to them as Governors.

- 11.6.2 **Governors asked if they could go into class from Autumn onwards to observe this.**

Luci advised that teachers will need some time to adjust to this way of working. Their next INSET day will be working on the knowledge organisers and this will continue at staff meetings before launching this in September.

- 11.6.3 **Governors asked if would be reasonable after the INSET day for Luci to come back to us with what has been gelled together.**

- 11.6.4 Luci suggested that Governors come into class to talk to the children in the Autumn Term. It was agreed that at the Term 2 Governor visits, each Governor take a year group rather than a **LA**

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		<b>Action</b>
	subject, so we have Governors going into each year group with the focus of the knowledge organiser and talk to the children.	
11.6.5	<b>Governors asked if the Governors' subject reports next year could be aligned to the changes in the curriculum.</b> Luci to update the report.	<b>LA</b>
11.6.6	<b>Governors asked when doing the curriculum evening with parents, whether it would be good to have some of the Governors attending as well.</b> Luci to advise Governors when a date has been arranged.	<b>LA</b>
11.6.7	It was agreed that an update on Curriculum would be included on the agenda for the LGB in July.	<b>Clerk</b>
11.6.8	The information distributed at the meeting would be added to the One Drive.	<b>LA/Clerk</b>
<b>12</b>	<b>Kaleidoscope MAT - updates</b>	
12.1	<u>HAC 27/3/19:</u> The Minutes of the HAC Meeting had been distributed to Governors.	
12.2	<u>Chairs Meeting 1/5:</u> <ul style="list-style-type: none"> <li>• LGB Chairs looked at what Kaleidoscope has done for us and also looked at the impact the MAT has had on everyone.</li> <li>• Some suggestions have been sent to the Heads and Jane is waiting for feedback.</li> <li>• Areas discussed were how we can develop Kaleidoscope and how we can continue supporting teachers and pupils.</li> <li>• Jane will be taking this to the next Trustee Board Meeting in May.</li> </ul>	
12.3	Luci said it is really apparent that what is unique within the MAT, is the team spirit. When attending a recent Heads meeting all Kaleidoscope Heads were working and socialising together, where Heads from other MATs weren't.	
12.4	Sam added that when attending external training it is apparent that our MAT collaborates well and has teacher network meetings. Not all MATs do this and the staff don't know each other.	
<b>13</b>	<b>Staff Levels</b>	
13.1	This had been identified as one of the reflection topic areas and a report showing the teacher pay progression and number of staff, was distributed to Governors in advance of the meeting.	
13.2	There were no questions from Governors and the report was noted.	

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

14.1 Governors Training Programme

14.1.1 At the Heads and Chairs meeting it was agreed that Kaleidoscope should have a consistent approach in providing training for Governors and a Governors Training Programme was agreed.

14.1.2 New Governors will complete the training within six schools weeks of taking up their role and current Governors will need to complete this training by the end of May.

14.1.3 The following training has already been completed by current Governors and has been recorded on a training spreadsheet. This training is to be renewed bi-annually.

- Safeguarding
- Prevent Awareness

14.1.4 GDPR: This to be completed on an annual basis and an email providing a link to access this e-learning has been sent to you. Please send your completed certificates to the Clerk. **Governors**

14.1.5 'Governors for Schools': The 'Governors for Schools' e-learning package training link will be sent to you by the Clerk. There are 3 e-learning modules on this website. **Clerk**

- Governors Induction
- Performance Data
- Finance

14.1.6 Safer Recruitment:  
• We are negotiating on-line training for this. Nick and Jane agreed they were happy to do this training when available. **LA/NM/JB**  
• Michelle confirmed that she had completed this training and would send through her certificate to the Clerk. **MG/Clerk**

15 **Any Other Information**

15.1 Matt tendered his apologies for the LGB meeting on 8 July 2019.

15.2 As this would be Matt's last LGB meeting, Governors thanked him for his contribution to the LGB over the last two years.

16 **Date and Time of Next Meetings**

Monday, 8 July 2019 at 6.30 pm

The meeting closed at 8.30 pm

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