



**Meeting of the Local Governing Body
held at Hutton C E Primary School
on Monday, 21 October 2019 at 6.30 pm**

Present:	Luci Amos	Headteacher
	Michelle Groom	Parent Governor
	Nick Middleton	Parent Governor, Vice Chair and Chair for meeting
	Mary Potter	Foundation Governor
	Liz Woodrow	Parent Governor
	Jacqui Cashmore	Clerk

Action

1 Apologies for Absence

Apologies were received and accepted from Jane Barry, Veronika Chidemo 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 New Appointments and Resignations

3.1 Co-opted Governor: Following an interview with Jane and Luci, Phil Heycock has been offered the position of Co-opted Governor. Governors agreed the appointment.

3.2 Vacancies: We currently have two staff vacancies and one Co-opted Governor vacancy. Luci is approaching staff to take up the Staff Governor vacancies and we have had interest from a local person for the Co-opted Governor vacancy. Jane will be meeting with him next week.

4 Minutes of the Meeting held on 10 June 2019 and 23 September 2019

The Minutes of the meeting of the Curriculum and Standards

Philippians 4:13. I can do all this through him who gives me strength

Signed:

Date:

Action

Committee held on 10 June 2019 and Local Governing Body Meeting held on 23 September 2019 were agreed and signed as a true record.

5 Matters Arising from the Minutes of 10 June 2019 and 23 September 2019

5.1 C&SC 10/6/19:

5.1.1 DT Policy (7.3): The revised Policy was circulated to Governors at the meeting. Governors were asked to review the policy and this would be approved at the next meeting. **Govs/Clerk**

5.1.2 Online Safety Policy (7.5):

- Nick has reviewed and made some amendments to the Policy. Laura will now apply the new format and Nick will give this a final review before it is brought to the next meeting for approval. **NM/LL**
- Nick asked if there is anything we can do to block Google, to ensure that the children can only use Swiggle as the search engine. Luci to discuss with Laura Lovely. **LA**
- Reception AUP: This would not be included with the starter pack for Reception Children but sent out later in the term. Luci to take forward. **LA**

5.1.3 Transition (7.4):

- Earlier this year there had been problems with the one week transition timetable that the Cluster South West Group (Broadoak and Hans Price) had proposed, as we were unable to provide the staff support needed.
- Luci had written on behalf of Kaleidoscope to advise that we wouldn't be taking part in the one week transition but they have gone ahead and written directly to parents.
- Governors asked what the outcome of this had been. JB raised her concerns at a meeting with the Kaleidoscope CEO and Luci had discussed this with Heads in the MAT and written to the Cluster South West Group on behalf of the MAT but the Cluster South West Group one week transition timetable went ahead.

5.1.4 Online Safety (9.4):

- Luci is considering whether to hold a parent meeting with a speaker from the South West Grid, or whether to use the online Child Protection Company, which has a **LA/NM**

Signed:

Date:

Action

training module for parents. Nick offered to trial the Child Protection Company training and give feedback to Luci. Governors to be updated at the next meeting.

- An opportunity to have a captive audience would be before the Reception Nativity Play or at Parents Evening. Luci agreed to look into Online Safety banners or a training loop, which could be continuously played to parents while waiting to see their child's teacher. Luci to update Governors at the next meeting.

LA

5.2 LGB 23/9/19:

5.2.1 Safeguarding Poster (5.1.4): This will be updated once Veronika has had her photo taken.

5.2.2 Governor Information (11.2): Nick advised that some areas in the document needed updating and would forward these to the Clerk. **NM**

5.2.3 Kaleidoscope Complaints Policy (17.3.1): Governors queried the wording at para 6.2 para 2 "senior staff member will acknowledge the complaint orally or in writing within 5 working days of receipt". Governors felt that all complaints should be acknowledged in writing, so as to protect the school". The Clerk agreed to take this query back to Kaleidoscope via Heads and Chairs. **Clerk**

5.2.4 Kaleidoscope Unacceptable Behaviour Policy: Governors queried the wording in the following paragraph on page 2,

'Types of behaviour that are considered serious and unacceptable and will not be tolerated:

- hitting eg slapping, punching and kicking - **should be changed to physical contact.**
- aggressive and threatening phone calls or emails - **should be changed to digital communication**

The CEO had advised that as this is not an exhaustive list and is illustrations of such behaviour that the current wording was probably sufficient. Clerk to take this query back to Kaleidoscope via Heads and Chairs.

Clerk

6 **Equalities Impact Assessment**

Signed:

Date:

Acknowledged and available for Governors at the Meeting.

7 **Policies**

7.1 School

7.1.1 EYFS: The policy had been reviewed and updated by the subject team. Governors reviewed and approved the policy.

7.1.2 Home/School Links (including communications & consultation, including media): Luci has reviewed and updated the policy. The revised Policy will be circulated to Governors to review and brought back to the next meeting for approval. **Clerk/Govs**

7.1.3 Hutton out of Hours Provision Services (HOOHPS)

- The HOOPS room is nearly complete and will be ready for use after half term. It will also be used to store our Science materials.
- The policy has been reviewed and no changes are required. Governors reviewed and approved the Policy.
- Luci has updated the HOOHPS booklet for parents, as places are booked and payments are now made online. This has improved the booking system and reduced debt.
- Children who are only booked in until 4.30 pm but stay later will be charged for the full session and if picked up later than 6 pm, a late pickup fee is charged.
- We are usually able to accommodate any late comers but we do need to ensure that we have sufficient staff numbers.
- **Governors asked if our numbers have increased.** No, it is about the same.
- **Governors asked if we wanted numbers to increase.** Luci confirmed that it is a service that we provide but we would like numbers to go up and it will be easier to run with three staff rather than two.
- Governors suggested that we remind Parents on each newsletter that the HOOHPS is available. Luci to take forward. **LA**

7.1.4 BASS: The Policy had been reviewed and there were no changes needed. Governors approved the policy.

Signed:

Date:

7.1.5 Online Safety: See item 5.1.2 above.

7.2 Kaleidoscope Policies agreed at Trustee Board 2/10/19

7.2.1 The following policies which had been agreed by Trustees at their Board Meeting on 2/10/19 were noted.

- Academies Financial Handbook
- Accounting
- Finance: **Governors asked if we could give context to the reference on passwords on page 21** “passwords must be strong and secure”. Clerk to ask Clive Wilson to review this. **Clerk**
- Staff Expenses
- Business Continuity
- Appraisal
- Pay

8 **Governor Visits Term 1 – feedback**

8.1 The Governors Visits in Term one had taken place and reports have been shared with Governors on OneDrive.

8.2 Governors who were present at the meeting shared their experience of the visit:

8.2.1 Reception: Mary had enjoyed her visit and found the children engaging and felt that the Early Years/Foundation Stage was a lovely start to their school years.

8.2.2 Year 1:

- Liz had joined the class when they were working with phonics and the children were working well together in pairs. They then moved on to their story and topic work which was the Gruffalo. It was really good to see how the class works and the children were good at reciting the story.
- Year 1 will be using their knowledge organiser on Geography next term.

8.2.3 Year 3:

- Nick joined the children on their mile a day.
- He observed a Maths lesson and sat with two children who were working ‘below’ and who were being

Signed:

Date:

helped by another pupil. It was an excellent experience. Luci confirmed that this way of working was excellent for all parties and it reinforces knowledge for the child teaching.

- Although Nick did not join the class for a lesson when using their knowledge organisers, there was evidence of this in the classroom.

8.2.4 Year 5: Michelle reported that the children were very enthusiastic about their knowledge organisers and were really engaged.

9 **Early Years/Foundation Stage (EYFS) Subject Report and action plan**

9.1 Michelle had met with Jenny Gooch and Julia Cruse, Staff Subject Team and a report had been distributed at the meeting.

9.2 Resources:

- Michelle queried why there was no Early Years budget.
- Luci confirmed that she doesn't have a resources budget for each year group but asks teacher to come forward and tell her if they need resources for their class. Early Years had a lot of equipment updated when we had the new build, so we have not had a separate Early Years budget.
- Luci confirmed that teachers are also able to claim if they purchase any resources.
- Governors noted that there were a few things that needed repair in Early Years and Luci confirmed that Dave will be repairing these in due course.

10 **Pupil Progression (Pupil Premium (PP), Black and Minority Ethnic (BME), whole cohort)**

10.1 There is no term data to report to this meeting, as this is taking place this week but Luci was able to update Governors on the Term 6 Pupil Premium data.

10.1.1 Year 2:

Signed:

Date:

There were 5 children pupil premium children and one had an EHCP and was dis-applied from testing.

Year 2 SATS working at expected

Reading: 80%

Writing: 80%

Maths: 60%

Year 2 SATS working at great Depth

Reading: 20%

Writing: 0%

Maths 20%

10.1.2 Years 3/4/5 NFER data

This testing was carried out, for the MAT, so that they had something that we could compare.

Year 3 (3 pupils) - Reading 100%; Maths 66%; SPAG 33%

Year 4 (4 pupils) – Reading 50%; Maths 75%; SPAG 0%

Year 5 (3 pupils) – Reading 66%; Maths 66'5; SPAG 33%

It is mainly spelling that is an issue with Pupil Premium children, as they don't tend to learn their spellings at home.

10.1.3 Age Standardised score 110+ (working at Greater Depth

Year 3 (3 pupils) – Reading 33%; Maths 0%; SPAG 0%

Year 4 (4 pupils) – 0%

Year 5 (3 pupils) – Reading 33%; Maths 66%; SPAG 0%

10.1.4 Year 6 SATS (5 pupils):

Reading 100%; Writing 100%; Maths 100% SPAG 80%

Greater Depth: One Child got Maths and SPAG at greater depth.

11 **Kaleidoscope MAT – update**

11.1 Kaleidoscope MAT objectives for 2019/2020 were circulated to Governors.

11.1.1 Objective 5 Curriculum - All MAT schools have a broad, progressive curriculum, which has clear focus on knowledge and skills. MAT schools curriculums have a clear intent,

Signed:

Date:

implementation and impact.

We are ahead of this, as we have already reviewed our curriculum and are reviewing our policies. We have revised and tweaked our curriculum to ensure that it is embedded. Ashcombe, Becket and Hutton are all due an Ofsted visit.

Objective 6: Staff Development - Develop a comprehensive programme for staff development and create more opportunities for staff career progression within Kaleidoscope.

When it comes to opportunities we always advertise within the MAT before advertising elsewhere.

12 **Safeguarding**

12.1 Online Safety: Nothing to report.

12.2 Incidents relating to pupils: Nothing to report.

12.3 Incidents relating staff: Nothing to report.

12.4 Any other:

- Luci had an initial meeting with Veronika to update her on Safeguarding.
- We have four early help open for children across the school. This is where families may need some support and we can go to North Somerset for help and advice. It might apply if there are behaviour issues or other issues within the family.
- We have no Child Protection or Child in Need at the moment.
- We keep a constant log for any child on this register and review this on regular basis to allow us to refer if we can.
- We have one child who is post Looked After and three children who have Special Guardianship Orders.

13 **Training and Development**

13.1 Governors Training Programme: The newly appointed **Clerk** Governors are in the process of completing the training and any outstanding training is being followed up with individuals.

14 **Any other business**

Signed:

Date:

Action

- 14.1 Health & Safety: A health and safety report will come to the next meeting.
- 14.2 Fire: A fire audit will take place after half term and we are also due a fire risk assessment meeting. The fire and rescue services will be coming in, to inspect and check how much of our audit have we completed. A report will be brought to the next meeting **LA**
- 14.3 Parent Pay:
- 14.3.1 **Governors suggested that payments for trips are pre-loaded on to the system, to ensure they are available as soon letters to parents have gone out and to allow parents to spread the payments.** Luci confirmed that parents have been advised what trips are coming up and would ask Nicola to pre-load them on to ParentPay. **LA**
- 14.3.2 **A Governor highlighted that there were a number of old items still on the system and asked if these could be removed.** **LA**

15 **Date and Time of Next Meeting**

Monday, 18 November 2019 at 6.30 pm.

The meeting closed at 8.20 pm

Signed:

Date: