



**Meeting of the Local Governing Body
held at Hutton C E Primary School
on Monday, 8 July 2019 at 6.30 pm**

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

Action

1 Apologies for Absence

Apologies were received and accepted from Anna Duncan, Michelle Groom and Matt Williams.

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

4.1 Resignations:

4.1.1 The following resignations were reported to the meeting:

Matt Williams, Co-opted Governor
Anna Duncan, Co-opted Governor
Anne Wilkins, Foundation Governor

4.1.2 Governors thanked Anne for her work as a Governor and were pleased that she would continue to work with the school in her role

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with the Church.

4.3 Appointments

4.4 Co-opted Governor: Veronika Germain from Sidcot, has been offered the role and once she has accepted, relevant checks will be carried out with the intention of her joining the LGB in September.

4.5 Foundation Governor: Alan will step into this role, which will leave a Co-opted Governor vacancy to fill.

4.6 Parent Governor: An election for this role is due to take place at the end of term.

5 **Minutes of the Meeting held on 13 May 2019**

The Minutes of the meeting held on 13 May 2019 were agreed and signed as a true record.

6 **Matters Arising from the Minutes of 13 May 2019**

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

6.1.1 Reflection topics - Curriculum (6.1.3): This will continue to be discussed at LGB throughout the year.

6.1.2 Governor Self-Evaluation Form (SEF) (6.1.4): This will be circulated to Governors in due course. **Clerk**

6.1.3 Parent Governor Vacancy (8.6): The vacancy closes on 17 July and an election will be held. **LA**

6.1.4 Governor links (8.8): To be agreed and distributed in September. **Clerk**

6.1.5 Governor Visits Term 6 (9.3 and 11.6.4): It had not been possible to fit the visits in during Term 6 and it was agreed that they would be deferred to the Autumn, to observe the new curriculum. It was agreed that governor visits would take place in Terms 1, 3 and 5. Governor visits in Term 1 would take place w/c 7 October with visits in Terms 3 and 5 to be arranged. **LA**

6.1.6 Governor Visits (11.6.4): See 6.1.5 above.

6.1.7 New Curriculum (11.6.8): The new curriculum information discussed at the LGB meeting in May had been added to One Drive.

7 **Reports from Committees**

7.1 Curriculum & Standards Committee (C&S) 10 June 2019

The Minutes of the C&SC Meeting held on 10 June 2019 had been

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distributed in advance of the meeting. There were no questions from Governors and the Minutes were noted.

7.2 Finance, Staffing and Premises (FSP) 2 July 2019

7.2.1 The Minutes of the FSP Meeting held on 2 July 2019 had been distributed in advance of the meeting.

Expenditure:

- School Lunches: The school currently charges £2.00 a day for school dinners and an increase to £2.25 from September is recommended. We have not increased this for a number of years and the cook is creative in her cooking to ensure that there is minimum waste.
- Breakfast Club: The school currently charges £3.50 a day and recommends an increase to £4.50. We are looking at increasing our income stream and it is important to cover our costs and continue to provide a quality service for our children.
- Afterschool club: We have looked at this more creatively, as some parents want to pick up their children at 4.15 pm. Historically we have charged for the whole session whether the children leave before the end or not. Overall the 3.20 pm to 6.00 pm session costs £8 but the school propose to introduce a shorter session from 3.20 pm to 4.20 pm at a cost of £4.50. We are also looking at changing the booking system, so this can be booked through Parentpay. If children stay beyond the hour they will be charged for the full session. **Governors asked on average how many children do we have at Afterschool Club.** Luci said it ranges from around 23 to as many as 30. We haven't got a seal on numbers, as long as we know how many children we have.
- **Governors discussed and agreed to the increase in charges for school lunches, Breakfast Club and to the additional session at Afterschool Club.**

Proposed: KA
Seconded: AS
Unanimously agreed.

Staff Dress Code Policy: As a result of the parent questionnaire a parent had raised an issue with teachers wearing leggings/casual wear and felt that teachers should look smarter. The issue of teachers wearing leggings was robustly discussed and following discussion it was agreed that leggings with short tops were not acceptable and this would be added to the list of unacceptable items of clothing listed in the policy. **Subject to this amendment the Policy was agreed.**

Clerk

School Uniform: The school has noticed a slip in uniform, particularly the Summer uniform, when girls have the option to wear green and white check Summer dresses. We are seeing

LA

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variations in uniform eg children wearing leggings instead of tights, white and green check summer shirts with shorts instead of the school polo shirt; black skirt, trousers or shorts instead of grey. **Governors discussed and agreed that Luci should write to parent to emphasise the uniform requirements, especially the Summer uniform.**

Asset Management Plan 2019/20: The current 2018/19 plan includes the refurbishment of the Hoohps room at a cost of £20,500. This cost will need to be increased by a further £4,000-£5,000 to complete this project. **There were no further changes to the plan and Governors were asked to agree to this increase.**

**Proposed: KA
Seconded: AS
Unanimously agreed**

8 Approval of Budget 2019/20

8.1 The proposed budget was circulated to Governors at the meeting and although it had been discussed in detail at the FSP meeting on 2 July, agreement was sought to take this to the Trustee Board Meeting on 17 July for approval.

- 2019/20 proposed budget

Income £943,741
Expenditure £1,007,875
Surplus/(deficit) c/f £(64,134)

- There are income streams that have been reduced eg Pupil Premium, Top up Funding, School Budget share and minimum funding guarantee (a central government income).
- There are increases to expenditure in staff pensions, which is partially funded by the Government but does not cover the whole cost and this is causing pressure on budgets for all schools.
- We have a forecast c/f of £90,000 from 2018/19 and this is sufficient to cover the deficit in 2019/20 but there will be no carry forward for future years and this will need to be monitored carefully.
- The budget has trimmed as much as possible, with no supply or maternity cover and coaches for any trips won't be funded by the school. We have also reduced the cost of sporting expenses by one teacher and reduced our swimming travel costs by using two mini buses, rather than a coach.

Action

- **Governors appreciated that the Head and school has done everything possible to minimise costs and following discussion agreed to accept the budget.**

Proposed: KA
Seconded: AS
Unanimously agreed

9 **Sports Premium Planning and Evaluation Schedule 2018/19**

The Sports Premium must be used to make additional and sustainable improvements to the quality of PE and sport we offer. The Sports Premium Planning and Evaluation schedule for 2018/19 has been updated and reviewed by Governors at the meeting. The schedule will be added to the school website.

Clerk

10 **Policies**

Monitoring Evaluation and Review: The policy has been reviewed and no changes have been made. Governors approved and signed the Policy.

Kaleidoscope Whistleblowing Policy:

- The Policy was reviewed and approved at the Trustee Board on 22 May 2019.
- Governors asked whether the wording with reference to the whistle-blower being accompanied by a representative of their choice if they so wish (eg Union representative or friend) should be amended to the wording within the Staff Grievance Policy, where it stipulates that the person accompanying them must not be a legal representative.
- Luci agreed to take this to Heads and Chairs (HAC) Committee, which was meeting on 10 July, to ask the question.
- **Governors agreed to adopt the policy subject to the response from HAC.**

LA

(Post meeting note: The paragraph in question was discussed at HAC and it was agreed that whistleblowing was a legal matter and that there should be no changes to the wording of the policy, as it may be necessary to have legal representation.)

11 **Date for Head's Performance appraisal in Term 1 and details of Performance Appraisal Panel**

11.1 The Performance Appraisal Panel will be made up of the CEO (Simon Marriott), Chair of Governors or Chair of Governors representative and one other Governor. This year Mary will also sit on this panel, as she has experience in this. We will discuss further and agree the panel and a date at the LGB meeting in September.

LA/Clerk

12 **Meeting Dates 2019/20**

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The dates for 2019/20 had been distributed and were agreed.

13 **Head's Report: Self-Evaluation Form (SEF) and Safeguarding**

13.1 Achievement (attainment and progress)

- Foundation stage: Good Level of Development 74%.
- Phonics Y1: 78.5%. This was higher last year but the data is cohort related. **Governors asked what the national average is.** Luci advised it is around 81%, so we were below but of the children who didn't get it we had quite a few that scored 23/24 but they had not got to grips with all of the blends. We also have a child who is dis-applied but they still count as part of the percentage.
- KS1: Looking good with a greater depth increase in Reading, Maths and especially Writing.
- KS2: Results still awaited.
- Y4 Times Tables test: This year we took part in the pilot of the national times tables test for Year 4. The pupils have to answer 25 questions on an iPad, with 6 seconds for each answer. If they haven't typed the answer and 'enter' in that time it times them out and moves onto the next question. There is no threshold 'pass mark' this year, until they get the results in and see how the pupils have done. The children who use TT Rock Stars daily fared much better than those who don't because they are used to the online typing. This can be used on any device and all children have a password to use at home.

13.2 Behaviour

- **Governors asked how we handled the bullying incident.** Luci confirmed that we had talked to the child. This had been a one off incident
- Governors noted that the number of red cards has dropped over a number of years. Luci confirmed that the incidents are not very serious and we can see a continuous improvement.

13.3 Community: Y6 children will each be presented with a bible from the church. Luci thanked the church for this contribution.

14 **SDP and Action Plan**

14.1 Review of 2018/19 action plans: The plans had been updated and were distributed to Governors in advance of the meeting. There were no questions and the action plans were noted.

14.2 2019/20 Plan

- The focus will be spelling and SPAG across the school.
- Time tables focus for Y3 and Y4.
- Homework came up in the parents questionnaire and we be looking at this but anticipate that Reception will continue with 'Doing 30 things'; Y1 and Y2 phonics, reading, number bonds; Y3 and Y4 reading, spellings and times tables; Y5

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and Y6 reading spelling and maths work sheets. In addition there will be a knowledge organiser every 2 terms which we want the children to learn. The new curriculum will also be another strand but we will look at this in more detail in September.

- Kaleidoscope's action plan will also be built into the SDP.
- The 2019/20 plans will be distributed to Governors in September.

14.3 Governor Visits (Term 6 and Focus for 2019/20)

Please see 6.1.5 above.

15 **Governor Development**

15.1 Training & Activities:

- Governor Training Programme: The Clerk reminded Governors to send her dates and certificates for any training that they have completed.
- Governor Activities: Mary asked for the following information to be added to the report:
 - Wells Pilgrim day with year 6
 - Hutton Has Got Talent
 - Summer Fete
 - SATS monitoring
 - End of Term Church Services

15.2 Outcomes of strategic meeting 13 May 2019: This was covered in the matters arising report and discussed in item 6 above.

15.3 Safeguarding training: Current Governors are up to date. New Governors to complete as soon as possible.

15.4 Developmental proposals for next year, including Ofsted preparation: Curriculum and Ofsted will be key areas and will be ongoing at LGB Meetings next year.

16 **Results of parent questionnaire**

16.1 The results of the parents questionnaire had been distributed to Governors in advance of the meeting. The 'things parents wanted to keep/change' had been analysed and areas where changes could be made would be reviewed:

- Reduce the number of providers that are a cost to the school: We would look out for free activities such as the countryside day; Warburtons free activities for schools.
- Afterschool activities: We will plan out and focus on Monday, Tuesday and Thursday for our after school clubs. Monday Football, Thursday, Forest School. We will put coding club and lego club on the same day and space out through year. There will be a variety of clubs but not a huge choice.

Action

- We have reviewed the questionnaire and were pleased with the results. There will be another questionnaire at the next parents evening which will cover a specific area and will not be Ofsted based.

17 Kaleidoscope MAT

Update from Trustee Board 22 May 2019

- Trustees have reviewed and agreed the training programme for Trustees, Members and Governors
- A Governor Handbook has been drafted and is going to HAC for approval on 10 July.
- We are working on an induction programme for Governors, to be used across Kaleidoscope.
- A skills audit to recruit Trustees with the required skills has been carried out and Trustees appointed. Trustees and LGBs will complete a Skills Audit on an annual basis to look at any skills gaps.
- School reviews have taken place and actions followed up. We are pleased with the progress that schools are making.
- We are looking at a single on line tracking system using FFT data and this is being developed.
- NFER tests were carried out in June across Kaleidoscope for Y4 and Y5 children. This is to give the CEO a clearer picture where schools are, as schools all have different tracking systems. Our data from the tests in reading and maths was 83% to 87% expected and 30% greater depth in most of the classes. Luci was pleased with that result. We have agreed these will take place slightly earlier next year, at the end of Term 5.
- The MAT Finance team have worked hard at embedding the finance systems, with a limited number of staff and have done well.
- CW is retiring as Head at Christ Church in July but will continue as Principle Finance Office for Kaleidoscope.
- MAT threats - pupil numbers. St Martin's have 36 pupils coming in and Becket and Worle Village are a third lower than they should be. Hutton have 28 definites and are expecting the two remaining places to be filled. 99% of children got their first choice.
- We were successful in 2 out of our 4 CIF project bids. Crockerne, £112k for roof repairs and Worle Village, £35k for fencing work.

18 Health and Safety

Health and Safety was covered in the Finance, Staffing and Premises Meeting on 2 July and there were no areas of concern to report to the Local Governing Body.

19 Any other business

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**Action
LA**

19.1 Safeguarding: A Governor highlighted that the Governor information on the Safeguarding poster in school needs to be updated.

19.2 Jane thanked everybody for their hard work during the school year and particularly to Luci for everything she does.

19.3 School Events:

- Kaleidoscope Y6 Singing event at Hutton: Friday, 12 July 2019
- "Alice the Musical". 19 July at Hutton Village Hall, 6.30 pm
- Leavers Service: on Monday, 15th July

20 **Date and Time of Next Meeting**

Monday, 23 September 2019 at 6.30 pm

The meeting closed at 8.45 pm

Signed:

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