



**Meeting of the Local Governing Body
held at Hutton CE Primary School
on Monday, 9 December 2019 at 6.30 pm**

Present:	Luci Amos	Headteacher
	Jane Barry	Foundation Governor
	Julia Cruse	Staff Governor
	Michelle Groom	Parent Governor and Chair for meeting
	Phil Heycock	Co-opted Governor
	Justine Kuht	Staff Governor
	Nick Middleton	Parent Governor
	Mary Potter	Foundation Governor
	Andy Rowse	Co-opted Governor
	Jacqui Cashmore	Clerk

Action

Procedural

1 Welcome and Apologies for Absence

- 1.1 Governors welcomed Andy Rowse, Co-opted Governor to the meeting
- 1.2 Apologies for absence were received and accepted from Veronika Chidemo, Alan Seabrook and Liz Woodrow.

2 Register of Business Interests

- 2.1 Andy and Luci declared a family connection. The register will be updated to reflect this. **Clerk**
- 2.2 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.

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

The Minutes of the Local Governing Body Meeting held on 18 November 2019 were agreed and signed as a true record.

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

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

6.1.1 Online Safety training (6.1.2):

- Luci had discussed the possibility of a Kaleidoscope event with a speaker from the South West Grid but schools have decided not to participate due to low parent numbers at a previous event. They have decided to ask parents to complete the on-line training.
- Nick has trialled the on-line training module and feels it is too long for parents. Nick is willing to take a further look at this to see if we can provide a shorter version for parents. An alternative would be to send out the link to parents and see how many people take it up. NM/LA to take forward.

NM/LA

6.1.2 Governors Training Programme – GDPR (6.1.8): This training is to be completed annually. Luci to re-distribute the link to Governors. LA

LA

6.1.3 Governor Development Focus – Ofsted (7.4):

- Governors asked if they could have some further training on Ofsted.
- Jane confirmed that an Ofsted folder has now been set up and has been shared with Governors in OneDrive. A paper copy is also available in the school office.
- Our LGB meeting in January will be a training session and as part of our Ofsted preparation will look at the new curriculum and go through the intent and analysis of impact. We will also look at the pledge that Hutton gives children throughout their time at school.
- **Governors asked whether Ofsted have access to information in advance.** They will have access to the website. The school will receive a phone call before lunch time on the day before the inspection and an Inspector will arrive at 8 am the next day for two days. Once we receive the phone call we will give them access to the Governors Section on the OneDrive.
- **Governors asked how long do you wait for feedback.** There is feedback at the end of the visit and then a

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Action

draft report is received a couple of weeks later. Once finalised this is published.

- 6.1.4 Statutory Inspection of Anglican and Methodist Schools (SIAMS): Our SIAMS inspection is due in May 2020. A core group consisting of our three Foundation Governors, Rev Anne Wilkins, Wendy Scherer and Luci will meet after Christmas. **LA/JB**
- 6.1.5 H&S report on Fire: Deferred to next meeting. **AS**
- 6.1.6 Fire Audit – update:
- North Somerset have visited and carried out their annual H&S Fire Risk Assessment. We are awaiting their report.
 - We have had an issue with one of the glass panels in the bannister in the new building, which has shattered. We have made this safe and cordoned off the stairs. We are obtaining quotes for the replacement of the glass but in the meantime we have had to move children into another classroom.
- 6.1.7 PTFA Audited Accounts: These will be audited in December and brought to the LGB in February. Item to be re-scheduled on agenda planner. **LA/Clerk**
- 6.1.8 After schools activities: Clubs will be run as part of the After School Club from January.

Vision

7 School Development Plan (SDP) - monitoring

- 7.1 The SDP action plans were distributed to Governors at the meeting and will be shared on OneDrive. These are updated each half term and we use a different colour each term to show our progress. **Clerk**
- 7.2 Governors reviewed and noted the action plans.

8 Policies

8.1 School

- 8.1.1 The following policies were distributed to Governors in advance and were reviewed and approved at the meeting.
- Online Safety
 - Teaching and Learning

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- Curriculum

8.1.2 The following policies were approved subject to minor amendments. **LA**

- Handwriting
- Writing
- Reading
- Phonics
- Maths
- Drama

8.1.3 Governor Questions

- **How do we identify changes made to last year's policy?** Luci advised that the English, Maths and Drama policies had been completely re-written as the curriculum has changed but usually we use track changes.
- **Monitoring and evaluation - if we find some children are behind the required standard, how is that addressed?** The subject leader would report that back to the class teacher and Senior Leadership Team and then this would be addressed. It might be that we do some more work as a class or we need to do some booster work with pupils. The subject leaders would be responsible for monitoring this.
- **Budget and resources is missing from some of the policies.** **LA** Luci has now added this in and will re-issue the policies along with the other minor amendments.
- **In the Handwriting policy is there anything about left handed children.** The tools they use are ambidextrous but we ensure the children hold the pen properly.

8.2 Kaleidoscope MAT (approved at Trustee Board 4/12/19)

- Anti-fraud, Bribery and Corruption
- Expenses (Trustees and Members)

8.3 The LGB adopted the Kaleidoscope Policies.

Accountability

9 **Lesson Visits T3 – Values (w/c 20 January 2020)**

9.1 Governors will go back into the classes that they visited in Term 1. We looked particularly at the Knowledge Organisers and will look at this again to see how this has developed.

9.2 Values: As we are due a SIAMS inspection in May 2020, Jane is carrying out an audit of what is on display in school but it is

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also about the children being able to articulate what they understand about the values. When visiting classes in Term 3 Governors will also be asked to look at the schools values.

- 9.3 The classes to visit are as follows:
- YR- Mary and Andy
 - Y1 - Liz
 - Y2 - Alan
 - Y3 – Nick and Phil
 - Y4 - Veronika
 - Y5 - Michelle
 - Y6 – Jane
- 9.4 It was agreed that Andy and Phil would not be allocated a class but would choose which class they would like to visit.
- 9.5 As Nick is on holiday that week, it was agreed Phil would go into Year 3 and Nick would arrange to visit separately. Nick and Luci to arrange. **NM/LA**
- 9.6 As Andy was on holiday during that week, he agreed to go into Reception the following week. Andy and Luci to arrange. **AR/LA**
- 9.7 Details on the class visits would be finalised at the meeting on 20 January. **LA/JB**
- 10 **Individual Governors Reports and Action Plans**
- 10.1 English
- 10.1.1 Jane had met with Sam Momber and talked about the changes in the approach, the emphasis and style. 'The Writing Revolution', which is a book that has recently been published is very popular and breaks it down into chunks, so that children have the confidence to choose the type of sentence to express themselves. It's not part of the curriculum but gives techniques and strategies that can be used and Sam has found this very useful. Every English team across the schools in Kaleidoscope are using this and implementing this in their own way.
- 10.1.2 Curriculum Table: It was agreed that although Reception has its own curriculum, we want to show the link from Reception on the curriculum table. Reception would be added in at the top of the curriculum table with an open box at each term. **LA**
- 10.1.3 SDP Action Plan: We are trying to increase the quality of some of the books that the children choose, so they have to read some of the archaic and classic books eg Black Beauty.

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We are raising the bar quite considerably for some children.

10.1.4 Spelling Shed: After the success of TT Rock Stars we introduced this spelling programme and it has gone down a storm.

10.1.5 The school are focusing on greater depth in KS2 but we hope using 'The Writing Revolution' will help with that. The class readers and independent readers are developing.

10.1.6 Data and Test results are promising but the highlighted areas on the SEF are greater depth writing at KS1 and greater depth reading and spelling at the expected level in KS2.

10.1.7 Spoken opportunities: Children are given opportunities to speak eg school council, assemblies, and performances. Luci said having listened to the KS1 Nativity this morning she was really proud of them as they all spoke really clearly.

10.1.8 Staff Development

- Jane is impressed with Sam's enthusiasm for learning with others across the MAT.
- Julia is doing a senior leaders course and her project is drawn from the SDP, looking at pupil premium pupils but this will have an effect on all pupils. Julia has been looking at their knowledge organiser vocabulary and in a Y6 quiz, those pupils that had been seeing Julia specifically, did better than the teacher would have expected.
- All staff are looking at improving tier two words, which you pick up from reading. We are using Isabelle Beck Robust vocabulary teaching.

10.2 Maths

10.2.1 Phil met with Beth Anderton. It is clear that she has a passion for the subject and introduced Phil to mastery maths, which appears to be an effective mechanism.

10.2.2 TT Rock Stars seems to be a good way of encouraging children to learn outside of class and be enthused by the subject. This programme helps children with the times tables test in Y4, which requires children to answer questions within 6 seconds. Those that practice on TT Rock Stars can do this.

10.2.3 Resources: Phil asked why there were no figures in here. Luci advised that we don't have a budget per subject but there is a budget for resources, which staff can come to her with requests. As a school we are well resourced.

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

11.1 Term 1 data was distributed to Governors at the meeting.

11.2 Pupil Premium

11.2.1 **Governors noted that the data showed there were a high number of pupils in Y2 working 'below' in Reading.**

Luci explained this is to do with the way we assess where they are on the reading scheme. KS2 have a comprehension paper and KS1 carry out benchmarking which checks they are on the right colour level and puts them up or down accordingly. The ones working 'below' are on low colour levels. Some are at 'begin' and some working at KS1 level. At the beginning of the year a lot of Y2 children start off at that level and at this stage Luci is not worried.

11.2.2 **Governors noted that the Y3 data was missing.** This is to be added. LA

11.2.3 Most pupils are clustered in 'begin' and 'begin+' at this time of year. In Maths we do have some children that are 'within+'.

11.2.4 Y1 data is interesting as we only have 20 questions and it does tend to score them well in Y1.

11.2.5 **Governors asked if this is the same for Y2.** Y2 data is significant and children are much more secure, we have had a new programme in place that has worked.

11.2.6 As the Maths topics are cyclical and they have to repeat the same process, you find as they go up through school they aren't starting at beginning each time because they have already learnt the process.

11.3 BME and EAL Pupils: There are not many pupils in either of these categories. The EAL child who is 'below' is at this level because of their special needs.

12 **Health and Safety**

12.1 H&S report on Fire: Deferred

12.2 There was no other information to report.

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13 **Safeguarding**

There was nothing to report to the meeting.

Financial

14 **PTFA Audited Accounts**

Deferred to the LGB meeting in February.

LA/Clerk

15 **Monitoring Staff Sickness**

15.1 Staff absence data was distributed to Governors at the meeting.

15.2 Governors reviewed the data and asked for the attendance % to be carried forward to the next report, so that they could compare the data over the year.

LA

16 **Kaleidoscope MAT – update**

16.1 HAC 20/11/19:

- Crockerne have had their SIAMS inspection and their report has now been issued. Jane will be reviewing this and picking up any points to help with preparation for our SIAMS inspection.
- LGBs are finding it difficult to recruit Governors, especially Foundation Governors, although Hutton doesn't have any vacancies.

16.2 Trustee Board

- Trustees spent time looking at the audited accounts and they will be presented to the Kaleidoscope AGM which is being held on Wednesday, 15 January at 6.00 pm (refreshments from 5.30 pm) at St Martin's School. All staff and Governors are invited.
- Term visits have taken place at all schools and action plans drawn up from this.

17 **Training and Development**

Governors Training Programme: The newly appointed Governors are in the process of completing this training and any other outstanding training has been followed up with individuals.

Clerk

18 **Any other business**

18.1 The Christmas Fete was a success. The school held a Bake Off

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and had a lovely amount of cakes to judge and sell. We raised over £500, which has been used for the new lap tops and for some gym equipment that is now up in the field.

18.2 Events:

- Tuesday, 10 and Wednesday 11 December at 9.30 am - Y1 and Y2 Nativity
- Thursday, 12 December at 9.30 am – Reception Nativity
- Monday, 16 December - Carol Service at 6 pm in the Hall
- Wednesday, 11 December and Thursday, 12 December – Hutton Choir on tour. They will be collecting for Weston Hospice, Dabaso and the school.

19 **Date and Time of Next Meeting**

Monday, 20 January 2020 at 6.30 pm.

The meeting closed at 8.15 pm

Signed:

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