



**Meeting of the Local Governing Body
held at Hutton C E Primary School
on Monday, 10 February 2020 at 6.30 pm**

Present:	Luci Amos	Headteacher
	Jane Barry	Foundation Governor
	Veronika Chidemo	Co-opted Governor
	Julia Cruse	Staff Governor
	Michelle Groom	Parent Governor
	Nick Middleton	Parent Governor and Chair for meeting
	Mary Potter	Foundation Governor
	Andy Rowse	Co-opted Governor
	Liz Woodrow	Parent Governor
	Jacqui Cashmore	Clerk

Action

Procedural

1 Apologies for Absence

Apologies for absence were received and accepted from Phil Heycock, Justine Kuht 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

None.

5 Minutes of the Meeting held on 20 January 2020

The Minutes of the meeting of the Local Governing Body Meeting held on 20 January 2020 were agreed and signed as a true record.

Signed:

Dated:

6 **Matters Arising from the Minutes of 20 January 2020**

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

6.1.1 SIAMS Inspection (6.1.3):

- Luci/Jane/Wendy and Rev Anne Wilkins will be meeting at the beginning of Term 4.
- Jane has done some work on why we should be excellent in SIAMS, which is picking up what the mid-term review suggested, where we provide evidence in terms of what people say and send in and this underlines the vision statement.
- Karen Sancto is our new Diocese Advisor and she will be visiting Hutton and meeting with Luci on 24 February.

6.1.2 School Development Plan (SDP 6.1.4): The updated SDP action plans will be shared on One Drive. **LA/Clerk**

Vision

7 **Curriculum Developments Training – feedback**

7.1 Jane asked if there were any issues or questions from the training on 20 January.

7.2 Following on from the training we will review at our May Meeting, how the curriculum has settled in and the next steps for the following year. **LA/JB**

7.3 Curriculum development will also be a standing item on the agenda for all LGBs, for example when other subjects complete their curriculum development, it will be an opportunity to go through that. **Clerk**

7.4 Luci presented the Geography curriculum development to Governors. This would be shared on the One Drive. **Clerk**

8 **Policies**

8.1 School

8.1.1 SEND: The policy had been reviewed by the subject team and no amendments were made. The policy would be circulated to Governors and approved at the next LGB meeting. **Clerk**

Action

8.1.2 Assessment recording & reporting and feedback: Governors reviewed and approved the Policy.

8.1.3 Art: Governors reviewed and approved the Policy.

8.1.4 DT: Governors reviewed the policy and subject to minor amendments it was approved.

8.1.5 Geography: Governors reviewed the policy and subject to minor amendments it was approved.

8.1.6 History: Governors reviewed and approved the Policy.

8.1.7 MFL: Governors reviewed the policy and subject to minor amendments it was approved.

8.1.8 Music: Governors reviewed the policy and subject to minor amendments it was approved.

8.1.9 PE: Governors reviewed the policy and subject to minor amendments it was approved.

8.1.10 PSHE: It was agreed Luci would have a further look at the policy and add the appendices. The policy would be brought to the next LGB meeting for approval. **LA**

8.1.11 RE: Governors reviewed and approved the Policy.

8.1.12 Science: Governors reviewed and approved the Policy.

8.1.13 Spoken Language: Governors reviewed the policy and subject to minor amendments it was approved.

8.2 Kaleidoscope

8.2.1 Governors noted and adopted the MAT policies which had been agreed by Trustees at their meeting in December.

- Equality
- Privacy Policy for Governors/Trustees and Volunteers

Accountability

9 **Lesson Visits T3 – feedback**

9.1 Governors gave feedback from the class visits in January. Governors' reports have been shared on One Drive.

9.1.1 Reception: Mary visited reception on a very cold day and

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Action

the children were really engaged with looking at the ice. She was impressed how play is embedded into learning. She also was impressed with their kindness to each other. The class has a kindness bucket and children can put the names of children who have done an act of kindness. The children all know their routine really well and don't need prompting.

9.1.2 Year 1: Liz went into class when the children were starting their history topic on the Great Fire of London. They started the lesson with a quiz and the children already showed a good knowledge and understanding of the facts. They were good at discussing it and keen to move on to the next part. They were keen to show her the bakery and fire engines they had made. They then moved on to a worksheet which they had to think what they would Hear/See/Smell/Feel if they were at the fire themselves. Liz was really impressed.

9.1.3 Year 4: Veronica joined the Y4 pupils in an outdoor learning session. It had been a lovely visit and she really liked the format of the lessons. She was impressed how kind the children were to each other, sharing equipment and respectful of using the equipment they had. The children listened well and there were lots of creative thinking and resilience.

9.1.4 Year 5: Michelle joined the children in their Maths lesson. She was impressed with their learning.

9.1.5 Y6: Jane was pleased with her visit and was impressed with the atmosphere, calmness of the class and that they could link their work from Term 1 to Term 3.

9.1.6 The Term 5 Lesson Visits will take place w/c 20 April 2020. **Governors**
Governors to liaise with class teachers to set this up.

10 Individual Governors Reports and Action Plans

10.1 SEND

10.1.1 Mary had met with Alayna Smith and her report will be shared with Governors on One Drive. **Clerk**

10.1.2 Veronika asked if many members of staff have done the mental health training, as Sidcot will be running some training sessions. Veronika to circulate the dates for Luci to invite staff to attend. **VC/LA**

10.1.3 Mary presented the report and said that she was very impressed with what we do for SEND children.

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There were no questions and Governors noted the report.

10.2 Vulnerable Groups

10.2.1 Luci presented the report which includes Pupil Premium (PP) and Black Minority Ethnic (BME) pupils. Data hasn't been updated since Term 1, as we are now assessing 3 times a year in Term 1, 3 and 5. Assessments for Term 3 are taking place this week and Governors will be updated at the next meeting. **LA**

10.2.2 There were no questions and Governors noted the report.

10.3 RE

10.3.1 Jane had met with Wendy and her report will be shared with Governors on the One Drive. **Clerk**

10.3.2 We would like to plan a trip to a place of worship for another faith. Veronika invited pupils to experience a Quaker meeting at Sidcot. She will put Jane in touch with their link at school. **VC/JB**

10.3.3 The school lives the Hutton Vision and Values and RE teaching is about these Values.

10.3.4 Understanding Christianity has been fully rolled out across the whole of the school for teaching about the Christian faith. It is aiming high, robust and challenging.

10.3.5 Knowledge organisers will be introduced for each unit of work to aid teachers' own subject knowledge and planning and can be shared with children if the teacher deems appropriate.

10.3.6 There were no questions and Governors noted the report.

10.4 Knowledge Organisers

10.4.1 Over the course of the year each class will get a knowledge organiser in History, Geography and Science. At the moment we are restricting it to these three subjects, as this is a new resource and it is about getting the right balance of how much do we expect them to learn. We will review this next year and anticipate we will provide more knowledge organiser for other subjects. It is currently work in progress.

10.4.2 Knowledge organisers have been shared with Governors on the One Drive.

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

There was no new data to present to this meeting as assessments were taking place this week. A report would be brought to the meeting in March. **LA**

12 **Safeguarding**

12.1 The Staff and Volunteers Acceptable user Policy has been sent out to Governors and was signed at the meeting by Governors.

12.2 The Acceptable user policy for pupils has also been re-written and sent out to parents for the children to sign.

12.3 A pupil had mentioned a website called Gacha life. Helen McCollum looked into this and found it is not suitable. Information has now been sent out to parents in the January Newsletter to make them aware of this website.

12.4 We are in the process of putting up new 'no mobile phone' signs in school, to make them more visible. Lockers will be provided for parents to leave their phone in, when they come into school.

12.5 Laura Lovely is creating guides for various online safety areas.

12.6 The latest Digital Parenting magazine will be sent out to parents and will also be added to the school website.

Financial

13 **PTFA Audited Accounts**

The PTFA Audited Accounts were presented to Governors. Governors accepted the PTFA Audited Accounts and agreed that these could be signed off.

Other

14 **Kaleidoscope MAT – update**

14.1 Kaleidoscope's Annual General Meeting was held on 15 January and the Annual Accounts are available on Kaleidoscope's website. The next Trustee Board is being held on 12 February.

14.2 The MAT's Diocese annual review is taking place on 11 February. Jane will be able to update Governors at the next **JB**

Signed:

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Action

meeting.

- 14.3 Jane is convening a LGB Chairs meeting on 4 March. They will be looking at governance, recruitment retention and training. This will be reported back to HAC meeting in March. **JB**

15 **Governors Activities, Training and Development**

The Governor Activities and Training Reports were distributed to Governors in advance of the meeting. The reports were noted.

16 **Any other business**

None.

17 **Date and Time of Next Meeting**

Monday, 16 March at 6.30 pm.

The meeting closed at 8.30 pm

Signed:

Dated: