

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**  
**FULL LOCAL BOARD STRATEGY AND OVERSIGHT MEETING FINAL MINUTES**  
**THURSDAY 15<sup>TH</sup> MARCH 2018 AT 5:30PM**

**PART 1**

Present: Mr C Mackman (Chair), Mrs I Hooper, Revd G Atha, Mrs E Adie, Mrs S Roberts, Mr M Lunn, Mrs A Flack, Mrs K Davis  
 Also present: Mrs S Rix (Minutes)

*Meeting started at 5:00pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Welcome and Apologies		Apologies received from Mrs V Cook. Mrs Cook's apologies were accepted as her absence was due to the change of the meeting date. Although absent, Mrs Cook contributed to the meeting electronically and had sent in various questions to be answered. Revd Atha was welcomed to his first meeting.	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes of: the Full Governing Body Meeting held on 21 <sup>st</sup> November 2017 Part 1 and Part 2		Minutes were approved and signed as a true record by Mr C Mackman.	
4. Matters Arising from pervious minutes and follow up of allocated actions		There were no matters arising from the minutes	
5. Minutes from committees and matters arising		Committee minutes for information only	
6. Charter Items - Termly	S1. Report of the Head Teacher	Mrs Adie provided local board members (LBM's) with the attendance data.	

		<p>The school development plan (SDP) continues to be worked upon and RAG (red, amber, green) rated.</p> <p>Absence of teaching assistants has lessened planned interventions but when pupil progress meetings were held, most teachers did not hold this as a problem.</p> <p>There is now a teaching staff vacancy. School is currently advertising for a teacher; year groups have not been specified so the post can be filled with the best teacher available – strength is being sought. Interest in the post is already being received.</p> <p>Progress for the end of year is based on data from pupil progress meetings.</p> <p><b>Q. Why is year 2 at 40% in maths? (ML)</b></p> <p>A. Progress is derived from an EYFS starting point at which data came out high at the end of EYFS for this cohort – assessments were insecure. Work is now in progress with EYFS and assessments are being secured. The year 2 cohort is attaining better than national.</p> <p>Mrs Adie explained to governors how EYFS data is marked and worked out.</p> <p>Within the performance of vulnerable groups, specific interventions have been put in place and intervention mapping has been changed so that there are clear entry scores allowing intervention to be closely evaluated.</p> <p>The LEAP project is focusing on attainment of English in vulnerable groups.</p> <p>Mrs Adie informed the LB that Stuart Edmonds (SE) is offering training to governors on the quality assurance (QA) document which evaluates school. Members agreed to accept the invitation.</p> <p>As part of the quality of teaching and learnings, SE has observed all staff within school in various ways, with key areas of development agreed for staff. He has also supported the new maths subject lead with outcomes and areas for development agreed.</p> <p>Following concerns over presentation of work in maths, school development meetings have focused on presentation of books</p>	<p>Clerk to accept offer from Stuart Edmonds and seek dates.</p>
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		<p>Q. Is there any safeguarding in place for the event of a child getting stuck between the gates? (GA)</p> <p>A. The gates have sensors so they stop if anything is between them whilst shutting.</p> <p>The gates are health and safety compliant and would also make school Ofsted compliant in relation to safeguarding. The installation is scheduled for summer.</p> <p>Mrs Flack discussed with members keeping the school website up to date and ensuring compliancy.</p>	
	S2. LAAT Academy Discussion – Feedback and Notes	The next signatures of risk assessment is booked with Paul Thompson for next term.	
	S3. Delegate and Arrange Processes for Staff Selection and Appointment	<p>Staff vacancies and recruitment were discussed within the Head Teacher report.</p> <p>Members discussed the parent governor vacancy to which there was one response. A recent skills audit shows that the LB requires skills in curriculum and standards rather than finance.</p>	<p>Clerk to draft letter to parent.</p> <p>Clerk to advertise parent vacancy on SGOSS</p>
	S4. Link Local Board Member Visits	<p>Members discussed timetabling their monitoring against the SDP which states the areas for monitoring.</p> <p>Members agreed areas for monitoring and buddy governors.</p> <p>Monitoring of pupil progress meetings and attendance at parents evenings was also agreed.</p>	
	S5. Review LB Membership, Roles, Responsibilities and Training	Members briefly discussed training and it would be good to have representatives at the LAAT member training and meetings.	
7. Charter Items – Spring Term	S17. Monitor Progress against Local Board Development Plan	There is no local board development plan in place.	
	S18. Review and Publish Equality Duty Information and Objectives	Mrs Flack advised members that compliancy information should be sought on a school website within two clicks. There is currently a compliancy page on the website.	Mr Lunn to seek equality statement
	S19. Review Complaints Policy and Procedure	The complaints policy is the up to date LAAT policy and is on the school website.	
	S20. Ensure Implementation of Data	School has adopted the LAAT data protection policy. LAAT are currently looking at policies and procedures in relation to general data protection regulation (GDPR). People including parents	

	Protection Policy and Procedures (Inc. FOI)	will have to be informed of changes to GDPR which may cause a glut of complaints.	
	S21. Confirm Appropriate Policy and Procedures for Educational Visits	This was reviewed by the Pupils and Provisions Committee on 31 <sup>st</sup> January 2018	
	S22. Safeguarding – LSCB Audit, Action Plan Link Governor Checklist and Record Keeping	Since members received the Safeguarding in Schools Self-Assessment Audit document, Mrs Hooper has been into school and has conducted a safeguarding spot check. This has turned the amber areas of the document to green.	
8. Christian Distinctiveness		Christian distinctiveness was included within the Head Teacher report. Revd Gareth is now in place. Mrs Adie is working with church wardens with regards to the flower festival. Mrs Flack is due to have training on the new SIAMS framework in May and school is currently receiving Understanding Christianity training with The Diocese.	Revd Atha to speak with Mrs Atha regarding becoming Bishops Visitor
9. Risk Assessments		Mr Ruck is to complete further risk assessment training. All risk assessments have been passed.	
10. Policies for Review	Critical Incident Policy  Swimming Pool EAP (for minuting only)  Swimming Pool NOP (for minuting only)  Procedures for Swimming Pool Rescuer (for minuting only)	Members approved and agreed to adopt the critical incident policy. Agreed via email in February 2018.  Agreed via email in February 2018.  Agreed via email in February 2018.	
11. AOB		Following the passing away of a former staff member, members agreed to give a donation to British Heart Foundation. It was also suggested that School Parliament could do a fundraising activity for the aforementioned charity in memory.  Mr Mackman asked if the final full local board meeting could be changed to Thursday, 12 <sup>th</sup> July. Members agreed.  <b>Q. Who is the member responsible for monitoring Pupil Premium and PE Funding? (VC via email)</b> A. Mr Mackman.	Clerk to send confirmation email

The meeting closed at 6.25pm

Signed: \_\_\_\_\_ Chair of Committee

Date: \_\_\_\_\_