

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**  
**FULL LOCAL BOARD STRATEGY AND OVERSIGHT MEETING FINAL MINUTES**  
**WEDNESDAY 18<sup>TH</sup> JULY 2018 AT 3:30PM**

**PART 1**

Present: Mr C Mackman (Chair), Mrs E Adie, Mrs S Roberts, Mr M Lunn, Mrs A Flack, Mrs V Cook  
 Also present: Mrs S Rix (Minutes)

*Meeting started at 3:30pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Welcome and Apologies		Apologies received and accepted from Mrs I Hooper, Revd G Atha and Mrs K Davis	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
	<i>Spiritual Mindfulness</i>	Governors were given a short period for quiet reflection.	
3. Minutes of: the Full Governing Body Meeting held on 15 <sup>th</sup> March 2018		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 talked through the report with governors. The process of preparing the 2018/19 school development plan (SDP) has started and key areas identified. The SDP will be in a similar format to the POAP document, which is an effective way of showing information.	

		<p>The final quality assurance (QA) session with Stuart Edmonds was on Monday 16<sup>th</sup>, which clarified the priorities for the next academic year.</p> <p>Y6 writing was moderated which proved positive with the moderator stating that it was the best-prepared evidence. No judgements were lowered meaning the teacher assessments are accurate and one judgement was increased.</p> <p>Year 6 secondary school transitions have taken place and there have been several move-up Mondays throughout the year groups. Mr Fulstow and Mrs Hogan have also been in and have completed additional work. Mrs Hogan has also been working with her class on Fridays for the past few weeks which will help with the difficult transition from year 2 to year 3.</p> <p>Two teachers are leaving as is one teaching assistant.</p> <p>Staff turnover has been discussed with S Edmonds and school is strategically managing the turnover well. Interviews for a HLTA will take place in the Autumn term.</p> <p>NQT mentoring will be required in September for one of the new teachers.</p> <p>By developing the skills of staff members allowing them to develop and move upwards and onwards, it shows that school is succession planning.</p> <p>KS2 SATS are in line with national. Five pupil's tests have been send for remarking, if successful two would move up to national standard and three to greater depth. Two pupils did not make standard.</p> <p><b>Q. Is that just a blip? (CM)</b></p> <p>A. Sometimes children just do not make it; there was no stress and no indication from practice tests that this would happen. Paul Thompson has stated that the lower reading results is a Trust wide issue.</p> <p>Progress cannot yet be compared to national as figures have not yet been released. S Edmonds thinks that progress within school will have no significant difference compared to national.</p> <p><b>Q. Regarding phonics, what percentage is each child? (VC)</b></p> <p>A. Around 3.5%.</p> <p>The four year 2 pupils that did not reach the required mark in year 1 all reached the required mark in year 2. If children do not</p>	
--	--	---	--

		<p>reach the required mark in year 2, there should be a large phonics focus for them in year 3.</p> <p>Q. Are there any current year 3 pupils needing the additional focus on phonics? (VC)</p> <p>A. No, they all converted their scores in year 2 if they hadn't met the mark in year 1.</p> <p>Vulnerable groups analysis will be completed following the release of national data.</p> <p>Mrs Adie informed governors of the number of courses staff are attending throughout school.</p> <p>There have been a number of pupil enrichment activities including a number of pupils performing at Lincolnshire Show and at the LAAT awards.</p> <p>Mrs Halden included a SEND report within the Head Teacher report. Governors were informed that Mrs Halden is really good within her SENCO role.</p> <p>Pupil premium and sports funding are currently under review. Health and safety continues to be a strength of the school and a significant number of staff have completed their online health and safety training.</p> <p>Under Church School Distinctiveness, a strength has been the work completed for the Whaplode flower festival; there was good contact with the churchwardens and very positive feedback.</p> <p>Mrs Cook stated that she was pleased to hear links with the church and churchwardens are being redeveloped. There has also been impact from the new vicar, Revd Atha.</p> <p>Mrs Adie is hoping to make plans for the next academic with the churchwardens is September.</p> <p>P Thompson has completed the final signature of risk of the academic year and cannot appraise school high enough with courageous advocacy in working with Weston St Mary.</p>	<p>Clerk to add one strand from the SIAMS framework onto each agenda.</p>
--	--	---	---

		<p><b>Q. Following SIAMS training, discussions were had on having one strand from the framework on each agenda. Will this be done? (VC)</b>  A. Yes, there will be one strand for discussion and monitoring on each agenda.  Mrs Cook also discussed with governors, following the SIAMS training, having a phrase from the bible to go with the vision statement 'inspire, believe, achieve'.</p> <p><b>Q. Do we look at the same statement for Weston? (VC)</b>  A. Yes, we keep them the same.</p> <p><b>Q. When is the sports track being installed? (AF)</b>  A. 13<sup>th</sup> August.</p> <p><b>Q. When is the building work starting for the subsidence? (CM)</b>  A. Monday, 23<sup>rd</sup> July with site being handed back on 13<sup>th</sup> August and all works to be fully completed by 31<sup>st</sup> August.  Mr Lunn informed governors of all the works being completed. All of the works were expressed in the signature of risks and P Thompson was happy with the contingencies in place.</p>	Clerk to email all governors regarding finding a statement from the bible to accompany the school vision statement.
	S2. LAAT Academy Discussion – Feedback and Notes	As discussed within Head Teacher report.	
	S3. Delegate and Arrange Processes for Staff Selection and Appointment	HLTA interviews will be held at the beginning of September.	
	S4. Link Local Board Member Visits	Recent reports received and distributed to governors from Mrs Hooper and Mr Lunn. Mrs Flack commented that the 2018/19 SDP will be more clear on what and how members are to monitor.	
	S5. Review LB Membership, Roles, Responsibilities and Training	Mr Lunn will formally resign from his governor role at the end of the academic year due to other commitments. Governors discussed potential replacement governors.	
7. Charter Items – Spring Term	S23. Review/Monitor Staffing levels against Structure and Financial Resources	Mr Lunn informed governors the budget was agreed and then changed by LAAT. Under the Academy Trust, there is less governor authority on setting the budget; governors are required more to challenge spending.	

		Mr Lunn talked through the assumptions being put into the budget that may or may not happen such as increases in teachers employer pension contributions and staff pay rises.	
	S24. 2018-19 Budget – Recommendation to Directors	Governors discussed this item within S23.	
	S25. Local Board Self-Audit and Development Plan	Mr Mackman to review over the summer.	Clerk to add to September agenda.
	S26. Agree School Session Times and Term Dates for 2018-19	Term dates have already been agreed and have been kept in line with Lincolnshire County Council recommended term dates. The school day is secure as it is.	
	S28. Confirm Headteacher Performance Management arrangements for 2018-19	This was reviewed and agreed on Friday 13 <sup>th</sup> July. This is completed early to enable Mrs Flack's appraisal to feed into everyone else's appraisal.	
	S29. Review School Website to Ensure Full Compliance	Mrs Cook has recently reviewed the website. Revd Atha to also complete a review of the website from Pupils & Provision meeting.	
	S30. Ensure Provision of Free School Meals to Pupils Meeting Criteria	The pupil premium strategy has had a good impact. Mrs Adie would like to use some of the pupil premium funding for attendance monitoring and reviewing. LAAT have a focus on attendance for 2018-19.	
8. Review School Development Plan and SEF		The SDP is in line with QA sessions and will be worked upon during the summer. There will be a focus on teaching and learning, RE, attendance and pupil reading and writing.	
9. Merging of Local Governing Boards		The merging of the two boards has been put on hold until after the next HMI at Weston. To enable all governors to get a feel for each school, governors are invited to attend meetings at both schools.	
10. Safeguarding		Mrs Hooper has reviewed safeguarding following a spot check. Mrs Flack is preparing for the new Keeping Children Safe in Education documentation, which has an onus on designated lead responsibilities, and keeping children safe online.	
11. Christian Distinctiveness		Governors covered this within the Headteacher report. A prayer area and remembrance area are being developed within school.	

12. Honoraria Payments & Incremental Progression Payments		Governors discussed and agreed honoraria payments and incremental pay increases.	
13. AOB		Mrs Cook congratulated the senior leadership team across both schools for their LAAT award. Both teams along with all staff have done very well and have worked hard across their first year as two schools. S Edmonds and P Thompson had both commented that Whaplode has managed to stay on their trajectory whilst taking on Weston.	
14. Agree Meeting Dates for 2018-19		The first QA session with S Edmonds in the new academic year is on 6 <sup>th</sup> September. Governors discussed reducing the number of meetings to fall in line with LAAT charters.	Clerk to revise and resend meeting dates
		Mr Mackman thanked all governors and staff for their hard work over the past year. Mrs Flack thanked Mr Mackman and the local board for their continued hard work and commitment.	

The meeting closed at 4.35pm

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

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