

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
STRATEGY AND OVERSIGHT MEETING FINAL MINUTES
TUESDAY 18TH DECEMBER 2018 AT 5:00PM

PART 1

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

Meeting started at 5:00pm

Agenda item	Issues	Agreed Action	Responsible
	<i>Literacy Review</i>	Governors reviewed the literacy books and completed the governor work scrutiny feedback forms.	
	<i>Spiritual Mindfulness</i>	Governors took a moment to reflect.	
1. Apologies for Absence		Apologies received and accepted Mrs K Davis and Revd G Atha.	
2. Declarations of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes from the Previous Interim Local Board Meeting on 26 th September 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 have been no applications for the parent governor vacancy. Mr Mackman to approach a parent who was previously interested. Governors discussed vacancies on the local board. Mrs Cook commented that it is difficult to review and monitor with few governors. Governors discussed the potential to complete some monitoring at the beginning of each meeting. Pupil progress meetings will take place at the beginning of January.	Clerk to email out dates for pupil progress meetings.

<p>5. Charter Items - Termly</p>	<p>S1. Report of the Head Teacher</p>	<p>Attendance will be reviewed in school before the end of term with letters being sent out to those with attendance under ninety percent at the beginning of next term.</p> <p>The school development plan main objectives have been set. Subject leader action plans are all complete and have been reviewed by Mr Kinsey at QA2.</p> <p>All staffing vacancies have been filled; Mrs Hill is now working within in EYFS. Mr Ruck is leading and integrating Mrs Hill into the EYFS curriculum.</p> <p>Q. At the start of the year we had three new teachers start, have they all settled in? (CM)</p> <p>A. Yes, they have settled in and there is a very positive atmosphere across the staff team. Following recent observations from Mr Kinsey, Mr Thompson and Ms Waters-Dewhurst, they have not been able to identify which teachers are new. The new NQT has passed the first term and has been strong in recent observations. The new coaching programme is in place.</p> <p>On moderating and monitoring, the non-negotiables are clear; existing staff are supporting the new staff with this.</p> <p>Pupil progress meetings and parent evenings have taken place with no issues arising.</p> <p>The RE audit was very positive with ideas to address, staff are attending additional training following this. School has been advised to go for the gold award for RE.</p> <p>Mrs Adie informed governors of the recent training staff have attended. Mrs Flack, Mrs Adie and Mrs Walker have attended the rural schools conference and found it very positive. Mrs Flack is now part of a working party to support Church of England rural schools in Lincolnshire.</p> <p>Staff continue to attend LAAT training; the provision from LAAT has been very good and LAAT support is strengthening.</p> <p>Q. Was the RE training through LAAT? (VC)</p> <p>A. No, this was by Gillian Georgiou.</p> <p>The subsidence work to classes three and four is now complete. Revd Gareth continues to deliver collective worships and runs weekly lunchtime club.</p> <p>Governors discussed the monitoring timetable and areas for monitoring. The educational adviser that has recently visited was very impressed with the standard of the learning</p>	
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		environment. Governors discussed monitoring and timetabled monitoring at the beginning of each meeting.	
	S2. LAAT Academy Discussion – Feedback and Notes	Governors discussed the signature of risks document. Q. When is the next review due? (VC) A. In the spring term. Areas that are red/amber will hopefully be reviewed at amber/green on the next visit.	
	S3. Delegate and Arrange Processes for Staff Selection and Appointment	There are no staff vacancies within school.	
	S4. Link Local Board Member Visits	Governors received reports from recent member visits. Following behaviour concerns flagged up on a recent monitoring visit, Mrs Flack informed governors that the leadership team had not had concerns regarding the year group. Mr Kinsey also observed the year group and had no concerns with behaviour.	
	S5. Review LB Membership, Roles, Responsibilities and Training	Governor specific subjects and responsibilities information given out for governor information.	
6. Charter Items – AutumnTerm	S8. Review & Sign LB Code of Conduct	Completed at the September strategy and oversight meeting.	
	S9. Review Scheme of Delegation	Completed at the September strategy and oversight meeting.	
	S10. Appointment of Link Local Board Members	Completed at the September strategy and oversight meeting.	
	S11. Review Self-audit & Identified Training/Development	Governors had previously completed the self-review and skills audit; the clerk collated the information and reported to governors.	
	S12. Admissions Policy	Completed at the September strategy and oversight meeting.	
	S13. Academy Development Plan and Strategic Vision	The LAAT development points for 2018/19 are built into the school development plan. A prayer competition will be held in January for the LAAT school prayer book	

		In September, a welcome to LAAT and our school service will be held for new parents.	
	S14. Safeguarding Policy	Completed at the September strategy and oversight meeting.	
	S15. LSCB Safeguarding Audit (Local Board Member Involvement)	Mrs Hooper has completed a safeguarding spot check and provided a report. Mrs Flack is now able to access the safeguarding audit tool. School is compliant in terms of safeguarding.	
7. SIAMS Framework – Strand 1 – Vision & Leadership		Mrs Flack has sent out a working document asking for governor review and comments. Mrs Flack is supporting Horbling school regarding SIAMS and a school in Louth.	
8. Christian Distinctiveness		Governors covered this within RE, SIAMS and rural schools discussions showing that Christian distinctiveness is becoming embedded within all areas.	
9. Safeguarding		Mrs Adie has completed her two-day safeguarding refresher. Mrs Hooper has completed the termly safeguarding spot check. Mrs Adie and Mrs Walker will be delivering the annual safeguarding training to all staff on 21 st December.	
10. Parent Governor Vacancy		Governors had already discussed this within agenda point four.	
11. Policies to Review	Parent Code of Conduct SEN Policy Accessibility Plan SEND Information Report	Governors had previously agreed the policy via email. Mrs Halden, SENCO has updated the SEN policies. All governors agreed to adopt the updated policy. All governors agreed to adopt the updated plan. All governors agreed to adopt the updated report. Governors commented how impressed they are with the SENCO and her knowledge. Governors agreed that Mr Mackman should write a letter of thanks to Mrs Halden and congratulating her on passing her qualification.	Clerk to update policy listings and website. Mr Mackman to write a letter of thanks to Mrs Halden

12. AOB		<p>Q. Is there any update on buildings? (CM) There are still plans. At present we have received 19 EYFS first choice applications for September 19 intake. Governors discussed school places within surrounding schools.</p>	
13. Date & Time of Next Meeting		<p>Future meetings as follows: 7th February – Pupils and Provision (change of date) 20th March – Finance, Buildings and Personnel 26th March – Strategy & Oversight (change of date)</p> <p>Mr Mackman thanked all staff on behalf of the governing body for their continuous hard work.</p>	Clerk to inform all governors of date changes

The meeting closed at 6.05pm

Signed: _____ Chair of Committee Date: _____