

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
FULL LOCAL BOARD STRATEGY AND OVERSIGHT MEETING FINAL MINUTES
WEDNESDAY 26TH SEPTEMBER 2018 AT 5:30PM

PART 1

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

Meeting started at 5:35pm

Agenda item	Issues	Agreed Action	Responsible
	<i>Spiritual Mindfulness</i>	Governors were given the chance to reflect using reflection pebbles.	
1. Appointment of Chair		Governors present agreed for Mr C Mackman to be appointed as Chair for the academic year 2018/19.	
2. Election of Vice Chair		Governors present agreed for Mrs I Hooper to be appointed as Vice Chair for the academic year 2018/19. Governors discussed the vacancies on the Local Board and the requirement for an additional governor.	Clerk to send out parent governor vacancy letter.
3. Apologies for Absence		Apologies received and accepted Revd G Atha.	
4. Declarations of Interest		Annual Declaration Forms and LAAT Vision, Object, Aims and Expectation forms completed by governors present. There were no declarations of interest in any item on the agenda.	Clerk to collate forms and send to LAAT Governance Officer
5. Minutes from the Previous Interim Local Board Meeting on 18 th July 2018		Minutes were approved and signed as a true record by Mr C Mackman.	
6. Matters Arising from pervious minutes		There were no matters arising from the minutes.	

and follow up of allocated actions			
7. Charter Items - Termly	S1. Report of the Head Teacher	<p>Mrs Adie discussed the report with governors. Autumn term absence data is based upon 2 weeks of attendance; absence monitoring will be put in place for the academic year.</p> <p>Work continues on the school development plan (SDP) and will be ready for S Edmonds next week.</p> <p>Q. What are the key points within the SDP? (VC)</p> <p>A. Development of leadership, development of the middle leader role, improvements on teaching and learning and persistent absenteeism. Improvements in teaching and learning have already been activated with feedback from drop ins being built into appraisals and a bespoke programme of CPD in place.</p> <p>The 3 new teachers have all settled in well and have gone through the LAAT induction/probation system.</p> <p>The HLTA post has been filled and the staff member is already working in school. There is a vacancy for a TA due to a current TA relocating; this is being advertised as present.</p> <p>The LAAT School Education Advisor (SEA) for this academic year will be Mr D Kinsey who is on secondment from his Head of School role and will be conducting the Whaplode QA sessions.</p> <p>Mrs Adie discussed the KS2 2018 progress table within the HT report and gave governors the supporting information to the data. Mrs Flack informed governors that school had received a telephone call from Lincolnshire County Council (LCC) regarding writing data. LCC were satisfied with the measures put in place.</p> <p>Q. What is S Edmonds doing now? (CM)</p> <p>A. He is overseeing the SEAs.</p> <p>Q. If we receive hard/awkward questions, do we have the data as evidence? (VC)</p> <p>A. Yes, the data is all there showing the progress measures and the amended progress measures.</p> <p>Q. In terms of Ofsted, where are we with the data? (VC)</p> <p>A. We are within the parameters; it is the progress measures where the issues are. The amended data also shows the data following the remarks. We are all aware of the data, Ofsted are less interested in attainment than progress. Target setting and</p>	

		<p>appraisals are based on progress for this academic year and progress has to be at national or above.</p> <p>Mrs Flack and Mrs Adie explained to governors the requirements to ensure that there is no negative progress data. Governors discussed extensively the bandings and the achievements required.</p> <p>Governors were informed that teachers are aware of the progress requirements and that the progress targets set and are cohort, pupil and teacher specific. Conversations with the year 6 teacher have already been made in relation to progress and identifying the progress requirements for each pupil.</p> <p>Governors were informed that they need the knowledge and background to the data in order to have discussions when required.</p> <p>Mrs Adie ran through the training already taken place this term.</p> <p>Q. Who is taking over the Apple training? (KD)</p> <p>A. We are no longer an Apple school. We still have iPads; Mrs Thurgood will be the computing subject lead.</p> <p>There are no LAC pupils within school.</p> <p>Pupil Premium and Sports Funding for 2017/18 has been reviewed and 2018/19 reports are being written.</p> <p>School is to receive an RE audit in October.</p>	
	S2. LAAT Academy Discussion – Feedback and Notes	<p>Governors discussed the Signature of Risk document and Mrs Flack discussed with governors the extensive conversations had with P Thompson regarding the reductions in assessment in some areas. Governors discussed that there had been no previous mention of any concerns in the areas of reduced assessment. P Thompson stated to Mrs Flack that he has no concerns with the leadership or strategic leadership and governance of school.</p> <p>Mrs Cook stated that it is sometimes good to have harsh judgement and that school will be able to focus on these areas in 2018/19.</p>	
	S3. Delegate and Arrange Processes for Staff Selection and Appointment	<p>Staff selection, appointments, inductions and probations are all as per the LAAT guidelines and policies.</p>	
	S4. Link Local Board Member Visits	<p>Q. In order for us to monitor, we need to know what to monitor? (VC)</p>	

		Monitoring should be as per the QA document. The SDP will be more specific this year in relation to monitoring and will give a timetable of when to monitor. Mrs Flack stated that until the SDP is complete, governors should monitor new staff, Christian distinctiveness, behaviour and SIAMS. Governors were informed of the Harvest Festival date – 18 th October.	
	S5. Review LB Membership, Roles, Responsibilities and Training	Governors discussed monitoring areas for the academic year and agreed they should be linked to the SDP rather than specific areas. Monitoring areas agreed as follows: C Mackman – Signature of Risk, Complaints, EHT Performance Management, Pupil Premium, PE Grant V Cook – Safer Recruitment, Health & Safety, Wellbeing, Reviewer of EHT Performance Management I Hooper – EHT Performance Management, SEN, Pupil Provision, SCR, Safeguarding G Atha – Christian Distinctiveness, SIAMS K Davis – Curriculum, British Values, SMSC EYFS and further curriculum monitoring are vacant areas. Q. Have we appointed for the TA vacancy? (VC) A. Shortlisting takes place next week; the position is in EYFS.	Clerk to amend buddy governor classes and update governor monitoring areas.
8. Charter Items – AutumnTerm	S8. Review & Sign LB Code of Conduct	Governors completed the Code of Conduct forms	
	S9. Review Scheme of Delegation	LAAT Scheme of Delegation in place.	
	S10. Appointment of Link Local Board Members	Completed within S4.	
	S11. Review Self-audit & Identified Training/Development	Mrs Flack asked for governors to consider attending the LAAT training for governors. C Mackman to attend Chairs Forum.	
	S12. Admissions Policy	Admissions Policy 2020 amended with LCC guidelines and wording. Governors agreed to adopt the amended policy.	Clerk to send policy to LCC for consultation.
	S13. Academy Development Plan and Strategic Vision	Discussed within HT report.	
	S14. Safeguarding Policy	LAAT policy updated for 2018/19	

	S15. LSCB Safeguarding Audit (Local Board Member Involvement)	Mrs Hooper works with Mrs Flack at monitoring and conducting spot checks on safeguarding. Mrs Flack conducts the LSCB safeguarding audit in line with the given guidelines. The audit process will be starting again for 2018/19.	
9. SIAMS Framework – Strand 1 – Vision & Leadership		<p>There is a new SIAMS agreed framework in place for September 2018, areas have all gone up a level and the framework is linked to pupil outcomes and attainment. Everything we do in school should be underpinned and linked to Christianity, Christian theology and all through the eyes of God.</p> <p>Governors discussed how the school values, vision and ethos should be underpinned by bible quotes. Governors discussed quotes and agreed to 'But as for you, be strong and do not give up, for your work will be rewarded' 2 Chronicles 15:7 and 'I can do all things through him who strengthens me' Philippians 4:13. Governors discussed having a policy header page to all policies containing the underpinning bible quotes.</p> <p>Governors discussed the completion of the SIAMS self-evaluation and discussed Strand 1 – Vision and Leadership. Governors were informed that religious education (RE) is a school priority; Mrs Flack has been doing RE drop-ins and staff development meetings have been allocated for RE.</p> <p>Q. How do you know that members of staff know the new framework? (VC)</p> <p>A. Staff training has been completed and will continue. Y Shaw is to assist Mrs Flack with SIAMS across both schools.</p>	Clerk to update website, letterhead and policy headers
10. Christian Distinctiveness		Governors covered this within the HT report and within the SIAMS Framework agenda point.	
11. AOB		There was no AOB	
12. Date & Time of Next Meeting		<p>Future meetings as follows:</p> <p>17th October – Pupils & Provision</p> <p>14th November – Finance, Buildings and Personnel</p> <p>21st November – Strategy & Oversight</p>	Clerk to add a SIAMS strand to all agendas.

The meeting closed at 6.55pm

Signed: _____ Chair of Committee Date: _____