

MEETING OF LOCAL GOVERNING BOARD

Minutes of the video-conference meeting held at 16:00 hrs.

on 24 February 2022

Name	Type	Office	Term
Isobel Tunnecliff	Parent		14/07/2025
Sarah Belchambers	General Member		27/03/2022
Catherine Gibson	General Member		23/02/2023
Michael Lowry	General Member		29/11/2025
Sarah Mitchell	General Member	Executive Headteacher [EHT]	Ex officio
Lin Stephenson	General Member	Chair	01/01/2025
Matt Hawley	Headteacher	Head of School	Ex officio
Sarah Bailey	Staff		03/12/2023
Rev. John Saxon	Foundation: Incumbent	Vice-Chair	Ex officio
Tom Caster	Foundation		02/02/2026
In attendance			
Tom Bennett		Clerk	
* <i>indicates absence</i>			

The Rev John Saxon opened the meeting with a prayer.

1/22 Apologies for absence

Apologies were received and accepted from Sarah Bailey.

Sarah Belchambers and Sarah Mitchell had provided advance notification of their late attendance to the meeting.

2/22 Vision

The Chair reported she had recently attended a training session on Statutory Inspections of Anglican and Methodist Schools (SIAMS). One of the strands inspected during an inspection is Vision and Leadership.

Governors should consider how effective was the school's leadership in promoting the school's Christian vision in enabling pupils and adults to flourish.

It was **noted** the school's current vision is to be a highly purposeful, caring Christian community, in which children:

- Progress exceptionally well academically, across a broad and knowledge-rich curriculum;
- Develop into confident, compassionate, well-rounded individuals;
- Become equipped with the learning skills needed to deal with future challenges;
- Create happy, positive memories of their childhood.
- "That they may have life in all its fullness." (John 10: 10)

3/22 Any Other Business

None.

4/22 Declaration of business interests

No governor declared a potential conflict of interest with any item to be discussed at the meeting or that they had received or given any gifts or hospitality that could be perceived to compromise their impartiality when dealing with matters for the Academy.

Action

5/22 Minutes of the previous meeting

The minutes of the previous meeting held on 18 November 2021 were approved as an accurate and true record of the meeting.

6/22 Matters arising

Minute 74/21 Chair's Action

The Chair reported the Governors had considered two vacancies on the LGB at the last meeting that had now been filled by Michael Lowry and Tom Caster. Two other people had also expressed an interest on becoming a governor.

It was **agreed** to ask the MAT's Board of Trustees to consider a case for increasing the number of governors on the LGB.

All other matters arising from the last meeting had been completed or were covered on the agenda.

7/22 Policies

The Head of School reported there were currently no policies that needed to be reviewed by governors.

8/22 Headteacher's Report

The Head of School [HoS] highlighted the following from his previously circulated termly report:

Staffing

Following the decision of the teacher for Year 2/3 [Dragonflies] to leave at short notice (over the February half-term break), to minimise any learning disruption for the children in the class, the following temporary arrangements have been put in place:

The HoS had temporarily taken over responsibility for the class and was teaching the class from Monday to Wednesday.

A supply teacher was teaching the class on Thursdays and Fridays.

An advertisement had been placed for a fixed term role for a Year 2-3 teacher for the remainder of the year.

Two members of staff were absent having tested positive for COVID but were due to return soon.

Pupils on Roll

The number of pupils on roll had increased by a net 35 since the start of the academic year and now stood at 129, which will increase further with a two more pupils planning to join. The HoS expected a full intake of pupils [23] into Reception in September 2022. This will result in the overall pupil numbers increasing further as the number of Year 6 children leaving in July will be 16.

The schools current Published Admission Number [PAN], the maximum number of pupils it can take each year, was 23 compared to 30 at other schools. It was noted that with the staff costs of employing a teacher and teaching assistant it was more cost effective running a class at 30 and the school should consider increasing the PAN for future years.

With the continued rise in pupil numbers, it was now proposed to retain the additional class. As this constituted a permeant change to the school's structure, the matter needed to be agreed by the MAT's Board of Trustees who were planning to hold an additional meeting in March to consider the proposal.

**Chair/
Clerk**

Should the proposal be approved, an advertisement will be circulated soon for an additional teaching post.

The number of pupils in some mixed-year classes exceeded 30 that the school was currently managing by moving high-attaining children to the next mixed age class. If numbers continue to rise, the school may need a new sixth class in September 2022.

The increase in numbers increased the financial strain on the school as it would not receive any additional funding for the new pupils until 2022-23. This was due to the ESFA using the school's current year autumn term pupil census data in calculating the General Annual Grant [GAG] for the following year.

Achievement and Standards

End of Key Stage 2 [KS2]

Progress was being measured and reported on the progress made by the Year 6 pupils since KS1 and by setting high targets. The results showed that at the end of the autumn term the cohort were already achieving the target on both the reading targets set for the academic year and were on target to achieve the targets for writing by the end of the academic year but were underachieving on the targets for maths. The leadership and teaching staff were focusing providing interventions and resources on Maths and the HoS was confident progress will have improved significantly at the next round of assessing the level of attainment of each pupil at the end of the spring term.

End of Key Stage 1 [KS1]

Attainment had been affected by the outcomes of one class, in which assessment results were not reliable at the end of the autumn term. Interventions in maths and writing were taking place in the spring term. The HoS was confident the cohort would exceed the target by the end of the year with the interventions currently in place.

Early Years Foundation Stage [EYFS]

The HoS reported the cohort of pupils was very strong and was presently on track to achieve Good Level of Development [GLD] at the end of the EYFS.

Phonics Check

12 out of 16 children in Year 2 (75%) passed the phonics check in the autumn term which represented strong progress since the end of Year 1 (67%). Year 2 was the school's most complex and lowest attaining year group, although progress was as strong as other year groups.

Multiplication Check

Pupils' multiplication skills will be checked in the Summer Term. This year, the school will be targeting that 16 out of 23 (70%) of children will score 20 or higher out of a maximum of 25 and 19 out of 23 (83%) children to score 15 or higher. Early evidence showed pupils were likely to reach or exceed this target.

Pupil and Service Premium Update

The school had refined and increased its spend on its transition processes for children joining and leaving the school to ensure the transitions for service children are smoother.

Safeguarding, Behaviour and Safety

There had been no permanent exclusions since the last meeting. There had been one fixed term exclusion this term due to an incident of a physical nature on a member of staff. A restorative meeting had been held and the issue had been closed.

In total, 13 behaviour incidents had been recorded in the behaviour log so far, this academic term. There were 3 children with more than one incident recorded, and 1 child with more than 2 incidents recorded. These were in-line with past year averages and lower than a lot of other primary schools.

The Chair thanked the HoS for a very comprehensive report and commended the teachers for the high number of subject and leadership responsibilities that they had.

Sarah Mitchell added the leadership team and staff needed to be congratulated on the progress being made. She had recently attended a meeting with the Department of Education [DoE] and had shared the progress made at DPA considering where the school was prior to the current HoS joining the school and the limited leadership capacity that all small schools have.

9/22 School Development Plan/ [MH]

The meeting received the updated school development [SDP] plan for 2021-2022 and noted the progress being made to achieve the key priorities.

The HoS reported he was most pleased with the progress being made on non-core subjects targeted at the beginning of the year and that other key priorities would be achieved by the end of the academic year.

10/22 Risk Register [MH]

The HoS highlighted those risks that had changed since the last meeting.

- The likelihood of the risk of key staff being off had been increased due to high COVID cases in the region and the high level of leadership and teaching responsibilities.
- The likelihood of low admissions had been reduced following confirmation of the number of pupils joining the school in September and lower mobility levels of children joining and leaving the school.
- The likelihood of the funding gap had been increased considering the higher inflation rates, the need, and costs for new classes with the increasing pupil numbers and delay on receiving funding for additional pupils.

11/22 Minutes/reports of committees

a) Finance and Premises Committee

John Saxon, the Chair of the Finance and Premises Committee, reported the committee had not met since the last meeting in November so there were no minutes to review.

A working group had met earlier to consider current and longer-term spending priorities. A paper had been circulated before the meeting.

John Saxon thanked Sarah Belchambers for organising working parties in carrying out decorating and other maintenance projects.

The working group had identified several areas within the school needing re-decoration and refurbishing that, if not attended soon, could result in the school having to spend more later.

The next stage was to cost the works, identify any available capital grants that could fund the works to identify how much could be funded by the school's reserves.

Sarah Mitchell confirmed the Academy would need to seek the MAT's Board of Trustees' approval for its spending plan and using the Academy's reserves and it was **agreed** to update the paper and send it to her to forward to the Board.

JS

The meeting discussed whether the school should use some of the reserves to provide part-time temporary teaching support for the Dragonflies Class to relieve the HoS of teaching the class three days a week.

The HoS appreciated the governors concern for his welfare but wanted to be in direct control of the class that was most complex class in the school and focus on recruiting for a good permanent teacher to avoid any further disturbances for the pupils in the class.

John Saxon reported financial management information was being received by him and the committee on a timely basis. The take-up of school meals and catering income was higher than budgeted.

b) Teaching and Learning Committee

The meeting received and noted the minutes of the Teaching and Learning Committee meeting held on 13 January 2022, circulated before the meeting.

No questions were raised.

12/22 Chair's action

No urgent action had been taken by the Chair or Vice-Chair on behalf of the governors since the last meeting.

13/22 Correspondence

No correspondence relevant to the Governing Body had been received.

14/22 Safeguarding children

Covered in the Headteacher's report.

The Chair reported the school needed to maintain a record of all safeguard training completed by staff and governors.

15/22 Church Matters

Report on joint school/ church activities

John Saxon reported teachers had taken on daily responsibilities for worship and planning had started for Easter.

16/22 Governor visits

The meeting noted the governor visit report from Sarah Belchambers who had visited the school to monitor the teaching of Design Technology.

The meeting also noted the governor visit report from Catherine Gibson who had visited the school to monitor the teaching of EYFS subjects.

Tom Caster reported he had visited the school to meet the HoS to discuss the running of the schools and the current issues facing the leadership team. He also had a guided tour of the school and premises and met members of the staff and pupils.

17/22 Governor training

a) Link Report

Sarah Mitchell, the Link Governor reported that Sarah Belchambers had provided certificates of several governor training courses she had completed.

It was **agreed** to:

- Set up access links to governor training for the new governors;
- Send all governors details of the latest available courses;

SM

- Review governor training records on safeguarding to ensure they are all up to date.

b) Courses attended by governors since the last meeting

The Chair reported she had attended a SIAMS [Statutory Inspections of Anglican and Methodist Schools] training course and confirmed the school would not be inspected in 2022.

18/22 Any other business

None.

19/22 Date/time of future meetings

- 30 June 2022

All LGB meetings start at 16:00 hrs

Approved by the LGB on 30 June 2022