

MEETING OF LOCAL GOVERNING BOARD

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

on 18 November 2021

Name	Type	Office	Term
Isobel Tunnecliff	Parent		TBC
Sarah Belchambers	General Member		27/03/2022
Catherine Gibson	General Member		23/02/2023
Sarah Mitchell	General Member	Executive Headteacher [EHT]	Ex officio
Lin Stephenson	General Member	Chair	01/01/2025
Vacancy	General Member		
Matt Hawley	Headteacher	Head of School	Ex officio
Sarah Bailey	Staff		03/12/2023
Rev. John Saxon	Foundation: Incumbent	Vice-Chair	Ex officio
Vacancy	Foundation		
In attendance			
Tom Bennett		Clerk	

* *indicates absence*

The Rev. John Saxon opened the meeting with a prayer.

63/21 Apologies for absence

The Chair advised that Michael Adeleke had stood down as a governor.

64/21 Any Other Business

None.

65/21 Declaration of business interests

No governor declared a potential conflict of interest with any items 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.

66/21 Minutes of the previous meeting

The minutes of the previous meeting held on 23 September 2021 were approved as an accurate and true record of the meeting.

67/21 Matters arising

No matters arising from the previous meeting were reported other than those covered on the agenda.

68/21 Policies

It was **agreed** to circulate the Lockdown Policy for review and approval after the meeting.

69/21 Head of School's Report

The Head of School [HoS] introduced his termly report and highlighted the following.

Staffing

The new staff were setting in well including the Early Career Teacher (ECT) for the Year 5/6 class, the new teacher for the new Year 2/3 Class and a new 1-to-1 Learning Support Assistant.

The new Senior Teachers have made a successful transition into their senior teacher positions.

There has been a high turnover in catering staff due to the school being unable to offer longer term hourly contracts.

The school had increased the hours and lunchtime presence of a teacher and LSA to support the serving of food and that was running smoothly.

Pupils on Roll

The school now had 120 pupils on roll an increase of 12 from 108 at the end of 2020-21. Three more children planned to join soon, and one pupil would be leaving.

The school had held an open day for the 2022-23 Reception intake that had been well attended by parents who had showed a strong interest in the school.

Attendance

There has been a slight fall in attendance from 96.04% in the summer term. There have been more COVID-19 cases (6) than in any prior term and there were 3 children whose attendance has been poor. The Head of School has been in contact with their parents.

Profile of Identified Groups

Over half the pupils at the school were now children of service families at Carver barracks that reflected the better outcomes being achieved at the school.

There were 2 children with Special Educational Higher Needs and 14 with Special Education Needs requiring additional school intervention and support.

Pupil Premium

The DfE had issued new guidance on reporting how schools used Pupil Premium Funding to support children eligible for free school meals.

Schools were now required to report how they would use the funding over a three-year period and needed to publish the details on the school's website by the end of December.

*The meeting **approved** the new Pupil Premium Strategy document for publication.*

Achievement and Standards

There had been no Statutory Primary Assessments for the last two years due to Covid-19. The reported achievement and standards data was based on Teachers' assessments. Primary school SATs would start again in 2021-22.

The data highlighted that the overall achievement and standard for Writing had suffered with the school closures.

The current KS1 pupils were overall a lower attaining cohort than the previous year's cohorts and included a few pupils with no prior school data to base progress on.

The EYFS teaching team have completed comprehensive and accurate assessment of the Reception children's baselines levels and have set ambitious targets for GLD at the end of the Reception Year.

The new EYFS framework was harder and more formal than the previous framework.

The UK government had requested that all children in the Year 2 cohort should complete the phonics check by the end of the Autumn term. This has now been completed.

12 out of 16 children in Year 2 (75%) had passed the phonics check in the autumn term. Year 2 was the school's most complex and lowest attaining year group, though showed strong progress when compared to other year groups.

The new Multiplication Checks have been carried out. No expected targets have been set by the DfE. The data showed that 6 out of 9 (67%) Year 4 children scored 20 or higher on the multiplication check and 7 out of 9 children (78%) scored 15 or higher.

The HoS reported that he would like to thank Sarah Bailey who had stepped up and provided cover while he was absent for a short period.

The Chair reported that two of the current teaching staff could not take on additional responsibilities and that had resulted in additional workloads for the remaining teachers.

The HoS reported it was planned for the school's subject leaders to work with and share practices with subject leaders at Katherine Semar Junior School.

Sarah Mitchell reported that, in her role as Executive Headteacher of the Trust, she had met with Caroline Derbyshire, the CEO and Executive Headteacher of the Saffron Trust to discuss the Saffron Trust [ST] supporting Debden Primary Academy [DPA]. The ST had received additional funding to help support DPA having been assessed by Ofsted as a school requiring improvement. DPA had already improved significantly, and ST were happy to support it further and collaborate in a "soft way". This would provide the school a great opportunity to receive additional capacity, support, and benefit for its next Ofsted inspection.

It was noted the Head of School taught the new Year 2/3 class one afternoon a week as well as Y5/6 one day a week and the Chair said it was important to monitor this considering his workload and his other responsibilities.

70/21 School Development Plan/ Self Evaluation

The meeting received the updated school development/ improvement plan and noted the progress made in meeting the Key School Priorities for 2021-2022.

The HoS reported that he and the Senior Teacher team met fortnightly to update the priorities that each led on.

The decision to teach Foundation Subjects in subject blocks was proving very successful, made planning and the use of skills maps easier, provided more continuity and depth in the teaching of each subject and was showing an improvement in the outcomes of the children's work.

Isobel Tunnecliff reported she had carried out a monitoring visit on the teaching of Geography and had noted the transfer of skills throughout the school was apparent and the children were very engaged in the subject.

The HoS reported the recruitment of new staff had naturally affected the level of consistency of teaching across the school while they learnt the school's approach and practices to teaching and learning.

The large number of children with additional education needs needed to be monitored and included on the risk register due to the risk of the impact on staff and financial resources.

Good progress was being made in the other priorities.

Sarah Belchambers asked what the "kite flying" approach to teaching Maths was about.

The HoS advised it was an approach whereby teaching and learning was tailored to individual children based on their previous knowledge to allow all children to be challenged to reach their full potential.

71/21 Risk Assessment

It was noted that the risk register recorded the names of some of the governors who were no longer on the LGB.

Sarah Belchambers asked why the EYFS provision was still categorised as high risk as significant improvements had been made.

The HoS **agreed** to review the risk register and update the names of governors responsible for monitoring areas of risks and the likelihood and impact scores of EYFS provision.

72/21 Assessment and Interventions

Sarah Bailey provided an update on the implementation of the new approach to assessment and interventions. All Teaching Assistants had been trained and were now using the new approach. Data was beginning to come through that would be reviewed to measure the impact on the attainment and progress of individual pupils.

MH

73/21 Minutes/reports of committees

a) Finance and Premises

John Saxon, the committee's Chair, reported the committee had reviewed their terms of reference and had agreed not to amend them.

The minutes of the F&P Committee meeting held on 4th November 2021 had been circulated.

All academies applying for funding from the ESFA's Capital Improvement Fund [CIF] were required to have a visit from the ESFA's Schools Resource Management Advisor [SRMA] to review how well academies managed their resources.

The Trust had received a visit from a SRMA visit having applied for CIF funding. The SRMA had made several non-statutory recommendations including on the level of governor challenge to the executive. These were currently being reviewed and a report would be provided soon.

The meeting received and noted the management accounts for the year to 31 August 2021 that showed the school had managed its finances significantly better than budgeted through the hard work of the HoS and staff in keeping expenditure to the minimum and fund raising.

b) Teaching and Learning Committee

The meeting noted the previously circulated minutes of the meeting held on 7th October 2021. No questions were raised.

74/21 Chair's action

The Chair and Vice Chair reported they had not taken any urgent action since the last meeting.

The Chair reported that she had met and been in discussion with Major Lowry who had agreed to be a governor on the LGB.

The meeting discussed finding another person to fill the vacancy following Michael Adeleke's decision to stand down as a governor.

Catherine Gibson advised she knew and would ask a couple of people with education backgrounds whether they would be interested in filling the vacancy.

Sarah Belchambers suggested the school should also consider approaching local businesses to seek prospective governors with business and financial skills and experience.

75/21 Correspondence

None.

76/21 Safeguarding children

The HoS reported there had been no safeguarding issues or referrals since the last meeting.

He had completed a refresher course on being a Designated Safeguarding Lead and that Sarah Bailey and the Chair would complete the refresher courses in January and February, respectively.

77/21 Church Matters

John Saxon reported the school's Harvest Celebration had been a success and the school was now planning for Christmas.

78/21 Governor visits

The meeting noted there had been two governor monitoring visits, one on Geography and other on Maths and the reports would be circulated once completed.

CG

79/21 Governor training

Sarah Mitchell, the link governor responsible for governor training, reminded all governors to ensure they have completed Safeguarding Training and signed and returned the declaration that they have read the statutory guidance on Safeguarding and Keeping Children Safe in Education

All

Details of and links to governor training courses would be uploaded on TEAMS for each to access. Each governor should endeavour to complete at least one course a term and upload the certificate of completing the course on teams.

All

80/21 Any other business

None.

81/21 Date/time of future meetings [LS]

- Thursday 24/03/2022
- Thursday 30/06/2022

All video conference meetings to start at 16:00 hrs

Approved by the LGB on 24th February 2022