



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Friday 19 th November 2021 at 2:00pm (by Teams conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Stephen Bennett, Josie Bannister, Rachel Bryan, Liz Coyne,		
Others in attendance:	Annie Park (Clerk),		
Apologies	Father Trevor Marshall		
<u>Quorum</u> :	5	Quorum met:	Yes

Meeting Commenced: - 14:04pm

<u>Item</u>		Action
1.	<p><u>Prayer</u> The meeting opened with a short prayer.</p> <p><u>Welcome, Introductions and Apologies for Absence</u> The Chair welcomed the Governors to the LGB. There were apologies received from Father Trevor and these were accepted.</p>	
2.	<p><u>Declarations of interest</u> Governors were reminded to declare any interests that became pertinent during the meeting. There were no new declarations from the Governors.</p>	
3.	<p><u>Acceptance of Minutes and Action from October 2021</u> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by SB and seconded by JP. Chair to sign the minutes and email to the Headteacher.</p>	JP
4.	<p><u>Matters Arising</u> All Actions were noted at the end of the minutes.</p> <p><u>Parent Governor</u> Application has been received. This has been forwarded to DCAT. The Chair and Vice Chair have re-applied to be Governors. The DCAT Panel meet on the 1st December and a decision will be made then on the Governors applications.</p> <p><u>Community Governor</u> The Chair has approached a potential Community Governor but currently they do not have the capacity to undertake the role.</p> <ul style="list-style-type: none"> Pay Committee has met, and the notification has gone to DCAT. 	

	<ul style="list-style-type: none"> • The Chair has contacted DCAT about Smooth Wall but has not had a response currently. The Headteacher noted that a quote had been received and this was higher than expected and here needs to be weekly monitoring of the system and the Headteacher is concerned about capacity in school. This would be better managed centrally by DCAT • The Chair is working on the Equality and Diversity Plan with JB, and this is ongoing. • DCAT are approaching the Diocese about the land behind the church. 	
5.	<p>Leadership & Management – Headteacher’s Report (Verbal)</p> <ul style="list-style-type: none"> • The Headteacher and school have had meeting with the Chair and SB regarding data • There have been 18 out in Year ** and other cases across the school. There is a considerable number of illnesses in school • The year 3 teacher is out this week as well as the office staff member. • Before Half Term the school had considerable sickness and were very short staffed and the Headteacher spoke to Public Health England. The school moved to a restricted curriculum and the parents were communicated with. • Year 6 are bubbled this week and the children are having lunch in their classroom. They have different play and lunch time and their own toilets. • The Peer Review has taken place. The Headteachers came over from Christchurch and St Joseph’s and the Senior Executive Leader and completed the Peer Review. Maths, English and Reading Leads were interviewed and there were deep dives across the school. The SLT have met to discuss the Peer Review report and where this falls into the ADP (Academy Development Plan). <p>Q – Was there any negative feedback from parents about going to a restricted curriculum? A – No, it was all positive. Parents were grateful that the school remained open and that pupils were allowed to come to school.</p> <p>The Governors congratulated the school on how they handled a very difficult situation. A Governor noted that the communication had been excellent from the school. The Governors noted that there had been very little support from Public Health England and DCAT and that if the situation happens again that there are no teachers in several classes the decision may be taken to close the school.</p> <p>Q – There was clear feedback from the per Review, have you drawn up a plan to move forward with this? A – Some of the areas are already in the ADP. In terms of SEND, the school are new to Provision Map, and this is a complicated system, and the staff have to be able to articulate the progress the children are making from the data. Justin Smith will be working with the SENCO to ensure there is a clear narrative backed by data.</p> <p>Q – So what is needed is coaching and practice? A – Yes, this is being done by the Headteacher and the Justin Smith.</p> <p>The Governors suggested that the SENCO comes to the Governing Body Meeting in December to present on the data and a method of training. This will now take place at the end of each term.</p> <p>The Headteacher explained that there were two areas of devolvment for Maths. There was a concern about a reliance on photocopied sheets for White Rose Maths. Children working at greater depth were not being stretched. The staff need to stop relying on the photocopied sheets. The other concern was manipulatives, which are resources used to enhance the Maths level. There is a significant lack of manipulatives being used in lessons. The Maths Lead has made a toolkit for Maths but there is a lack of resources being used. There is now a target for the Maths Lead and the Headteacher to ensure that</p>	

	<p>resources are being used. The staff have had discussions with children about resources and there are concerns from the children that they are not using them.</p> <p>The third area was guided reading. There has been a learning walk with the Subject Leader for Phonics. The school are using Read, Write Inc and this is very positive. IN KS2 there are four or five groups for guided reading and then there is an activity to go with the texts that week. This is workload heavy as the staff have to plan several groups. There is a lack of consistency in KS2 for reading. There need to be more work done on Greater Depth. The School are looking at Destination Reader and the school are looking at St Joseph's to see this in action. The school are hoping to have this in place for Year 3 to 6.</p> <p>Q – Is Destination Reader a programme and what is the cost? A – Yes, it is a programme, and it is around £2000 (two thousand pounds). DCAT may be able to help the school with this.</p> <p>Q – Why were the school not using this before? A – The school were not on the scheme. Schools come in at different points. All DCAT schools are using this. The impact of this is that St Joseph's got 72% expected on the SATS paper already, 6 weeks into term while the March achieved 42% and this is not acceptable.</p> <p>Q – Are materials shared between DCAT schools or do we have to buy our own? A – We can share them, but we have a large number of books already. We will be sharing books with them.</p> <p>Q – Can we afford this in the budget? A – Yes, this will have to come out of the reserves.</p> <p>The Headteacher explained they will be having a discussion with Beruke Berhane and Justin Smith for support for DCAT for the Destination Reader programme. The Governors noted that there was not unlimited in the reserves, and this will need to be balanced going forward. The Headteacher noted that the Peer Review had highlighted that Destination Reader was essential to give the school the greater depth figures.</p>	
6.	<p>Leadership & Management – Staffing</p> <p>The school has employed a new teaching assistant for early years. Has joined the team with experience as an early year's TA. This has been a very positive move. Currently the Admin Assistant is working four days a week, but this may increase to five days in January. There has been an Office Administration Assistant employed for Thursday's and Fridays who is fitting in very well.</p> <p>The school is currently fully staffed.</p>	
7.	<p>Leadership and Management – Finance</p> <ul style="list-style-type: none"> • The DCA Capital work is ongoing. The bursar has met for an update. The Year 2 toilets have been signed off and the final bill will be paid by DCAT. • The project for this year is for fencing. The school have struggled to get three quotes, so DCAT have said they will accept 2. Knight Fencing will be undertaking the work and the Bursar is agreeing the quote. • The boiler is an ongoing discussion. There have been two quote received. RB Plumbing and Heating have noted that the boiler will be alright for another year so therefore this work is deferred. 	

	<ul style="list-style-type: none"> DCTA finance have agreed to pick up the cost of the fire alarm panel and a quote has been received for 2600 including an annual maintenance fee. The work has nearly been completed and the bill will be paid by DCAT centrally. The school are looking at using some of the Capital Funding for an interactive whiteboard and are looking at various quotes. <p>Q – How much is left in the Capital Fund? A – Around £15,000 (fifteen thousand pounds).</p>	
8.	<p>Leadership & Management – Safeguarding</p> <ul style="list-style-type: none"> There has been another family moving onto a CiN Plan There have been two bullying cases (formal) in one year group and the school have worked very closely with the parents involved. This was very difficult due to online and WhatsApp participation by the parents and the Headteacher will be very clear on what is expected, and a very strong letter will be going to parents next week on acceptable behaviour. The Chair of Governors will back up the Headteacher's letter. There has been a parent who has been very abusive to the office staff and a letter of warning will be going to the parent from the Chair of Governors and if this continues, they will be banned from site. <p>A Governor asked if the school will be talking to new parents when they arrive at the school and the Headteacher confirmed this was the case. The Headteacher explained that there is a lot of very upset parents due to the WhatsApp group comments.</p> <p>The Headteacher confirmed that all classes have done three anti-bullying classes last week and there have been a considerable number of resources sent home to parents. The Governors noted that dealing with the level of disruption and the conflict resolution work has taken a considerable amount of the Headteacher's time.</p>	
9	<p>Governance</p> <p>9.1 Governors Ofsted Preparation</p> <p>9.2 Governor Monitoring Schedule</p> <p>The Governor Monitoring Schedule has been uploaded to GovernorHub. A number of actions have been completed this term. Next week there is a Governor Monitoring Day on Wednesday – JH, JB and SB will attend. There will be learning walks on behaviour, talking to the children about Ethos and Safeguarding. The Chair of Governors will attend virtually with a small group to undertake Pupil Conferencing.</p> <p>The Headteacher confirmed there will be a meeting with the Safeguarding Governor in the summer to review the DCAT Safeguarding Audit.</p> <p>9.3 Report from Ethos Committee</p> <p>The Governors reported that this was a very positive and focused meeting. This was the first meeting of the Ethos Committee and the Headteacher and Staff Governor attended with SB. The next meeting will be on the 10th December. SB has contacted his son who works at a school in London for partnership working between the school on Ethos and Diversity. It was proposed that the Headteacher visit the school for a learning visit.</p> <p>The Chair noted that the Governors needed to be clear on the numbers of children in the school in the different diversity groups and be aware of any bullying incidents with these groups. Headteacher to send the information to the Clerk as a baseline for the Governors.</p>	NM



11.	Policies for Review Anti-Bullying Policy and Behaviour policy have been received by the Governors. These will be sent to the Parents next week. The policies have been uploaded to the website and there is a new Anti-Bullying page on the website	
12	Any other business Management Risk Register Meeting The date of the meeting had to be cancelled due to COVID. This will be arranged when there is the staffing in school. This may have to be two training sessions rather than one given the ongoing situation. The Headteacher will ask all the SLT to review the briefing document. School Expansion Meeting with DCAT next week. This will be discussed at the meeting and the land behind the church. The Chair noted there was an interesting article about the Chichester area about school expansion in the East of the City. This is potentially money that DCAT could use. Improvement Review In December there is the annual Improvement Review for the school. This is where the Chair and Headteacher meet the DCAT team. The school are putting together the paperwork for the meeting. The Headteacher noted that DCAT are asking for the data, but the school will not have undertaken the tests by the time of the meeting. Christmas Fayre The Headteacher noted that there was a PTA Meeting last night and there are three different plans in place for the Christmas Fayre so that this can go ahead in some form on the 3 rd December. The nativity is under review, but currently it is one parent per family. The school have to be careful with the carbon monoxide levels. Governors were invited to watch the dress rehearsal at 1:15 on Monday 6 th December.	NM
Date and Time of Next Meeting – Friday 6th December at 2pm.		

The meeting closed at 15:26pm

Summary of Agreed Actions:

No	Action	By	Status
3	Chair to sign the minutes and email to the Headteacher.	Dec 21	
9.3	The Chair noted that the Governors needed to be clear on the numbers of children in the school in the different diversity groups and be aware of any bullying incidents with these groups. Headteacher to send the information to the Clerk as a baseline for the Governors.	Dec 21	
12	Management Risk Register Meeting - The Headteacher will ask all the SLT to review the briefing document.	Dec 21	

Signed — John Proctor

Date - 6th December 2021