



## THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Monday 6 <sup>th</sup> December 2021 at 2:00pm (by Teams conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Stephen Bennett, Rachel Bryan, Father Trevor Marshall		
Others in attendance:	Annie Park (Clerk), Kirsty Cass - SENDCO		
Apologies	Liz Coyne, Patricia Dickie, Josie Bannister		
<u>Quorum</u> :	5	Quorum met:	Yes

**Meeting Commenced: - 14:05pm**

Item	Action
<p><b>1. <u>Prayer</u></b> The meeting opened with a short prayer.</p> <p><b><u>Welcome, Introductions and Apologies for Absence</u></b> The Chair welcomed the Governors to the LGB. There were apologies received from Liz Coyne, Josie Bannister and Patricia Dickie and these were accepted.</p>	
<p><b>2. <u>Declarations of interest</u></b> Governors were reminded to declare any interests that became pertinent during the meeting. There were no new declarations from the Governors.</p>	
<p><b>* <u>SEND Report – Verbal</u></b> The SENDCO attended the LGB and brought information from Provision Map. This has been fully in place since September, and this hold the information for SEND children and the SENDCO can print reports from this, and the system also gives comparison to national data. The school is below national average for the number of SEND children.</p> <ul style="list-style-type: none"> <li>There are 2.14% of EHCP in West Sussex, 2.05% Nationally and 0.96% in school.</li> <li>There are 12.77% SEND children in Wes Sussex, 12.59% Nationally and 12.44% in school.</li> <li>The school will be regularly monitoring the SEND register to keep the school in national levels. There are several DCAT Schools that are higher than this.</li> <li>Total SEND in school Nationally is 14.65% and the school are 13.4%. This is positive.</li> </ul> <p>Numbers in School</p> <ul style="list-style-type: none"> <li>28 SEND Children</li> <li>2 EHCP (Educational Health Care Plan)</li> <li>13 EAL Children (English as an Additional Language)</li> <li>2 children are SEND and EAL</li> <li>23 PP children (Pupil Premium)</li> </ul>	

	<ul style="list-style-type: none"> <li>6 pupils are PP and SEND</li> </ul> <p>The SENDCO explained that the highest percentage of need area for pupils is speech, language and communication needs.</p> <p><b>Q – What level is speech and language and is this across the school?</b>  <b>A – Year 2 are the highest number and is fairly even across the rest of the year groups. KS1 are generally where the speech and language needs are. There are 14 children in the school.</b></p> <p>The Governors noted that this was impacted by COVID-19. The Headteacher noted that nationally there is a language deficit. A Governor noted that following a monitoring visit to Early Years it was clear there was an impact on children who have not been in nursery or come straight to school due to COVID-19.</p> <p><b>Q – This level of detail, this should mean staff can target specific teaching, what are we doing extra for these pupils?</b>  <b>A – There has been considerable training for staff on how to address these issues, time to talk, narrative therapy and specific methods from the speech and language therapy for some pupils.</b></p> <p><b>Q – So this can be monitored, and the impact seen?</b>  <b>A – Yes, this is the positive to Provision Map as all the data is in one place and there will be reviews next week and there will be assessment data to see the progress the pupils are making, and if they are not making the correct progress then this can be addressed and find the reasons why not.</b></p> <p>A Governor noted that they had completed monitoring on SEND and confirmed that the information is correct in Provision Map and there are observations from the SENDCO, and the process is controlled.</p> <p>The SENDCO explained the processes had been in place, but Provision Map ensured that the system was tighter with more accountability and the SENDCO can review this a lot easier. There used to be a lot of paperwork, but this is almost completely electronic, and this is a real positive to the system. The SENDCO has attended St Joseph's Junior School who are also using Provision Map to ensure they are using the system in the same way, and they explained about parents using the system and how to engage with the families. This has been very positive.</p> <p>The Governors thanked the SENDCO for Attending</p> <p><i>KC left the meeting at 14:21pm</i></p>	
3.	<p><b><u>Acceptance of Minutes and Action from November 2021</u></b></p> <p>The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by SB and seconded by JP. <b>Chair to sign the minutes and email to the Headteacher.</b></p>	JP
4.	<p><b><u>Matters Arising</u></b></p> <p>All Actions were noted at the end of the minutes.</p> <p><b><i>Headteacher</i></b></p> <p>The Chair explained that in the last two weeks the Headteacher has not only managed the March but also managed the Singleton School. The Singleton Headteacher and several staff were off with COVID-19 and the Headteacher was asked to be the DSL. While the staff were off the Headteacher had to take the decision to close Singleton School, due to no staff available. There was no support from West Sussex for the</p>	

	Headteacher in this situation. The Chair noted this had been very difficult for the Headteacher and thanked them for their professionalism.	
5.	<p><b>Leadership &amp; Management – Headteacher’s Report (Verbal)</b></p> <p><b>Peer Review</b></p> <p>The school has taken the points from the Peer Review and the Headteacher updated the Governors on the progress.</p> <ul style="list-style-type: none"> <li>• Justin Smith will be working with the SENDCO about how to use the data to identify different groups and how to present this.</li> <li>• The school was asked to look into Destination Reader, and a staff member has attended Destination Reader training in St Josephs, and this was very positive.</li> <li>• The Finance Committee has allocated funds to support Destination Reader from catch-up funding and PP funding.</li> <li>• There are two staff meetings in the spring term on ‘Manipulatives’ and how to use this</li> </ul> <p>The Headteacher has attended St Joseph’s to carry out their peer review and the Headteacher has met with Jo Djura about how to get subject leaders to triangulate the work being done on their subject</p> <p>The Headteacher shared their screen with the Governors to explain how the school will be putting this into practice in school. This is a GoogleSite that all staff will have access to which will hold all of the curriculum information, the Statement of Intent, the curriculum maps for each class – all the topics being taught for each term, the medium-term plan and long-term plans for each year group. This will show what is being taught under each topic in each term and shows the progression of the subject. Following this the subject leaders will be able to go into classrooms, look at books and see the evidence of the teaching and this can then be updated on GoogleSite. There will be pictures of evidence for the subjects for the different groups in school and then comments can be added. This will give a clear evidence base. This will allow subject leaders to hold teachers to account for what they are teaching and can be followed up with lesson observations; this will mean all information is in one place and all staff can see what is going on and all staff are held to account. Each half term the Headteacher will go ahead and ensure everything is in place. This will clearly show the evidence for Ofsted.</p> <p><b>Q – Are the Governors able to access this?</b></p> <p><b>A – The Governors will be shown this during their monitoring visits so they can triangulate. There will be an interactive screen. This will be a streamlined process that holds the teachers and school to account. The evidence can be clearly seen.</b></p> <p>The Headteacher noted that if a staff member was off sick this could still be accessed easily by all staff making the school more streamlined.</p>	
6.	<p><b>Leadership &amp; Management – Staffing</b></p> <ul style="list-style-type: none"> <li>• 7 members of staff are off on sick leave.</li> <li>• 6 with COVID-19 and one with another illness.</li> <li>• Very tight for staffing.</li> </ul> <p>The Governors noted that the SLT were doing evening planning meetings on WhatsApp to ensure that there were staff in place the following day to cover the classes.</p>	
7.	<p><b>Leadership and Management – Finance</b></p> <ul style="list-style-type: none"> <li>• Finance committee met this morning to review the latest budget forecast.</li> </ul>	

	<ul style="list-style-type: none"> <li>• This has been loaded into Management Account systems.</li> <li>• Early in financial year so all income and expenditure are on track.</li> <li>• Main concerns are the supply budget due to staff sickness.</li> </ul> <p>The Chair noted that the Finance Committee had discussed Pupil Premium funding and drew up a plan on how to use the £77,000 (seventy-seven thousand pounds) for Pupil Premium.</p>	
8.	<p><b>Leadership &amp; Management – Safeguarding</b></p> <p>The Safeguarding Report was sent to the Governors prior to the meeting. The Headteacher took the Governors through the Safeguarding Report.</p> <ul style="list-style-type: none"> <li>• Two Level 4 MASH Referrals</li> <li>• Six Level 3 MASH Referrals</li> <li>• Two Child Protection conferences this term for two families.</li> <li>• Three pupils on Early Help, this is unusual as usually the school has around 14.</li> <li>• No Looked After Children</li> <li>• No referral for radicalisation or abuse against staff</li> <li>• Minor injuries – no specific trends except playground bumps and grazes.</li> <li>• Asthma pump usage is higher this term.</li> <li>• 96.09% attendance overall</li> <li>• Lowest attendance is FSM and PP, and these are some of the more needy families and the school checks on these.</li> <li>• Illness is 87.9% of absence</li> <li>• 5% of the absence is unauthorised holidays.</li> <li>• The other absence is authorised such as counselling and funerals</li> <li>• Unauthorised absence is low, and lateness is low.</li> <li>• 796 Sessions (a morning is one session, and an afternoon is a session)</li> <li>• 398 days of education missed between September and now. This is a lot of education for pupils to miss.</li> </ul> <p><b>Bullying</b></p> <ul style="list-style-type: none"> <li>• Anti-bullying Ambassadors are in place across the school. The school has been very strict with this. One of the pupils on the antibullying team was nasty to another child and the badge was taken away from him and this caused a major backlash from the family, but the school explained that actions have consequences and stuck to this.</li> <li>• There are two children with issues in school. The school ran a restorative justice sessions and there have been calls with the ELSA and then a meeting was scheduled and only one mother attended, and the school will continue with this, and the two pupils have settled.</li> <li>• There has been a lot of verbal bullying in school with Year 5. There was a full workshop with Year 5, and this has had an impact.</li> <li>• Staff have undergone safeguarding training and there is a safeguarding question every week for staff. This is to ensure that staff are constantly updating their training.</li> <li>• 6 members of staff have completed the physical restraint course online, but the in-person course is not running currently.</li> <li>• The Chair of Governors has conducted Pupil Voice online.</li> <li>• The Safeguarding Governor has completed the SCR check, and this has been submitted to DCAT</li> <li>• There have been no online safety issues this term.</li> </ul>	

	<ul style="list-style-type: none"> <li>4 pupils have had parents arrested and there is counselling in place and West Sussex are working with the school</li> <li>One parent has committed suicide and the family has been supported and the child is having counselling</li> <li>The Safeguarding Audit has taken place and been reviewed on the 30<sup>th</sup> November. There was only one action to give every child an Internet Safety Form and this is going out shortly.</li> </ul> <p><b>Q – The absences, that is a lot of time missed and this is often Pupil Premium children, how are we targeting them to improve their education.</b></p> <p><b>A – The children who are off who are PP are often off with COVID-19, so they have remote learning, and the pupils can access online learning. They are targeted while they are off, and the gaps are then addressed when they come back. There is a consistent school approach to this.</b></p> <p><b>Q – The 18 children in Year 6, this is nearly 50% of the absence sessions?</b></p> <p><b>A – Yes this is the case.</b></p> <p><b>Q – If they are off and they are doing remote learning are they missing a session?</b></p> <p><b>A – Yes, they are still missing a session, but they are marked as X on the coding. It has not affected the school overall attendance, but their personal and class attendance is affected, and this will affect their results.</b></p>	
9	<b>Governance</b>	
9.1	<b>Governors Ofsted Preparation</b> The Chair confirmed that the Clerk has uploaded several documents for the website, and these will be updated with the new Governors details.	
9.2	<b>Governor Monitoring Schedule</b> The Headteacher confirmed that Governor Monitoring Day was very successful, and it was great to have Governors back in school. The visits were regarding the ADP. <b>All Governors to upload reports to the Headteacher who will add comments and send to the Clerk.</b>  The Chair confirmed that Governors will undertake subject monitoring in the Spring Term. <b>Clerk to add to LGB to divide the subjects up.</b>	ALL HT/ Clerk  Clerk
9.3	<b>Report from Ethos Committee</b> The Chair of the Ethos Committee noted that the meeting was due to be Friday, and this has been postponed due to COVID-19 absence. <b>Father Trevor to attend the Ethos Committee.</b> The Chair of the Ethos Committee has contacted the Governor Development Officer for the Diocese, this is a new appointment for the Diocese and the Chair of the Ethos Committee will share the last Ethos Committee Minutes and see if there is any advice to offer.  <b>Q – So Friday is postponed?</b> <b>A – Yes, the Headteacher will look for a date in January.</b>	TM
9.4	<b>Governor Training</b> <b>All Governors to send Safeguarding, Prevent and KCSiE Certificates to the Clerk for upload.</b> The Chair encouraged Governors to complete training and update their training log on GovernorHub.	ALL

11.	<b>Policies for Review</b> <ul style="list-style-type: none"> <li><b>Admissions Arrangements</b> – the Admissions Arrangements for 2023 have been sent to the Governors for review. The Chair explained the updates to the policy and explained this was to bring the school in line with the rest of the DCAT schools as DCAT has run a review of the admission arrangements.</li> </ul>	
12	<b>Any other business</b> <ul style="list-style-type: none"> <li><b>Annual Inspection Review</b> – this will be Wednesday 8<sup>th</sup> December. This is a meeting with the Trust. The Chair noted that 50 documents were uploaded into the folder this morning. The school was told this had to be two weeks in advance and for the Trust to submit the 50 documents 48 hours before is not acceptable. The SLT and Governors will need to read this in under 36 hours. The school have brought this up before and the Chair confirmed it will be brought up at the AIR meeting.</li> </ul> <b>Governors</b> <ul style="list-style-type: none"> <li>Chair and Vice Chair – re-appointed by DCAT on the 30<sup>th</sup> November 2021.</li> <li>Parent Governor – PD – appointed by DCAT on the 30<sup>th</sup> November 2021.</li> </ul>	
	<b>Date and Time of Next Meeting –</b> <ul style="list-style-type: none"> <li>31<sup>st</sup> January 2pm (Finance at 10am)</li> <li>7<sup>th</sup> March 2pm</li> <li>1<sup>st</sup> April</li> <li>13<sup>th</sup> May</li> <li>13<sup>th</sup> June</li> <li>15<sup>th</sup> July</li> </ul>	

*The meeting closed at 15:26pm*

**Summary of Agreed Actions:**

No	Action	By	Status
c/f	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. <b>Headteacher to send the information to the Clerk as a baseline for the Governors.</b>	Dec 21	
c/f	<b>Management Risk Register Meeting - The Headteacher will ask all the SLT to review the briefing document.</b>	Dec 21	
3	<b>Chair to sign the minutes and email to the Headteacher.</b>		
9.2	<b>All Governors to upload repots to the Headteacher who will add comments and send to the Clerk.</b>	ALL	
9.2	The Chair confirmed that Governors will undertake subject monitoring in the Spring Term. <b>Clerk to add to LGB to divide the subjects up.</b>	Clerk	
9.3	<b>Father Trevor to attend the Ethos Committee.</b>	TM	
9.4	<b>All Governors to send Safeguarding, Prevent and KCSiE Certificates to the Clerk for uploaded.</b>	ALL	

Signed — John Proctor  
Chair

Date — 31/12/21