



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Monday 26 th April 2021 at 5:30pm (by Zoom conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Rachel Bryan, Briony Pocock, Rachel Hawes, Liz Coyne, Stephen Bennett, Josie Bannister		
Others in attendance:	Annie Park (Clerk),		
Apologies	Rod Hague,		
<u>Quorum</u> :	5	Quorum met:	Yes

Meeting Commenced: - 17:31pm

Item		Action
1.	<u>Prayer</u> The meeting opened with a short prayer. <u>Welcome, Introductions and Apologies for Absence</u> The Chair welcomed the Governors to the LGB. There were apologies received from Rod Hague and these were accepted.	
2.	<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. The Chair confirmed that all members of the Governing Board had signed the Code of Conduct and completed their Trust Declaration of Pecuniary Interest.	
3.	<u>Acceptance of Minutes and Action from 1st March 2021</u> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by MI and seconded by JH. Chair to sign the minutes and email to the Headteacher.	JP
4.	<u>Matters Arising</u> All Actions were noted at the end of the minutes. The Chair will suggest dates to the LGB for the bespoke training from DCAT – This item was carried forward There were no other matters arising that were not on the agenda. LC left the meeting at 17:33pm	JP
5.	<u>Leadership & Management – Headteacher's Report</u> The Chair noted that the Headteacher and Chair have been discussing using Microsoft Teams and the advantages of meetings on this medium. LC returned to the meeting at 17:35pm	

Clerk to set up a Teams meeting for the LGB meeting and the Governors will try this system. It was suggested that Governors download the Teams app.

Clerk

The Headteacher Report was sent prior to the meeting. All Governors confirmed they had received and read the report. Questions were invited from the Governors. The Governors noted that the report was clear and detailed.

Q – The term 2 data results are very impressive. There are a couple of areas where the target was not made, what is being done to accelerate the process?

A – This is data from Christmas and are Pima and Puma in English and Maths. These are teacher assessment except for the Year 6 and Year 2 data. In certain year groups there are different ability pupils. There are some classes that need additional support

LC left the meeting at 17:40pm

After this data the school went into the second lockdown. There will be more data at the end of term 6. There will be an impact from COVID-19. There will be no Early Years, KS1 and KS2 data to go out to parents this year. This has come from the DfE. There will be a joint statement from Chichester Headteacher's about the reporting system.

Q - Are there any particular concerns in the different years?

A – Particularly in Year 3 there is an issue in terms of high levels of special need children. There are a lot of special needs difficulty. There is a child going through an EHCP application. There is a spelling issue across the school and the English Leads are looking at this. The curriculum has been changed to incorporate spelling teaching. Year 6 in certain sections have issues, but they have not been taught all areas of the curriculum.

A Governor noted that a lot of parents cannot find the spelling list of the week and cannot access google classroom. There is a challenge around access. The Headteacher thanked the governor for the information and noted that google classroom will still be used for homework and additional learning.

Q – What if parents cannot access this?

A – The parents who have been lent laptops have access, so this is not reliant on the IT at home. Parents can access it on their computer and their phone for the child. If there is an issue the parents can have this printed.

Q – Do the parents know they can do this?

A – As they move up the school this is explained as the work is there. The majority of the parents can access this on phones and write onto paper. There is only one parent without a smart phone.

LC returned to the meeting at 17:45pm

Q – Are there any spelling websites?

A – There is a spelling website on the school website, with links for parents. But the spelling games are not always the same as what is taught.

The Chair noted that the Governors will continue to monitor the data and the changes. The Headteacher confirmed the Governors will be informed of any changes. The Headteacher suggested training on school data as there is a new data system Target Tracker, and FFT data, and training will be provided to all the Governors. Justin Smith will run this for the Governors. This will be virtually this term.

- **COVID-19 catch up premium and actions**

This is a one off payment. The school has received £16,230 (sixteen thousand two hundred and thirty pounds) for this academic year. This was received in October and in February. There is a third part to arrive in summer. The focus is gaps in core subjects, reading and sustained writing with phonics, and wellbeing. The school started planning this intervention, and then went into the second lockdown. Everything was paused and has now been restarted.

Currently the school have Ms. Cass and Ms. Bird who have been taking out small groups of pupils who have been identified by class teachers and specialised teaching assistants have been working on COVID-19 catch-up in the afternoons working on English and Maths in small groups. This is same day intervention. The school is using some of the fund to support teachers so they can identify areas in their own subjects as leaders. They will all be coming out of lessons one day a term to identify how to move the curriculum forward.

The Chair noted that the Headteacher and Bursar and SENCO have done excellent work on setting up the old library into an intervention area. The school have got furniture from Central and this is an excellent additional space for the school. The Headteacher noted that teachers are also using this area.

- **Staff changes**

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The Headteacher confirmed that the Year 1 teacher has handed their notice in and is taking a break from teaching.

The teacher currently on maternity leave has asked to come back part-time. Teachers have until the 31st May to put in their notice. Any positions will be advertised internally first and currently there are two applications. The Headteacher will be interviewing on Friday. If this is unsuccessful this will go to external advert. After the June announcement of staff responsibilities to staff the Headteacher will inform the Governors. The Chair noted there are two supply teachers in school currently covering maternity leave and the reception year teacher as the teacher employed in September left after two weeks.

The school is also looking at employing an HLTA (High Level Teaching Assistant). This was discussed at the Finance Committee and there will be an update shortly. The Finance Committee agreed to look at more Premises Staff going forward as currently the school only have two days a week premises cover.

- **Safeguarding**

The school have a child protection plan in place. There are other areas of safeguarding concern which come up on either a daily or weekly basis but currently only the one child protection case. There have been no calls to MASH currently. Staff are on the playground every morning and are working with parents and talking to parents regularly which means incidents are dealt with immediately and the parents ask for help if they need it

Q – Do you feel that any issues that arose during COVID-19 have not been dealt with?

A – When there are incidents and the Police are called school get Operation and Compass reports quite quickly, usually by the next morning. At the moment this is ok, there are some families who need ongoing support, and this is being managed. The school offers a lot of support in school.

The Governors discussed the role of the teachers in safeguarding and supporting families.

- **Phonics data**

The Governors noted that the Early Years data was looking very good and Year 2. The Headteacher confirmed Year 2 did very well. There have been a number of new families and the children have been

	<p>retested and 90% achieved their phonics. Only one child has not passed their phonics and they were very close. Year 1, who missed a term of Early Years and a term of Year 1, went from 10% to 51%. They will do the phonics test again before Christmas.</p> <p>Q – Anyone who fails re-sits? A – Yes, anyone who fails in Year 2 at Christmas will re-sit in June and the same for Year 1.</p> <p>The Governors noted the pupils had missed a lot of critical time in school and had done very well. The Headteacher noted there was a spread sheet with banded groups to help the teachers identify children very close to the mark who go into a target focus group.</p>	
6.	<p>Leadership & Management – Finance</p> <p>The Finance Committee met this morning and went through the latest management accounts including the February reforecast. Income and expenditure are as expected, and it was noted that the SLA for the fuel bills was very slow. Overall, the school is underspent at this point in the year and will reforecast in May for the rest of the year.</p> <p>The Committee reviewed the budget for next academic and financial year - 2021/2022. Income is as accurate as possible, and the Bursar is waiting to hear about sports premium and whether this will come through. If not this is £18,000 (eighteen thousand pounds) out of the budget. The wraparound provision was discussed. The expenditure is looking at the staffing concerns, and more premises hours which has tightened the budget. The HLTA and Premises will leave the budget tight for next year. There is a potential overspend and the Chair is awaiting feedback from DCAT.</p> <p>The Chair noted that at the end of this financial year there will be surplus of £20,000 (twenty thousand pounds). This is frozen as the Trust does not carry it over on the accounts. Presently there is an £8,000 (eight thousand pounds) deficit for next year, but there is a £20,000 (twenty thousand pounds) surplus from this year which would give a £12,000 (twelve thousand pounds) surplus at end of the next financial year. The Chair will discuss this with DCAT. It was noted that the premises staff would ensure that school is maintained meaning less premises costs going forward.</p> <p>Q – The school cannot have PTA activities at the moment, but could we have sponsorship from Rolls Royce etc? A – BMW company policy is not to support sponsorship in this sense. Rolls Royce support the school in other ways.</p> <p>Q – What about other businesses in the area? Could we get sponsorship? A – The School work with Barret's. The Headteacher works with the building estates and talks to them and they do help the school in many ways. However, these will not cover the large bills such as new boiler. The Chair has asked for funding from the Parish Councils for the peace garden. In terms of Goodwood, Lord March gives time but not money. They are really helpful with time and experience.</p> <p>The Headteacher noted that the school had written to Alan Titchmarsh for help and the children have written to Charlie Dimmock.</p> <p>Finance committee will be meeting on the 17th May to agree the budget for recommendation to the LGB. The Chair noted that DCAT also organise training for the Governors on their financial systems. The Headteacher suggested the Peer on Peer abuse training on The Key for the governors to attend.</p>	

<p>7.</p>	<p>Leadership & Management – Building & Premises, (including Health and Safety)</p> <p>Two large projects were the decking outside Year's 4/5/6 and the toilets in Year 2. Composite decking has replaced the wooden decking, this is more accessible, and the work is nearly finished. The work in the toilets is still ongoing but there has been a communication issue with the builders. The flooring went down today, and the school are hoping this will be complete next week. Once the toilets are finished the old Sani flow toilets at the back of the hall will be removed.</p> <p>For the next year DCAT funding the school are hoping to have the toilets for Year 3/4/5/6 extended. There are not enough for the numbers of pupils. There is some space where this can be extended to.</p> <p>The trees and fencing work are moving forward slowly. There have been issues with the neighbours on the west boundary. Tom O'Connor has been working with the neighbours (from DCAT) and the school are hoping to get the tree work done very soon. Once this is done the school will get some fencing along the base of the bank. The Bursar meeting with fencing companies to get quotes.</p> <ul style="list-style-type: none"> • The Peace Garden is slowly moving forward now the drainage has been sorted out by Barret's. • Water testing will be done again when the plumbing has been finished. Linked to this the site manager is hoping for an up to date schematics for the water system. • The 5 Year Electrical Test will be completed in the summer. The fuse boards will be relabeled as they are out of date. Once this is done the keys will be renumbered so there is logical order for the school. • The outdoor play equipment is moving forward. The Bursar has a meeting on site this week with Play Force. <p>Q – Do they do repurposed or secondhand equipment? A – The school want them to repair the items we have.</p> <p>Q - Will the 5 year electrical test look at the alarm? A – No, this is not covered. This is a different company.</p> <p>The Chair noted that work needed to be done on the alarm to ensure it works correctly. The Bursar noted it was serviced twice a year and repaired but will ask the company if anything else can be done. Nothing extra can be added on, there are only a certain number of zones and there is no back up battery. The Chair suggested asking the company how much it would cost to update this to a modern system. The Governors asked for quotes.</p>	
<p>8.</p>	<p>Governor Action Plan</p> <p>The Governor Action Plan was sent out earlier in the year to the Governors. This was a plan requested by DCAT. The Chair linked this to the SIP and added specific items about new Governors recruitment process. This has been achieved. Items are covered at regular meetings and with updates from the school and Trust. The Governors are happy with the action plan. The Headteacher noted that they have been working with the school improvement officer about action plans and different policy changes. It has been suggested having a termly SIP with more focused targets. This will be more reactive and will impact on the governor plans. A Governor asked if review dates could be added to the, Governor Action Plans So Governor know which are current.</p>	
<p>9.</p>	<p>Monitoring Visits Policy</p> <p>It was noted that the school are hoping for the Governor to meet with subject leaders in term 6, in June. And then termly in the next academic year. There will be a tour of the school for new Governors in term 6.</p>	

10. Any other business

Ethos Committee

SB will be joining the Ethos Committee. This will be starting on the 17th September. **SB and JH to write Terms of Reference of the committee.** The meeting on the 17th September will be for the Terms of Reference and then another meeting on 1st October will be to start the ethos work.

SB/JH

Inset dates 2021/2022

The school will come back on 2nd September from the Summer Holidays.

- 2nd and 3rd of September 2021 as Inset Days. First on safeguarding and PREVENT updates, and on the Friday Jonathan Peach, motivational speaker, will give a presentation for the Cathedral Hub Schools.
- 28th February 2022 (locality Inset for Chichester) for a motivational leadership speaker
- 28th May 2022 - Subject Leader reviews
- Mon 6th June 2022 - topic to be confirmed

All Governor agreed the Inset Dates. Clerk to send to DCAT.

Clerk

Q – Has anyone asked Tim Peak to come to the school. He is local and I have spoken to him about the forest school. I could follow this up?

A – Yes please, please follow this up. JB to write to Tim Peak.

Admissions

The offers have gone out the parents and the school had 95 applicants for the 30 places. The Chair has analysed admissions for a number of years. This year 2/3 of the intake are from the two villages. This is the highest percentage of in catchment children for a number of years. The school are waiting to see who accepts but a waiting list is in place. The Headteacher has been told they need to put three days aside for appeals.

St Andrews

The school has had a long association with Westhamnett and Oving Parish Churches. At Oving, St Andrews, there has been a gap in incumbents and also the cost of transport to St Andrews was very high for the Christmas service. The Chair has approached St Andrews and spoke to Father Trevor and the school was recommended SB as a Governor and Father Trevor has emailed today and Chair read the email to the Governors. St Andrews would like to offer the school, parents and pupils to build a relationship and would like to invite the school to partake in certain activities during the year to link with the church, such as decorating the church for special occasions such as Christmas, Easter and Remembrance. St Andrews would like a two way communication to build a working relationship going forward. The Chair felt it would be good to build links with St Andrews and asked Rev. Rachel to speak to Father Trevor about assemblies. Rev. Rachel is happy to talk about what she does in school and the Headteacher will speak to Father Trevor about coming into school. SB noted they were happy to be conduit for communications.

Chair of Chairs for DCAT

Jo Saunders, Head of Operations has asked the Chair to look at a spreadsheet about Governor Involvement and Interaction. This looked at all Governors across all the DCAT schools. The Trust note any engagement with NGA and The Key and Training and opening the Need to Know email and if they have logged on to the DCAT website.

The Governors noted that they were volunteers, they were not paid, and reasonable expectations needed to be set for the Governor role. The Governors asked what the expectations were for the Staff Governors, and the Headteacher confirmed that the relevant information for the Staff Governor was fed back at



	meetings. The Governors felt it was an excellent source of information, but the Governors were intelligent enough to access what was needed.	
11.	<p>Date of the next meeting: 24th May 6pm. 7th June – 6pm 12th July - time to be confirmed.</p> <p>LGB Meetings for the next academic year will alternate In School and Virtual. Clerk to put together a list of dates with the Headteacher.</p>	Clerk/ NM

The meeting closed at 19:25pm

Summary of Agreed Actions:

No	Action	By	Status
c/f	The Chair will suggest dates to the LGB for the bespoke training from DCAT.	JP	
3	Chair to sign the minutes and email to the Headteacher.	JP	
5	Clerk to set up a Teams meeting for the LGB meeting and the Governors will try this system. It was suggested that Governors download the Teams app.	Clerk	
10	SB and JH to write Terms of Reference of the committee.	SB/JH	
10	All Governor agreed the Inset Dates. Clerk to send to DCAT.	Clerk	DONE
10	Q – Has anyone asked Tim Peak to come to the school. He is local and I have spoken to him about the forest school. I could follow this up. A – Yes please, please follow this up. JB to write to Tim Peak.	JB	
11	Clerk to put together a list of dates with the Headteacher.	Clerk/NM	

Signed

Date 24th May 2021