

THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

| | | | |
|-----------------------|--|-------------|-----|
| Meeting of: | Local Governing Body | | |
| Date and time: | Monday 18 th November 2019 at 5.30pm | | |
| Present: | John Proctor (Chair), Mrs N. Metcalfe (Head), Liz Coyne, Rachel Bryan, Rod Hague, Justine Howard (Vice Chair), Mary Isgar, Rev. Rachel Hawes | | |
| Apologies: | Fiona Lewis | | |
| Others in attendance: | Charles Shaw (Clerk) | | |
| Quorum: | 6 | Quorum met: | Yes |

| No. | Item | Action |
|-----|--|--------|
| 1. | Prayer The meeting opened with a short prayer. | |
| 2. | Apologies Apologies are recorded above. | |
| 3. | Declarations of interest. None | |
| 4. | Minutes and Matters Arising from 21st October 2019 meeting The minutes were approved as an accurate record of the meeting. Matters Arising From Previous Meeting: <ul style="list-style-type: none"> Check with BB whether the Ofsted consultant will cover the role of the LGB and Governors: The visit will include a deep dive into some subjects and will conclude with a short training session for staff at 3pm on 26/2/20. Governors are invited to attend the training. Action Complete Update Governors on Yr 6 RE teaching at the next meeting: this is a work in progress and has involved work on SIAMS as well. Action Complete | |

| | | |
|----|---|--|
| 5. | <p>Inspection Data Summary Report</p> <p>NM stated that the Inspection Summary Data Report had been received from the Ofsted website and Governors had received a copy. Highlights of the document are:-</p> <ul style="list-style-type: none"> • Maths and writing progress have both improved from 2018 to 2019 and KS2 progress in both is significantly above national average and is in top 20% of schools nationally. • Early years Maths is significantly above national standards and for both 2017 & 2018 was in top 20% nationally. • 86% of KS2 pupils achieved the expected standards in RWM. This puts the school in the top 20% nationally. • There has been a significant rise in the number of pupils achieving the expected standard in KS2 grammar, punctuation & spelling (17% in 2017 c.f. 93% in 2019). • Absence is well below the national average when compared to similar schools and there were no permanent exclusions in 2017/18 or since. The school monitors pupil absence and since the beginning of the academic year letters have been sent to 8 parents reminding them of their responsibility to ensure their children attend. • KS2 - Middle prior attainers performed well above national standards. • 46.7% of teachers had at least one period of absence, but overall levels were skewed by high absence from two members of staff. <p>Governors congratulated and thanked NM and her team.</p> | |
| 6. | <p>Academy Development Plan 2019/20</p> <p>NM stated that the document would be taken “as read” by Governors, but she briefed them on its preparation.</p> <p>The plan is written in line with the new Ofsted framework and is a DCAT model. It has been reviewed and approved by Beruk Berhane.</p> <p>Each time the plan is amended or updated it is re-labelled (e.g. version 1, version 2 etc) so that changes and its evolution can be tracked.</p> <p>The Self Evaluation Form (SEF) is a different document, although the Dev Plan and SEF are closely linked.</p> <p>“Ofsted and SIAMS priorities” have been taken from the previous inspections and are incorporated into the document where appropriate.</p> <p>Governor visits are very important as they not only support the school, but also can be used in evidence to Ofsted under “Leader and Management”.</p> | |

| | | |
|-----|---|----|
| 7. | <p>Financing & Staffing Update</p> <p>RB noted that the Finance Committee had met on 11/11/19 and Tania Little (DCAT) hopes to attend the next meeting in December.</p> <p>It was clarified that “Professional Services” is a 5% contribution to DCAT to cover central services such as IT, HR, Payroll etc.</p> <p>Overall, if the current carry-forward is not applied then the school is projected to be in deficit at the end of the academic year.</p> <p>RB is chasing up low levels of individual debt, which overall amount to over £1K.</p> <p>Governors asked for more detail on this debt. RB stated that it mostly related to after-school activities, trips, workshops etc. The school has a policy not to disadvantage any pupil who is unable to afford these, but almost all debts were small and were not from families that had requested financial support. The Parent Pay system can be used by the school to monitor debt, and parents had access to this as well.</p> <p>Governors agreed that this level of debt could not be sustained and agreed that the Head could decide a suitable course of action that could include withdrawing activities for a term, refusing access to them unless payments are received upfront or refusing access to those with debt.</p> <p>NM stated that a Yr 1 member of staff had handed in her notice on the last day before the cut-off. Appropriate temporary cover until a permanent appointment can be made will be provided by increasing the hours of an NQT.</p> | |
| 8. | <p>Link Governor Reports</p> <p>JP, RH, MI and Rev R have all been into school to liaise with staff and take part in / observe activities.</p> <p>All Link visits should be followed up with a brief Governor report. This should be passed to the Head before being more widely circulated.</p> <p>Governors asked whether it would be useful if Governor reports were presented in a standard format. JP agreed to circulate the form he uses.</p> | JP |
| 9. | <p>Health & Safety</p> <p>There are some broken fence panels on the school boundary. Barrett Homes have agreed that their contractor will replace them within the next fortnight.</p> <p>Recent weather conditions have caused a problem with drains as they have been swamped by rain water.</p> <p>Some toilets appear not to flow away very efficiently and so after the weekend there can be an unpleasant smell that takes several hours to clear. This is being addressed on the maintenance plan.</p> <p>Some fire doors are to be replaced as a part of routine maintenance, rather than because they do not work.</p> | |
| 10. | <p>Safeguarding</p> <p>A serious and distressing incident occurred on 13/11/19 that required assistance from both the Police and Social Services, Staff have since reported that some aspects of it have been mentioned on social media. Relevant staff have been de-briefed and offered support.</p> <p>Aside from the above, there are 16 current open safeguarding matters, of which 9 include input from Social Services. All are being managed appropriately.</p> <p>NM reported that she and Lisa Hardy (Co-Head at Central) will liaise to put together a case for DCAT funding a Family Liaison Officer for DCAT schools in Chichester.</p> | NM |

| | | |
|-----|---|--------------------------|
| 11. | <p>Any Other Business</p> <ul style="list-style-type: none"> • RH asked on progress regarding liaising with local independent schools. NM replied that she had visited one, but nothing has been forthcoming since. RH to follow up. • JP & NM are meeting with DCAT senior staff for the Annual Inspection Review (AIR) and will report back to the next meeting. • JP is attending an Admissions Appeal Hearing on 25/11/19 • An open afternoon took place last week which was attended by 28 prospective families. • Sex & Relationships Education Policy will be brought to the Jan 2020 meeting. • SIAMS toolkit is still being worked on by NM & EC, but recent meeting was postponed due to Safeguarding incident previously reported. • NM circulated dates of upcoming events and encouraged Governors to attend when possible. • The internet will be down for routine maintenance and upgrades on 19th & 20 Dec. | <p>RH</p> <p>JP / NM</p> |
| 12. | <p>Next Meeting: 4:15pm on Monday 16th December (Senior DCAT staff will be in attendance) (NOTE DIFFERENT TIME)</p> | |

The meeting closed at 7.15pm

Summary of Agreed Actions:

| No | Action | By | Status |
|----|--|---------|--------|
| 12 | Circulate Governor report form | JP | |
| 13 | Liaise with Lisa Hardy to draft case for Family Liaison Officer. | NM | |
| 14 | Follow-up on liaison with local independent schools | RH | |
| 15 | Report on AIR | JP / NM | |

Approved

Signed ...John Proctor.....

Date.....16 December 2019.....

Chair