



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Friday 24 th June 2022 at 2:00pm (by Teams conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Stephen Bennett, Josie Bannister, Father Trevor Marshall, Justine Howard (Vice Chair), Rachel Bryan, Liz Coyne,		
Others in attendance:	Annie Park (Clerk),		
Apologies	Patricia Dickie, Rev. Rachel Hawes,		
<u>Quorum</u> :	5	Quorum met:	Yes

Meeting Commenced: - 14:07pm

<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. Apologies were received from Patricia Dickie and Rev. Rachel Hawes and were accepted.</p>	
2.	<p><u>Declarations of interest and Code of Conduct</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 May 2022</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. All actions were closed.</p>	
5.	<p><u>Leadership & Management – Headteacher’s Report (Verbal)</u> The Headteacher confirmed that the pupils have completed KS1 and KS2 SATS and Phonics assessments.</p> <ul style="list-style-type: none"> There was no mal administration, all assessments were conducted within the guidelines. All teachers in KS1 and KS2 went through the administration of the papers. All children took part in KS2. The only children who did not take part in KS1 were for illness or away on holiday which has caused upset in the school. The School achieve 83% for Phonics in Year 1. This was very positive, and the threshold stayed the same at 32 marks. <p>The Headteacher explained that currently the data is unvalidated for KS2:</p> <ul style="list-style-type: none"> Maths – 70%, 2% at Greater Depth 	

- Reading 80%, Greater Depth to be validation
- Writing - 67%
- Combined of 60% with 3% at Greater Depth.
- Greater Depth is still a concern for the school
- KS2 data has been submitted with Teacher assessed data for Writing and Science.
- Papers for English and Maths have been submitted, results on 5th July.

Q – The children away on holiday, what number were away on holiday and were these approved?

A – None of the holidays were approved. 50 children have taken holiday during term time since January. This is 352 lost teaching sessions; 175 days of teaching time has been lost. 10.6% of the curriculum has been lost for these children. This is a considerable disadvantage. Any holiday that has gone over 10 sessions has been sent to West Sussex Attendance team for fixed penalty notices and all the families have been fined.

There is new guidance for September, absence will now be across the whole year, as opposed to 10 weeks and then the clock resets. This will be a lot stricter and any families taking 10 sessions will be sent a court summons. There have been shocking emails from the parents regarding this. A parent said they were going away for a week, so the school issued a letter – personalised on a letter from West Sussex – detailing the impact on the education the parent said the letter was inappropriate, was strongly worded and the school should have let them go on holiday. The parent then called the child in sick and the school has made the decision, following advice from West Sussex, not to issue the fine.

Q – Is there information on the website about the holiday regulations?

A – Yes, there is clear guidance on the website. There is a joint attendance policy for Chichester schools however other schools use the discretion of the Headteacher. It should only be for exceptional circumstances.

Q – Is there a Trust policy on attendance?

A – Yes, this is what the school is following along with the West Sussex guidance. However, from September the rules will remove Headteacher discretion, and the exceptional circumstances will be listed.

Headteacher to email all parents in September with Attendance Policy, Behaviour Policy and other policies for the parents and explain that the rules have changes. Governors to write in the end of term message that they are disappointed in the loss of learning of pupils through holiday.

NM

JP

6. DSL Report – Safeguarding Update

The Safeguarding Report from the end of Term 6 was sent to the Governors prior to the meeting.

- Two Level 4 referrals have been made
- Three pupils have had initial review conferences and are now on Child Protection Plans
- Two families are having Early Help Intervention.
- There is a termly review with the School's Early Help Link who has been very helpful to the staff.
- There are no Looked After Children currently
- No allegations against staff
- No incidents of Radicalisation
- No referrals to the LADDO
- There have been low level incidents of children tripping over but no serious incidents.
- Records of asthma pump use and any first aid given are sent home to parents.
- One child knocked out their two front teeth on the way to school.
- One child has fallen on the playground and broken their arm.
- One child had multiple wasp stings in Forest School and parents have been reminded of the correct clothing for Forest School.

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10.	<p>Leadership & Management – Staffing for September</p> <ul style="list-style-type: none"> • Early Years – Amy Adams – School has met them this week. Moving to the school From Christ Church and is an experienced Early Years Practitioner and has been leading Hastings and Eastbourne hub for Early Years. • This will be a class of 30. One EHCP (medical need) 32.5 hours of support. Two TAs currently for this class, may need another as there are potentially other EHCP in process. • Year 1 – Liz Coyne with a TA • Year 2 – Ellie Burnett with a TA • Year 3 – Tom Willson – TA • Year 4 – TBC • Year 5 – Lisa Black with a TA • Year 6 – Steve Jackson • Sports Coaching – Lee – This will be Tuesday and Thursday so staff can have leadership time. • Anette will be covering PPA in Year 1 and doing intervention in Year 1 and Year 2. • Robert – may be continuing with the National Tutoring Programme but this is up to Teaching Personnel. • HLTA is currently in place but is applying for teaching posts and therefore the school may have to advertise and employ a new HLTA • Advert out for a class teacher - applications have already been received <p>There may be impact on the budget if the HLTA moves on as the school will have to look at how the PPA is covered. The school may have to look at employing a part-time teacher for two days. The school has also advertised for a TA as one is needed for Year 6 and there may be a need for a TA in Year R.</p> <p>Q – Is there a concern about the finance or is this manageable? A – The budget has been submitted, but the Trust have asked for a revised budget in September to consider the staffing changes. The Bursar has started to look at the different options ready for this. This will come to the Finance Committee for discussion. There has to be a balance between quality cover for PPA time and the demands of the budget.</p> <p>The Bursar and the Headteacher are aware of the challenges of the budget and the staffing changes and have moved transition to later in the term. The Headteacher and Bursar will take steps to meet the DCAT requirements for the budget.</p>	
11.	<p>Leadership & Management – Premises and Health & Safety</p> <ul style="list-style-type: none"> • 2022/2023 budget has been approved by Trustees • Budget will be reforecast in September to consider staffing changes • 2021/2022 budget reforecast has been agreed • Accounts are in a healthy position with a small surplus. • Final carry forward figures will be available in September <p>The Governors noted they were very pleased with the hard work and flexible attitude taken by the Bursar and the close working relationship with the Headteacher. This was a very positive relationship for the school. There has been considerable work by the Bursar and Headteacher to ensure there is a small surplus this year taking.</p> <p>Premises SCA funded work:</p> <ul style="list-style-type: none"> • Toilets outside Year 4 will be refurbished and made slightly bigger. • Boiler to be redone but this is part of a larger piece of work. The boiler is old and the longer this is kept going the more likely this is going to require repair. 	

	<ul style="list-style-type: none"> The Site Manager's office arrives on site on Tuesday. This will be an independent workshop so the Site Manager can work away from the children. This is very positive. Peace Garden has been turfed. There is a problem with Hog Weed and the Site Manager is dealing with the issue. The school have spoken to Country Wide who have not come across this before. The Site Manager has cordoned the area off as if the children touch this they will blister. Replacement turf will be provided if required. The Entry System to the school stopped working. There is now a new system in place. 	
12	SIAMS – Values and Prayer Week <ul style="list-style-type: none"> Prayer Week has taken place this week to re-establish the school's values with the children Staff have led worship on different values each day. This week in the afternoon each class has been outside taking part in the prayer stations and other activities. Children have designed fish to replace the wall decorations, and this has been linked to the Platinum Jubilee and created a River Of Hope on the wall. The staff have reviewed the SIAMS requirements and different methods to prepare for the SIAMS inspection. The SEF for the SIMAS has to be two pages long and staff have looked at different ways of writing this. This will lead to concise impact statements. Headteacher and RE Lead will have time off site to work on the SIAMS requirements without disruption. There were 18 schools in West Sussex selected for inspection this year and only three have been inspected this year currently. It is unlikely these schools will all be inspected by the end of term. The Ethos Committee is Wednesday 6th July at 8:30am. 	
13.	Governance Governor Monitoring <ul style="list-style-type: none"> Chair to draw up monitoring visits schedule for next year Governors to review schedule and feedback on different areas to monitor. 	JP ALL
14	Policies for Review Charging & Remissions Policy – This item was deferred	
15.	Any other business Appeals against admissions <p>The Chair will be taking appeals for the school. This is a telephone conference. There are seven appeals against non-admission for September. It is unlikely that the appeals will be upheld as the school is full in Reception and therefore it will be exceptional circumstances that a child would be admitted over 30 pupils.</p> <p>There were 97 applications originally, the school is now at 101 applications to join the school. The school is the most oversubscribed school in Chichester.</p> Expansion <p>Ruth Cummings has given the school two names from the Diocese for the school to approach with regards to the expansion. Lesley Hurst and Heather Broadbent. Chair and Headteacher to contact.</p>	JP/NM
16	Date of next meeting – 15 th July 2022 2-4pm	

The meeting closed at 15:27pm



Summary of Agreed Actions from June 2022 Meeting:

No	Action	By	Status
c/f	Q – Have DCAT spoken to the Diocese about this and linked up working? A – Chair to discuss at the next Trust meeting to see if something can be put in place.	JP	
3	Chair to sign the minutes and email to the Headteacher.	JP	
5	Headteacher to email all parents in September with Attendance Policy, Behaviour Policy and oth3r policies for the parents and explain that the rules have changes.	NM	
5	Governors to write in the end of term message that they are disappointed in the loss of learning of pupils through holiday.	JP	
6	Governors to write to parents about the use of the WhatsApp group.	JP	
6	Safeguarding Audit is in progress. Chair to update	JP	
13	Chair to draw up monitoring visits schedule for next year Governors to review schedule and feedback on different areas to monitor.	JP ALL	
15	Ruth Cummings has given the school two names from the Diocese for the school to approach with regards to the expansion. Lesley Hurst and Heather Broadbent. Chair and Headteacher to contact.	JP/NM	

Signed

Date 15th July 2022