

THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local governing body		
Date and time:	Monday 16 th Sep 2019 @ 5.30pm		
Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Liz Coyne, Rachel Bryan, Rod Hague, Justine Howard (Vice Chair), Rev. Rachel Hawes, Mary Isgar,		
Apologies:	Fiona Lewis		
Others in attendance:	Gaynor Newnham (Locum Clerk)		
Quorum:	6	Quorum met:	Yes

No.	Item	Action
1.	Apologies Apologies are recorded above.	
2.	Declarations of interest. None	
3.	Acceptance of Minutes from 15th July 2019 The minutes were approved as an accurate record of the meeting.	
4.	Matters Arising from the minutes of 15th July 2019 None	
5.	Conflict of Interest forms Completed Conflict of Interest forms were collected from all governors.	
6.	Governor Code of Conduct forms It was confirmed that completed Governor Code of Conduct forms are still awaited from two governors, though it was confirmed that Rev Rachel Hawes has submitted a PDF version to the Chair, which will be received shortly. The Chair reported that Governor, Trust and Employee handbooks have been received and will be circulated in due course. It was noted that the governor term of office has increased to 4 years. Action: Completed Governor Code of Conduct Form to be submitted. Handbooks to be circulated.	MI JP

7.	<p><u>Safeguarding Policy and KCSIE part 1&2</u></p> <ul style="list-style-type: none"> Safeguarding Training Rev Rachel confirmed that she has completed the live West Sussex safeguarding training. Governors who have not completed live training were reminded to complete the online NGA training and to forward their certificates to the Chair on completion. The Headteacher reported that there was a joint INSET with Lancastrian and Central Academy, at which the West Sussex safeguarding advisor provided training for all staff, including premises and kitchen staff, and governors. In response to a governor question, it was confirmed that everyone attended the training. Action: <i>Online Safeguarding Training to be completed by all governors who have not attended the live course, and certificates of completion to be forwarded to the Chair.</i> New West Sussex Safeguarding Policy The Head reported that the Policy has been received and is now on the school website. In response to a governor question as to how the policy relates to the DCAT policy, it was explained that the West Sussex policy over-rides the DCAT policy, due to differences between the East and West Sussex Policies. Keeping Children Safe in Education (KCSIE) The Head reported that: <ul style="list-style-type: none"> ➤ Governors are responsible for compliance, policies and procedures. ➤ The Deputy Head and SENCO are both assistant DSL (Designated Safeguarding Lead); the Head is DSL. The roles are included in the relevant job descriptions. ➤ The Chair and Vice Chair complete unannounced safeguarding visits, and oversee safeguarding at the school. ➤ The Head explained that safeguarding training is updated at County level on a six-weekly basis. In response to a question, it was confirmed that governors can attend the county training. ➤ The LA, MASH, CCG and Chief of Police collaborate on safeguarding. ➤ There is a designated DSL email address, which receives any updates from Operation Encompass. <p>The changes to Part 2 of the document, and how it relates to the school, were highlighted by the Head, as follows:</p> <ul style="list-style-type: none"> ➤ The new policy must be in place by September 29th ➤ All governors must read at least Part 2 of the document. ➤ Governors can ask questions about whether safeguarding training has been completed <p>It was explained that staff teach children about online safety; there is an annual E-Safety week in February, plus an annual refresher in September, before children are allowed to go on computers. Following governor challenge it was explained that Reception children also receive training, via online modules are used.</p> <p>The level at which incidents should be reported to governors was queried and it was explained that governors should receive an overview, but not be aware of any detail. The online reporting system, My Concern, can provide statistical reports for governors. It was agreed that these reports will be welcome.</p> <p>It was reported that there will be statutory changes to PHSE education next year, which will be covered within the academy development plan. The GB will be involved in this, and in the changes to RSE. In response to challenge it was confirmed that preparations are underway, as the changes will be statutory next year.</p> <p>Changes in the last academic year to the policy around Peer on Peer abuse changes were noted.</p> <p>In response to governor questions, it was reported that there were 3 MASH referrals during the holidays, due to concerns around some children, and 2 since the start of term. Governors observed that safeguarding concerns are increasing.</p> <p>The Head reported that a proposal to recruit a joint Family Link Worker, with Central, will be submitted to DCAT.</p> 	Governors
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<p>8.</p>	<p><u>Monitoring Schedule for Governors</u></p> <p>Governors were asked by the Head to increase their monitoring commitment.</p> <p>Governors requested guidelines around monitoring procedures and the Headteacher explained that governors should:</p> <ul style="list-style-type: none"> • Review subject action plan and hold staff to account for the milestones • Review pupil targets • Complete scrutiny of evidence <p>Following challenge, it was confirmed that the action plans should be complete by the end of September. It was also explained that the DCAT English lead is currently working with the school English lead.</p> <p>It was agreed to add a monitoring update to the next agenda, with the Academy Development Plan</p> <p>Following a discussion regarding the reporting of monitoring visits, it was explained that there is a feedback sheet in the governors' guide; John will circulate this, and the draft governors' guide, as an action.</p> <p>Governors were also referred to The Key, for advice.</p> <p>It was confirmed that link governor monitoring visits should take place after school, on a termly basis, and completed reports to should be returned to the Head and the Chair.</p> <p>A Central Storage Point for monitoring reports was considered and it was agreed that cloud options should be explored, such as a Governors' Shared Drive.</p> <p>It was explained that RE, English, Mathematics and Core and Foundation Subjects need to be monitored. Following questions, it was clarified that the Link Governors' Role is to monitor the subject lead, while governor monitoring relates to delivery of the subjects, through pupil voice and pupil engagement; governors should say what they see, without forming an opinion.</p> <p>A monitoring schedule will be devised by the Chair and Headteacher.</p> <p>Actions: Monitoring Update and Academy Development Plan to be added to the next LGB Agenda Monitoring Feedback Form to be circulated to governors Central storage point for reports to be established Governor Monitoring Schedule to be devised</p>	<p>JP JP RB JP/NM</p>
<p>9.</p>	<p><u>Governor and teacher links</u></p> <p>Link roles were discussed and allocated, as follows:</p> <p>RE – Rev. RH, via the Ethos Committee</p> <p>English – Rev. RH</p> <p>Maths – RH</p> <p>IT and E-Safety - JP</p> <p>PPG - RB</p> <p>SEND - RB</p> <p>SG / SCR – JH</p> <p>Data and Assessment – JP and NM</p> <p>EYFS – MI</p> <p>Curriculum – LC and NM. It was noted that governors will need to challenge the monitoring reports, which will have been completed by members of staff.</p> <p>It was noted that FL may be able to take on some responsibility for monitoring, when she returns from maternity leave.</p> <p>Governors requested a list of subjects, to show link staff and governors.</p> <p>Action: List of subjects, staff and governors to be circulated to the board.</p>	<p>NM</p>

10. **Progress scores unvalidated data**

The pupil progress report was tabled at the meeting, and it was explained that this has been shared with parents.

The Head explained that progress is currently measured from KS1/Y2 to KS2/Y6. After the end of this year this will change – there will be no Y2 tests and the baseline will be from EYFS. The school is currently part of the trial of the new system.

Governors asked when the baseline data will be measured, and it was explained that this will take place at the start of their school career, in September of YR. All schools must use the same questions and the same language when testing the children.

In response to governor questions, as to whether any form of Y2 tests continue, in school, the Head reported that there will be discussions with DCAT about how children's ability will be measured. Governors noted that some children find the testing process to be challenging and it was explained that PIRA and PUMA tests may be continued to acclimatize pupils to being tested before they reach Y6.

KS2 Data was reported as follows:

Subject	2018	2019
Reading	-0.9	+1.1
Writing	-0.7	+2.6
Mathematics	-2.3	+2.2

The Head reported that the progress scores will be published, nationally, in November, and it is hoped that the school will be above average in all areas.

Governors challenged the Grammar, Spelling and Punctuation (GPS) 'greater depth,' data, and it was explained that this will be an area of focus this as outcomes were low in the summer, after a good previous year. It was explained that question level analysis was completed, which showed that common phrase and sentence work, and spelling, were weak.

It was explained that greater depth in Reading and GPS will be an area of focus for the year.

The change of trend from the previous years was challenged, and the Head explained that the cohort struggled with spelling; spelling is a cross-school issue.

The familiarity with being tested was raised as a concern, though it was pointed out that the majority of children met expectation.

Governors challenged whether writing tests GPS and it was explained that it does, but using GPS when just writing is different to answering questions on it.

The HT also suggested that monitoring of English should include sight of the grammar papers, to see the high level of questioning.

Governors agreed that the results are very pleasing, over all.

11.	<p><u>Any other business</u></p> <p>A number of items were raised, as follows:</p> <ul style="list-style-type: none"> <u>Finance</u> The Chair reported that on the final year end outcome (2018 – 2019) which was a surplus which included the monies received from WSCC following conversion. Rachel has completed the initial forecast for 2019 -2020 which was debated by the Governors and agreed. <u>Premises</u> It was reported that: <ul style="list-style-type: none"> ✓ Car Park lighting is a currently a concern, as the lights are permanently on. Efforts are being made to rectify this. ✓ The new premises manager has started. <u>Governance</u> DCAT wish to hold a governors briefing session at the school on the 16th October at 3.30 pm. Following questions, it was confirmed that the session would last 90 minutes. This will be twice yearly event, to include Central Governors. Governors agreed to check their availability. <u>Staffing</u> A member of staff has had a baby. <u>Prayer Week</u> It was clarified that the sessions will be at 1.30pm on Tuesday 17th, Wednesday 18th, and Thursday 19th September. This was a deviation from the plans, due to some communication issues. <u>Ethos Committee Monitoring</u> It was agreed to move this from the 4th to the 11th October at 8.30am. Next LGB meeting date was confirmed as 21st October 	
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The meeting closed at 6.47pm

Summary of Agreed Actions:

No	Action	By	Status
6	Completed Governor Code of Conduct Form to be submitted. Handbooks to be circulated.	MI JP	
7	Online Safeguarding Training to be completed by all governors who have not attended the live course, and certificates of completion to be forwarded to the Chair.	Governors	
8	Monitoring Update and Academy Development Plan to be added to the next LGB Agenda Monitoring Feedback Form to be circulated to governors Central storage point for reports to be established Governor Monitoring Schedule to be devised	JP JP RB JP/NM	
9	List of subjects, staff and governors to be circulated to the board.	NM	