



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Monday 13 th September 2021 at 6:00pm (by Teams conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Liz Coyne, Stephen Bennett, Father Trevor Marshall		
Others in attendance:	Annie Park (Clerk),		
Apologies	Josie Bannister, Rachel Bryan, Briony Pocock,		
<u>Quorum</u> :	5	Quorum met:	Yes

Meeting Commenced: - 17:32pm

Item		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. There were apologies received from Briony Pocock and Rachel Bryan and these were accepted.</p> <p>The Chair welcomed Father Trevor to the Governing Board and noted it was great to see the Oving Incumbent joining the Board. The Governors introduced themselves to Father Trevor</p>	
2.	<p><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.</p>	
3.	<p><u>Acceptance of Minutes and Action from 24th May 2021</u> The Governors confirmed the minutes were a true and accurate record. There is a section to be moved to Confidential Minutes. The Minutes were proposed by SB and seconded by NM. 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 completed.</p>	
5.	<p>Leadership & Management – Headteacher’s Report (Verbal)</p> <ul style="list-style-type: none"> • 210 pupils, two spaces in school one in Year 1 and one in Year 4. • 31 pupils in Year 5 and Year 6 due to twins and siblings. • There are appeals going forward and there is a lot of demand from the new housing estates. Chair and Headteacher are meeting this week with regards to expansion. The school is very popular. 	

- Reception have settled very well with 30 new pupils starting.
- New Apprentice Teaching Assistant tested positive for COVID-19 so has started today.
- Year 3 teacher is out with COVID. Year 4 teacher has had an accident on his bike and is out of school for at least a week.
- There are two supply teachers in school. This has had an impact on the supply budget. The HLTA are providing some cover

Academy Development Plan

At the next meeting the Governors will review the Academy Development Plan section by section. There is an Academy Development Plan for the year, but the suggestion has been made to look at a termly development plan as there are often governance updates in year, and there has been a pandemic. Therefore, the school will be doing a termly Development Plan as this will give progress quicker.

The Headteacher gave an overview of the Development Plan and explained the monitoring and the end of term review. There are book reviews, teacher data meeting and lesson observations and pupil voice and then the school meet as the leadership team and discuss the next term action points

The school will be focusing on:

- COVID-19 impact
- Maths
- Spelling and Grammar
- Greater Depth pupils.

The Staff will also be looking and SEND and PP pupils to ensure they are making national progress. The Headteacher noted they will be looking at staff training on data.

The Headteacher took the Governors through an overview of the behaviour section and cultural diversity. The Staff Governor explained about previous training on diversity and the school are looking at repeating this training. The school have been looking at the diversity of school trips.

The Headteacher noted that under personal development this was also looking at staff wellbeing, resources, and the staff room and the Inset Day impact. This had been very interesting to see how well the staff worked together. The Headteacher explained that the Academy Development Plan is a working document. **Clerk to add folder to GovernorHub.**

Clerk

Q – How many Muslim children are there is school?

A – There are four children.

The Governors noted that it would be nice to celebrate the Eastern European culture in the school. The Headteacher noted that the children in the school have quite a sheltered life and needed to experience cultural diversity and religious diversity. This work also links to the SIAMS work

The school will be looking at the FFT20 and FFT5 to aim to get the school into this area.

The Headteacher explained the Governor monitoring to hold leaders to account. **Headteacher to send new SIAMS criteria through to Father Trevor when available.**

HT

	<p>The Headteacher explained that early years is a separate Ofsted inspection, and the curriculum has been changed. The new baseline is in place and The March was a pilot school for this over the last two years. There is a new curriculum, and the focus is to ensure the training is in place and outdoor learning is embedded.</p> <p>Governor Monitoring Focus:</p> <ul style="list-style-type: none"> • Early Years – Justine Howard • Leadership & Management – John Proctor • Personal Development and SIAMS - Briony Pocock, Liz Coyne and Father Trevor • Quality of Education – Stephen Bennet and Rachel Bryan • Behaviour and Attitude – Josie Bannister • Safeguarding / SCR – Justine Howard and John Proctor • H&S – John Proctor and Stephen Bennett <p>All Governors who attended the Inset Day were reminded to send in their report.</p>	
6.	<p>Leadership & Management – Staffing - This item was covered in the Headteacher's Report.</p>	
7.	<p>Leadership and Management – Finance</p> <p>The Chair explained that there was a Finance Committee booked for last week, but the academy financial year ended at the end of July and over the summer the audit was taking place, the meeting has been deferred until the audit is finished. The currently budget is also awaited. Clerk to speak to the Academies Business Manager about when the final accounts will be available. The Finance Committee will be held on Monday 27th September in school.</p> <p><u>Motivational Speaker</u></p> <p>The School staff and Governors were very impressed with the speaker and the outcome of this is to take this forward. There is a basic model at £400 (four hundred pounds), and a top package of £4000 (four thousand pounds). There is also a middle package of £2000 (two thousand pounds) and if the school buy this there is a discount to £1500 (one thousand five hundred pounds).</p> <p>Q – If you include other schools would you get discount? A – No, this is per school</p> <p>The package gives teachers access in class and also live podcasts and sessions for parents.</p> <p>Q – Can the school try this for 12 months? A – No, the Inset Day was the taster session and then the expectation is that the school would then join the programme. The podcasts are excellent, and this will keep enthusiasm going and the positive mindset in school.</p> <p>Q – Is this £1500 (one thousand five hundred) a year? A – Yes.</p>	Clerk

	<p>The Chair explained that the programme can be funded out of Pupil Premium, as this can be used for development of staff, so they have more positive ways to help disadvantaged pupils. The PP money has not been completely allocated as there is an extra £145 (one hundred and forty-five pounds) per child this year. A Governor noted that this would cascade down through the school and would therefore be a good way of spending the pupil premium purchase.</p> <p>The Governors agreed to purchase the middle package of the The Art of Being Brilliant at the discounted price of £1500 (one thousand five hundred pounds).</p>	
8.	<p>Leadership & Management – Safeguarding</p> <p>The DSL report was sent to the Governors from last year. There are significant safeguarding concerns in school from week 1. This has been very concerning for staff. There has been five days of extensive work. The summer holidays have brought out a lot of CP Plans and Section 47. There has been funding received from DCAT for Fagan’s who are a Christian counselling support, and they will be supporting three children for 7 weeks.</p> <p>Q – Looking at the safeguarding training from last week it seemed that the teachers have to be all knowing and do everything. Are the parents not more responsible? Is there not training for parents on safeguarding?</p> <p>A – In terms of internet safety the staff used to do training sessions for parents and paid a lot of money and never had more than ten parents from the whole of Chichester. We update the newsletter and educate parents this way but there are constant updates and parents do not engage.</p> <p>The Chair noted that the safeguarding concerns that the Headteacher was talking about were high level and educating parents would not help with this. It was noted that the last week was the hardest from a safeguarding point of view for a lot of staff.</p>	
9.	<p>End of Year Data – Teacher’s Assessments - This was covered in the July meeting and has been updated in the Academy Development Plan. All Governors to review the Academy Development Plan.</p>	ALL
10	<p>Governance</p> <ul style="list-style-type: none"> Governors Ofsted Team and Information <p>This item was covered at the previous meeting and the Governors thanked SB for their information pack.</p>	
11.	<p>Policies for Review</p> <ul style="list-style-type: none"> KCSiE <p>All Governors confirmed they had read part 1 and 2 of Keeping Children Safe in Education. Governors will read the rest of the KCSiE to be compliant.</p> <ul style="list-style-type: none"> Code of Conduct <p>All Governors confirmed they had read signed the Code of Conduct on GovernorHub.</p>	ALL



	<ul style="list-style-type: none"> Admissions Policy <p>The DfE have expanded on the definition of looked after child, so the Admissions Policy had to be updated. The technical issues in the policy have been updated and this has been submitted to DCAT. No criteria have been changed. The classifications remain the same. The Trust have updated all academy policies, and this has been put on the website.</p>	
12	<p>Any other business</p> <p>School Handyman</p> <p>The Governors suggested a list of parents to help with general gardening and maintenance around the school. Headteacher to speak to Handyman.</p> <p>Governor Monitoring schedule</p> <p>Clerk to draw up monitoring schedule with the Chair.</p> <p>Pastor Steve</p> <p>Pastor Steve has been in school regularly supporting staff, coming into classes but unfortunately, he is very unwell and can no longer support the school and the Headteacher was very grateful that Father Trevor has joined the school worship community. Headteacher to talk to Father Trevor about how to break the news to the children.</p>	<p>HT</p> <p>Clerk / Chair</p> <p>HT</p>
	Date and Time of Next Meeting – 11th October 5:30pm	

The meeting closed at 19:24pm

Summary of Agreed Actions:

No	Action	By	Status
3	Chair to sign the minutes and email to the Headteacher.	Oct 2021	
5	The Headteacher explained that the Academy Development Plan is a working document. Clerk to add folder to GovernorHub.	Oct 2021	
5	Headteacher to send new SIAMS criteria through to Father Trevor when available.	ASAP	
7	Clerk to speak to the Academies Business Manager about when the final accounts will be available.	Oct 2021	
9	All Governors to review the Academy Development Plan.	Oct 2021	
11	KCSiE - Governors will read the rest of the KCSiE to be compliant.	Oct 2021	
12	<p>School Handyman</p> <p>The Governors suggested a list of parents to help with general gardening and maintenance around the school. Headteacher to speak to Handyman.</p>	Nov 2021	
12	Governor Monitoring schedule - Clerk to draw up monitoring schedule with the Chair.	Oct 2021	
12	<p>Pastor Steve</p> <p>Headteacher to talk to Father Trevor about how to break the news to the children.</p>	Oct 2021	

Signed

Date 15th October 2021