



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

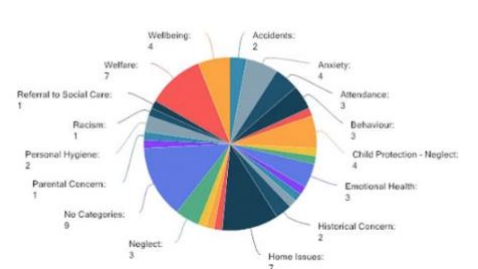
Meeting of:	Local Governing Body		
Date and time:	Monday 12 th July 2021 at 5:30pm (by Zoom conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Rachel Bryan, Liz Coyne, Stephen Bennett, Josie Bannister, Rachel Hawes,		
Others in attendance:	Annie Park (Clerk),		
Apologies	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 these were accepted.</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. 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. The website needs completely updating as is very time consuming. JB to speak to her husband about assistance with the website. Chair and Headteacher to speak to Mr Bannister.</p>	JB JP/HT
5.	<p><u>Leadership & Management – Headteacher’s Report (Verbal)</u> The Headteacher sent the end of year data to the Governors prior to the meeting. Target Tracker has been introduced and is being used with PIMA and PUMA tests. Target Tracker uses teacher data to give a more rounded view of the pupil progress. The Headteacher confirmed that the GPS paper is assessed along with the Year 6 data, but this year is not national assessed so the pupils have done the same tests that they would have done in 2019. The data shows the progress from Christmas to July, and this has included a considerable period of lockdown. The red areas will be assessed by staff and form part of the Academy Development</p>	

	<p>plan next year. The pupils are struggling with punctuation, spelling and grammar so this will be a focus for next year. The spelling component of the GPS paper, out of 40 marks 20 are for spelling. A Governor noted that employers look first at someone's spelling, punctuation, and grammar and therefore this has to be a focus to ensure that there is a good baseline knowledge for the pupils. The Headteacher noted there will be a focus on the spelling patterns to give the pupils a very clear foundation.</p> <p>The Headteacher noted there were the pupils who are on track to make the expected progress and those on route to make greater depth. With regards to Fisher Family Trust, 50, 20 and 5, this shows the comparison with a like to like school nationwide. The school always aims for the top 20 (FFT20). The Governors noted that the Year 6 had done very well given the lockdown. The figures for the higher years are around where the Governors expected them to be, whereas the middle years have had a greater impact from COVID-19 and other outside factors such as electronic devices. The Headteacher confirmed that Year 1 and Year 3 had had the biggest impact from COVID-19 and the school had been using COVID-19 catch-up funding this term to support the pupils and next year there will be two HLTA to support the pupils with catch-up.</p> <p>Q – What is the percentage of pupil premium pupils on the figures? A – The Headteacher took the Governors through the data chart, full chart, which is split into all the different groups in the school. This has been submitted to DCAT who will produce a Governors pack for review. Headteacher to send full data to the Governors.</p> <p>The Governors noted that they were not being critical of the data, their role is challenge and to ensure that red areas are reviewed.</p> <p>The Headteacher noted there is a new baseline coming in for Early Years in September which will ensure that there is a clear data system running through the school for all years. The school will run on two data systems for the next few years. The Headteacher explained to the Governors that the school are always looking to make better than expected progress.</p> <p>Q – How much time are you getting from the COVID-19 catch-up funding, how much teaching time is this? A – There are three whole days of support. In September there will be two HLTA doing catch-up support, SEND support, PP support and higher achiever support.</p> <p>Q – Can you get parents in for reading support, like was done before COVID-19? A – We can look at doing this, but anyone who has not been in school for three months has to be DBS checked again.</p> <p>The Headteacher noted that the school also do not want to be taking the pupils out of class so much as they miss the other subjects that they love, such as History, and this means that their curriculum is not balanced.</p>	HT
6.	<p>Leadership & Management – Staffing</p> <p>The Headteacher took the Governors through the staffing structure for the next academic year. The Headteacher explained that the school has taken on two apprentices who will be starting in September. The school has also employed two HLTA, both of whom are trained teachers who have chosen to work as HLTA, who will be covering PPA and supporting pupils in PP and COVID-19 Catch up. One HLTA will be in KS1 and one in KS2. There has been a resignation in the school office and there is an advert out currently. There has been one interested party for the Premises Manager role.</p> <p>The Governors were delighted with the staffing structure for September, and noted that the HLTA were an excellent addition to the school.</p>	

	<p>Q – What is an HLTA?</p> <p>A – This is a Higher Level Teaching Assistant able to take whole classes for a whole day, can do short term cover, can assist with planning. As our HLTA are both qualified teachers, they could cover a whole week of sick leave if necessary.</p>	
7.	<p>Leadership and Management – Finance</p> <p>Had last Finance Committee of academic year this morning. There has been no movement on the accounts currently but there are a number of outstanding bills to come in by the end of August. There is an additional Finance Committee on the 1st September to agree the final accounts.</p> <p>There are issues with drainage in the school and the toilet provision, and the school are having a drainage plan drawn up to work through a plan of action that is future proof. Some of this will be funded by DCAT and the rest from the school budget. There will be a number of premises items to come out of the current accounts.</p> <p>With regards to the next financial year, there are two different budgets that have been reviewed looking at the different staffing structures. There have been substantial changes to the staffing structure and the budget will need to be agreed later. DCAT have noted that other schools are constantly having to reforecast their budget and this is more normal for an academy trust school.</p> <p>The Bursar confirmed that the school had had confirmation that the Sports Premium will be continuing for the next academic year. It is however unlikely that the school will receive any more catch-up funding but there is some that is being carried forward.</p> <p>The Trust Estates Manager is looking for quotes for the new boiler system and the fencing for the boundaries of the school. DCAT is supporting the school with the fencing costs. The Bursar noted there were a number of DCAT schools who need fencing, so the Estates Manager is looking for deals for the whole Trust.</p> <p>The school are looking at the toilet facilities for the school and ensuring this is future proof.</p> <p>Q – Is equipment in the school being maintained correctly?</p> <p>A – The school tries to maintain this, but it is difficult to find the budget for maintenance and repairs. It is easier to get funding for new equipment than maintaining older equipment.</p> <p>The item continued in CONFIDENTIAL MINUTES.</p> <p>The Chair noted that they had applied for grants from Oving and Westhampnet Parish Council and Westhampnet had declined this and Oving were looking at this currently.</p> <p>Q – Is this because of the removal of the CofE discussion?</p> <p>A – Historically the relationship with the Westhampnet Parish Council has not been good as the school has been considered a nuisance.</p> <p>The Chair thanked the Headteacher and the Bursar for all their hard work with the premises and all the horrendous jobs they have had to do.</p>	
8.	<p>Curriculum intent</p> <p>The Headteacher explained that all schools are required to publish what they plan to do for Curriculum Intent. The school trains other schools on how to put together their curriculum intent. The school ensure that the clear progression is shown and that this is broad and balanced. A couple of years ago the staff</p>	

	<p>looked at the curriculum intent and linked this to values and put this on the school website. The staff are quizzed on what they plan to do with their curriculum and the staff could talk clearly about their curriculum and the progression and also linked this to the values and how they wanted the children to leave the school confident and with good foundations.</p> <p>The staff talk to the pupils about the curriculum intent and the school values to ensure the pupils understand what the focus is.</p> <p>There has been a training day with difficult questions for staff to answer and the trainer felt that the school had an outstanding curriculum intent. This ensures that staff are prepared for Ofsted and can talk clearly about their subjects. Mark Talbot is also very pleased with this at the DCAT level.</p>	
9.	End of Year Data – Teacher’s Assessments - This was covered in the Headteacher’s Report.	
10	Governance	
10.1	<p>Governors Ofsted Team and Information</p> <p>The Chair felt that there needs to be a clear Governor File for Ofsted and training for the Governors on how to talk to inspectors and how to answer questions and ensuring that all the information is in the same place.</p> <p>Clerk to produce the Governor File ASAP and send this electronically to the Governors.</p>	Clerk
10.2	<p>Meeting Dates 2021/2022</p> <ul style="list-style-type: none"> Monday 13th September at 6pm Monday 11th October at 5:30pm Monday 8th November at 5:30pm Monday 6th December at 6pm – Virtually. 	
10.	<p>Any Other Business</p> <p>Safeguarding</p> <p>The Headteacher shared her screen with the safeguarding concerns in the school this year. There is cross over in some areas but this shows the safeguarding level. It was noted there has been a sharp increase in the summer term of safeguarding incidents.</p> <p style="text-align: center;">Safeguarding concerns Sep 2020 to July 2021</p> <p style="text-align: center;">Concerns Report</p>  <p>There has been the first racist incident in school in four years, this has been dealt with, has been logged on the safeguarding website for West Sussex who will also follow up with the family and the school met with the parents today and this will be reviewed.</p>	

Q – Was this an incident in school?

A – Yes, this was a comment from a child. The teachers are doing a lot of work on this currently and using the football as a learning tool as several of the England Footballers have had racist comments.

The Headteacher took the Governors through the safeguarding process in the Trust and the support that the school get from the Trust. This is excellent and the lead DSL is Mark Talbot who does regular meetings to support the schools.

Father Trevor

RH has met for coffee with Father Trevor and then Father Trevor met with the school. He will be coming in September to see what Rev. Rachel does in school and then will do half termly worship in school and will also send info from Parish events for the school app. This was a very positive talk and tour of the school. RH noted that Father Trevor is part-time and has other commitments so the school will have to work round this. The Chair was glad to see stronger relationships being built with local Churches. Oving is logistically a little difficult and hopefully this will be a start of a new relationship.

The Headteacher had explained that it was the cost of the transport that was an issue and therefore Father Trevor is happy to come to the school instead.

Christmas Tree Competition

A Governor noted that the Priory are hoping to do a Christmas tree festival. There will be a 30ft pine from Goodwood, as the Church is the family Church for Lord March, and then there will be fun theme trees. This could be a project for the school. **JB to send information to Headteacher.**

JB

Working In Partnership

A Governors noted there had been a webinar about Church schools working with local Churches. It was noted that the school has a very good local relationship with the local Church. **SB to send the Headteacher the document from the meeting.**

SB

Governance Monitoring – ICT

Repot to be shared with the Governors. This was very positive, and the teacher answer all the questions with a couple of follow ups to be put in place.

JP

Inset Day – 3rd September 2021

Jonathan Peach is coming to the school from the Art of Brilliance. This is a motivational speaker. This is open to the Governors. St Columba and staff from DCAT will also be joining. On the 2nd there is Safeguarding Training in the morning which Governors are invited to join. The Headteacher noted there are two Safeguarding policies, DCAT and West Sussex, that are used in the school.

11. Date and Time of Next Meeting – 13th September 6pm

The meeting closed at 19:05pm

Summary of Agreed Actions:

No	Action	By	Status
3	Chair to sign the minutes and email to the Headteacher.	JP	
4	JB to speak to her husband about assistance with the website.	JB	



	Chair and Headteacher to speak to Mr Bannister.	HT/JP	
5	Q – What is the percentage of pupil premium pupils on the figures? A – The Headteacher took the Governors through the data chart, full chart, which is split into all the different groups in the school. This has been submitted to DCAT who will produce a Governors pack for review. Headteacher to send full data to the Governors.	HT	
10	Clerk to produce the Governor File ASAP and send this electronically to the Governors.	Clerk	
11	Christmas Tree Competition - JB to send information to Headteacher.		
11	SB to send the Headteacher the document from the meeting.	SB	
11	Governance Monitoring – ICT - Repot to be shared with the Governors.	JP	

Signed

Date 13th September 2021