

MINUTES FROM A MEETING OF LYDIARD MILLICENT CE PRIMARY & RIDGEWAY FARM CE ACADEMY

Meeting of:	Local Governing Body
Date:	Wednesday 17 th July 2018
Time:	19.00 Hrs
Governors Present:	Lt. Col. John Blakiston (JB), Mr David Cain (DC) (Vice Chair), Mr Stuart James (SJ), Mrs Carly Luce (Head Teacher) (CL), Mr Luke Maddison (LM), Rev Tudor Roberts (TR), Mrs Jeanne dos Santos (JdS) Miss Joanne Lakin (JL), Elaine Mills (EM), Mr Richard Coleman (RJC) (Chair)
Absent	Victoria Burton (VB),
Apologies:	Mr Andy Buss (AB), Miss Joanne Lakin (JL), Jeremy Piper (JP) Heather Large (HL), Andrew Gubbins (AG)
Clerk to the Governing Body:	Jo Lakin (JL)

Action

1. Attendance, Apologies and Non-attendance, Introductions

Bible Reading and Prayer

Tudor spoke to Governors about the difficulties we face living in volatile times, reading Matthew Chapter 8 verse 23-27.

Thought for the Day

RC spoke about parental engagement from the governance handbook and emphasised the importance of this being an area for the board to develop in the coming year.

2. Any other business – to be raised with the Chair in advance of the meeting

Governors wished to formally thank Andy Buss for his role as parent governor and excellent Chair of the Accountability Committee. He will be greatly missed by the Board.

Training – RC reminded all Governors they are required to carry out 2 modules of Educare training as requested by DBAT by the end of term: these being GDPR and Equality and diversity. All governors committed to completing these before the end of term.

RC reminded Governors that CL and the SLT were holding coffee mornings this week and would like at least one Governor present at each meeting. Details of the coffee mornings below:

LM: 19th July at 9.00 am and RF: 20th July at 9.20 am after the celebration assembly.

CL explained it was a chance to give parents an opportunity to ask questions, give feedback and start an evaluation process.

JL confirmed she could attend the LM coffee morning and EM confirmed she could attend the RF coffee morning.

ALL

RC reminded Governors that they should all now be using DBAT email address in line with GDPR regulations.

3. Review YTD Performance vs SDP

CL informed Governors that great progress had been made in core subjects, and the SDP teams now need to focus on the rest of the curriculum, e.g Arts, science, DT, IT RE, History, Geography Modern languages, music, PE.

CL referred to the documents from the SDP teams on governor share drive which gives an update on progress. This will be added to the SDP document in September for review.

CL explained that some teams have made an impact statement and the plan is to work on these more from September 2018. The "Active Learning" module will be expanded and worked on more.

Governors agreed that the SDP for next year should be largely the same, just a slightly improved format. It is positive for teams to know they will be continuing their work as opposed to starting from scratch.

CL said that some of the staff changes, particularly at LM could have an impact on the SDP. She added that Maths and Writing had improved hugely due to the teams' work and focus.

It was concluded that Governors and staff have worked well to pull together the SDP and Governors have kept staff momentum on the key outputs through requesting presentations at the Performance Committee and join staff/governor learning walks.

RJC reminded governors that the second SDP learning walks are due by the end of term, (Active working completed).

4. Head Teacher Report

Governors asked how staff were coping at LM with change and loss of staff. CL said that they were coping and supporting each other with additional tasks outside of their normal teaching and learning duties, as there was currently no caretaker.

Governors congratulated CL and the team on the excellent performance data in the SATs. LM EYFS was lower than last year but we understand why because despite external moderation, these had been overstated in previous years. KS1 SAT results were at both schools were greatly improved and excellent. Way ahead of last years national average at LM and RF. Governors noted that maths and writing had improved which is evidence to suggest the focus on writing and maths and active learning is beginning to have an impact on pupil outcomes. Phonics results in both schools are excellent both improvements on last year. KS2 results at RF were c=vastly improved vs. last year and well above Nat Ave in Reading and SPAG. Maths on national average (ex exempt pupils) and pretty much met last years national average for combined. LM well ahead of last years National average in reading and SPAG at average for maths and writing (although lower than last year in writing), and well above Nat. average for combined . A number of RF pupils were not deemed ready to take SATS and were excluded. Results for the rest were

extremely good. Governors said the schools should be very proud of the achievement, and added that the teams' hard work had paid off.

5. Vulnerable Pupil Performance Review

This could not be discussed as VB was not present. Carry forward to next meeting.

HL

6. Annual Performance Report

C/F

HL

7. Approve EYFS Report

C/F

HL

8. Parent Pupil Questionnaire

DC explained this was on hold until GDPR position is clarified. RC felt that if we send out a questionnaire anonymously, this should be compliant. Governors suggested an electronic survey would generate a better response. It was agreed that a plan should be put in place to carry out an anonymous parent survey in September 2018.

DC

9. How can we see progression in foundation subjects?

RC explained that a new focus of Ofsted was to ask Governors to explain how progression in foundation subjects (Art, PE, Geography, History and Science) is being made. At a DBAT CoGs meeting it was suggested by ex heads that Governors should ask the following question of the heads:

How can we see progression in the foundation subjects (Art, PE, RE, Geography, History, Science, IT, DT, Music, Foreign Languages). Are pupils making good progress? How do we track this?

Governors need to know if pupils are making good progress and how we track it.

CL referred to her head teachers report. She stated that the school don't track progress in these subjects, she would recommend Governors carry out learning walks and book looks to gain an insight into progress being made.

A discussion took place regarding how progress in these subjects could be tracked; LM explained that his school do not do anything onerous in tracking progress.

RC said it was important that Governors had some insight into progress being made if we think Ofsted is going to focus on this.

Carly stated that each year group has objectives/learning goals for each subject in the national curriculum. Teachers assess against these throughout the year and determine if each pupil can achieve the objective, with support or independently.

It was agreed that the head teacher report should incorporate a statement/evidence that CL is satisfied that each cohort is making progress with examples based on the HT learning walks, n=book looks and other monitors.

10. Review Progress on Governor Objectives

RC asked how Governors felt these were being achieved?

A discussion took place which highlighted that teaching and learning methods had changed considerably across both schools.

Collaborative learning, teaching methods and culture had changed considerably across both schools. Evidence SDP teams made up of teachers and governors,

Governors highlighted that performance results were good across both schools.

RC asked if Governors in the Performance Committee could confidently explain the data. DC stated that he believed they could but would need to refer to documentation.

Learning behaviours. RC confirmed that he had seen evidence of active teaching when on his learning walk and of teachers sharing ideas and techniques. It was also noted that Challenge Partners could see evidence of good learning behaviours and now saw this as a strength at LM not an Even Better If (EBI).

CL stated that the governors focus on process (active learning, SDP teams, Staff performance management), rather than targets and results has enabled a focus on what really has impact on student outcomes the Quality of teaching.

11. Collaboration

Governors were referred to the SPL minutes from February 2018 where a discussion had taken place which highlighted the collaboration which had occurred throughout the year.

12. Accountability – agree actions and responsibilities for Link governor for Finance and Pupil Premium/Sport Funding

RC informed Governors that DC had volunteered to take on the role of Portfolio Holder for Finance/PP and SF.

A lengthy discussion took place regarding the structure of the Accountability and Performance Committees. LM informed the LGB that his CoG had carried out some research with NGA regarding the structure of their meetings and, based on this, they had removed their Committees but increased number for LGB meetings to 12 per year – they had one main board meeting and then one for group meeting – the focus could be finance or performance data or safeguarding/H&S etc.

It was resolved to dissolve both Accountability and Performance and hold 12 LGB meetings per year. The Odd numbered meetings would be focus groups lasting no more than 2 hours.

DC/RC to meet in the summer to plan this new structure of meetings and accountabilities ready for September 2018.

13. Election of new LM Parent Governor

CL confirmed that no applications had been received.
RC advised that we should send the advert out again in September 2018, after which we could appoint someone.

14. Agree dates for next years meetings

Dates as follows: LGBs on dates proposed, (POST MEETING NOTE- request to change the 2nd LGB to December). The new LGBs to replace the performance committee. All meetings (except SPL) to start at 6:00pm. RC to confirm dates with HL

15. Governors Communication

EM confirmed she has uploaded her draft communication plan to the Communications folder in Governor Hub.

All Governors to read this and feedback to EM by the end of the term.

16. Review Governor Development Strategy

JL referred Governors to the SPL minutes from May 2018 and confirmed that in September 2018, RC would hold 1:1 s with all Governors to agree roles and responsibilities for the year ahead, as well as discuss any development areas/concerns.

17. GDPR Update

CL confirmed that an audit would take place on both schools next term. She added that she felt the schools were on track with where DBAT wanted them to be in terms of compliance.

Governors were reminded that they must use DBAT email addresses and that all GDPR related policies were on Governor Hub.

Governors were informed they must complete the GDPR training on educare.

DC raised a concern that the school is not compliant and should be by end of July. The DBAT plan does not achieve this. If we are not compliant with the law, it could cause issues for Governors. He added that Governors should be kept updated by DBAT as to when the schools will be fully compliant.

LM explained that it's difficult to understand what compliance is within the education sector.

RC asked CL to chase DBAT to give a timetable for GDPR compliance for the schools.

Carry forward this point to next meeting

RC

ALL

RC

ALL

ALL

CL

HL

18. H & S Report and Policy Review

SJ confirmed that RF had not yet had an external audit, he added that it will be late this week. He said that the SBM and Caretaker were working on H&S aspects.

SJ said that due to the loss of SBM and Caretaker, LM had not complied with H&S monitoring and testing. The last audit had picked up several things .He added that there had been a huge improvement since the SBM joined. SJ informed Governors that CL and the SBM had been doing some of the checks and had now outsourced some of the caretaker duties.

SJ

SJ confirmed he will meet with CL next term and compile a new report after the next H&S audit.

Governors asked if risk assessments are maintained?

CL confirmed she takes accountability for this and it has still happened despite no Caretaker. (Most are not a caretaker responsibility being e.g. use of play ground or residential trips) . The Wiltshire risk assessment format s used.

Governor asked where we are with Health and Safety training for staff?

CL said lots had been done, going to use Educare going forward.

RJC stated that Policies are not up to date on Governor Hub including the H&S policy.

CL

CL confirmed she will ensure that H&S and all other policies are up to date on Governor Hub.

19. Approve Utilities Expenditure

SJ confirmed that DBAT now take control of this.

DC and RC to compile the Terms of References for next year.

DC/RC

HL

20. Confirm Statutory Info published to Guidelines

JDS confirmed that statutory info is published apart from LGB minutes which HL needs to send to the office in order for them to publish.

21. Approve Wellbeing Report

A Governor asked who is responsible for the wellbeing of staff?

CL confirmed it was her with Governor support.

Report Approved.

22/23 Approve Next years Budget/Report on Financial Situation of Schools

SJ explained that budgets had been signed off at the last Accountability Committee but these figures had been changed and therefore the schools were now in a different, and less favourable financial position.

At LM school, SJ said that finances were ok at the moment. We are running a small deficit but have reserves built up in previous years. However next year LM will be running a significant in year deficit of £65k rising to £70k the year after. LM reserves will only cover the next years' deficit and will not cover beyond next year. He added that to sustain next years' budget into the following year, the school needed £70k more income (or less costs). Governors were informed (by RJC in the breakeven calculations presented in February) that even if pupil numbers were at 210 for next year, LM would still be a deficit given the budgeted costs. Causes of deficit – Reduced pupil numbers reducing income and real cuts in government funding for schools (per pupil after school cost inflation.)

CL said that the staffing structure was still under review for next year, for example the school will be looking at NQT's as opposed to more expensive temporary teachers.

Governors asked if the TA's that are leaving LM school are being replaced. CL said no as these were to fill 1-2-1 roles which are no longer required as pupils requiring 1-2-1 supervision will be leaving.

DC said that if Governors approve this budget it cannot be breached in any way. He said that the schools could not afford to go into following year in a worse position. He added that more savings need to be made next year so that the position was not as bad at the end of 2018/19 and so we had already put in place some of the changes needed to produce a balanced budget for 2019/20.

CL confirmed that cost savings are ongoing – many licences have been cut, as have Challenge Partners. Governors pointed out that these small cost savings will not amount to £70,000. The biggest cost is staffing – CL confirmed staffing is under review.

RC stated that we need to reduce LM budget by £57k and added that a harsher budget is required for 2019/20.

In relation to the use of supply staff, CL has said this has been difficult. She added that she had found out that we are paying a lot of insurance for cover and getting nothing for it so have cancelled it. She added that she appreciated the picture looked bleak but John Swainston had congratulated CL and the SBM on the work that had been done to reduce costs. She stated that there was an ongoing review of cost control.

It was confirmed that the position is so difficult due to large cuts in government funding.

Governors approved the LM budget but challenged CL to reduce costs for further next year and again the following year (and work to increase pupil numbers).

SJ explained that the RF budget had changed significantly since the last Accountability meeting and was now considerably worse. Next year has gone from near break-even to a deficit of £53,000 and the following year from a surplus of

£22,000 to a deficit of £75,000. This is due to a reduction in the forecast pupil numbers and income of £45,000 next year and £100,000 the following year. This means that both schools are in a similar position. It was noted that DBAT had said there was no pressure for RF school to repay the loan until they are out of deficit. Indeed DBAT have agreed to underwrite all budget shortfalls indefinitely.

Governors asked to see evidence of the agreement with DBAT regarding the underwriting of the loan. CL to request this written commitment from DBAT DC said that he didn't feel it is possible to run RF school with a balanced budget for at least 4 years. He said that fewer children in KS2 meant the budget can't be balanced.

RC proposed that the RF budget is approved and Governors agreed.

RC and CL confirmed that DBAT are well aware of finance issues and pressures and were taking steps themselves to reduce cost – e.g. cutting central staff and only replacing Duncan with a part time SIO.

24. Scrutinise and approve premises strategic plan

Approved

25. Admission policy

Approved

26. Minutes from committees

All approved, SJ highlighted the roof at LM school being an ongoing issue and confirmed that RC had written to DBAT to highlight the seriousness of the issue to John Swainston.

27. Policies

The following policies were approved

LGB Policies for approval

- DBAT Data breach policy
- DBAT Data Protection Policy
- DBAT Information Security Policy
- DBAT Privacy notice
- DBAT special Categories of personal Data Policy

Performance

- Act of Collective Worship
- Foundation Stage, EYFS
- Humanities

Accountability

- Whole school food

RC to send this list to Abi so that they can be released and moved to the adopted policies folder.

28. LGB Minutes from 24.05.18

Approved

DC

29. Training

DC to email HL a list of recent training he has undertaken.

RC/DC

30. Ofsted File Updates

RC and DC to update files during the Summer.

31 AOB

JB updated the Governors about works regarding the proposed car park in LM. He had now secured a quote and plan for 14 spaces. Cost was c£25k. His next step was to approach the Parish Council. Governors thanked JB for his efforts regarding the car park.

MEETING CLOSED AT 21:30 HOURS

Minutes accepted and approved _____ (Chair) _____ (Date)

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
17-May-17	29	Accountability	Review Pupil/Parent survey output and agree plan	David agreed to draft up a Parent questionnaire. July 18 – Agreed GDPR does not prevent this if anonymous, To draft and issue in September	DC	Open
07-Feb-18	54	LGB	Any Other Business	Awaiting feedback from DBAT after Chairs letter to get DBAT to confirm what actions they will take.	SJ	Open
07-Feb-18	67	LGB	Policies for approval	Jez will take the Critical Incidents Policy for DBAT review.	JP	Closed
07-Feb-18	68	LGB	Policies for approval	Carly to investigate FOI Policy against GDPR view. We have forgotten what this action is	CL	Closed
21-Mar-18	75	LGB	Approve process for SIO consultation	RJC to remove this from the LGB Terms of Reference.	RJC	Open
21-Mar-18	76	LGB	LGB Objectives	JL to add Collaboration evidence and next steps outside of the school, across DBAT and the Cluster as an agenda item for the SPL Committee.	JL	Closed
21-Mar-18	79	LGB	Governor Communication	EM to bring Governor Communication Draft plan to July LGB	EM	Closed
21-Mar-18	81	LGB	H & S Governor Report and Policy	RJC to add H & S Governor Report and Policy as an Agenda item for the July LGB Meeting.	RJC	Closed
21-Mar-18	83	LGB	H & S Governor Report and Policy	SJ to bring H & S Governor Report for July LGB	SJ	Closed
24-May-18	87	AOB	Roof	There are some invoices pending to Beards regarding the roof and Carly will investigate if they have been paid. Not beards. The invoice have now been paid	CL	Closed
24-May-18	88	LGB	Leadership Development and Succession Planning	Carly agreed to send the parent governor election letter out again but not to include the sentence on finance skills.	CL	Closed

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
24-May-18	89	LGB	Leadership Development and Succession Planning	Governors agreed they would trawl various avenues to canvas for Governors including the banks.	ALL	Open
24-May-18	90	LGB	Accountability	Jeanne agreed to send the e mail with the DBAT log on for Governors to organise their new e mails	JDoS	Closed
24-May-18	91	LGB	Accountability	The Clerk agreed to send the new Educare e mail round to Governors again	HL	Closed
24-May-18	92	LGB	Accountability	The Clerk to add GDPR as standing Agenda item.	HL	Closed
17-July-18	93	LGB	AOB	All governors to complete the Educare training modules GDPR and Equality and diversity	All	Open
17-July-18	94	LGB	Performance Monitoring	Complete 2 nd SDP learning walks for Maths and English	TR/DC	Open
17-July-18	95	LGB	Performance Monitoring	Head teacher report to include a summary from HT learning walks and other monitors of progress in foundation subjects	CL	Open
17-July-18	96	LGB	Budget	CL to work hard to significantly underspend the LM budget next year and cut the LM budget further the following year. Focus on trying to increase pupil numbers at LM	CL	Open
17-July-18	97	LGB	Budget	Get written commitment from DBAT that they will underwrite budget shortfalls at RF indefinitely.	CL	Open
17-July-18	98	LGB	Policies	Send list of approved policies to Abi	RJC	Open
17-July-18	99	LGB	Annual Performance Report	To be an Agenda item for the next LGB.	HL	Open
17-July-18	100	LGB	Approve EYFS Report	To be an Agenda item for the next LGB.	HL	Open
17-July-18	101	LGB	Vulnerable Pupil Performance Review	To be an Agenda item for the next LGB.	HL	Open

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
17-July-18	102	LGB	Parent Pupil Questionnaire	Plan to carry out an anonymous parent survey in September 2018.	DC	Open
17-July-18	103	LGB	Accountability	Plan new structure of meetings and accountabilities ready for September 2018	DC/RJC	Open
17-July-18	104	LGB	Agree dates for next years meetings	RC to confirm dates with HL.	RJC	Open
17-July-18	105	LGB	Governors Communication	ALL Governors to read the Communication Plan and feedback to EM by the end of term.	ALL	Open
17-July-18	106	LGB	GDPR	ALL to use DBAT e mail addresses and GDPR policies to be placed in Governor Hub.	ALL	Open
17-July-18	107	LGB	Governor Development Strategy	Hold one to one's with all Governors to agree roles and responsibilities.	RJC	Open
17-July-18	108	LGB	GDPR	ALL to complete their GDPR training on Educare.	ALL	Open
17-July-18	109	LGB	GDPR	Chase DBAT for GDPR compliance timetable for Schools.	CL	Open
17-July-18	110	LGB	GDPR	Add as Agenda item for next LGB meeting.	HL	Open
17-July-18	111	LGB	H & S Report	SJ to meet with CL next term and compile new H & S Report.	SJ	Open
17-July-18	112	LGB	H & S Report	Ensure all H & S and other policies are up on Governor Hub.	CL	Open
17-July-18	113	LGB	Approve Utilities Expenditure	Compile Terms of References for next year.	DC/RJC	Open
17-July-18	114	LGB	Confirm Statutory Info	To forward statutory info for school website to Admin Team.	HL	Open
17-July-18	115	LGB	Training	Forward recent training undertaken.	DC	Open
17-July-18	116	LGB	Ofsted File	Update Ofsted Files during Summer.	DC/RJC	Open