

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

<b>Meeting of:</b>	Local Governing Body
<b>Date:</b>	Wednesday 24 <sup>th</sup> May 2018
<b>Time:</b>	19.00 Hrs
<b>Governors Present:</b>	Lt. Col. John Blakiston (JB), Mr David Cain (Vice Chair), Mr Stuart James (SJ), Mrs Carly Luce (Head Teacher) (CL), Mr Luke Maddison (LM), Mrs Elaine Mills (EM), Mr Jeremy Piper (JP), Rev Tudor Roberts (TR), Mrs Jeanne dos Santos (JdS)
<b>Apologies:</b>	Mrs Victoria Burton (VB), Mr Andy Buss (AB), Miss Joanne Lakin (JL), Mr Richard Coleman (Chair) (RJC)
<b>Clerk to the Governing Body:</b>	Heather Large (HL)

	<b>Action</b>
<p><b><u>1. Attendance, Apologies and Non-attendance, Introductions</u></b></p> <p>There were apologies for absence received and accepted for Mrs Victoria Burton, Mr Andy Buss, Mr Richard Coleman and Miss Joanne Lakin. There were no declarations of pecuniary or conflict of interests.</p> <ul style="list-style-type: none"> <li>• <b>Bible Reading and Prayer</b></li> </ul> <p>Tudor spoke to Governors about Bishop Currie’s sermon at the Royal Wedding and read from John15:12-17 and how love forgives one another. Tudor also made reference to the Song of Solomon 8:6 where it talks of love being as strong as death.</p> <ul style="list-style-type: none"> <li>• <b>Thought for the Day</b></li> </ul> <p>There was none.</p> <p><b><u>2. Any other business – to be raised with the Chair in advance of the meeting</u></b></p> <p>Stuart raised the issue of the school roof repairs. He has spoken to the WCC Solicitor who was involved in the transfer of the building from WCC to DBAT. All the original construction contract details went to DBAT’s Solicitor. The WCC Solicitor’s understanding is that the warranty was not novated to DBAT so they have not got the right to claim against the contractor for any warranty issues. The option to use WCC as a DBAT Agent does remain open to the School and Stuart is trying to progress this. Until the warranty issue is resolved DBAT cannot claim against Beards and the Warranty is now in year 7 of its 12 year period. There are some invoices pending to Beards regarding the roof and Carly will investigate if they have been paid.</p> <p><b>Performance Monitoring</b></p> <p><b><u>3. Challenge Partners Report</u></b></p> <p><b>Governors asked why the School only got Good when it is clearly Outstanding.</b> Carly explained that they support the School’s own assessment of being good. It would only have Outstanding if the School had judged itself to be Outstanding. It operates an evidence driven approach to collaboration which would look at:</p>	CL

Engagement with research  
Leadership and Coaching  
School Reviews and Action Plan

It is not within their remit to grade the school but rather recognise that the School's own grading against the evidence is accurate and supportive. **Governors asked if the school is developing distributed leadership and if so how is it doing this.** Carly explained it is one of the key priorities in the SDP which has started and continues to develop, it is hard to evaluate the impact as it was only started in September. Governors pointed out there are four priority areas which have been presented to the Performance Committee and Governors were encouraged to read the PowerPoint presentations and minutes of meetings as they were high quality. The teams are spread across the whole of the two schools

#### **4. Head Teacher Report**

There were no questions from Governors on the Report, although Governors did note the reasons for the rise in C4 behaviour incidents which had been explained as being incorrectly recording. The one pupil exclusion is being managed and supported until an appropriate placement is made for the pupil.

#### **5. Update on performance and SATS**

Carly confirmed Term 4 data is available and will be reviewed at the next Performance Committee meeting. Year 6 and Year 2 have now completed their SATS with Year 1 completing their Phonics in June. EYFS moderation took place by WCC at Ridgeway Farm and KS2 at Lydiard. Term 6 data will focus on teacher assessments. **Governors asked if WCC will involve KS staff in the Year 6 moderation and Carly confirmed they do. Governors asked if the pupils coped well with SATS.** Carly confirmed they did and the School took on a lot of advice it was given to help pupils cope with stress management and had some very honest up front meetings with parents, no doubt there could be improvements made but overall the School was very pleased. Governors were informed that parents contributed well by ensuring that there was no undue pressure on their children and pupils overall coped very well with the Maths SATS largely due to the Maths trail in the school featuring the type of questions to be found in SATS.

#### **6. Parent Pupil Questionnaire**

GDPR will impact on how we undertake these questionnaires so it was agreed to return to this in the next academic year once GDPR changes and training have been implemented.

#### **Strategic Direction**

#### **7. Confirm process for SEF and SDP production**

Carly confirmed the process has already been started ensuring that the staff are completely clear about the differences between attainment, progress and achievement. The self evaluation will be based on a thorough and robust view of the outcomes of the school's monitoring of teaching and learning and the excel document being used will turn into a word based tool for Governor review. Key

priorities will include observations of teaching and learning, scrutiny of pupils books, records of SEN etc will become the key features of the SDP. Presentations have been conducted by staff and they are already evaluating and formulating what has gone well and what targets should be set.

## **Leadership Development and Succession Planning**

### **8. Scrutinise staff performance management/CPD**

Governors were informed by the Chair of SPL that staff performance is being managed effectively, rigorously and is transparent and open.

### **9. Election of new LM parent governor**

There were no applications from the parent election letter sent out. All agreed that the letter should be sent again but drop the sentence about finance skills needed. Carly agreed to send the parent governor election letter out again. Governors agreed they would trawl various avenues to canvas for Governors including the banks.

### **10. Accountability – Agree actions and responsibilities Link governor for Finance and Pupil Premium/Sport Funding**

Governors discussed this matter and agreed that we should proceed with the plan to cease the Accountability Committee and replace it with a Finance and Premises Portfolio Holder. This was subject to us identifying someone with the higher level of knowledge/experience/skill in finance to undertake the role. Governors pointed out that David as a Chartered Accountant and six years experience as a Finance and premises Portfolio Holder in a Church Secondary School he would fit the bill but it depended on the capacity to identify someone to Chair the Performance Committee. Governors were content with this.

### **11. Governors Communication (standing item) – Draft Comms Plan**

Elaine confirmed that this will be ready for the July FGB and asked for input from Governors on what they would like to happen. Governors all agreed that the communication with parents needs to be strengthened so that it raises the profile of Governors and their role. Elaine explained she was thinking of putting a fact sheet about Governors together in the Induction Pack of new parents along with photos of Governors. This could also include what Governor vacancies there were as well. On Friday Parent Assembly days Governors could do a quick 5 minute update, attend parent feedback sessions as well as establish a PTA link. A Governor newsletter was another consideration. Governors thought these ideas were really good and very pleased with the draft strategy. **Governors asked if parents are aware that staff span the two schools as do Governors.** Carly confirmed this is something that is communicated very strongly and parents are very much aware of this.

## **Accountability**

### **12. New GDPR Update All Governors to go on DBAT e mails (standing item)**

Governors were all informed that they must secure themselves and use from now on a DBAT e mail address. Jeanne agreed to send the e mail with the DBAT log on for new e mails. The Clerk agreed to send the new Educare e mail round to Governors

CL  
ALL

JdoS  
HL

HL

again. Jez informed Governors that DBAT have secured the services of iWest as the Data Protection Officer for DBAT Trust. The School confirmed it has made progress on updating all staff and trained them up on the issues surround GDPR. Governors agreed that this should remain a standing item for future FGBs which will give Carly the opportunity to update Governors on how things are progressing in the school to become GDPR compliant. The Chair expressed concern that the School was not compliant with the GDPR, and would not be until the end of July even though the legal date was 25 May. Governors understood the difficulties faced by schools and DBAT for who this is an extremely complex process requiring data mapping, audits, processes, training and systems reviews across a number of suppliers. DBAT were in no worse position than many other organisations in the UK but, Governors felt, they had a clear route to compliance with the right priorities and processes in place. Since the School, and therefore the Governors had legal responsibilities in this area, it was agreed that Jez would ensure a fortnightly update report on compliance progress would be sent from DBAT to the school, identifying any slippage

### **13. Approve Staffing for next year**

Carly has this in draft at this stage and **Governors asked if it is all financially** compliant, which Carly confirmed. Jez commented that the School does remarkably well with a less than 80% budget allocation, many schools are in the 90% range.

### **14. Confirm statutory info published to guidelines**

Governors were not sure about this agenda item.

### **15. Approve Wellbeing reports to LGB**

Carried forward.

### **16. Carry out governors safeguarding questionnaire. All to complete Safeguarding training**

Stuart distributed the questionnaire which all Governors duly completed and discussed their results. The School had its Independent Safeguarding Audit conducted by Sarah Turner in April which was overwhelmingly strong with only a few "nice to do" actions which Stuart has gone through with Jeanne who has these all in the process of being implemented. Stuart also met with Laura at Ridgeway Farm to go through the report in terms of best practice and the additional guidance given. Following the Safeguarding Report to Governors, Stuart confirmed that all the actions that were highlighted are all complete.

### **17. Report on financial situation of the school**

This was a paper provided prior to the meeting. Governors noted with regard to Lydiard Millicent that pupil numbers and income is declining and costs are increasing. Governors were concerned that there should be some sort of contingency plan in place if the School cannot get the pupil numbers it needs. Carly explained that staff numbers are likely to rise and fall and it is likely that if some teachers leave then they would not necessarily be replaced therefore saving money and if a teacher on a higher pay scale leaves then the school could look to employ someone on the lower pay scale to make savings. **Governors asked if the school could look at sponsorship opportunities and possible funding from The Deanery Academy fund.**

Governors noted with regard to Ridgeway Farm that it is currently running a large deficit because it is a new school and still growing. However, using the forecast income and expenditure, the School is expecting breakeven next year and moving to a surplus the following year.

**Governors challenged that the School does not have a School Business Manager (SBM) to carry out any financial analysis. Therefore the School is currently reliant on DBAT to carry out all tasks that would otherwise be done by the SBM i.e. all financial analysis and control, the management the SBM team and all school contractors, ensure we meet all regulatory and other premises H&S and administrative requirements and this could be seen as a single point of failure.**

## **18. Minutes of Committees**

- **Accountability**

The Committee discuss finances at length hence the need of the previous Agenda item, and signed off the budget. The establishment of a car park is still ongoing.

- **Performance**

The Committee had presentations from the four teams implementing the SDP. Each presentation was exceptionally good and it is clear that the School is making big steps in understanding the teaching in all the areas. All the presentations were conducted with real enthusiasm and Governors were encouraged to view these on Governor Hub.

## **Policies**

### **19. Policies for approval**

Policies approved at committees:

Performance

- Computing

Accountability

- Whole School Food

SPL

- Governor Visits

## **Standing Items**

### **20. Approval of minutes from the LGB meeting held 21<sup>st</sup> March, 2018 and actions arising**

Governors duly agreed, signed and filed the Minutes from the LGB meeting of the 21st March, 2018.

**21 Training – Each Governor to list training/development activities and share learning**

Stuart attended H & S Training. Tudor attended Domestic Abuse training. John attended Foundation Governor training. Elaine has conducted Learning Walks at Ridgeway School and the Lydiard School Assembly.

**22. Ofsted File updates required**

None declared.

**23. Date of next meeting and agenda items 17<sup>th</sup> July, 2018 – 7pm Ridgeway Farm**

Richard gave his apologies for this meeting.

MEETING CLOSED AT 21:19 HOURS

Minutes accepted and approved \_\_\_\_\_ (Chair) \_\_\_\_\_ (Date)

<b>LGB date</b>	<b>No</b>	<b>Section heading</b>	<b>Sub-section or bullet</b>	<b>Action</b>	<b>Action / Owner</b>	<b>Status</b>
17-May-17	26	Accountability	Approve staffing for next year	Jez agreed to ask Claire about Teachers needs for 2018.	JP	Complete
17-May-17	29	Accountability	Review Pupil/Parent survey output and agree plan	David agreed to draft up a Parent questionnaire.	DC	Open Deferred GDPR
5-July-17	34	Accountability	Premises	Create Premises Strategic Plan	AB/SJ	Closed
29-Nov-17	50	LGB	School Vision	Tudor and Victoria B agreed to take on Writing and will organise with Laura an Active Learning Walk. Victoria will organise the Active Learning Walk. Roxanne and Richard will take on Active Learning and Richard will organise the Active Learning Walk.	TR VB  RM RJC	Complete
07-Feb-18	54	LGB	Any Other Business	Governors discussed in detail the roof and on where the responsibility sits and finally agreed that Stuart should contact Sally Moody who is the key point of contact for property development to progress this matter	SJ	Open
07-Feb-18	58	LGB	Review SEND SEF	Jez agreed to other DBAT SEND forms to Carly.	JP	Complete
07-Feb-18	61	LGB	Governing Body Evaluation and Report	Jo to discuss with Jez and Claire if DBAT are willing to carry out Induction Talks to new Governors.	JL	Complete
07-Feb-18	64	LGB	Review Financial Position	Carly to ask Becky for the year to date finance figures.	CL	Complete
07-Feb-18	65	LGB	Review Financial Position	Carly to explore the possibility of offering a finance apprenticeship.	CL	Complete
07-Feb-18	67	LGB	Policies for approval	Jez will take the Critical Incidents Policy for DBAT review.	JP	Open
07-Feb-18	68	LGB	Policies for approval	Carly to investigate FOI Policy against GDPR view.	CL	Open
21-Mar-18	72	LGB	Parent Pupil Questionnaire	DC to prepare questionnaire for next LGB RJC Parent Pupil Questionnaire as an agenda	DC RJC	Complete Complete

<b>LGB date</b>	<b>No</b>	<b>Section heading</b>	<b>Sub-section or bullet</b>	<b>Action</b>	<b>Action / Owner</b>	<b>Status</b>
				item for the next meeting.		
21-Mar-18	73	LGB	Parent Pupil Questionnaire	EM and JL to get Parent Views on Friday assembly.	EM/JL	Complete
21-Mar-18	74	LGB	Parent Pupil Questionnaire	EM and JL to collect pupil expressions and opinions and have a report ready for Governors at the next FGB.	EM/JL	Complete
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	75a	LGB	ASP governor access	CL to get Governors access to ASP and forward reports	CL	Complete
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	Open
21-Mar-18	77	LGB	LM Parent Governor	HL to send revised Parent Governor Election letter to LM Admin.	HL	Complete
21-Mar-18	79	LGB	Governor Communication	EM to bring Governor Communication Draft plan to July LGB	EM	Open
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	Open
21-Mar-18	82	LGB	H & S Governor Report and Policy	CL to send SJ the Compliancy Audit for Lydiard.	CL	Complete
21-Mar-18	83	LGB	H & S Governor Report and Policy	SJ to bring H & S Governor Report for July LGB	SJ	Open
21-Mar-18	84	LGB	Review Financial position	HL to inform AB that at the next Accountability Committee an agenda item needs to be added on strategies for raising pupil numbers at Lydiard. CL to provide School and DBAT proposed actions to recover financial position to the next Accountability meeting	HL CL	Complete
21-Mar-18	85	LGB	Minutes of the Committees	RJC will check that all presentations are on Governor Hub.	RJC	Complete

<b>LGB date</b>	<b>No</b>	<b>Section heading</b>	<b>Sub-section or bullet</b>	<b>Action</b>	<b>Action / Owner</b>	<b>Status</b>
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.	CL	Open
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	Open
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	Open
24-May-18	91	LGB	Accountability	The Clerk agreed to send the new Educare e mail round to Governors again	HL	Open
24-May-18	92	LGB	Accountability	The Clerk to add GDPR as standing Agenda item.	HL	Open