

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

Meeting of:	Local Governing Body
Date:	Wednesday 4 th October, 2018
Time:	18.00 Hrs
Governors Present:	Mr Stuart James (SJ), Mrs Carly Luce (Head Teacher) (CL), Mrs Jeanne dos Santos (JdS), Miss Joanne Lakin (JL), Mr Richard Coleman (RJC) (Chair), Mr Peter Vernon (PV)
Absent:	Mrs Victoria Burton (VB), Mr Luke Madison (LM)
Apologies:	Mrs Elaine Mills (EM), Lt. Col. John Blakiston (JB), Mr David Cain (DC) (Vice Chair), Rev Tudor Roberts (TR)
Clerk to the Governing Body:	Mrs Heather Large

Action

1. Attendance, Apologies and Non-attendance, Introductions

Apologies

Apologies were received and duly accepted for Mrs Elaine Mills, Lt. Col. John Blakiston, Mr David Cain, Rev Tudor Roberts however Mrs Victoria Burton, and Mr Luke Madison were recorded as absent.

Bible Reading and Prayer

Not discussed

Preliminaries/Declaration of pecuniary Interests

There was a declaration of pecuniary interest from Mrs Jo Lakin as parent of two children at Lydiard Millicent School.

Thought for the Day

RC advised this would be the Scheme of Delegation and Terms of Reference.

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

Stuart updated Governors on the progress of the pre-school roof. Stuart had spoken to Sue Wilkinson at DBAT and was told an inspection had been carried out by a contractor called Hookways who had clarified that the roof is going to need serious maintenance in a couple of years time. Novation has still not happened and this means that it is difficult to establish who exactly is responsible. Governors felt that it remained with DBAT as the novation was their responsibility to conclude. Therefore, Governors agreed that on the next occasion when issues arise with the roof that DBAT should be the ones to be contacted for guidance on repair.

The building at the front of the school which is let out to Pre-School and another tenant, is becoming a cause for concern maintenance wise. The recent maintenance survey has highlighted that it is going to need some expensive repairs in the near future. Governors queried if it was the School's responsibility to continue the repairs and if it is worthwhile talking to DBAT to see if it is their responsibility. Suggestions were made if it could be sold, Governors were informed that this is not

possible. Another suggestion was made that it could be closed but this would have a detrimental effect on the school as the Preschool send around 20 children a year to the primary school and it would also affect the wrap around care that is an integral part of the School. Carly agreed to go back to Anne who is working on the costs of the building, and establish with Paul what the legal status is with regard to ownership and report back to Governors.

Performance Monitoring

3. Approve SEF and SDP

Governors reviewed the information contained in the SEF:

Pupils on roll LM 189, RF 181

SEND: LM - 1.5% (EHCP) and 4.2% of pupils receiving additional support for learning, behaviour, social and emotional development.

Low % of EAL RF - 1.7% (EHCP) and 8.9% (16) of pupils receiving additional support for learning, behaviour, social and emotional development.
7% EAL

LM 2.6% LAC RF – 0%

97% attendance at both schools

LM has relatively stable number on roll, although several children moved out of the area in the last academic year (unexpectedly) which has meant a drop in projected numbers this year. RF numbers continue to increase.

LM converted to become an academy as part of the Diocese of Bristol Academies Trust in December 2015 and as part of that conversion, the Local Board and SLT now also lead Ridgeway Farm CE Academy - a new academy which opened in September 2016. The two schools work as a partnership.

LM is Graded as a good school (last inspection September 2018). The schools are regularly reviewed through Core Visits from the DBAT SIO plus Challenge Partners and all reports indicate that LM is securely good and RF is RI-Good as is expected for a new school. Leaders of the schools (including the Local Board) have actively sought, and continue to seek, collaborative approaches to improve both schools further. The School regularly invites and acts on external advice. All members of the schools' family and visitors comment on the family feel of the school, the strong Christian ethos and the positive working relationships between all groups. The TA team is also very strong. Teaching and Learning is consistently good at LM and getting to good at RF and the Schools are now working on ensuring that this has maximum impact on the outcomes. The School's are ambitious and constantly striving to achieve the very best for our children. The partnership with Ridgeway Farm CE Academy is still in its early stages, but is making good use of a larger teaching team and have further plans for partnership work this academic year.

The only change to the SDP was the addition of an objective to improve outcomes for pupils who are currently working at standards below those expected as identified in the LM Ofsted inspection. Governors were happy to approve both SEF and SDP for both schools

4. Vulnerable Pupils Report

In the absence of a Link Governor Vulnerable Pupils Report, Governors asked if the school could give an update on the pupil who had already had two exclusions at Ridgeway Farm and if the pupil is a vulnerable pupil. Carly explained that the pupil does have social and emotional difficulties and the school has asked for an EHCP assessment on the pupil. **Governors were concerned the behaviour of the pupil may escalate and asked if the school is paying for alternative provision when the pupil is on exclusion.** Carly explained that the School does have to pay and this is necessary to ensure that the level of staffing required for the pupil is appropriate and is not any different to three other pupils who also have extra educational needs. Carly assured Governors that there had been some significant progress made in the last two weeks with all three pupils displaying such an improved level of behaviour they were able to take part in the Harvest Service. Carly explained an application has been received from Swindon LA from parents of a pupil with an EHCP with Ridgeway Farm being the named School. Carly has initially rejected the application as the School cannot meet the needs of the pupil but feels it is very likely that the School will be forced by the LA to accept the pupil. A meeting to discuss is taking place tomorrow and would need a full time TA and supervision at lunch time and particular space for the pupil. **Governors asked what year the pupil was** and Carly explained it is a Year 4 pupil who is being home schooled at the moment and **Governors asked if it is likely the School will need to go down the fixed term exclusion route as had been applied previously if the pupil does start to attend.** Carly felt this was probably very likely.

In terms of Lydiard Millicent Pupil numbers census day was today with 190 registered but total numbers are 192. Open Morning has been booked and there will be a big banner at the end of the Lane advertising this. A staff meeting has been held on the Ofsted Report and Governors were informed the school is full in Reception and Year 2. Governors asked how many were in Year 6 and were told 27.

Strategic Direction

5. School Vision Review and Approval

This was ratified.

6. Evaluate last years LGB Performance

Governors assessed how the Governors were currently performing, and identified that the major challenge for the school was the budget. However, as budget control is monitored routinely and we have introduced the role of Finance governor, no changes to the LGB objectives were deemed necessary. The skills audit had shown some skills gaps and hopefully with the recruitment of more Governors these could be addressed. Attendance had not been good of late but overall objectives had been accomplished.

7. Set LGB Objectives for the year

These were agreed as:

Five Year Strategic Plan

The strategic plan is shown below. This sets out the initiatives, ownership and time scales. Each initiative will be detailed and monitored via the SDP. Instead of focussing our attention on historic 'targets' and 'measures' of output the Governors proposed that its focus on the quality and strength of the inputs to education in the school(s). Governors are confident that this will maximise the outcomes. The focus for the coming five years will consequently be upon:

Staff Development

Improving the quality of teaching and leadership at the school
Best practice in performance management

Expectations

Ensuring that Governors have HIGH expectations of our pupils and each other, giving them the opportunities to develop as fully as they can without placing constraints upon their ambitions.

Celebrating and learning from failure.

An environment in which staff and pupils feel that they can try new things with the support of Governors

Learning Behaviours

Pupils being ready to learn and wanting to learn.

Pupils wanting to challenge themselves and their progress (motivation).

Understanding each and every pupil's ability and work ethic and drive to achieve (how do Governors know each is working as hard as they can?)

Collaboration

Collaborating/working with our wider education community to bring innovation and best practice (and contribute to developing these things).

All our school community working to help each other improve, being ready both to learn from each other and encourage each other (pupils and staff and governors)

2018/19 LGB Objectives

To help the school foster a culture of continual learning and development for staff and governors and to monitor that this has a direct impact on the quality of teaching.
To ensure all governors understand the performance data, can confidently describe the high expectations we have for pupils and the steps being taken to improve performance given our schools' strengths and weaknesses.

To support and challenge the culture change necessary to improve staff and pupil mental health and wellbeing. (Learning behaviours have improved now to be underpinned by mental health and wellbeing)

To understand how collaboration can be improved and agree positive actions to develop this further.

To help the school focus on taking actions to improve outcomes for all our pupils

To ensure Governor have a robust set of properly reviewed and approved policies in place.

RJC to update Objectives and file on Governor Hub

8. Approve Scheme of Delegation, LGB and SPL, ToRs and Questions for the Year

Governors had reviewed the Scheme of Delegation at the last meeting and any changes suggested had been made, there were no further comments on it and it was approved. Terms of Reference for the SPL Committee should reference two sub-committees of Pay and Staff which will need to be added to the SPL ToR. It was recommended that the Policy timetable is referenced rather than add a list of policies to be reviewed. As this will be the master document for policy reviews. Jo agreed to make the amendments and re-circulate to Governors.

JL

9. Approve Governor Terms of Reference

The Clerk suggested that a section be added asking Governors to read 2018 Keeping Children Safe in Education and understand Part 1 and Annex A. This being adopted by the Full Governing Body negates the need to sign each year. The Clerk will do this and ensure it is included in the Governor Induction Folder for this year.

HL

The Code of Conduct for LBM members from DBAT was revised in February this year so did not need review.

Leadership Development and Succession Planning

10. Elect Chair and Vice Chair of Governors

Richard explained he would not be at the next meeting and was now giving his resignation as Chair of Governors. The Clerk advised she had only had one response for nominations and will chase Governors up again.

HL

11. Appoint SDP Link Governors

Governors agreed:

Victoria Burton – Vulnerable Pupils and PP (inc. AGT, SEND and LAC).
Richard Coleman – Ethos
David Cain – Pupil Outcomes
Vacant – Health & Safety
Joanne Lakin – Premium Sports Funding
Joanne Lakin – Leadership and Wellbeing
Vacant – EYFS
Tudor Roberts – Collective Worship and RE
Stuart James – Safeguarding and Prevent and Health and Safety
Elaine Mills - Communications
John Blakiston – Christian Distinctiveness
Jo Lakin – Active Learning
Peter Vernon – Maths/Reasoning

Carly suggested that Writing be an agenda item for the next LGB.

HL

12. Chairs 360 degree feedback results

Three Governors had responded thus far, the Clerk will chase Governors again.

HL

13. Confirmation of staffing arrangements including provision for Planning, Preparation and Assessment time, Dedicated Headship Time and Cover Arrangements

These were approved.

14. Governors Communication (standing item) including annual Performance Report

Elaine was not present at the meeting and no report received.

Accountability

15. Approve Admissions Policy

Governors duly ratified.

16. Informal finance update from Finance Governor

David was not present at the meeting and no report received.

17. Safeguarding (standing item)

Stuart advised he has met up with Jan and discussed the changes in the Safeguarding legislation, the recent update on the 18th September had contained very minor changes resulting in an extra Appendix being added. All outstanding items in the last Safeguarding Audit have now been completed, apart from the software on SEEPOMS. With regard to the Health and Safety Audit there are a lot of outstanding items but these are being worked through. This should gain momentum now the School has a caretaker and Anne will be discussing procedures with him when he starts on the 15th October. Stuart will be booking a visit with Anne in the near future.

Policies

18. Approve Policy review schedule for the year

Carly explained this is still be worked on and will be circulated once finalised. Governors expressed their thanks for all the hard work that Abi has put in on this document. This will be an agenda item for the next meeting.

CL

HL

19. Policies for Approval

Data Protection – Duly ratified

Freedom of Information is now under GDPR – Duly ratified

Charging and Remissions will come to the next meeting.

HL

Richard asked that Level 1 policies be greyed out on the list and only reviewed when updated by DBAT. This would be done by Admin adding the date of the DBAT revision as the review date on the policy review schedule.

CL

RE – To go to SPL Committee

JdoS

Safeguarding – There is no revision history on it and KCSIE regulation needs to be added. On page 13 Ridgeway Farm School is missing. Needs to be made clear that mobile phones are brought to the office. Subject to the amendments being done Governors were happy to sign it off.

Standing Items

20. Approval of minutes from the LGB meeting held 17th July 2018

The minutes of the LGB meeting of 17th July was duly agreed, signed and filed.

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

Governors were asked to let the Clerk know of any recent training they have completed. Carly agreed to get Peter's DBS check sorted.

CL

22. Ofsted File Updates required

No changes recorded.

23. Date of next Meeting

Wednesday 7th November 2018 – 6.00pm at Ridgeway Farm School

MEETING CLOSED AT 19:56 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	Complete
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	Complete
21-Mar-18	75	LGB	Approve process for SIO consultation	RJC to remove this from the LGB Terms of Reference.	RJC	Complete
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
17-July-18	93	LGB	AOB	All governors to complete the Educare training modules GDPR and Equality and diversity	All	Complete
17-July-18	94	LGB	Performance Monitoring	Complete 2 nd SDP learning walks for Maths and English	TR/DC	Complete
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	Complete
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	Complete
17-July-18	99	LGB	Annual Performance Report	To be an Agenda item for the next LGB.	HL	Complete
17-July-18	100	LGB	Approve EYFS Report	To be an Agenda item for the next LGB.	HL	Complete

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
17-July-18	101	LGB	Vulnerable Pupil Performance Review	To be an Agenda item for the next LGB.	HL	Complete
17-July-18	102	LGB	Parent Pupil Questionnaire	Plan to carry out an anonymous parent survey in September 2018.	DC	Complete
17-July-18	103	LGB	Accountability	Plan new structure of meetings and accountabilities ready for September 2018	DC/RJ C	Complete
17-July-18	104	LGB	Agree dates for next years meetings	RC to confirm dates with HL.	RJC	Complete
17-July-18	105	LGB	Governors Communication	ALL Governors to read the Communication Plan and feedback to EM by the end of term.	ALL	Complete
17-July-18	106	LGB	GDPR	ALL to use DBAT e mail addresses and GDPR policies to be placed in Governor Hub.	ALL	Complete
17-July-18	107	LGB	Governor Development Strategy	Hold one to one's with all Governors to agree roles and responsibilities.	RJC	Closed. Done 3.
17-July-18	108	LGB	GDPR	ALL to complete their GDPR training on Educare.	ALL	Complete
17-July-18	109	LGB	GDPR	Chase DBAT for GDPR compliance timetable for Schools. No action from DBAT since May, CPO in Xmas will come and agree action plan.	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	Complete
17-July-18	112	LGB	H & S Report	Ensure all H & S and other policies are up on Governor Hub.	CL	Complete
17-July-18	113	LGB	Approve Utilities Expenditure	Compile Terms of References for next year.	DC/RJ C	Complete
17-July-18	114	LGB	Confirm Statutory Info	To forward statutory info for school website to Admin Team.	HL	Complete
17-July-18	115	LGB	Training	Forward recent training undertaken.	DC	Complete
17-July-18	116	LGB	Ofsted File	Update Ofsted Files during Summer.	DC/RJ C	Open for Ridgeway

LGB date	No	Section heading	Sub-section or bullet	Action	Action / Owner	Status
						Farm School
04-Oct-18	117	LGB	Any Other Business	Update on the Pre School Building maintenance issues for Governors.	CL	Open
04-Oct-18	118	LGB	LGB Objectives	Issue revised 2018/19 LGB objectives	RJC	Open
04-Oct-18	119	LGB	Approve TORs	Update SPL Committee Terms of Reference.	JL	Open
04-Oct-18	120	LGB	Approve Governor TOR	Update Governor TOR to reflect KCSIE statutory obligations and upload to Induction Folder.	HL	Open
04-Oct-18	121	LGB	Elect Chair and Vice Chair of Governors	Chase Governors for their nominations for Chair and Vice Chair of LGB	HL	Open
04-Oct-18	122	LGB	Appoint SDP Link Governors	Writing to be an Agenda item for the next LGB	HL	Open
04-Oct-18	123	LGB	Chairs 360 Degree Feedback Results	Chase Governors for Chairs 360 Degree Feedback	HL	Open
04-Oct-18	124	LGB	Approve Policy Review Schedule for the Year	Circulate Policy review schedule once finalised.	CL	Open
04-Oct-18	125	LGB	Approve Policy Review Schedule for the Year	Add Policy Review Schedule as an Agenda item for the next meeting	HL	Open
04-Oct-18	126	LGB	Policies	Add Charging and Remissions Policy to the next Agenda.	HL	Open
04-Oct-18	127	LGB	Policies	Send RE Policy to SPL Committee	CL	Open
04-Oct-18	128	LGB	Policies	Amendments to be done to Safeguarding Policy.	JdoS	Open
04-Oct-18	129	LGB	Training	Get DBS check done for Peter Vernon.	CL	Open