



Minutes of Meeting held on Tuesday 3rd December 2019 at 6:30pm

Governors present:

Miss E Heanes – Headteacher Mr J Hayes - Chairman
Mr R Taylor Mr P Hazell
Mrs B Vaghela Mr S Cullen
Mrs N Beeston Mr P Buxton
Mrs R Orpwood-Price Mrs M Pidoux
Mrs F Cameron

Clerk: Mrs J Galloway

1. Mr Hayes opened the meeting with a prayer.

2. **Subject Leader (Music & Computing focus)**

Mr Westcott led a presentation to the Governors as subject leader of Music & Computing. The Governors were provided with an overview of the following:

MUSIC

- ❖ The school has invested in a new music scheme 'Charanga'. It is very interactive, covers a whole breadth of music.
- ❖ Music lessons are divided into three parts: listening and appraising, creating and exploring (composing). Musical activities are based around a song.
- ❖ Assessment - Teachers monitor progress continually and adjust their teaching accordingly. Teachers use the knowledge and skills progression document to see the knowledge and skills taught from the previous year group.
- ❖ Every year, when coming to a summative judgement, teacher's look at our knowledge and skills progression document. This is then reported to parents in the pupils annual report.
- ❖ Monitoring and evaluation - Initial impact has been hugely positive across the year groups. Children are keen, enthusiastic and making great strides in their learning. Teacher's record final group performances at the end of units which allows the subject leader to evaluate judgements.
- ❖ The school has also run music workshops for the children, with professional musicians coming into the school.
- ❖ The choir visits local venues to perform. They also perform biennially at the Young Voices concert which is held at an arena in Birmingham for schools in the UK.
- ❖ Action Plan - To ensure skills progression is in place across the curriculum; to complete audit of music resources throughout the school; to enable staff to be passionate and confident in delivering the music curriculum.

COMPUTING

- ❖ The school follows the National Curriculum for Computing using the Purple Mash Scheme of Work. This covers all the objectives of the National Curriculum.
- ❖ Computers are now part of everyday life. 'Computational thinking' is a skill children must be taught if they are to be ready for the workplace and able to participate effectively in this 'digital world'. The computing curriculum has been developed to equip pupils with the foundation skills, knowledge and understanding of computing they will need for the rest of their lives. Through the new programme of study for computing, they learn how computers and computer systems work, design and build programs, develop their ideas using technology and create a range of content.
- ❖ In lessons, the teacher will teach a key skill or set of skills and then is a facilitator, allowing children to explore and ask questions at their will. There is a focus on computational thinking and creativity, as well as opportunities for creative work in programming and digital media.
- ❖ The three main aspects of our computing curriculum are; Computer science (CS), Information Technology (IT); Digital Literacy (DL).
- ❖ Assessment - progress is monitored continually and teaching is adjusted accordingly. Teachers use the knowledge and skills progression document to see the knowledge and skills taught from the previous year group. Every year, when coming to a summative judgement, teacher's look at our knowledge and skills progression document.

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Dated

3/2/20

- ❖ Monitoring and Evaluation - Purple Mash has been in place since September 2018. The delivery of the computing curriculum is good across the school due to Purple Mash being cloud based. This enables children to access any of their saved work at home. This cloud base also enables the subject leader to evaluate the progress children are making in different year groups.
- ❖ Action Plan - Review and update the schools E-Safety and Acceptable use of the Internet and email policies; to continue to raise awareness of current e-safety issues. In January, the NSPCC will be visiting the school and promoting staying safe on the internet.

The Governornors thanked Mr Westcott for his informative presentation.

3. Apologies for Absence

Apologies were received and accepted from Reverend Dawson-Jones.

4. Declaration of Interests

There were no declarations of interest.

5. To Approve Minutes of LGB Meeting of 24-09-2019

The minutes of the meeting of 24-09-2019 were approved as a true record and signed by the Chair.

6. Matters Arising

The Parent Governor vacancy will be re-advertised again next term.

ACTION: Parent Governor vacancy to be re-advertised in the Spring term.

7. Headteacher Report

Governors were provided with a copy of the Headteacher report (see attached). Additional points / questions raised were:

- ❖ Staffing - the Headteacher updated Governors on the arrangements to cover Inclusion and Mental Health leads next term. There will be some reorganisation of teaching assistants.
- ❖ Visits – Mr Hazell accompanied the Year 5 class on the Safety Zone visit. He commented that this was a very good educational visit.

Three governors also accompanied the Year 1 & Year 5 classes on their visit to the Space Centre in Leicester

National figures: Governors were provided with the school's data compared with national figures (see attached), for the last three years for EYFS, KS1 and Phonics. The only area showing a significant percentage below is in EYFS – 63% against a national figure of 72%. Action plans are already in place to address this in EYFS going forward, and closing the gap as the cohort move into Year 1. A lot of collaboration work has been carried out with DEMAT specialist staff and Early Years consultants.

Phonics – no significant issues

KS1 – no significant issues

Reception – as noted above

There were no further questions or comments on the Headteacher report or national data comparisons.

8. OFSTED

Governors had been provided with a copy of the report prior to the meeting.

The school is very pleased with the outcome of the Inspection and subsequent report. The inspector was an experienced lead inspector and was very complimentary about the school and the fact that the school carried on as it normally would on a daily basis.

The inspector spent a great deal of time talking with pupils and observing pupils working.

The area for development is to continue with the work the school has commenced with progression documents for each subject area.

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It was felt that the report validated what the school was doing and is moving in the right direction towards outstanding.

DEMAT have congratulated the school and staff on their hard work which was clearly shown in the report.

9. Policies for review and approval

Music - The Governors were provided with a copy of the Music policy prior to the meeting (see attached). The policy has been amended to reflect the new scheme of work for this subject. All Governors approved the policy.

Feedback - The Governors were provided with a copy of the Feedback policy prior to the meeting (see attached). There are no changes to the policy other than the review date. All Governors approved the policy.

ACTION: Policies to be updated on school server.

10. DEMAT Policies

DEMAT Policies - <http://www.demat.org.uk/school-policies/>

Pay	Whistleblowing	Adoption Leave
Bullying & Harassment	Equality & Diversity	Modern Slavery & Trafficking

Governors were advised of new and updated DEMAT policies.

11. Policies for Review and Approval

Lone Working (see attached) – This is a new policy and has been produced to provide staff with procedures for lone working, incorporating safety and security. Governors were unable to access this policy. It was suggested that Governors read the policy and the email the Clerk with any queries or comments. Should there be no feedback requiring discussion then the policy will be put in place for staff and then formally approved at the next meeting.

Governors offered to accompany staff to the school should this be necessary in the event of a call out re: fire / intruder alarm being triggered. The Headteacher welcomed this support and suggested that any Governors who were available to provide this support, to email the office with their contact details so the information could be collated for staff.

Charging & Remissions Policy (see attached) – Governors were provided with a copy of the policy prior to the meeting. There were no changes to this policy, all governors agreed to approve the policy.

Confidentiality Policy (see attached) – Governors were provided with a copy of the policy prior to the meeting. Some minor changes had been made regarding volunteers. All Governors approved the policy.

Fire Policy (see attached) - Governors were provided with a copy of the policy prior to the meeting. Some amendments had been made to clarify procedures in the event of a fire. All Governors approved the policy.

Hot Drinks Policy (see attached) - Governors were provided with a copy of the policy prior to the meeting. There were no changes to the policy. All Governors approved the policy.

Medication Policy (see attached) - Governors were provided with a copy of the policy prior to the meeting. No changes had been made to the policy. All Governors approved the policy.

Physical Intervention (see attached) - Governors were provided with a copy of the policy prior to the meeting. Schools no longer have staff trained in physical intervention unless the school has a pupil who requires this to be in place. Therefore the policy has been amended to reflect this. All Governors approved the policy.

Site Security (see attached) - Governors were provided with a copy of the policy prior to the meeting. No changes had been made to the policy. All Governors approved the policy.

Preventing Radicalisation (see attached) - Governors were provided with a copy of the policy prior to the meeting. Minor changes to updated government documents have been made. All Governors approved the policy.

Social Media (see attached) - Governors were provided with a copy of the policy prior to the meeting. Some minor changes had been made to the policy to reference new GDPR regulations. All Governors approved the policy.

Minutes Approved :

Signed



Dated

3/2/22

Supporting Pupils with Medical Conditions (see attached) - Governors were provided with a copy of the policy prior to the meeting. Some minor changes had been made. All Governors approved the policy.

ACTION: Policies to be updated with approved dates and uploaded to school server and website as necessary.
Lone Working Policy to be agenda item at next meeting
Relevant Governor contact details to be collated for relevant staff

12. Estates Report

The Governors were provided with a copy of the report prior to the meeting (see attached). Additional points raised were:

- ❖ The Headteacher updated the Governors on the roof issues. The DEMAT have now agreed a contractor to carry out the work. The contractor has visited the school and advised the school of the anticipated processes for the work to commence. It is anticipated that the work will commence at the start of the Spring term with a completion date by the Easter break.
The work to be carried out: New roof (not tiled), new electric skylights in Year 5, 6 and hall, new electric blinds.

There were no further questions or comments on the report.

13. Health & Safety / Safeguarding

Governors were provided with a report from the Health & Safety / Safeguarding governor prior to the meeting (see attached). Additional points:

- ❖ The Headteacher has completed refresher Designated Person training
- ❖ Single Central has been checked and validated by Ofsted during the recent inspection
- ❖ All staff have received updated CP training

There were no further comments or questions on the report.

14. Budget 19/20

The Governors were provided with the Management Accounts for November 2019. The budget is currently on track. The school is still awaiting rates refund from DEMAT for 2018/2019 & 2019/20 and will continue to chase this up.

There were no further questions.

15. Governor Training / Governor Visits

Governor visits – Reports had been received from Mrs Vaghela, Mr Hayes, Mrs Orpwood-Price and Mr Cullen (see attached). Governors will continue to visit and meet with subject leaders termly and continue to review the newly introduced progression documents. Governors were advised that the teaching staff found these visits useful to discuss their subjects and found them a positive experience.

Governor Training – Governors will be advised of any training provided by the DEMAT.

16. AOB

The Governors were advised that there was a possibility that the local playgroup would be forced to close within the next twelve months due to low numbers. The Governors discussed the issue at length and it was noted that the playgroup are unable to offer full time / or wrap around care which will impact on numbers and the selection of setting for parents. The school is unable to offer facilities for the playgroup to use.

There was no further business.

17. Date of Next Meeting

The date of the next scheduled meeting clashes with Parent Evening, therefore this was rearranged to Monday 3rd February.

18. Closing Prayer

The meeting closed with a prayer led by Mr Taylor.

Meeting closed at 9:00pm.

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