

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

Present:

Catherine Logan	Headteacher (HT)
Steve Nathan	Co-opted Governor (Chair)
Mick Horton	Co-opted Governor
Mike Green	Parent Governor

In attendance:

Michelle Brighton	Trust Business Manager (TBM)
Simon Decker	Trust CEO
Laura Bunting	Clerk

Item	Main discussions and agreed actions	Action by
1	Welcome and apologies	
	The Chair welcomed everyone to the meeting. Due notice had been given and the Clerk confirmed the meeting was quorate. Apologies had been received from C Lane, M Prenter, G Simpson and T Whittaker were accepted by the Governing Board. It was noted that M Green would be late.	
2	Declarations of interest	
	There were no new declarations of interest.	
3	Notification of items to be discussed under AOB.	
3.1	It was noted that the HT wished to raise the following under AOB: <ul style="list-style-type: none"> • Year 1 fencing/railings quotes • Staff restructure proposal • Well-being award accreditation 	
3.2	It was noted the CEO had requested a review of the RMET Improvement plan and IDSR/data	
3.3	It was noted setting up a Governor Day and use of a WhatsApp group would be discussed if time allowed.	
4.	Minutes of the previous meetings	
4.1	The minutes of the previous meeting of the LGB on 7 October 2019 and the confidential minutes were agreed and signed by the Chair as a true record.	
5.	Matters arising not covered by the agenda (update on actions)	
5.1	An actions log with an update on actions was circulated with the agenda and is filed with these minutes. The following was noted: A second PPG visit needed to be arranged due to further information required after the first visit. 13 th December at 8.15am was suggested. Action: Clerk to check with M Prenter that he is available. <u>Action 8.5</u> - There would now be a response from the Trust <u>Action 16.2</u> - Was related to monitoring groups looking at what the school needed to do to be outstanding. The HT highlighted that it	Clerk

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		<p>would be good if monitoring pairs could send some prepared questions to staff before each visit. She felt some of the suggested questions from the Trust were secondary focused. The Clerk explained these were generic example questions and Governors needed to decide which questions to ask at each visit.</p> <p><u>Action 18.1</u> - It was agreed the Governance Development Plan could be discussed at the Governor Day once arranged.</p> <p>Action: Add Governance Development Plan to agenda for Governor Day</p> <p><u>Action 22.4</u> - the Clerk confirmed IT had been asked for a report on email traffic since September to the clerk to governors email. This had been discussed with the CEO and Chair of Trustees. A lot of emails were junk emails. Two were complaints or queries from parents and both had been responded to within 2 school days.</p>	Chair
6	Governor membership updates		
	6.1	<p>The HT explained there had been a parent governor election. Two parents had applied and there were two vacancies. A third had expressed an interest in applying but had missed the deadline. There were some queries about one of the candidates which were being discussed with Trustees. Depending on the outcome of this it was agreed that the third candidate who had missed the deadline could either apply in a re-run parent election or become a co-opted governor, subject to approval. Governors agreed it would be preferable if this candidate could be appointed as a parent governor as this would leave a co-opted vacancy available for the incoming Vicar.</p>	
	6.2	<p>The Clerk explained there would be a trust wide recruitment campaign for co-opted governors after Christmas. Governors agreed this was a good idea and suggested approaching companies with bases locally such as M&S, Tesco, NHS and MEMS.</p>	
	6.3	<p>Governors agreed to the setting up of a sub-committee on 4th December to carry out an exclusion review for a fixed term exclusion requested by the parent.</p>	
7	Income & Expenditure Report		
	7.1	<p>The I & E report and governor monitoring visit report were uploaded to GovernorHub prior to the meeting and are filed with these minutes.</p> <p>It was noted the situation was as expected at this stage in the year. The TBM highlighted there was a still a concern about the long term position and the effect of creative Fridays on the budget needed to be reviewed. The HT added that 30 parents had yet to respond, but so far only 14 had confirmed they would be going home. Governors noted the considerable value of creative Fridays in terms of enrichment activities but noted it was too early to estimate the</p>	

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		savings accurately. Action: TBM to report on savings achieved by Creative Fridays at the next LGB.	TBM
	7.2	The HT outlined 2 SSA's had today confirmed they would like to leave early on Fridays, another would convert to be a TA, which would lead to some savings. There were 3 member of staff due to take maternity leave which may impact the budget.	
	7.3	A Governor commented one issue was that funding was capped by Medway below the NFF (National Funding Formula). He asked if the Trust could help. The TBM confirmed that although the Trust could write a letter the decision was made by the schools forum and it was difficult to alter this as long as the Government allowed it. It was noted receipt of funding was also lagged by a year which had a big impact on the budget.	
	7.4	In answer to a Governors question, the TBM explained that there were lots of upfront costs at this point in the school year. However, there was likely to be an overspend of approx. £80K for the whole year if there were no savings from creative Fridays. A Governor added the forecast was that the carryover would be used up in 3 years but that this was dependant on lots of external factors outside the control of the school or trust. <i>6.27 pm M Green arrived.</i>	
	7.5	The TBM highlighted the budget was continually monitored. It had been agreed the I&E reports would be uploaded to GovernorHub each month so Governors could flag any concerns. Action: Clerk to set up a monthly finance reports folder on GovernorHub for TBM to upload I&E reports. The HT confirmed the school was being proactive and doing all it could to improve the budget situation. She added there had been a delay in receiving money from top up funding as last month's requests had not been heard yet. Money also had to be spent before the request was made, with no guarantee of re-couping the money.	Clerk
8	Pay Committee recommendations for Headteacher's Pay		
	8.1	<i>6.32 pm HT left the room Refer to confidential minutes 6.36pm - The HT rejoined the meeting</i>	
	8.2	A Governor asked if he could join the EYFS learning walk on Monday. It was noted this was a HT/CEO programme of walks and that a learning walk could be included in the next monitoring visit.	
9	Accounting Officer Checks		
	9.1	The HT tabled the accounting officer checks and it was confirmed by Governors that all relevant areas had been signed.	
	9.2	It was noted that monitoring of sports premium would fit better with	

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		the Finance monitoring pair. The HT confirmed that an update had been put onto the website. Most of the funding was spent on apprenticeships and sports coach salaries. Action: Clerk to feed this back to the circle model working group	Clerk
	9.3	It was confirmed there had been no actions for Governors from the 1 st finance monitoring visit. <i>6.42pm - TBM left the meeting</i>	
10	Premises Update		
	10.1	It was noted a number of areas, including the premises update were included in the HT Report. The HT considered these could be included in the HT report at every LGB meeting, rather than as separate agenda items. Action: Clerk to feed this back to the circle model working group The HT Report had been uploaded on GovernorHub prior to the meeting and is filed with these minutes. The HT outlined her report for Governors.	Clerk
	10.2	<u>Student Statistics & absence</u> It was clarified CME meant children missing education. The HT clarified attendance figures were percentages. The HT informed Governors there had been a number of leavers but this included families who had been challenging for the school in terms of safeguarding. A Governor queried why the number of leavers did not add up with the list of reasons. The HT replied that for some reasons were unknown.	
	10.3	<u>Staffing & staff absence</u> The HT commented since the report was produced she had been informed of staff taking maternity leave. The HT commented there had been high staff absence in the last 2 weeks, 2 with long term absence. A Governor asked if numbers could be included in the next report. Action: HT to include numbers for staff absence in next HT Report.	HT
	10.4	<u>Premises</u> The HT ran through the premises update for Governors. A Governor asked if the asbestos work would be within the HT delegated authority to spend. The HT advised the cost of the work was unknown at the moment. The change in provider for nappy and clinical waste disposal was discussed and Governors agreed it was important to have a provider whose staff were DBS checked.	
	10.5	<u>Inclusion/SEND Report</u> The HT highlighted there were 448 children on roll and 81 were SEND. She added there was further detail in her report about numbers of children with EHCP's. The HT added there were quite a few children with SEND in year 6 which was likely to affect the results.	
	10.6	<u>Safeguarding</u>	

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		The HT commented safeguarding issues had a significant impact on the running of the school. School staff were attending training and working with Medway. Governors discussed issues with the service received from Medway.	
10.7	<u>Exclusions</u>	<p>The HT commented there were less exclusions than this time last year.</p> <p>In answer to a Governors question, the HT explained CPOMS was a system used to log all safeguarding issues. It allowed for the electronic transfer of files when children moved and was a national system.</p> <p>Governors noted some exclusions were for dangerous behaviour and asked about the safety of teachers. The HT explained staff had Team Teach training in restraining pupils. However, one member of staff was off for 2 days following an episode of pupil violence. Governors asked if there was anything else they could do. The HT flagged Governors needed to be aware that Medway's Inclusion Team often did not get involved until there was an exclusion. She added another school could offer a 6 week placement to improve behaviour. This would be a cost to the school but may be worth considering in some cases. Governors suggested the HT liaise with specialist schools on best practice for managing pupil violence.</p>	
10.8	<u>Parent survey</u>	<p>The HT ran through sections on teaching and learning and INSET in her report.</p> <p>This was uploaded to GovernorHub prior to the meeting and is filed with these minutes. The HT highlighted the positive results but commented the survey could be improved, with additional questions particularly on welfare and wellbeing, and suggested reviewing this at the GB in term 6. Governors noted there seemed to be an improvement in the survey results from last year in how the school deals with bullying and responds to concerns. Improved parental engagement meant concerns, for example about homework, could be addressed. The HT's increased visibility among parents was also noted.</p> <p>Action: Review parent surveys and add to LGB agenda in Term 6</p>	HT/Clerk
10.9	<u>Data</u>	<p>The HT commented that the DHT had appraised the IDSR data and put this on GovernorHub. In answer to a Governor's question the HT explained it was hard to make comparisons to last year as data was cohort specific and this year's cohort was weaker. However, progress data did show progress from Yr 5. The CEO added challenging, clear</p>	

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		<p>attainment targets for Yr 6 were being set. The HT informed Governors that RMET would be funding an additional intervention teacher to support maths. The Chair asked if this additional funding was enough and the HT replied ideally more was needed but it would help.</p> <p>It was noted that progress was really good and it would be good for Governors to meet in January and receive training to help them better understand the data.</p> <p>Action: Chair, HT and Clerk to discuss training on data in January</p>	Chair/HT
	10.10	The HT outlined the relaunch of the house system and that the behaviour appendix was now more reflective of welfare and wellbeing and the reasons for issues happening. The HT ran through the remainder of her report, highlighting fundraising was still needed for the school minibus, which she hoped to have in place by March. A Governor asked for clarification on what TILF was. The HT explained this was the Teaching, Innovation and Learning Fund.	
11	Monitoring Visit Reports (business management)		
	11.1	The Finance monitoring visit report was discussed under agenda item 7 above.	
12	Review of Exclusions		
	12.1	Review of exclusions was discussed as part of the Headteacher's report under agenda item 10.7 above.	
13	Admissions update		
	13.1	There were no changes to the admissions policy.	
14	SEND Report		
	14.1	The SEND report was discussed as part of the Headteacher's report under agenda item 10.5 above.	
15	Monitoring visit reports (school improvement)		
	15.1	<p><u>Quality of Education & Pupil Outcomes</u></p> <p>The reports was still in draft form. The Chair had carried out the visit with C Lane and gave a verbal update. Curriculum intent was discussed in the visit, considering whether this was clear and well communicated and enriching. He commented the school had a good story to tell and one of the actions for Governors was to work with the leadership team to consider how to tell this story. The HT added this had been acted on in Monday's team meeting by looking at some deep dive questions.</p> <p>The Chair informed Governors the visit had also focused on progress and attainment in EYFS, the curriculum, how this worked in practice and how parents were being involved. EYFS training could also be offered to Governors. IDSR and the data dashboard had been discussed and a clear action was that as a group of Governors they needed to look at and understand the data. The HT informed</p>	

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		Governors the DHT had produced a powerpoint which had been uploaded to GovernorHub. The use of external benchmarks and bluesky had been discussed. The actions for Governors would be highlighted in the report.	
15.2	<u>Personal Development Behaviour & Welfare</u>	<p>The Chair gave a verbal update as the report was still in draft. He informed Governors that at the visit they had looked at the 4C's for assessing behaviour in school and how these were communicated. It was agreed it would be good to look at how these were used as a group of governors.</p> <p>Transition from primary to secondary was also discussed and building links with other schools as well as RMGS. The HT mentioned a relationship that was being developed with the Rainham Girls School. The monitoring group had also looked at curriculum development, how behaviour was measured and external validation.</p> <p>The Chair advised there were a number of actions for Governors which would be highlighted in the report.</p> <p>The CEO asked how the Governing Board reviewed parental engagement. The HT suggested one of the new Governors could focus on this. The Chair added a parent council had been discussed but that the school was not at the stage to set this up yet.</p>	
15.3	<u>Pupil Premium</u>	<p>It was noted a second monitoring visit was being arranged as mentioned earlier in this meeting. The CEO highlighted there had been a trust wide pupil premium review which the Clerk had uploaded to GovernorHub. The HT added this had been looked at and action points included in the SDP (School Development Plan). Pupil premium information had also been updated on the website, but it was hard to make predictions for the future as there was a need to be responsive. A Governor commented in term 4 it would be good to evaluate the effectiveness of what the school was doing and decide what they should continue.</p>	
15.4	<u>SEND</u>	<p>One of the Governors involved in the monitoring visit commented it had been eye opening in showing how varied the issues dealt with by the members of staff were. He noted that the Inclusion Manager was doing her masters and that teamwork was really good. The HT commented it would be good for Governors to hold a cross school SEND visit. The Clerk confirmed this was the intention as part on the visit schedule, but the details need to be confirmed.</p>	
16	Change to uniform		
16.1		The HT explained that, following the decision to become a trauma	

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		<p>aware school, at the recent British values elections held amongst the KS2 children 82 had voted in favour of a red uniform, 75 in favour of grey and 98 in favour of blue. The combined results clearly showed the children wanted a change in uniform colour. Parents had also chosen to change to blue in their survey although they had not been given a choice of grey. The HT highlighted a move to grey might be good as the school is part of RMET.</p> <p>Governors discussed their previous concerns were based around affordability. The HT highlighted Tesco and Pep & Co would stock or already stocked these colours, priced from £1.50. There was also lots of lost property. The change would be phased in. PP funding was also used to help with uniform.</p> <p>The HT highlighted that girls had also requested to wear shorts and Governors agreed a non-gendered uniform was a good idea.</p> <p>After discussion Governors agreed with the HT's proposal to conduct another survey. This would ask if parents would prefer grey or blue, and ask the children again. The surveys should have an open comments box so parents could express any concerns they may have. Action: HT to conduct survey at Christmas fair and by parent mail.</p>	HT
17	Clerk updates		
	17.1	The Clerk informed governors that the Trust Clerks had been co-ordinating a working group to look at Governor induction. She added this and the Circle Model working group would meet again after Christmas and invited any feedback from Governors. Some feedback on the circle model had already been discussed earlier in the meeting and included as action points.	
18	Trust update		
	18.1	<p>The CEO gave the following update to Governors:</p> <p>The CEO had completed learning walks to assess the quality of teaching and learning and progress on curriculum planning. The next learning walk is planned for 2 December in EYFS. Notes of visits have been supplied to Trustees. Trust Headteachers have completed Terms 1&2 scheduled learning walks in all schools.</p>	
	18.2	The CEO has organised mentoring support for Twydall HT from Primary NLE (Jane Heyes) and the four sessions to date have assisted CEL in planning/delivery of a revised curriculum. Jane will advise on EYFS at the next visit.	
	18.3	The CEO has organised links between Twydall EYFS lead and EYFS lead at Riverside to share expertise and plan progression to KS1. The Riverside EYFS governor (a Kent EYFS advisor) will also advise on governor monitoring processes, following visits to Twydall during	

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		2018/19.	
	18.4	Counselling services have been extended to Primary Staff and the Trust is organising a staff well-being training day for October 2020. The CEO will request an extension of Benenden health care cover for all Trust staff at the Trustees meeting on 11 December, subject to certain conditions such as a minimum staff FTE.	
	18.5	The CEO has organised 12k additional support from TT Education consultants for 19/20 to support teaching and learning/ curriculum. The CEO has approved an additional 10k of Mathematics upper KS2 intervention support, following the NFER test feedback, and will adjust the package of Trust teacher support to increase RMGS specialist maths support by one additional afternoon/week.	
	18.6	Term 2 weekly 1:1 CEO/HT meetings have been used to assess the impact of Trust support measured using the Focused Support Plan and RMET Improvement plan KPIs. The impact of Trust support through “Third Space Learning” and RMGS specialist Mathematics teaching has been particularly effective. English support has been adjusted to fund “Achievement for All” and the school also values the Medway Early Years support.	
	18.7	The RSC Trust Review meeting with the CEO/Chair of Trustees held at the DfE in London on 19 November was highly successful. The CEO shared excellent feedback from Ofsted inspectors on the quality of Trust support, following the recent (very pleasing) Riverside School Ofsted inspection.	
	18.8	The Trust is also providing additional Finance support to Twydall for up to 2 days/week.	
	18.9	The most recent Trust joint moderation session for primary school staff was held after school on Wednesday 27 th November. The session focused on Mathematics across all year groups and proved to very valuable to both primary schools. <i>7.58pm - CEO left the meeting.</i>	
19	Policies		
	19.1	It was noted statutory policies and appendices were now approved by the Trust Board. Two policies had been uploaded to GovernorHub for information. There were no further policies requiring review.	
20	Review risk registers		
	20.1	The HT confirmed the risk register had been completed and tabled a copy which is filed with these minutes.	
21	Governor training update & CPD		
	21.1	It was noted that a Governor Day would be arranged in the new year.	
22	AOUB		
	22.1	<u>Fencing for Year 1 area</u> The HT highlighted this was important for safeguarding. The school had received 2 quotes which both came in at £2.5K. Governors	

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
28th NOVEMBER 2019 6.00PM**

		agreed this was important and this money should be spent on fencing.	
	22.2	<u>Wellbeing accreditation</u> The HT highlighted this award would be good evidence of the impact of wellbeing initiatives. It would cost £3K but that provided 2.5 days training for all staff. Some of the money could be provided by the PP budget. Governors noted that as training was for all staff this increased the value of this expense and agreed the school should invest in this accreditation.	
	22.3	<u>Staff Restructure Proposal</u> <i>Refer to confidential minutes</i>	
	22.4	It was agreed to discuss other AOB items on another occasion.	
23	Confidentiality		
	There were confidential items in agenda items 8.1 and 22.3		
24	Impact of governance		
	<ul style="list-style-type: none"> It was noted the meeting had over-run but that some agenda items could be covered more briefly once monitoring pairs were fully settled in. Feedback had already been given about restructuring the agenda, to incorporate items in a HT Report. Governors agreed getting together as a group in January would enable them to have a conversation about the school and what they wanted to achieve in a less structured way, as well as building a team. It would also be good to hold a similar day later in the year. 		
	Date of next meeting: 21 January 2020		
	There being no further business the meeting closed at 8.13pm		

Actions

Item	Action	By/who
5.1	Clerk to check with M Prenter that he is available.	Clerk
5.1	Add Governance Development Plan to agenda for Governor Day	Chair
7.1	TBM to report on savings achieved by Creative Fridays at the next LGB.	TBM
7.5	Clerk to set up a monthly finance reports folder on GovernorHub for TBM to upload I&E reports.	Clerk
9.2	Clerk to feed back to the circle model working group that sports premium would be better included in the finance monitoring pair	Clerk
10.1	Clerk to feed back to the circle model working group that a number of agenda items could be included in a HT Report	Clerk
10.3	HT to include numbers for staff absence in next HT Report.	HT
10.8	Review parent surveys and add to LGB agenda in Term 6	HT/Clerk
10.9	Chair, HT and Clerk to discuss training on data in January	Chair/HT
16.1	HT to conduct survey about uniform at Christmas fair and by parent mail.	HT