

Saltford C of E Primary School
Local Governance Committee Meeting:
18th March 2024, 6.00 – 8.00 pm
Saltford School

Minutes

MEETING TITLE	Saltford CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Tuesday 6 th February 2024
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Paul Cummings (PC) - Chair, Elizabeth Spincer (ES), Ian Freemantle (IF), Ruth Moody (RM), Nathan Styles (NS), Kathryn Hamlen (KH) and Dani Taylor (DT) – Vice Chair, Sumayyah Malna (SM), Revd Nigel Williams (NW), Tor Manuel (Clerk)
IN ATTENDANCE	CLlr Duncan Hounsell (DH), Revd Nigel Williams (NW)
APOLOGIES	Dan Carter (DC), Nathan Styles (NS)
ABSENT	
DATE OF NEXT MEETING	14 th May 2024

		Action										
1.	Welcome and Apologies – Quorum											
	All were welcomed to the meeting.											
	Apologies were received from DC and NS.											
	NW opened the meeting with a prayer.											
2.	Governance and admin (includes mandatory items to be discussed as advised by central office)	Chair										
	<ul style="list-style-type: none"> • Declarations of personal interest 											
	There were no declarations of personal interest received.											
3.	Minutes of previous meeting and actions arising	Chair										
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 55%;">Action</th> <th style="width: 10%;">By Whom</th> <th style="width: 10%;">Meeting Date</th> <th style="width: 10%;">Due Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>SIAMS SEF to be discussed at T5 meeting</td> <td></td> <td>06.02.24</td> <td>14.05.24</td> </tr> </tbody> </table>		Action	By Whom	Meeting Date	Due Date	1	SIAMS SEF to be discussed at T5 meeting		06.02.24	14.05.24	
	Action	By Whom	Meeting Date	Due Date								
1	SIAMS SEF to be discussed at T5 meeting		06.02.24	14.05.24								
	<p>The following corrections were discussed for the minutes of the previous meeting:</p> <ul style="list-style-type: none"> • 25 EHCPs across the school • Trust suggested individual responses be sent with regard to the councils proposed building plans. <p>With the exceptions mentioned above the minutes were agreed as a true reflection of discussions.</p>	Clerk										

4.	Chairs verbal update including: <ul style="list-style-type: none"> • Chairs Forum 	Chair
	<p>Due to Chairs commitments the vice-chair attended the Chairs Forum, with an update given to PC.</p> <p>Governor triads – The Chair spoke of the first meeting having taken place within the triad which includes Two Rivers and spoke of the local Saltford housing proposals to ensure Two Rivers are aware. Discussed SIAMS as we prepare to work closely together. It is felt the forum will be used in an adhoc way should any questions arise but feel unsure how useful a formal meeting would be. Governors were asked to let PC know if felt it useful to meet with equivalent governors from triad schools. At Chairs Forum it was reiterated that the triads groups are not mandated and for chairs to use as see fit.</p> <p>Questions were asked on merger with Olympus as Chairs were informed of further updates by end February. No update at this time but more information should be available at next meeting.</p> <p>The remainder of the Chairs Forum was spent discussing the GVO rollout for Somerset schools with there being an opportunity for training if governors would find this useful.</p> <p>The LGC discussed the bitesize briefings that have been arranged and being advertised in the Leadership bulletin. It had been thought whether could watch the recording within an LGC meeting but due to being an hour long it was felt this would not be possible.</p> <p>It was shared that sustainability is a strength for Two Rivers which could be a good link. It was noted that they have arranged a walk and stride plan with a local supermarket and mentioned a good suggestion for the school as parking continues to be a challenge.</p> <p>The LGC were informed that John Purcell, Futura Foundation trustee is the link trustee for the school. JP recently visited the school during the recent trustee tours and was very interested in the Christian aspects of the school.</p>	
5.	Headteacher’s report	DS
	<p>Headteachers report was shared with LGC ahead of meeting via GVO. The following discussions took place:</p> <p>Strategy 2030 – Document shared by AA. Any comments to be fed back to DS. Governors were directed to page 8 – Strategic Priorities, where the vision discusses growth strategy and gives justification for proposed merger with Olympus. Governors discussed the document and it was noted there being a section on strong governance. Any comments to be fed back to DS.</p> <p>HT Report Report shared. Short yet busy term with assessments undertaken. At early stages of looking at outcomes with consultation evenings planned.</p>	

Focus for this term is reading with World Book Day, book fair visiting school and authors visiting school noting that the opportunity for parents to read with children is difficult with busy lives.

Swimming pool Slow start to pool project but good to see this is building momentum. Not ready to open at term 5.

Business plan has been sent to trust. No funding set aside for swimming, lessons are carried out using voluntary contributions. A letter has been sent to with a guide cost of £3 per lesson. Slight concern is if parents don't pay as school not have spare money to fund. Can't have a system where ones who pay get to swim, and also expect parents to fully fund others that not want to pay. There is a difference between not wanting to and not being able to afford to.

How was £3 per lesson found? From business case proposed by Gordon, this is was he will charge school per pupil.

Governors suggested a cost of £4 per lesson and if 80% of parents pay would build in some money to carry over. It was felt this wouldn't be possible with the letter stating £3 per lesson already having been sent out.

It was suggested that most parents find it very affordable.

It was further suggested that the PTA could potentially do some fundraising. Governors felt that school needs to be transparent with parents on the cost issues faced. It was shared that if able to lease the pool this will save costs, with Gordon wanting it used outside of the school day to allow all children to have opportunity to swim

Y1-Y6 visited church this week. The visit went really well with Palm leaves at front of church and with short prayers on changes want to make in the world given.

Due to not holding a Curriculum Working party meeting this term the report has been shared with the LGC. The trust format is used and can see from SIP review what working on. Will RAG rate and complete for term 5.

As SEF is not statutory document not currently putting focus on although do have SIAMS SEF which is really good.

A question was raised around the graduated approach to SEND identification with it being shared that school follows BANES approach. Will take aspect of SEND and break down and will provide strategies to teachers to enable to be built into PIPs or passports before SENCO involvement. There are also checklists available to support. It was shared that as not medical professionals able to diagnose can signpost parents where to go and share next steps. Would expect staff to be engaging in all the time, smart targets are there, which can help SENCO quality assure against.

Governors were informed that if child have form of diagnosis and awarded EHCP then funding stream comes with child. School funds to meet requirement of plan. However it was share that budgets from local authority not kept in line with support needed.

Children with SEN support receive support from general TA. This is 1 person stretched across 60 children for 2.5 days. Most interventions are linked to RWI. School is unable to offer boost provision any more as no funding available.

Has school explored for parents funding to support help given?

This has been looked at previously but then would be funding contracts of employment. Have done via tutoring in the past. Plus would almost create a 2 tier system where some parents can fund and others cant.

Es shared that school had previously been carrying out some school led tutoring however funding has now come to end. Third space learning deliver maths tutoring to support y6 children with SATs, had been working with the Meadows and contacted Saltford asking if can use last bit of school led funding however is a race against time

It was shared that Sarah Alexander has been used by the school to support Reading Recovery, however since funding has ran out some parents do pay for her time independently and school would highly recommend if parents can afford.

It was questioned how is school able to monitor if parents not support reading?

School has a system of reading with children and tries to pick up readers who not read at home, prioritising PP children. This is picked up with parents at parents evening with conversations being around if can read with their child it would really benefit them. There is also an additional meeting held for parents of PP children. As children get higher up the school reading during school time is available.

Modeshift is awards for travel with school needing to meet various criteria for award. Scheme has been launched and travel plan has been written. Meeting is on Wednesday of the following week and due to being short staffed unsure if will be able to release staff to attend.

What are RWI silent signals? – booklet of signals during RWI that all staff use. The signals are also used across the school with the idea of all staff using the same signals

A question was raised on what is the high priority action outstanding?

Governors were informed this is the security fencing which has been costed with work proposed for during Easter break. Will fence car park, Wessex building and have fob entry on external doors around school.

Sharepoint – Governors were notified that Sharepoint is available for teachers to use and for governors to see.

Whatsapp – letter share with Y5 today. It causes many issues where children are in Whatsapp groups and are unkind to each other, with the issue then coming into school to sort out however role of school is to educate children. Have raised the profile with parents to keep an eye on children’s phones, the need to be mindful on how communicate with each other, be wary of inappropriate language and images. Previous concerns with Y6 has settled down.

Is there guidance on phone usage? – Parents not expect to give child a phone for a while so not prepared but need to remember is also need to think about ipads and games. Parents not aware of issues and equates to cyber bullying with the after effects coming into school.

6.	SEF & SIP update	DS
	Already covered within Headteacher report.	
7.	Governor Succession planning	Chair
	Governor succession planning was discussed at last meeting LGC meeting and further discussed within Resources working group. Governors who were	

	<p>coming to the end of their term were contacted and asked of their intentions. Thanks was given to those who had responded.</p> <p>[DT arrived at 18.55]</p> <p>A summary of LGC position was given:</p> <p>1 x community governor vacancy – contact has been made with SPa. Will be advertising for this role. Would like someone with a close connection, preferably with educational background, however will use external company to recruit as last resort.</p> <p>Additional co-opted governor term of office ending in November 2024.</p> <p>3 parent governor terms of office coming to an end in December – LGC discussed the process of possible parent governor elections. A concern was raised about the potential skills gap should all 3 posts be allocated to new parent governors, however it was agreed that should people wish to become a governor the opportunity should be offered.</p> <p>Staff governors – DS to speak with trust to extend DHT term. Will canvas staff to see if any interest. This needs to be done by end of year.</p> <p>Foundation governors – most pressing is IF finishing in 3 – 4 weeks and a further foundation governor in August. This raises a concern due to SAIMS inspection next academic year. The LGC were informed of a prospective candidate interested in the role of foundation governor. A suggestion was made to appoint 2 new foundation governors with a mentor in place.</p> <p>Governors spoke about the governor induction process, suggesting this could be looked into and tightened up.</p> <p>Action: Clerk to email Governance professional re governors induction</p>	Clerk
8.	Curriculum Working Party update	KH
	<p>The curriculum working party had not met this term due to short turnaround from previous meeting. It was felt that a meeting wasn't needed at this time.</p> <p>Governors received an assessment update noting that the assessment week had just taken place and data information was filtering through. The report was uploaded to the GVO for governors information.</p> <p>The following brief headlines were given:</p> <ul style="list-style-type: none"> • Reception – 69% children on track for GLD. Progress made in majority of areas. Will look at in more detail within pupil progress meetings (PPM) with teachers. • Phonics – 95% of children on track to pass. 2 children not meet threshold. 2 children have EHCPs. • General trend is further children go up school, fewer children below expectation. School adds value and children make more than expected progress 	

	<ul style="list-style-type: none"> • Y1 – Bar graphs show more children at Greater Depth. High outcomes in maths. Data will be looked at in finer detail within Pupil progress meetings. • Y2 use SATs to measure assessment and curriculum has not been completed yet. What is reason for using SATs when not requirement? Is trust decision currently. Previously moved to NFER testing but this didn't give gaps analysis. Easier to see progress. All schools across the trust use this method. Both have strengths and weaknesses. NFER is standardised whereas SATs helps in terms of analysis. Both tests are different. • Y3 shows a drop in maths meeting EXS. This is due to NFER test being tricky and teachers are erring on side of caution with judgements. Last year saw jump in results. Children are being given smart targets with staff having time to look at what children need to do next. • Y4 slight increase in GD for maths and reading. Writing is more difficult to achieve EXS and GD across board. • Y5 Similar to Y3 the paper was tricky • Y6 is looking positive for SATs with increased outcomes for reading, writing and maths. Almost on track to achieve targets set. Using past SATs papers and still have time until SATs tests. <p>The LGC were informed that data will be discussed in more detail at next Curriculum WP meeting and will report back following PPMs.</p> <p>It was asked what is evidence on how effective spelling tests are? Variable results. Some schools do not do at all.</p> <p>Is this Futura thing? No is a school decision. Is around home engagements and felt that if not have spelling tests children might struggle more. Timetable is tight to work on spellings, anything done out of school is helpful. School feel that a test gives incentive to learn.</p> <p>Governors were informed of the plan to have a look at spelling scheme and bring in line with RWI. Often the best spellers are good readers</p> <p>In terms of how pupils cope – what does school do to support? This varies. At present is a job to do and need to have mechanism. The conversation had is using the mechanisms to work out what you know and what need help with. Some children do see the test as a challenge with school being mindful assessing young children and try to make stakes as low as possible but children do still know.</p> <p>It was asked what school does around resilience? The expectation is for staff to be doing this all the time. Some children have low self-esteem so can be tough. Can do through lessons but tests have a role and generate data to help ask staff challenging questions to help children. Is about managing expectations and making reasonable adjustments where needed.</p>	
9.	Resources Working Party update	IF
	<p>The Resources WP met with minutes of meeting available on the GVO with the following points highlighted.</p> <p>There is no funding available for gardener to look after Secret Garden. An action is to approach NW to see if the church is able to help.</p>	

	<p>Minutes of PVG and health and safety update is available within Resources folder on GVO for governors information.</p> <p>Governors were notified of a couple of staff suggestions coming through the wellbeing group, which want to shape comments into something more useful to work with.</p> <ul style="list-style-type: none"> • What want to achieve in wellbeing group. • Have conversations around wellbeing , linking with trust. • Has feedback from staff member on change in school. <p>Rm to meet to discuss in more detail.</p> <p>At last LGC meeting spoke about parking on zig zag – rm trying to get sponsorship for signs for people to run over. Spoke about accompanying with school initiative on how this could look and create talk around school. This coincided with Saltford parish council on parents inconsiderate parking with the PCSO being asked to visit. A discussion on parking on double yellow lines will be discussed at the next parish council.</p> <p>DS stated can share school travel plan – be good to get involved with, and building into, national initiatives</p> <p>The WP spoke confidentially around staffing and budget constraints with some movement in staffing and it being shared difficult to attract people to roles is proving a challenge.</p>	
10.	Foundation Working Party update	DC
	<p>SIAMS inspection was discussed at the recent Foundation Working party meeting, along with church services and assemblies. Also time was spent looking at SEF. It was felt that good progress has been made but still a lot of work is needed.</p> <p>The following was discussed as works in progress:</p> <ul style="list-style-type: none"> • RE lead working on new policy • Impact of worship within the community with children taking part in services. Can build on what is in place but need to take to next level. 	
11.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	<p>KH informed the LGC that she had carried out a link governor visit and learning walk.</p> <p>Link Governor visit - The feedback given was that the team is working well together and really strong. Subject leads are aware of ongoing changes to planning and trying to keep as stable as possible. They are confident that writing will have dividends over time and strongly believe new writing strategy is best one had for a while. Whilst will take time to become as accomplished as need to be felt is right approach. Feedback was that the way children are approaching writing is engaging.</p> <p>Spoke about monitoring with less done than had planned due to time constraints. Reading is proving popular which is good. Going into KS1 was good with Vipers seen to be effective in KS2. As subject leads making sure workload for teachers is not always changing,</p> <p>Learning walk looking at writing lessons – focus on help with pp investigations. Visited y2-5 and spoke with children along the way. Was good to observe all</p>	

	<p>children were all writing. Children knew that grammar was a focus and were able to articulate to varying degrees. For PP children it was less clear the further went up the school, as so many aspects of criteria.</p> <p>Did you compare with non pp and was there a difference? Yes there was. Is difficult as try and be discreet. The LGC were informed this was a useful exercise and good to see.</p> <p>What is logic for them to turn sentence back to front? Is about being a writer, being dynamic, playing with language and understand why doing and what is called. Giving it a name and terminology might help for some people for others won't. Is a current government trend. The more complicated a sentence is the more punctuation can be used.</p> <p>KH was thanked for the feedback given and was a useful reminder to link governors to arrange their meetings.</p> <p>It was suggested for DS to pick a date in term 6 for Governor Day.</p>	Link Govs
12.	<p>AGC meeting dates for 2023/2024</p> <ul style="list-style-type: none"> • 14th May 2024, 2nd July 2024 	

Meeting closed: 20:00

Action Record

	Action	By Whom	Meeting Date	Due Date
1	SIAMS SEF to be discussed at T5 meeting		06.02.24	14.05.24
2	Link Governors to arrange meetings with subject leads	Link Govs	18.03.24	asap
3	DS to suggest Governor day in T6	DS	18.03.24	14.05.24
4	Clerk to speak with Governance professional re Governor Induction	Clerk	18.03.24	asap

Signed:

Date: