

Saltford C of E Primary School
Local Governance Committee Meeting:
3rd October 2023, 6.00 – 8.00 pm
Saltford School

Minutes

MEETING TITLE	Saltford CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Tuesday 3rd October 2023
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Paul Cummings (PC) - Chair, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ian Freemantle (IF), Sumayyah Malna (SM), Ruth Moody (RM), Nathan Styles (NS) and Dani Taylor (DT) – Vice Chair, Tor Manuel (Clerk)
IN ATTENDANCE	
APOLOGIES	
DATE OF NEXT MEETING	28th November 2023

Executive Summary:

		Action
1.	Welcome and Apologies – Quorum	Chair
	PC welcomed all to meeting. IF opened meeting with a prayer. There were no declaration of interest declared at the meeting.	
2.	Governance and admin	Chair
	<ul style="list-style-type: none"> • Annual declarations • Election of Vice Chair • Confirmation of statutory roles (SEN, Safeguarding, LAC, PP and Sports Premium governors) 	
	<p>Annual Declarations Governors were informed of the annual declarations being sent out centrally and to complete as soon as possible after being received.</p> <p>Election of Vice Chair Governors were informed that no additional expressions of interest had been received for the role of Vice Chair to LGC. It was noted that DT happy to remain in post should LGC require this. The LGC voted unanimously for DT to remain as Vice Chair to LGC for the 2023-24 academic year.</p> <p>Confirmation of LGC statutory roles It was confirmed that under Scheme of Delegation the role of Health and Safety Governor was not required.</p>	

	<p>Following a discussion the LGC agreed for governors with statutory responsibilities would remain as in previous year, with the following confirmed:</p> <p>Governor with PP / LAC and SEND responsibilities - SM Governor with Safeguarding responsibilities - DT Governor with responsibility for Sports Premium – PC</p> <p>Governors were reminded that safeguarding is a responsibility for everyone and asked to watch training recorded from recent Breakfast Briefing.</p>																					
3.	Minutes of previous meeting and actions arising	Chair																				
	<table border="1"> <thead> <tr style="background-color: #f28b82;"> <th></th> <th>Action</th> <th>By Whom</th> <th>Meeting Date</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Governors to share thoughts on subjects allocated on schedule and notify if any changes required</td> <td>All</td> <td>04.07.23</td> <td></td> </tr> <tr> <td>2</td> <td>DS to suggest dates for governor morning</td> <td>DS</td> <td>04.07.23</td> <td>ASAP</td> </tr> <tr> <td colspan="5">Action to be carried forward</td> </tr> </tbody> </table> <p>Governors were asked to update their biography for the school’s website.</p> <p>The LGC discussed the option to appoint an additional co-opted governor onto LGC. Following recent skills audit there were no obvious gaps identified. It was noted that within Self evaluation form school should look at community to develop links and it was agreed for HT to contact Saltford Community Association and also parish council for potential candidates. The LGC were also informed of Governors for Schools who also place prospective governors with vacancies in schools.</p> <p>Governors were asked to inform DS or PC of any suggestions for co-opted governor vacancy.</p> <p>It was pointed out that instead of giving flowers to Jan for leading assemblies as was minuted, a voucher was given instead.</p>		Action	By Whom	Meeting Date	Due Date	1	Governors to share thoughts on subjects allocated on schedule and notify if any changes required	All	04.07.23		2	DS to suggest dates for governor morning	DS	04.07.23	ASAP	Action to be carried forward					
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4.	Chair of Governors verbal report including Chairs’ Forum	Chair																				
	<p>Chairs forum took place on 20.09.23 with PC attending. Discussions were around safeguarding and announced that the narrated powerpoint presentation is to be shared. Presentation was specifically aimed at safeguarding governors, but it is recognised that safeguarding is everyone’s responsibility. Chairs were informed that not many changes within this year’s KCSIE. Pertinent part to read is part 1 however annexe A is even briefer and will give the bare minimum.</p> <p>Chairs were also given details of the executive structure with a presentation shared. Governance structure was also discussed and how it works alongside the trust board and it’s standing committees, noting that the governance committee which was in place to work on Scheme of Delegation has now disbanded but can be resurrected if needed.</p> <p>Governors were informed that there is the opportunity to join the committees.</p>																					

	<p>Details of the Executive Leadership group were shared along with details of the School Improvement team and trust subject leaders.</p> <p>Governors noted that Saltford staff were included within the teams although not leading subjects across the trust.</p> <p>There was a conversation around the new Church School Ethos Forum.</p> <p>The new Scheme of Delegation was discussed with the final version now shared and on GVO and a glossary of changes included. Governors were informed that the Somerset schools will be going through a period of adjustment.</p> <p>Chairs were informed of the trust setting a deficit budget for next 3 years with work beginning to bring back into balance. Reserves are healthy which will be reduced as % not needed.</p> <p>Also the proposal for shared funding model being applied across all schools was discussed. This is the current model used for Bristol and Bath schools.</p> <p>Consultation has launched for Somerset schools with the timeline being the pooling of historic reserves in October, with the budget process for 24/25 being based on new model.</p> <p>End of year results were discussed where it was shared that outcomes have been ranked against deprivation index.</p>	
5.	<p>Headteacher’s report including:</p> <ul style="list-style-type: none"> • Back to school update • Governor Safeguarding KCSIE update • End of Key Stage assessments results • Desktop RAV update 	DS
	<p>Governors were informed of it being a strong start back to school.</p> <p>A new style Headteacher’s report was shared with governors being informed the report comes pre-populated with data. The following information was highlighted:</p> <p>Admissions:</p> <p>Reception year group has 61 children due to Y1 pupil re-taking reception year. School currently has 436 pupils on roll with 5 places in Y1 and 1 place in Y2. Need to maintain 60 intake per year group. Loss of income in KS1 and been compensated by increasing classes in KS2 however it is felt this cant be the long term plan.</p> <p>Did we fill Reception classes on first round of applications? Yes</p> <p>Reception class is at 61, is this an agreed / allowed breach of Infant Class size numbers? Yes due to child being identified as ‘excepted’ following DfE Admissions code.</p> <p>It was noted that school would need to work really hard to maintain roll and continue to be full.</p> <p>What is PAN (Planned Admission numbers) for Two Rivers? 60 per year group.</p> <p>Are Two Rivers admitting 60 per year group currently? No</p> <p>Governors were reminded of the sibling priority rule within the Admissions policy of 1.5 miles It was noted that it is felt to be important for school to</p>	

maintain it's village status however this is a concern that parents will stop applying.

Is the school bound by local authority rules as an academy? Yes if the LA is to co-ordinate bulk admissions.

Has a sibling been refused previously due to this rule? Yes however family lived outside of the village.

Have first time admissions live in Saltford not get a place? No.

Governors were asked to give some thought on how maintain numbers, taking into account Two Rivers recent outstanding Ofsted outcome and Chandag schools have now merged, creating an all through nursery to A level campus. Governors felt that Saltford's swimming pool is an asset to the school.

Are we looking at what changes make to admissions policy or how introduce parents to school? Both. In terms of thinking how to attract families to apply for Saltford School. Also if school is unable to maintain 2 form entry the impact would be mixed age classes and collapse classes.

Is there any evidence on outcomes of collapsing classes? No however it is difficult to manage and school would not want to go back to mixed classes.

Governors discussed whether the school website was being used effectively and questioned whether the school was promoting itself as Ofsted Outstanding enough.

Governors were informed that the trust is looking at layout of school websites, with two schools having new design.

A governor with experience in marketing offered support if this would be useful and the LGC gave their thanks and felt this would be very helpful.

It was noted that within the new Headteacher report format breakdown for ethnicity is not shown, and languages for EAL is not included.

Reception Induction

All Reception children were in school by 18th September. This was a change from previous years. Induction was changed to align across other Futura schools, however this did create some issues with staff having to carry out baseline assessments which proved difficult to carry out on whole classes and it was felt this will need to be considered next year.

Send e or sen k e is ehcp, k is sen support

Governor vacancy

There is 1 governor vacancy currently on LGC for community governor. Governors were informed that 2 terms of office will be coming to an end within next 12 months with 5 more the following year. It was agreed to discuss succession planning at next meeting.

Behaviour blueprints

Governors were informed this was discussed within Curriculum WP and is a blueprinting summary of positive behaviour. Will be revisited through Curriculum WP initially ahead of LGC meeting for governors approval.

End of KS2 Assessment

Governors were informed of a Y6 marking review which was returned in schools favour. Due to not complete study it had been requested for 1 Y6 pupil to be removed from results for SPAG. This has now increased to 75%.

	<p>SPAG is a focus area for this year. Teaching for SPAG will be built into planning and will be tracked in tests, hoping this will identify any gaps before pupils are in Y6.</p> <p>What prompted the challenge? Paper was incorrectly marked. Tend to focus on results which are on the borderline. 1 paper was remarked and did go up. When look at GLD it shows is 79% due to child starting in early Years in term 6. Result is 81%.</p> <p>Desktop RAV School undertook Desktop RAV at beginning of the term. It was with School Improvement Partner and Director of Education. It was an opportunity to present SIP, areas for improvement, with slides linking to data. School has very low numbers of children identified as Pupil premium which made it more difficult to identify any trends within this group of pupils. This means school is in fortunate position to look at individually and target support where needed. Governors were informed that at the end of Desktop RAV school was categorised as category 1 meaning that school will receive 2 School Improvement (SI) meetings per term allowing the SI team to focus on schools needing a higher level of support</p>	
6.	SEF & SIP update	DS
	<p>Draft SEF shared, Governors were asked to share any comments.</p> <p>SEF looks at year on year improvements and governors were notified that school still showing as lower than pre-pandemic. Discussions have been had within Curriculum WP of children not receiving pre-school opportunities due to Covid with 4 children in Y2 with high needs.</p> <p>Within SEF governors have been identified as an area of strength with challenging questions being asked. Have spoken at WP meetings about needing to be meeting ready, and coming to meeting prepared with questions and ready to challenge.</p> <p>SIP – Using same structure as last academic year which will be updated every term. Will set key priorities for school and explain why they should be there.</p> <p>Target setting process – giving details of methodology by ranking children in Y6 in reading, writing and maths using baseline SATs. Governors were notified that many are at standard. There is a need to look at milestones, national standards achieved, FFT.</p> <p>Trying to set targets to FFT5 however this is the cohort who were Y2 during Covid, missed their Y2 SATs and missed 6 months of teaching due to pandemic. Governors were informed that Reading outcomes are positive despite the challenges faced.</p> <p>Targets set last year were very aspirational at 33% and wanted to reduce gap in reading, writing and maths. External moderators felt was unachievable and need to manage expectations.</p>	

	<p>Governors were informed of lots of work being carried out assessing at Greater Depth across school with additional training received from Integra. This was discussed at Curriculum WP.</p> <p>What is working walls? Used to support independent learning.</p>	
7.	Admission arrangements 2025-26	DS
	<p>Admissions discussed in detail within item 5.</p> <p>With regard to the Admission arrangements for 2025-2026 governors agreed that there were no changes to be made to the policy, and as school held a consultation in 2019, there was to be no consultation at this time.</p> <p>Governors agreed for the current admission arrangements to be carried forward for 2025-26 with an agreed PAN of 60.</p>	
8	Scheme of Delegation	DS
	<p>Scheme of Delegation was added to agenda to look at what LGC should be covering and cross reference against work of working parties.</p> <p>Working parties have been helpful in reducing the workload of the LGC with reports of discussions shared at LGC meetings but want to ratify what is discussed in working parties at LGC meetings. It was noted that the reports shared are brought though for ratification ie SEND, Pupil premium (PP) and sports premium.</p> <p>It was agreed to bring PP report to LGC meeting in term 2. Governors were informed that the report has been looked at alongside SEF for comparison, to identify areas of strength and improvement.</p> <p>Info management communication – Governors were notified of the need to ensure systems are in place at school for effective communications with parents/carers and wider community. There is some thought this might be an area for improvement. There is Parent Voice Group (PVG), PTA, newsletters and governors were asked to raise if had any concerns. It was felt that the weakness would be not monitoring communications.</p> <p>The LGC agreed that that from feedback received school communications are considered to be effective.</p> <p>It was suggested that as PVG minutes are shared via Resources WP this could be added to terms of reference to Resources WP for monitoring.</p> <p>LGC agreed with this approach.</p>	
9.	Curriculum Working Party update	KH
	<p>Papers were shared with LGC ahead of meeting with questions welcomed.</p> <p>What led to the changes made in behaviour policy? It was felt to be a good time to look at systems and processes in place with a view to modernise practices in school.</p> <p>What is being used in place of cloud system? School in using an online class Dojo system which recognises positive behaviour and children who consistently do what is expected of them. All children aim towards their target and receive a dojo treat.</p>	

	<p>Governors were informed of more rewards are being introduced such as Reading Reward system being launched where children will be rewarded for reading at home and being recognised for it.</p> <p>Is it about reading in general at home and not just school reading books? Yes it is about encouraging reading in general.</p> <p>It was noted that minutes reference number of children coming in from nursery with SEN paperwork not in place and it was questioned whether there is an issue in Nursery system? Links between school and local nurseries are strong. It seems there is not the opportunity to carry out prep work to substantiate funding.</p> <p>How many children have arrived to school with funding in place in Reception? only 1 child come with funding.</p> <p>Is there a process of feeding back to nurseries to support? Is something to explore with Early Years team however capacity needs to be considered, noting that nurseries are underfunded along with a national shortage of nursery workers.</p> <p>It was noted that to be able to provide evidence of support needed further observational monitoring is required however this is difficult where there is no funding to support.</p> <p>Thanks was given for very thorough minutes.</p>	
10.	Resources Working Party update	
	<p>Resources WP met with minutes shared as papers for the meeting.</p> <p>The following items were raised for discussion:</p> <p>Working Party Objectives – WP met and reviewed objectives.</p> <p>Link governor alignments was discussed. DS to confirm staff subject leads information up to date.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • for link governors to give short update to LGC following visit • Important to share link governor reports with clerk, copying in IF • Include link governor reports to include within LGC papers. • Subject lead / link governor meetings to take place as suggested in schedule, with an agreement of some flexibility if needed • Meetings do need to take place • Inform IF when visits have taken place to enable spreadsheet to be updated <p>Wellbeing group – Discussions took place around staff being more proactive with each other and build celebrations into language. WP discussed how this could be fed in LGC. It was shared that LGC write letters to staff and provide end of term treats to staff.</p> <p>Minutes for wellbeing meeting will be shared with Resources WP and then LGC when available.</p> <p>Discussions around a staff Dojo took place, to enhance what already doing. It was noted that generally staff are very supportive of each other and feedback received from staff was very positive on atmosphere around school.</p>	

11.	Foundation Governors	DC
	<p>Minutes of Foundation Governor meeting were shared with questions welcomed.</p> <p>LGC asked a question around SIAMS inspection and what it entails. It was noted that school not in window for inspection this academic year, anticipation is for an inspection next year as is overdue. Framework and grading has recently changed where schools are either 'Flourishing' or 'Not Flourishing'. SEF needs completing and once completed will be shared with Foundation Governors to unpick for strengths and areas for improvement and share with LGC.</p> <p>It was questioned whether LGC could receive some support / training with this as the importance of the inspection is recognised.</p>	
12.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	<p>Governors were informed of the LGC Self Evaluation draft document being shared on GVO. The format used is an old one, and not quite as Scheme of Delegation but good to use to evaluate against. LGC members were asked to look at out of meeting and feedback.</p> <p>Document to be brought back to Resources WP to form action plan.</p> <p>Governors discussed the proposed West of England consultation to making one lane of the dual carriageway a bus lane. It was noted that the parish council have responded and governors could independently comment as opposed to one comment from LGC.</p> <p>It was agreed that school's travel plan is really important and felt would be a good opportunity to revisit and update.</p> <p>Governors were informed that school would be having 4 harvest festivals to accommodate parents with reserved seating available to governors. Please let DS know if this is required after meeting.</p>	
13.	AGC meeting dates for 2023/2024	
	<ul style="list-style-type: none"> 28th November 2023, 6th February 2024, 19th March 2024, 14th May 2024, 2nd July 2024 	

Meeting closed: 20.05

Action Record

	Action	By Whom	Meeting Date	Due Date
1				
2				

Signed: **P Cummings – Chair of LGC**

Date: **28th November 2023**