

**Saltford C of E Primary School**  
**Local Governance Committee Meeting:**  
**14<sup>th</sup> May 2024, 6.00 – 8.00 pm**  
**Saltford School**

## Minutes

<b>MEETING TITLE</b>	Saltford CofE Primary School Local Governance Committee Meeting
<b>DATE OF MEETING</b>	Tuesday 14 <sup>th</sup> May 2024
<b>MEMBERS PRESENT</b>	Dawn Sage (DS) – Headteacher, Paul Cummings (PC) - Chair, Elizabeth Spincer (ES), Ruth Moody (RM), Nathan Styles (NS), Kathryn Hamlen (KH), Sumayyah Malna (SM) and Dani Taylor (DT) – Vice Chair, Dan Carter (DC), Tor Manuel (Clerk)
<b>IN ATTENDANCE</b>	Ian Freemantle (IF)
<b>APOLOGIES</b>	Revd Nigel Williams (NW)
<b>ABSENT</b>	
<b>DATE OF NEXT MEETING</b>	Tuesday 2 <sup>nd</sup> July 2024

**Executive Summary:**

- The LGC discussed succession planning due to upcoming changes required
- The LGC confidentially discussed budget issues
- Governors received a presentation on Church School Distinctiveness
- Governors were updated following visit by David Williams form Diocese of Bath and Wells
- Smartphone Free Childhood movement was discussed with LGC
- Updates from Curriculum and Resources working parties were shared

		Action
<b>1.</b>	<b>Welcome and Apologies – Quorum</b>	
	The Chair welcomed all to the meeting with apologies received from NW ahead of meeting.	
	IF opened the meeting with a prayer.	
<b>2.</b>	<b>Governance and admin (includes mandatory items to be discussed as advised by central office)</b>	<b>Chair</b>
	<ul style="list-style-type: none"> <li>• <b>Declarations of personal interest</b></li> </ul>	
	There were no declarations of personal interest declared.	
<b>3.</b>	<b>Minutes of previous meeting and actions arising</b>	<b>Chair</b>
	Minutes of previous meeting were agreed as a true reflection of discussions.	
	It was confirmed that SM was in attendance at the previous meeting.	
	<b>Action: Meeting minutes to reflect SM attendance with updated version shared on GVO</b>	<b>Clerk</b>
<b>4.</b>	<b>Chairs verbal update including:</b>	<b>Chair</b>

	<ul style="list-style-type: none"> <li>• <b>Chairs Forum</b></li> </ul>	
	<p>The LGC were informed that this month’s Chairs Forum event was postponed.</p> <p>There were no further updates available on proposed <b>Futura / Olympus merger</b>. It was noted that a tile had been added on Sharepoint for information on further updates.</p> <p>It was shared that the <b>Triads</b> review is a useful network to have with the view to use on an adhoc basis due to time commitments. It was agreed to re-extend offer of meeting with SIAMS on the horizon as this could prove helpful. The LGC were asked to inform the Chair if they felt the triad network could support other governor roles.</p> <p><b>Link governors</b> were asked to ensure visits are planned as they prove useful to triangulate what is being seen in school with what the LGC are being informed via the HT report. It was suggested for the link governor visits are planned to tie in with well-being for staff.</p> <p><b>Succession planning</b> was discussed with thanks given to RM on her efforts in securing potential new foundation and community governors. Both potential Foundation governors have been into school and have led assemblies. It was confirmed that SIAMS inspection will not occur this year.</p> <p>Governors were informed that the potential community governor is yet to confirm but conversations have taken place. There is currently one vacancy for a community governor however with KH term of office finishing in November another vacancy will need filling.</p> <p>Parent governor elections will need to take place in the next academic year.</p> <p>There will be the need to look at working parties with the changes needing to be made within the LGC.</p> <p>Staff governor – School staff to be canvassed for interest.</p> <p><b>Governor training</b> was discussed with various options of training available to governors. Governors were reminded to inform the clerk of training undertaken to allow of training log to be kept updated.</p> <p><b>Bitesize briefings</b> have taken place with information and links to the recordings made available within the trust leadership bulletin.</p> <p><b>GVO</b> Training has been made available for Somerset schools who are just starting using the GVO. It was suggested that training be given to LGC following membership update in the new academic year.</p>	
<p>5.</p>	<p><b>Headteacher’s report</b></p> <ul style="list-style-type: none"> <li>• <b>Assessment update</b></li> </ul>	<p>DS</p>
	<p>Headteachers report was shared ahead of the meeting with it being noted many areas are covered within other items within the agenda.</p> <p>Governors were reminded of the Chief Executive letter to staff which had been included as a paper for the meeting. It was shared that the financial position is more challenging than has been in previous years.</p>	

	<p>A lengthy confidential discussion took place.</p> <p><b>Data headlines</b> are all available within the curriculum folder for LGC information.</p> <p>Governors were informed of Y6 SATS taking place this week, EYFS staff are collecting evidence for profiles, Y1 phonics and Y4 multiplication tests are taking place in June, with other years assessment taking place after.</p> <p>Really about writing outcomes – y2 and 3 looking like ore children off track and spoke about implications and reasons for that. Is about plugging gaps.</p> <p>Had staff meeting about plugging gaps – good focus in staff meeting.</p> <p><b>Governors asked questions around writing targets and whether progress has been made?</b> It was answered that might not see progress incrementally. Cautious judgements have been given previously however Teacher assessment criteria sheets have been created. Due to changes in writing assessment work is assessed on being a complete fit for criteria as opposed to best fit as previously used. Teacher assessment framework is set up using guidance from government. Would hope to see increase in next assessment pack.</p> <p><b>How likely is it to get to target?</b> Targets have always been aspirational. Want to get children where supposed to be at end of academic year so don't start next year group on back foot.</p> <p><b>Y2 EXS data throughout reading and writing really stands out – is there any retrospective considerations need to be made?</b> It is difficult to compare as is different curriculum being implemented. Also knock on effect during Covid, each cohort has own challenges due to covid.</p> <p>It was shared that Reception cohort September 2024 will be babies born during lockdown. Historically children come in with good speech and language and personal hygiene however will need to focus on this.</p> <p><b>Is there a plan in place to bring y2 and 3 up?</b> Will look at where the gaps are and address them. There is a high need within the year group with a lot of 1:1 staff needed. In y2 SATs papers were used for assessment however this is an end of phase assessment where the full curriculum has not yet been covered. By assessing later hoping that impact will be shown.</p> <p>It was shared that support from home is very welcomed as school has a short amount of time in the day. It has been suggested for individual plans to be written however this would be additional work for teachers to do and also takes up valuable time.</p> <p>It was questioned whether school is able to track a single cohort as move through school and identify trends? It was shared this used to be possible under previous assessment tracking system. It will be looked into to see if possible.</p>	
6.	<p><b>SIAMS SEF to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Church School Distinctiveness</b></li> </ul>	DS/DC
	<p>The meeting moved to the IT suite for a presentation by DC on Church School Distinctiveness shared. The presentation will be uploaded to the GVO following the meeting.</p> <p>SIAMS SEF, and Vision and Values were shared as papers for the meeting.</p> <p>Prior to the presentation the LGC were informed of changes within the school organisational section of the Diocese of Bath and Wells with David Williams</p>	DC/Clerk

(DW), school / diocese link retiring. DW carried out a school visit and looked at SIAMS SEF, which was really useful time spent together.

**How does SIAMS measure if school is effective?** SIAMS inspector will use judgement in 7 categories.

**How is 'Flourish' defined?** Inspector judgement and by demonstrating school vision

**What qualities think church school exhibit?** Using Christian values within everyday learning, relating to what doing and why and how is woven through everything they do. Having transparency of Christian faith and it being part of every day.

- Start with collective worship every day
- Wider focus on respect on other faiths
- Incorporate Christian values
- Maintain relationship with church
- RE to have fixed period of time within curriculum

When speaking about vision and values with DW it was recommended not to revisit but spend time talking about it and keep fresh. Values are strong but not talk about vision too much as not always link in with vision. Need to talk about caring in community more with children and parents and make sure what currently have is being discussed.

DW shared a link to explore looking outside of local community with some good resources shared.

**It was questioned whether have a measure on what children do outside of school, if any voluntary opportunities were available, and if it fosters culture they do live and breath values in all they do.** This could be shared via Show and tell within assembly. Y5 would visit Kingfisher Lodge but need to have staff to accompany them.

The school council are working on awards for school with a kindness award and community award being recognised. An online form would be submitted via the school website to nominate someone for the award.

It was shared that DW liked the school website, feeling it was strong and also gained a strong sense is a church school from his walk around school. Spoke about the newsletter and needing to get the balance right as not want to alienate people. It was heartening to hear not change what have but talk about it more and what looks like in practice.

It was suggested that when talking about writing, instead of being reward based, think about what have done, could do, and how to do better. Keep children focussed on all do.

**There is no mention of team work within SEF** When originally written was specifically linked to church values. Futura values is around collaboration. The view is to refresh the SEF. It would be revisited totally when new headteacher would be in place as to change and embed takes years to do.

	<p>It was suggested if hoping to focus on 6 values throughout the year, for 1 value to be looked at per term. Could challenge children each Monday to go and do and then talk about it.</p> <p>It was shared that both children and adults need to be confident in bible stories and why they are important in school. Looking outside community to wider world is important.</p> <p>It was shared that DW felt what school has is really strong and if keep what have should maintain and achieve Flourish judgement</p> <p><b>It was questioned whether it has ever been discussed using a biblical quote to find relevance to values, possibly on letters and also on assembly material as would be raising the thought.</b></p> <p>It was shared that Diocesan message of 'Life in all its fullness' is included within some documentation. There is a page foundation of values using The Good Samaritan which underpins care in community. If this was done would use this links to vision and values and caring in community.</p> <p><b>It was questioned whether schools receive any funding from the diocese?</b> No the diocese is a supportive body not a funding one.</p> <p>What can the wider LGC do to prepare for SIAMS? It would be helpful to familiarise with SEF and spend time to look at vision as not spoken about what this looks like in reality. The need to be fully aware on church in school and how religion is taught was shared alongside the inspector is not trying to catch anyone out. It was suggested to invite RE lead to a future meeting and use some LGC meeting time to discuss.</p> <p>Governors were informed of working within the triad to create a school song and the school prayer being on the website.</p> <p>To finalise DS shared that is all things school is already doing but there is the need to bring to forefront of minds to remind what has been done and ensure being used.</p>	
<p><b>7.</b></p>	<p><b>Link Governor visits</b></p>	<p><b>DS/DC</b></p>
	<p><b>Art and DT</b> link governor meetings have taken place with reports shared on GVO. Governors were informed of the meetings being positive and looking forward to settling into the Futura curriculum.</p> <p>During visit it had been noted that subject leader opportunities for monitoring are limited due to timetable conflicts however governors were informed that opportunities within staff meetings will be provided to allow monitoring to take place.</p> <p>Governors were reminded to send link governor reports to clerk for uploading to GVO.</p> <p><b>A question was asked around medium term planning for music</b>. Governors were informed that, as a school, have been given a piece of work on new composition units which will be trialled in the summer term.</p>	
<p><b>8.</b></p>	<p><b>Curriculum Working Party update</b></p>	<p><b>KH</b></p>
	<p>The minutes of the Curriculum Working Party were shared as a paper for the meeting. The following was discussed:</p>	

	<ul style="list-style-type: none"> <li>• Foundation subjects are being reviewed with streamlining taking place in terms of planning, and changes are being made to RE and geography. Overall intent is to streamline and subject leads to see progression</li> <li>• Eco summit is happening on Friday 17<sup>th</sup> May. All primary schools across trust are involved, with an assembly starting the day with triad schools working together and carrying out eco style tasks</li> </ul> <p>Governors asked the following questions:</p> <p><b>What is black box EYFS data?</b> Baseline assessments made at EYFS stage. This is the first year that EYFS outcomes are being put in 'black box' to be used to judge child's progress in KS2. Previously have used KS1 assessment data but as this is no longer statutory will not be used. That is phrase being used. School assumes not find out until KS2 assessment. There is no further information on this and unsure how this will be used or what will look at currently</p> <p><b>Is there any funding attached to how well a school performs?</b> Unfortunately there is no funding for this.</p> <p><b>Have any concerns been raised re new fence?</b> No as all finding ways to navigate the site. An important observation was made with useful conversation had if not know the site. Is also a good reminder for children who are persistently late.</p>	
<p><b>9.</b></p>	<p><b>Resources Working Party update</b></p> <ul style="list-style-type: none"> <li>• <b>Risk Register</b></li> </ul>	<p><b>IF</b></p>
	<p>Minutes of the Resources WP were shared as a paper for the meeting. The following was highlighted:</p> <ul style="list-style-type: none"> <li>• Briefly spoke about group from church to tidy up garden; this will likely go ahead in term 6</li> <li>• Discusses staffing update in line with cuts spoke about. DS working on final staffing plan for next year when budget has been agreed</li> <li>• Pool continues to be challenging project. In terms of works scheduled it is likely to come in on time. A complication has arisen around equipment in plant room which, although not old, is not working and not discussions are underway with insurance company on who is liable. Will be up to the wire to be completed on original timeline and will be disappointing if need to delay swimming further.</li> <li>• Costs are rising for residential camps for years 4, 5 and 6. Will need to see whether parents are ok with this.</li> <li>• Using local companies as sponsorship 4 life size figures to lay on zig zag lines, to deter parking, have been purchased. Also exploring the option of getting railings put in to deter dropping off on the zig zags.</li> <li>• Risk register updated and shared within meeting pack. The main changes are budget challenges and update on pool. This will be revisited within Resources WP.</li> </ul>	
<p><b>10.</b></p>	<p><b>Foundation Working Party update</b></p>	<p><b>DC</b></p>
	<p>In addition to the earlier presentation the LGC were given the following updates:</p> <p>RE curriculum is being refreshed with 6 lessons per term now in place, in line with diocese. It was felt the previous 3 lessons per term were insufficient. Lesson plans will follow.</p>	

	Due to funding given by SACRE resources which are housed at school can be loaned out. Looking at the delivery of assemblies and have 3 years of resources to deploy. It was noted the assemblies not need to be delivered in any order.	
<b>11.</b>	<b>AOB (Please notify clerk of any matters ahead of the meeting)</b>	<b>All</b>
	<p><b>Smartphone Free Childhood movement</b>  RM shared this is a group of parents who want to focus on smartphone free movement, and want to look at engagement of using smartphone of children under age of 16. There is a big campaign within parliament to not allow smartphones for under 16s.  Had initial meeting with DS about sharing information in school newsletters to try and build energy and momentum around this. There has been big successes elsewhere and is around getting power of collective voice.  This is specifically about educating children about the dangers of smart phone usage. The movement is not about anti-technology.</p> <p>The LGC discussed the pros and cons and it was agreed that this is part of a much bigger conversation and whilst there may be differences of opinions it is about raising awareness in a non-judgemental way.</p> <p><b>Reception 2024 intake</b>  It was commented that September 2024 will be where babies born during lockdown will be starting school with the concern that many children will not have been seen by any external services and schools will need to be aware of this.</p>	
<b>12.</b>	<b>AGC meeting dates for 2023/2024</b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> July 2024</li> </ul>	

Meeting closed: 20:05

**Action Record**

	Action	By Whom	Meeting Date	Due Date
1	Minutes of previous meeting to reflect SM attendance with updated version shared on GVO	Clerk	14.05.24	completed
2	Church School Distinctiveness presentation to be shared and uploaded to GVO following meeting	DC/Clerk	14.05.24	completed
3	RE subject lead to be invited to future LGC meeting to discuss how RE is taught in school	DS	14.05.24	Term 2 meeting 2024/25

Signed: Paul Cummings

Date: 02.07.24