



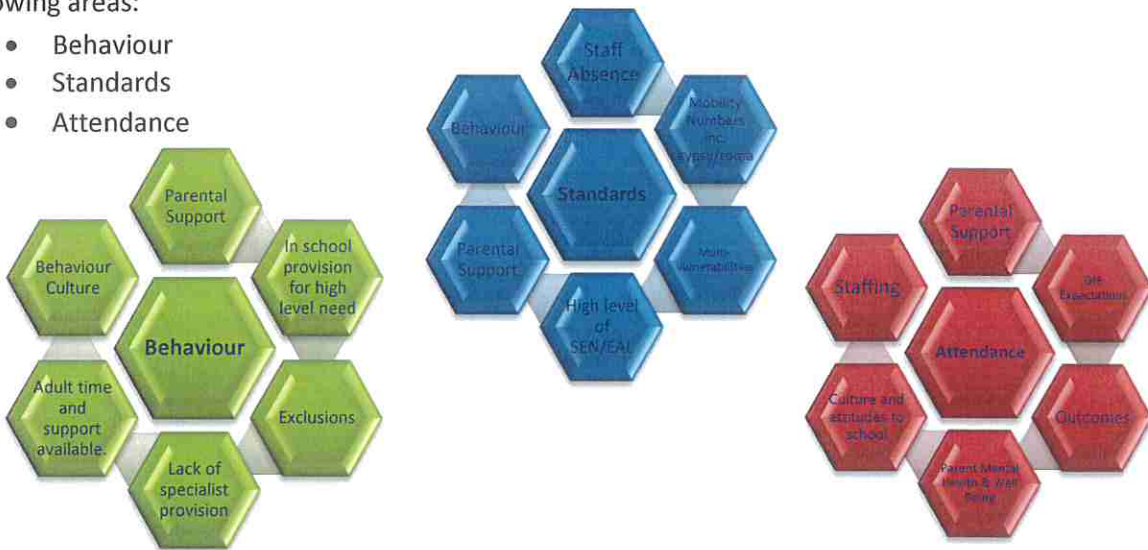
Priory Fields School
Local Governing Body Meeting
Tuesday 21st March 2023
Head Teacher: Miss Kelly Brown

Minutes of the Local Governing Body Meeting

held on Tuesday 21st March 2023 at Priory Fields School at 4pm

Governors Present: Kelly Brown (Headteacher), Henry Coates (Chair of Governors), Alison Mackintosh (Vice Chair of Governors)
Others Present: Shara Wheeler (Assistant Headteacher), Jamie Ellis (Maths Lead)
Governance Professional: Katie Banes

1	<p><u>Welcome, introductions, resignations and apologies</u> Governors were welcomed to the meeting. Apologies for absence were received from Malcolm Bowler and Raphael Miller. Apologies were accepted by the LGB and the meeting was confirmed to be quorate.</p>
2	<p><u>Declaration of Business and Pecuniary Interests</u> Governors were given the opportunity to declare any interests against this agenda. No declarations were recorded against this agenda.</p>
3	<p><u>Minutes from Term 1 Published on Website</u> The Governance Professional confirmed the minutes from the meeting held in Term 1, Tuesday 4th October 2022 have been published on the school website.</p>
4	<p><u>Approve Minutes from the previous meeting held in Term 3 – Tuesday 7th February 2023</u></p>
4.1	<p><u>Approval of Minutes</u> Previous minutes were distributed to Governors prior to the LGB meeting. The minutes of the Local Governing Body meeting held on Tuesday 7th February 2023 were approved as a true and accurate record. <i>The Chair of Governors signed the minutes to reflect this.</i></p>
4.2	<p><u>Actions</u></p> <ul style="list-style-type: none"> - Governance Professional to send skills audit to Governors. <i>This has been completed. Governors to send responses to Governance</i> - Advertise for a new Staff Governor. <i>The recruitment process for a new Staff Governor is in progress.</i> - MB and RM to carry out pupil voice on Wednesday 8th March.

	<p><i>Monitoring has been completed; monitoring report has been distributed to Governors prior to the meeting.</i></p> <ul style="list-style-type: none"> - HC to email Headteacher with possible dates for monitoring. <p><i>Monitoring dates to be set by HC/KB.</i></p>
5	<p><u>Governor Membership</u></p>
5.1	<p><u>Staff Governor</u></p> <p>Governors were informed the recruitment process for a new Staff Governor was in progress. A new Staff Governor should be in post at the next LGB meeting.</p>
5.2	<p><u>Co-opted Governor</u></p> <p>Discussions were held regarding the Co-opted Governor vacancy. It was agreed that all Governors would maintain awareness and initiate conversations with people in the local community to gather interest for potential new Governors.</p>
6	<p><u>Revivication Workshop</u></p> <p>Following the recent Trust Event, Governors worked together to review and revisit the barriers for the following areas:</p> <ul style="list-style-type: none"> • Behaviour • Standards • Attendance <div style="display: flex; justify-content: space-around; align-items: center;">  </div> <p>The first diagram (green) for Behaviour includes: Parental Support, In school provision for high level need, Exclusions, Lack of specialist provision, Adult time and support available, and Behaviour Culture. The second diagram (blue) for Standards includes: Staff Absence, Mobility Numbers inc. type/area, More vulnerable, High level of SEN/EAL, Parental Support, and Behaviour. The third diagram (red) for Attendance includes: Parental Support, Off Expectations, Outcomes, Parent Mental Health & Well Being, Culture and attitudes to school, and Staffing.</p>
7	<p><u>Curriculum Impact – Maths and Phonics</u></p>
7.1	<p><u>Maths</u></p> <p>The Maths Lead gave Governors a brief overview of the work the Trust Maths team have been working on. The Maths Team have been working on developing a new Calculation Policy which is more relevant to the curriculum, compared to when the current Calculation Policy was originally implemented. The new policy demonstrates the sequence of calculation methods to build upon for each of the calculations. The policy has been re-designed ensuring it is concrete, pictorial and abstract. It is progressive for each year group and shows suggested manipulatives to support the learning.</p> <p>The Maths Lead has carried out monitoring via book looks and pupil voice. Children were able to talk about both number and topic Maths but it was noted this was stronger in some year groups than others.</p> <p>Instead of using the Rising Stars Maths Assessments, the Maths Leads across the Trust have devised assessments using the WDAT medium term plans, this ensures the assessments are directly tailored to the assess what the children have been taught. Recent book looks were positive and demonstrated a good</p>

7.2	<p>level of challenge. Teachers have had training to ensure task design for children with SEN is appropriate; this is evident within the children's books. Plans are in place for support staff to receive the training too. A Governor asked what the data for Maths was like in the statutory assessments (SATs) last year. It was confirmed that 42% of children achieved the expected level in their Maths SATs last year. It was further commented that practice papers and evidence indicates the results should be higher this year. Through extra tutoring and additional interventions in the afternoons, books demonstrate good progress. Another Governor asked how the children are managing with the gap in learning due to covid. It was commented that teachers are led by the initial assessments at the beginning of new topics. Extra basic skills sessions have been taught and plenty of opportunities to incorporate retrieval questions are key.</p> <p>Phonics</p> <p>Priory Fields have been using the Little Wandle Phonics scheme for a year now and have invested a lot of time and resources to ensure fidelity to the scheme. The programme ensures consistency, terminology and pace for learning phonics and reduces the cognitive load. Children take part in three sessions of reading a week, which has proved to be working well.</p> <p>To support children who enter key stage two (KS2) without being able to access texts designed for KS2, there is a rapid catch up programme in place to support children make the rapid progress needed. Some of the children who do not make the expected progress in phonics are children who have a high level of SEMH (social, emotional and mental health) needs.</p> <p>A high level of training is expected to be completed by staff prior to delivering the Little Wandle Phonics scheme. A Governor asked if there is an induction process for new staff. It was confirmed that there is an induction process in place which ensures all new staff receive the relevant information to carry out their job role effectively, including necessary training.</p>
8	<p><u>Safeguarding Update</u></p> <p>The Headteacher confirmed the External Safeguarding Audit took place on Friday 10th March. Governors were informed that during the safeguarding audit, no significant concerns were raised. Some advisory actions, considered as good practice were highlighted for the school to consider. The formal report will be shared with Governors in the Term 6 LGB meeting.</p> <p>All DSLs (Designated Safeguarding Leads) have completed their refresher training. There are plans for the Leader of After School Clubs to be trained as a DSL. This should have a positive impact on other DSLs, particularly during after school hours.</p>
9	<p><u>Draft Staff Structures 2023-2024</u></p> <p>Governors were provided with anonymised staffing structures for the next academic year, 2023-2024. The Headteacher informed the LGB that it is the Trust Board who have delegated authority to approve the staffing structure however, any input or feedback from the LGB was welcome for the Headteacher to consider.</p> <p>The new Assistant Headteacher will provide extra capacity as a leadership team, which should also provide extra capacity for the Headteacher. The new Assistant Headteacher is also a SENCo and will be supporting the current SENCo; the volume of SEN children is too much for one member of staff, there are currently 127 children with SEN.</p> <p>A Governor asked where the money has come from to fund the additional Assistant Headteacher. Governors were informed the salary would be coming from Pupil Premium funding, it was also commented that there are fewer support staff employed than previously. The Headteacher continued by commenting the workload of SEN at Priory Fields would be unmanageable without them.</p>

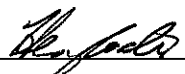
	A Governor asked if someone could be employed on a part-time basis to support the office. With a period of long-term sickness absence, workload is consistently high for those that are based in the school office. The Headteacher commented that a Trust member of admin staff has been appointed to support across all areas admin across the Trust. This member of staff has been working at Priory Fields part-time to support sickness absence. Therefore, it would not be possible to appoint an additional person at this time.
10	<u>Governor Monitoring</u>
10.1	<u>Website Monitoring</u> As part of website monitoring, Governors were provided with a range of questions and items to look for on the school website. Governors were requested to comment on accessibility and quality of the content. Governors took responsibility for different subject areas and will feedback to Governors in the next meeting.
10.2	<u>Pupil Voice</u> The monitoring report from RM was sent to Governors prior to the LGB meeting.
10.3	<u>Future Monitoring</u> Governors were welcomed to join the monitoring day on Wednesday 26 th April. Governors to contact the Headteacher or Governance Professional if they are able to attend. HC to monitor the curriculum intent. HC and Headteacher to organise a date to meet with the School Improvement Leads.
11	<u>AOB</u>
11.1	<u>Year 6 Residential Visit</u> The Headteacher requested approval from the LGB to take Year 6 to Bowles in July 2023, for their residential trip. All Governors present approved the residential trip to take place at Bowles.
11.2	<u>Governor Training</u> Governors were welcomed to attend Governor training on Tuesday 2 nd May, 6pm – 8pm at Priory Fields School Hall. Governors to email the Trust Governance Professional to confirm their attendance.
11.3	<u>Date of the next LGB Meeting</u> The rearranged LGB meeting from Term 2 was agreed to be scheduled for Tuesday 23 rd May at 4pm.
12	<u>Confidentiality of Proceedings</u> Governors agreed there were no items of a confidential nature discussed during the meeting.
13	<u>Publication of Minutes</u> The date of the next LGB meeting is Tuesday 23 rd May, at which these minutes will be approved and published.

Action Points

10.1 Governors to complete website monitoring.

10.1 HC and Headteacher to organise a date to meet with the School Improvement Leads.

Minutes taken by Governance Professional, Katie Banes

Signed by Chair of Governors:  Date: 23/5/23

Henry Coates