



Priory Fields School
Local Governing Body Meeting
Tuesday 23rd May 2023
Head Teacher: Miss Kelly Brown

Minutes of the Local Governing Body Meeting

held on Tuesday 23rd May 2023 at Priory Fields School at 4pm

Governors Present: Kelly Brown (Headteacher), Henry Coates (Chair of Governors), Roanna Hamilton, Alison Mackintosh (Vice Chair of Governors), Raphael Miller

Others Present:

Governance Professional: Katie Banes

1	<p><u>Welcome, introductions, resignations and apologies</u></p> <p>Governors were welcomed to the meeting. Roanna Hamilton was welcomed to the meeting as the new Staff Governor for Priory Fields School LGB.</p> <p>Apologies for absence were received from Malcolm Bowler. 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></p> <p>Governors were given the opportunity to declare any interests against this agenda.</p> <p>Roanna Hamilton to complete declaration of business interests form.</p> <p>No declarations were recorded against this agenda.</p>
3	<p><u>Minutes from Term 3 Published on Website</u></p> <p>The Governance Professional confirmed the minutes from the meeting held in Term 3, Tuesday 7th February 2023 have been published on the school website.</p>
4	<p><u>Approve Minutes from the previous meeting held in Term 4 – Tuesday 21st March 2023</u></p>
4.1	<p><u>Approval of Minutes</u></p> <p>Previous minutes were distributed to Governors prior to the LGB meeting.</p> <p>The minutes of the Local Governing Body meeting held on Tuesday 21st March 2023 were approved as a true and accurate record.</p> <p><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"> - Governors to complete website monitoring and send findings to Governance Professional. <p><i>This has been completed and will be discussed further under agenda item number 7.</i></p>

	<p>- HC and Headteacher to organise a date to meet with the School Improvement Leads to carry out Governor monitoring. <i>This has been completed. Monitoring date has been confirmed for Tuesday 13th June at 1:30pm.</i></p>
5	<u>Governor Membership</u>
5.1	<p><u>Staff Governor</u></p> <p>The Staff Governor vacancy has now been filled by Roanna Hamilton. Roanna Hamilton was appointed on the 18th May 2023, with a term of office for four years.</p>
5.2	<p><u>Co-opted Governor</u></p> <p>The Headteacher informed Governors she had been made aware of some potential new Governors. Further discussions will be held with individuals, more feedback will be provided at the next LGB meeting.</p>
6	<u>Safeguarding Update</u>
6.1	<p>Results from the external safeguarding audit have now been shared with the Trust Board. Governors were informed that the audit findings were very positive, with very few things to improve on – those of which were identified as enhancing practices which are already in place.</p>
6.2	<p>Staff and Governors have recently received additional safeguarding training with regards private fostering and support which should be in place for those who are privately fostered.</p> <p>A Governor highlighted it was 'Carers Week' and the local charity, Dover Smart Project were holding an event. Information was given to the Family Liaison Officer by the Vice Chair of Governors to share with those as appropriate.</p> <p>The Headteacher raised her ongoing concerns for the children whose parents have poor mental health and the potential long-term harm that could cause to the child. Unfortunately, there is limited support from outside agencies to support these families effectively.</p>
7	<u>Governor Monitoring</u>
7.1	<p><u>Website Monitoring</u></p> <p>Website monitoring has been completed and outcomes shared with Governors.</p> <p>The website includes comprehensive information about the school and school policies; it was also confirmed to be statutory compliant.</p>
7.2	<p><u>SATs (Statutory Assessment Tests) Monitoring</u></p> <p>SATs monitoring was carried out by Malcolm Bowler to ensure all administration was carried out appropriately and as per the guidance from the Department for Education (DfE). Written report to follow as has not yet been received.</p>
7.3	<p><u>Planned Governor Monitoring</u></p> <p>A monitoring visit has been scheduled for Tuesday 13th June at 1:30pm with HC to monitor the Quality of Education/Curriculum Intent.</p>
8	<p><u>SEF Workshop – Quality of Education</u></p> <p>Governors were provided with an updated overview of the Quality of Education section from the SEF.</p>

8.1	<p>The SEF states the curriculum has been designed to engage all learners across all subject areas. Children are provided with a comprehensive range of real-life learning experiences; this particularly supports our disadvantaged pupils and those with SEND with the development of cultural capital, giving them access to experiences otherwise unavailable to them. Some of the real-life learning experiences children have experienced has included archery, fossil hunting, exploring the heart, learning to music instruments and much more.</p> <p>Pupil voice from a recent Trustee monitoring visit, demonstrated that children were able to talk confidently about their learning, particularly their experiences from their learning lift offs and learning landings.</p>
8.2	<p>The curriculum journey follows the process of Learning Lift-Off > Knowledge Check-in > The Big Idea > The Journey > Learning Landing. The same approach and learning process is applied to all topic areas. A Governor asked if children are able to differentiate the different subjects within topic lessons. The Headteacher commented that children are getting increasingly better at identifying the individual subjects. The curriculum follows a question based approach whereby children have to answer questions based on their lesson to demonstrate their learning. The Headteacher commented assessments for foundation subjects is the next area to improve, to allow for a good overview of where children are within individual foundation subjects.</p>
8.3	<p>The Teaching and Learning Strategy incorporates strategies to maximise learning time for all pupils, develop independence and ensure learning is progressive and considers pupils' starting points. It allows for opportunities to check pupils' learning and retrieval which is an integral part of the strategy, along with the development of vocabulary across all subjects.</p>
8.4	<p>The school continues to follow the Little Wandle phonics scheme approach. The teaching of phonics is consistent and of a good standard across the school. However, some children are still not where they should be. It has also been highlighted that the assessment units within the Little Wandle scheme only assesses the unit of work just taught, rather than including previous learning. Children in year one and two have been completing practise phonics checks; it has been identified that some children will not be able to access the test.</p> <p>A Governor asked if there is a disparity within the teaching of phonics. Teaching of phonics has been monitored by the Headteacher, Phonics Lead and other Leaders across the Trust; the quality of teaching is good and better than prior to the implementation of the Little Wandle scheme.</p> <p>The Headteacher stated the classes of children are very different and have very different needs. It was noted that some children in year one will not be able to access the test, these children have significant social, emotional and mental health needs.</p> <p>A Governor asked if there are any on-going subscriptions or resources which would be required for phonics. Some additional resources have had to be purchased and may need to be purchased to replace damaged resources or to support additional needs within the school. There is also an e-book subscription which has to be purchased annually.</p>
9	<p><u>Ofsted Expectations</u></p> <p>The LGB discussed the prospect of an Ofsted Inspection in the very near future for Priory Fields. Currently, behaviour, attendance and outcomes are not where they should be. Governors discussed some of the current concerns and challenges the school are facing.</p> <p>Behaviour can be challenging at times, which has resulted in suspension of pupils heavily increasing. There are various children who are on part-time time tables as they are not able to access a full day of learning</p>

	<p>successfully. Moving forward, nurture groups will be trialled in term six to see if this benefits the children and supports the children by enabling them to extend their day.</p> <p>Outcomes from previous monitoring led to staff training on adaptive teaching and staff have also been assigned monitoring buddies. The monitoring buddies will observe each other and ensure misconceptions are addressed, rather than embedded.</p> <p>It was highlighted that long-term solutions will have an impact on finances, staffing and physical space available. Headteacher to feedback on the progress of the nurture group in the next LGB meeting.</p>
10	<p><u>Any Other Business</u></p> <p><u>CEO Resignation</u></p> <p>Governors were informed the CEO will be retiring in December 2023, the recruitment process for a new CEO is in place.</p> <p><u>Science</u></p> <p>The Staff Governor, as Science Lead gave a brief overview of the work she has been involved in with the Science Leads across the Trust.</p> <p>Science Leads carried out monitoring across the Trust; which demonstrated good evidence of progression and use of vocabulary. It was noted that some year groups had stronger evidence than others, with some inconsistencies noticed. The Science team led a staff meeting, providing training to improve pupil retrieval processes and how to work scientifically. It had also been identified that some misconceptions are not addressed at the time of being raised; moving forward, misconceptions will be addressed as and when they arise.</p>
11	<p><u>Confidentiality of Proceedings</u></p> <p>Governors agreed there were no items of a confidential nature discussed during the meeting.</p>
12	<p><u>Publication of Minutes</u></p> <p>The date of the next LGB meeting is Tuesday 17th June, at which these minutes will be approved and published.</p>

<u>Action Points</u>
<p>2. Governance Professional to ensure RH completes declaration of business interest form.</p> <p>7.1. Share written report from SATs monitoring visit.</p>

Minutes taken by Governance Professional, Katie Banes

Signed by Chair of Governors: Henry Coates Date: 27/6/23

Henry Coates