



Priory Fields School
Local Governing Body Meeting
Tuesday 27th June 2023
Head Teacher: Miss Kelly Brown

Minutes of the Local Governing Body Meeting

held on Tuesday 27th June 2023 at Priory Fields School at 4pm

Governors Present: Malcolm Bowler, Kelly Brown (Headteacher), Henry Coates (Chair of Governors),
 Roanna Hamilton

Others Present: Eleanor Belchem (PE Lead), Claire Watson (MFL Lead) and Shara Wheeler

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 Alison Mackintosh 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. Henry Coates declared an interest as his position as a teacher at Astor College secondary school.</p>
3	<p><u>Minutes from Term 4 Published on Website</u> The Governance Professional confirmed the minutes from the meeting held in Term 4, Tuesday 21st March 2023 have been published on the school website.</p>
4	<p><u>Approve Minutes from the previous meeting held in Term 5 – Tuesday 23rd May 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 23rd May 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"> - RH to complete declaration of interest form. <i>The Governance Professional confirmed this has been completed.</i> - Written report from MB SATs monitoring to be shared with Governors. <i>This has not yet been completed. Governance Professional to follow up.</i>

4.3	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> - A Governor requested feedback from the Staff Governor following the action points raised in presentation during the last LGB meeting. <p><i>Governors were informed that since the last LGB meeting, feedback had been given to all staff. Lesson observations and pupil voice has been carried out and staff were focussing to ensure full coverage of the Science curriculum by the end of the term.</i></p>
5	<p><u>PE (Physical Education) and MFL (Modern Foreign Languages) Subject Presentations</u></p> <p>Both the PE and MFL Lead gave a brief overview of the progress they have made within their subjects.</p> <p><u>PE</u></p> <p>By the time children leave Priory Fields, the aim is to give all children the opportunity to participate in a broad range of sporting activities and to be competitive within the school and wider community, and encourage healthy lifestyles.</p> <p>Priory Fields achieved the Gold School Sports Mark last year and are hoping to achieve Gold again this year. Priory Fields have only achieved the Bronze and Silver award once in the past. The long-term aim is to achieve the Platinum award; you have to achieve four consecutive Gold awards to achieve Platinum.</p> <p>A new assessment format has been trialled and successfully implemented. The assessment allows for tracking of children who have special educational needs (SEN), are pupil premium and have English as an additional language (EAL). The new assessment format is much more manageable for staff and allows staff to easily identify the next steps. A Governor asked if there is a particular area of weakness for GRT (Gypsy/Roma/Traveller) and EAL children. The PE lead commented that there appears to be a high level of interest in football and rugby for the boys and gymnastics for the girls.</p> <p>Children of all ages have participated in a range of sports events and competitions, this has included:</p> <ul style="list-style-type: none"> - Golf experience day - Dover School Games Tag-Rugby - Dover School Games Basketball - WDAT Football - WADT Football Tournament - WDAT Swimming - Dover School Games Swimming Gala - Dover School Games Netball - WDAT Cheerleading and Cross Country - Bikeability - Dover Games and WDAT Cross Country <p><u>MFL</u></p> <p>The MFL Lead explained to Governors the school teaches French as the MFL and follows a programme of work called Salut to support teaching. The WDAT MFL Leads have been meeting regularly to adapt the planning to reduce the complexity of the plans and highlight areas for retrieval skills within the planning.</p> <p>Learning objectives have been changed to use questions and challenge instead. To assess pupil learning, the national curriculum and key progression grid has been used to highlight those children who are not on track. It was highlighted that year three and four use floor books to gather and record evidence; these</p>

	books then go with the classes as they move up through the school. Year five and six record their learning in their own books, as well as the floor books.
6	<u>Head Teacher's Report</u>
6.1	<p>The Head Teacher Report was sent to Governors prior to the LGB meeting.</p> <p>It was highlighted that attendance continues to be challenging for a variety of different factors.</p> <p>The school have applied for eight penalty notices for unauthorised absence. 75% of these children have shown an improvement in their attendance following this process.</p> <p>Punctuality also continues to require improvement however, attendance remains the main focus.</p> <p>GRT attendance has dropped significantly. Governors were informed there has been a lot of bereavement which has required families to travel to their home countries. In addition to this, many families have sought medical treatment from their home country, as they are able to be seen and treated quicker than in England.</p> <p>Any child whose attendance is less than 90% is categorised as persistent absence. For 25% of the persistent absentees, some absence is due to school based anxieties.</p>
6.2	<p>There has been a substantial increase in the number of suspensions issued. Suspensions have been issued as a result of high level unacceptable behaviour and posing health and safety risks to both staff, pupils and themselves.</p> <p>A Governor asked if there had been any permanent exclusions issued. The Head Teacher confirmed there had not been any permanent exclusions issued.</p>
6.3	<p>Ninety-two (92) children have received school-led tutoring in school. Two thirds of the pupils in receipt of tutoring are pupil premium. Attendance to all tutoring sessions varies across the school but, the progress made following the tutoring is good.</p> <p>Governors were informed the number of children in receipt of tutoring is likely to drop next year as the funding is being reduced.</p>
7	<u>Pupil Premium Review</u>
7.1	<p>Governors were provided with the review of year two (of three) of the Pupil Premium Strategy.</p> <p>Governors acknowledged the huge impact the School Improvement Leads have had, acknowledging the impact of the funding. School Improvement Leads have implemented a research-based strategy for teaching the curriculum. The biggest impact has been evident within the foundation subjects.</p> <p>The Little Wandle Phonics scheme is well established across the school, ensuring fidelity to the scheme. The scheme follows a clear and uniform approach, with staff completing additional training as and when necessary. Regular monitoring of the teaching of Little Wandle has taken place, demonstrating good teaching of Phonics across the school. However, the progress is not yet fully demonstrated within the pupil data.</p>
7.2	<p>Governors were informed that if the pass mark for the phonics screening check remains the same as previous years, 55% of children in Year 1 will pass the phonics screening. Two children were dis-applied and other children who did not pass are also persistent absentees. In term one, only 40% of children could recognise GPCs; additional teaching, catch up support and interventions have been implemented to secure progress. 17% of children who passed were pupil premium. 63% of children passed the phonics screening</p>

	<p>check last year, however it was highlighted to Governors that both cohorts of children are very different and have a high level of need.</p> <p>In Year 2, 65% of children have reached age related expectations for reading; this includes 58% of children who are pupil premium.</p>
7.3	<p>Developing an oracy plan has not yet been implemented; this is something which will be worked on next year as part of the three-year plan. The Head Teacher informed Governors the funded 'Speech Bubbles' (speech and language intervention) intervention which was carried out in key stage one. Initial feedback suggests that some children have made good progress as a result of the intervention.</p>
7.4	<p>The NELI (Nuffield Early Language Intervention) programme was implemented for nine (9) children in reception. Seven out of the nine (7/9) children who participated in the programme have met the expected level in language, attention and understanding and speaking at the end of the year. Five (5) of the children who took part in the programme are entitled to pupil premium.</p>
7.5	<p>Implications for next year include funding for a whole school oracy programme. Further research is required by leaders prior to establishing a new programme.</p> <p>Assessment in foundation subjects will continue to be a priority, ensuring subject leaders are able to identify children who are pupil premium and analyse pupil premium data within their subjects effectively. Further exploration of the SEND aspect of the Little Wandle programme is needed as this has been identified as needing further support in school. In addition to this, a carefully planned approach to year two phonics will be needed to ensure accelerated progress is made to ensure children are able to catch up to meet age related expectations.</p>
8	<p><u>Sports Premium</u></p>
8.1	<p><u>2022-2023 Review</u></p> <p>The Sports Premium Review was sent to Governors prior to the meeting.</p> <p>A proportion of the sports premium funding goes towards the sports coach salaries. A Governor asked if the Trust are paying them well in order to support retention of staff. Governors were informed support staff had recently received a pay increase and that it was issued early to support staff and the cost of living. Priory Fields has a Sports Coach every day, with both St Martin's and Vale View receiving two and a half days each. The cost is split accordingly across the three schools.</p>
8.2	<p><u>Sports Premium Plan 2023-2024</u></p> <p>The Sports Premium for 2023-2024 will be reviewed for approval in the next LGB meeting.</p>
9	<p><u>Safeguarding Audit</u></p> <p>The Head Teacher shared an overview of the outcomes and recommendations from the external safeguarding audit. An overview of some of the recommendations are indicated below:</p> <ul style="list-style-type: none"> - As the FLO (Family Liaison Officer) is very active in supporting some of the school's more vulnerable families, it was recommended the FLO undertakes more advanced safeguarding training. - It was suggested that Trust DSL meetings are held once a seasonal term. A meeting took place this term, therefore this has already been implemented. - For good practice, birth certificates should be requested as part of the safer recruitment process. It was highlighted that this is not statutory, but good practice. - It was identified that some staff were unsure of the role of the LADO. To address this, training will be provided for staff.

	<ul style="list-style-type: none"> - It was also suggested that the Governor responsible for safeguarding completes safer recruitment training. MB agreed to complete the training. MB to liaise with Governance Professional to organise a suitable date to complete training. <p>The Head Teacher assured Governors no items were rated as a high level of concern.</p> <p>The summary of recommendations from the audit will be sent to Governors.</p>
10	<p><u>Governor Monitoring</u></p> <p>Governors reviewed sections of the Ofsted Framework identifying areas they have knowledge and awareness in relation to the School Improvement Plan for Priory Fields.</p>
11	<p><u>Any Other Business</u></p> <p><u>Meeting Dates</u></p> <p>Dates have not been agreed for next year yet. Once they've been agreed by the Trust Board, they will be sent to Governors.</p>
12	<p><u>Confidentiality of Proceedings</u></p> <p>Governors agreed there were no items of a confidential nature discussed during the meeting.</p>
13	<p><u>Publication of Minutes</u></p> <p>The date of the next LGB meeting will be sent to Governors once the schedule has been agreed.</p>

<u>Action Points</u>
<p>8.2 Approve Sports Premium Strategy in the next meeting.</p> <p>9. MB to liaise with Governance Professional to complete Safer Recruitment training.</p>

Minutes taken by Governance Professional, Katie Banes

Signed by Chair of Governors: Henry Coates Date: 3/10/23

Henry Coates