

Priory Fields School
Local Governing Body Meeting
Tuesday 3rd October 2023
Head Teacher: Miss Casey Hall

Minutes of the Local Governing Body Meeting

held on Tuesday 3rd October 2023 at Priory Fields School at 4pm

Governors Present: Roanna Brett, Henry Coates (Chair of Governors), Casey Hall (Acting Headteacher), Alison Mackintosh (Vice Chair of Governors)

Others Present: Claudia Marsh (Assistant Headteacher/SENCo), Shara Wheeler (Assistant Headteacher)

Governance Professional: Katie Banes

1	<p><u>Welcome, introductions, resignations and apologies</u> Governors were welcomed to the meeting and introductions were made. Malcolm Bowler was absent from the meeting. Due to personal reasons, Raphael Miller has resigned from the Local Governing Body. The resignation was accepted by the LGB. 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 new declarations of business interests were made. All Governors present updated their annual register of business interest forms.</p>
3	<p><u>Minutes from Term 5 Published on Website</u> The Governance Professional confirmed the minutes from the meeting held in Term 5, Tuesday 23rd May 2023 have been published on the school website.</p>
4	<p><u>Approve Minutes from the previous meeting held in Term 6 – Tuesday 27th June 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 27th June 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"> - Governors to approve the Sports Premium in the next meeting. <i>The Sports Premium for 2023-2024 will be covered within the agenda for this meeting.</i> - MB to complete safer recruitment training. <i>This has not yet been completed. Governance Professional to try contacting MB again.</i>
4.3	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> - Headteacher to invite the Parent Governor to the next meeting. - All Governors to continue to seek governor recruitment opportunities.
5	<p><u>Ofsted Updates</u></p> <p>The Headteacher provided Governors with an update of the recent changes Ofsted have made. A brief summary is outlined below:</p> <ul style="list-style-type: none"> - Schools should have an open and positive culture around safeguarding, pupils are protected from serious harm, both online and offline. - Staff should be vigilant and maintain an attitude of 'it could happen here'. - Inspectors will evaluate the effectiveness of the whole school approach to safeguarding. - A change which came into place in June 2023 is that school leaders can share inspection outcomes with anyone deemed appropriate. This includes sharing with those not involved in the school, providing the information is not shared with parents/carers or made public. - Governors were reminded Ofsted have their own Code of Conduct which should be adhered to by Ofsted Inspectors. Inspectors should treat everyone fairly and with respect and sensitivity. - Schools can raise concerns with Ofsted if they have concerns with any Ofsted Inspectors' conduct. - Staff are now able to have a colleague with them during meetings with inspectors and staff should be made to feel they can speak freely. - A new section has been added with regards to attendance within Behaviour and Attitudes. This refers to schools doing as much as they reasonably can to achieve the highest possible attendance. Schools should be analyzing attendance data for different groups and vulnerabilities. - If attendance is not at a consistent high level, Ofsted will still consider attendance in a positive light if the school are able to demonstrate their awareness of issues affecting attendance and there is a plan in place to improve attendance. - The Ofsted Handbook makes it clear that schools have an obligation not to discriminate against pupils based on the protected characteristics. This specifically includes not separating pupils by sex, religion, belief or gender. <p>Governors were informed that the Trust are exploring ideas for a school car which would be used for planned collection of children, for specified reasons and not as an expected service for pupils who are regularly late. The prospect of a walking bus is also being explored to see if it would be a viable option to support pupil attendance and punctuality. A Governor asked if the school has issues with lateness or mainly attendance overall. The Headteacher commented there appears to be a change in attitude and culture towards the importance of education and attending school, resulting in additional barriers to overcome. It was also commented further that penalty notices issued to persistent absentees has had a positive impact in improving attendance for some pupils.</p>

6	<u>Governance</u>																						
6.1	<p><u>Election of Chair and Vice Chair of Governors</u></p> <p><u>Chair of Governors</u></p> <p>Henry Coates nominated himself to take on the role of Chair of Governors. No other nominations were received for the role of Chair of Governors.</p> <p><i>All Governors present were in agreement for Henry Coates to be the Chair of Priory Fields Local Governing Body.</i></p> <p><u>Vice Chair of Governors</u></p> <p>Alison Mackintosh nominated herself to take on the role of Vice Chair of Governors. No additional nominations were received for Vice Chair of Governors.</p> <p><i>All Governors present were in agreement for Alison Mackintosh to be the Vice Chair of Governors for Priory Fields Local Governing Body.</i></p>																						
6.2	<p><u>Terms of Reference</u></p> <p>All Governors present reviewed the Terms of Reference for the LGB. All Governors present agreed the current terms of reference are fit for purpose.</p> <p>Governors agreed areas of responsibility as outlined below:</p> <table border="1"> <tr> <td><i>Chair of LGB</i></td><td><i>Henry Coates</i></td></tr> <tr> <td><i>Vice Chair of LGB</i></td><td><i>Alison Mackintosh</i></td></tr> <tr> <td><i>Governance Professional</i></td><td><i>Katie Banes</i></td></tr> <tr> <td><i>SEND</i></td><td><i>Roanna Brett</i></td></tr> <tr> <td><i>Child Protection / Safeguarding</i></td><td><i>Malcolm Bowler</i></td></tr> <tr> <td><i>Pupil Premium</i></td><td><i>Henry Coates</i></td></tr> <tr> <td><i>Quality of Education</i></td><td><i>Malcolm Bowler</i> <i>Henry Coates</i></td></tr> <tr> <td><i>Personal Development</i></td><td><i>Henry Coates</i></td></tr> <tr> <td><i>Behaviour and Attitudes</i></td><td><i>Malcolm Bowler</i> <i>Roanna Brett</i></td></tr> <tr> <td><i>Leadership and Management</i></td><td><i>Alison Mackintosh</i></td></tr> <tr> <td><i>EYFS</i></td><td><i>Alison Mackintosh</i></td></tr> </table>	<i>Chair of LGB</i>	<i>Henry Coates</i>	<i>Vice Chair of LGB</i>	<i>Alison Mackintosh</i>	<i>Governance Professional</i>	<i>Katie Banes</i>	<i>SEND</i>	<i>Roanna Brett</i>	<i>Child Protection / Safeguarding</i>	<i>Malcolm Bowler</i>	<i>Pupil Premium</i>	<i>Henry Coates</i>	<i>Quality of Education</i>	<i>Malcolm Bowler</i> <i>Henry Coates</i>	<i>Personal Development</i>	<i>Henry Coates</i>	<i>Behaviour and Attitudes</i>	<i>Malcolm Bowler</i> <i>Roanna Brett</i>	<i>Leadership and Management</i>	<i>Alison Mackintosh</i>	<i>EYFS</i>	<i>Alison Mackintosh</i>
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7	<p><u>Sports Premium 2023-2024</u></p> <p>The Sports Premium for 2023-2024 was sent to Governors prior to the meeting.</p> <p>Governors were in agreement with the content of the Sports Premium Strategy for 2023-2024 however, the monetary values were not included on the strategy. Governors requested monetary values to be added.</p> <p><i>With the addition of the monetary values, Governors approved the Sports Premium Strategy for 2023-2024.</i></p> <p>The Headteacher informed Governors a PE Deep Dive will be taking place later in the academic year; Governors will be invited to attend as part of their monitoring. Governance Professional to contact Governors once the date is available.</p>																						
8	<p><u>Vision & Values Review</u></p> <p>Governors were reminded of the vision and values for Priory Fields.</p> <p>Priory Fields' value animals are Responsible Raccoon, Respectful Rabbit, Open Minded Octopus, Collaborative Cat, Adventurous Aardvark, Aspirational Ant and Happy Hippo.</p>																						

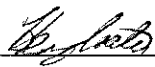
	<p>The values remain appropriate and therefore no changes are required. Staff have been working hard to model the values and how children can reflect the school values within their learning.</p>
9	<p><u>SIP Review</u></p> <p>Governors recapped the review of the School Improvement Plan (SIP) which was shared in the last LGB meeting.</p> <p>Governors were informed there will be a slightly different structure to the new SIP this year and the new SIP and key priorities will be shared in the next meeting.</p> <p>For quick reference when reviewing the SIP, Governors requested Governor names are put alongside the area of responsibilities allocated to Governors in the new SIP.</p>
10	<p><u>Educational Performance</u></p> <p>Educational performance data was made available to Governors prior to the LGB meeting.</p> <ul style="list-style-type: none"> - Key stage one data is broadly in line with national data. - There has been a significant improvement in key stage two data. 51% of children achieved the combined expected level by the end of key stage two. 12% of EAL children achieved greater depth. - No pupils achieved greater depth in all three subjects; reading, writing and maths. - Children in year one are having double phonics lessons this year to support good progress in phonics and reading. It was agreed that Governors would learn more about 'reading ropes' in the next LGB meeting. - Actions from the data summary to be shared in the next meeting. - There has been a positive start to the academic year for attendance, with whole school attendance sitting at 96% at the time of the meeting. It was commented that there are still some children in key stage one who are on part-time timetables which affects the overall attendance figures. <p><u>Suspensions</u></p> <p>The data shared with Governors included suspension data from last year. Governors were informed there had already been some suspensions in term one. A Governor asked if the Headteacher had noticed behaviour had deteriorated for some pupils or if a firmer approach has been provided.</p> <p>The Headteacher commented that the school has taken a firmer approach to ensure there is a safe environment for all children, whilst ensuring children are growing up in a world where there are consequences for behaviour. A Governor asked how many of the children who had been suspended should be in provision. Governors were told one out of the two children who had received suspensions in term one should be in specialist provision.</p>
11	<p><u>Science Deep Dive</u></p> <p>Due to time constraints during the meeting, feedback from the Science Deep Dive will be shared in the next meeting.</p>
12	<p><u>Safeguarding Training</u></p> <p>Governors present received training to inform them of the updates to Keeping Children Safe in Education 2023. Governors present signed to confirm they had received safeguarding training and had access to Keeping Children Safe in Education 2023. Governance Professional to ensure any Governors absent receive safeguarding training.</p>
13	<p><u>Policies</u></p> <p>Governors were informed the Behaviour Policy remains in place, but is under review. Governors approved the Behaviour Policy and invited the Headteacher to present a revised version of the Behaviour Policy in future meetings if necessary.</p>

14	<p><u>Any Other Business</u></p> <p><u>Year 6 Residential</u></p> <p>Governors were informed that following the visit to Bowles in July, there were strong reservations with regards to returning to Bowles next year.</p> <p>Governors were in full agreement for an alternative provision to be sought and continue to go ahead next year. Governors acknowledged the value in children having the opportunity to attend a residential trip.</p>
15	<p><u>Confidentiality of Proceedings</u></p> <p>Governors agreed no items of confidentiality were raised during the meeting.</p>
16	<p><u>Publication of Minutes</u></p> <p>The next LGB meeting will be held on Tuesday 21st November at 4pm, at which these minutes will be reviewed and approved.</p>

<u>Action Points</u>	
4.2 MB to liaise with Governance Professional to complete Safer Recruitment training.	
7. Monetary values to be added to the Sports Premium Strategy for 2023-2024.	
7. Governance Professional to contact Governors once the date is available.	
10. Reading Ropes demonstration for Governors in the next LGB meeting.	
11. Science Deep Dive feedback to be shared in the next LGB meeting.	
12. Governance Professional to ensure any Governors absent receive safeguarding training.	

Minutes taken by Governance Professional, Katie Banes

Signed by Chair of Governors:



Date:

21/11/2023

Henry Coates