



Priory Fields School
Local Governing Body Meeting
Tuesday 21st November 2023
Head Teacher: Miss Casey Hall

Minutes of the Local Governing Body Meeting

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

Governors Present: Henry Coates (Chair of Governors), Pavel Gina, Casey Hall (Acting Headteacher), Alison Mackintosh (Vice Chair of Governors), Shelley Yalden

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

Governance Professional: Katie Banes

1	<u>Welcome, introductions, resignations and apologies</u> Governors were welcomed to the meeting and introductions were made. Apologies for absence were received from Malcolm Bowler and Roanna Brett. Governors present accepted apologies for absence. The meeting was confirmed to be quorate.
2	<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.
3	<u>Minutes from Term 6 Published on Website</u> The Governance Professional confirmed the minutes from the meeting held in Term 6, Tuesday 27 th June 2023 have been published on the school website.

4	<p><u>Approve Minutes from the previous meeting held in Term 1 – Tuesday 3rd October 2023</u></p> <p>4.1 <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 3rd October 2023 were approved as a true and accurate record.</p> <p><i>The Chair of Governors signed the minutes to reflect this.</i></p> <p>4.2 <u>Actions</u></p> <ul style="list-style-type: none"> - Monetary values to be added to the Sports Premium Strategy for 2023-2024. <i>This has been completed. Governance Professional to send Sports Premium Strategy to Governors via email.</i> - MB to liaise with Governance Professional to complete Safer Recruitment training. <i>This has been scheduled to take place in early December.</i> - Governance Professional to invite Governors to PE Deep Dive monitoring once the date is available. <i>Date to be finalised and sent on to Governors.</i> - Reading Ropes demonstration for Governors in the next LGB meeting. <i>This is covered within the meeting agenda.</i> - Science Deep Dive feedback to be shared in the next LGB meeting. <i>Due to Staff Governor absence, this had to be postponed to the next meeting.</i> - Governance Professional to ensure any Governors absent receive safeguarding training. <i>This will be organised for all Governors required, to meet at the same time.</i>
5	<p><u>Governance</u></p> <p>Pavel Gina and Shelley Yalden have both been appointed as new Parent Governors on the Local Governing Body. They will both serve a term of office for four years.</p>
6	<p><u>Ofsted Updates</u></p> <p>A series of research has been carried out by Ofsted on behavior and attitudes. Their key findings are outlined below:</p> <ul style="list-style-type: none"> - More than two out of five teachers (42%) who took part in a recent Ofsted survey on pupil behavior said it had worsened since the pandemic. - The top three reports impacts on primary schools were; staff absence due to stress, teaching staff leaving the school and staff absence due to mental health issues. <p>The Headteacher highlighted that it is important that certain factors are considered and instilled from an early outset to secure good behaviour. This includes rules and expectations being established from the beginning of school life, a calm and orderly environment, helping pupils to feel safe in school, supporting pupils' mental health and promoting good behaviour and attendance.</p>
7	<p><u>Statutory Updates</u></p> <p>The Statutory Assessments for Key Stage One (Year Two) has become optional for schools. Governors were informed schools only needed to contact the DfE (Department for Education) if they did not wish to continue to use the statutory assessments. The only purpose for this is ensure test papers are not unnecessarily sent to schools. A Governor asked if the data would have to be submitted if schools choose</p>

	to continue with the statutory assessments. The Headteacher confirmed that data would not be required to be submitted and any data collated from the assessments would be used internally only.
8	<u>Headteacher Report</u>
8.1	<p>The Headteacher Report was sent to Governors prior to the LGB meeting.</p> <p>A Governor commented that parental engagement at the school is very encouraging; the LPPA (Leading Parent Partnership Award) parent award has positively supported the school in continuing to build positive relationships with the school.</p> <p>The LPPA provides a clear framework and goals for delivering effective parent engagement. An evaluation meeting with LPPA has been booked for April 2024. A Governor asked how the school would monitor the effectiveness of the LPPA programme. It was stated that an evaluation has been booked with LPPA direct for April 2024. Feedback is collated from parents via surveys (including anonymous surveys) and parent voice. Feedback from parents was collated at the recent Parent Consultations, the feedback was overwhelmingly positive and many actions identified too. Evaluation of the parent survey will be shared with Governors later. A Governor proceeded to ask if the school would identify any groups of parents who did not engage with the Parent Consultations. The Headteacher explained that it is within the Staff Handbook for teachers to contact parents via telephone if they do not attend Parent Consultations.</p>
8.2	<p>Pupil roll numbers have dropped over the past two years, the school has not decreased it's PAN as a result. New marketing options are being explored to promote the school. It was commented that the school has not received any in-year fair access requests.</p> <p>Whole school attendance is 93.7% from 4th September to 10th November 2023; this is currently above the national average. Priory Fields always strives for the highest attendance as possible, aiming for at least 96% and above. It was commented that a CME (child missing in education) has been off-rolled since the data was generated for Governors, therefore increasing the attendance figure slightly.</p> <p>The Trust have been looking at different options in order to support attendance further. Options have included the possibility of a Trust vehicle and a walking bus; both options are still within the preliminary stages.</p>
8.3	<p>Some suspensions have had to be issued in order to be able to maintain a safe and calm environment for all. There has been an increase of physical incidents taking place, particularly within key stage one.</p> <p>It was explained that following a suspension, a reintegration meeting takes place to review what led to the behaviours that resulted in suspension. The intention is that this approach will reduce the risk of suspension happening again. The Headteacher stated she is highly focussed on reducing the number of suspensions issued.</p>
8.4	Governors were informed the FLO (Family Liaison Officer) has resigned to undertake a new job role outside of education. A full time teacher has been recruited to replace a teacher who left at the end of term one.
9	<u>School Evaluation Form (SEF)</u> <p>The Headteacher went through the school SEF with Governors, where Governors identified their knowledge and understanding of the progress the school had. The curriculum model has become part of</p>

	<p>the school community and part of the learning process. The school is now at the implementation and impact stage and ensuring that learning is as good as it can be in all classes.</p> <p>The teaching and learning strategy enables children to showcase their learning; holding staff accountable. Governors acknowledged those responsible for the incredible amount of work that has been put into the Teaching and Learning Strategy. The Headteacher confirmed the 'intent' has been embedded and the school are now working on the implementation stage.</p> <p>Knowledge Organisers have been shown to reduce the cognitive load for pupils. Foundation subject assessments have been changed to reduce workload and make assessments more manageable. Class teachers identify any children who have not achieved the expected standard and send their data to subject leaders. The next steps are for subject leads to analyse data in depth and gain a greater understanding of the data for their subjects across the school.</p> <p>All subject leaders have a Trust subject coach/mentor who they work and meet with every term.</p>
10	<p><u>School Improvement Plan (SIP) & Key Priorities</u></p> <p>Governors were informed the School Improvement Plan was still under review from the CEO and therefore would be shared in full with Governors at the next meeting.</p> <p>Governors were informed of the key priorities for 2023-2024, which are:</p> <p><u>Quality of Education</u></p> <ul style="list-style-type: none"> ▪ Teaching and learning leads to good outcomes for all children. ▪ Assessment processes and procedures are fully embedded. ▪ The ambitious curriculum continues to be adapted to meet the needs of all children. <p><u>Behaviour and Attitudes</u></p> <ul style="list-style-type: none"> ▪ A strong culture of positive behaviour management leads to calm, safe and secure school environment. ▪ School attendance continues to improve. ▪ A programme of pastoral support is in place, which meets the needs of children with all barriers to learning. <p><u>Personal Development</u></p> <ul style="list-style-type: none"> ▪ Children have access to a wide, rich set of experiences, which develop their talents and interests. ▪ Children understand how to keep themselves safe from all forms of harm both in school and in the community. ▪ Children understand how they can positively contribute to their community as active citizens both now and in the future. <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> ▪ Subject leaders are confident in evaluating the impact of their subject. ▪ The leadership of SEND leads to appropriate provision for all. ▪ Parental engagement is a priority for all staff. ▪ A culture of sustainability is evident. ▪ Governance is strong. <p><u>EYFS (Early Years Foundation Stage)</u></p> <ul style="list-style-type: none"> ▪ Parents engage fully in their child's learning in the EYFS. ▪ Teaching and learning across the EYFS is Good.

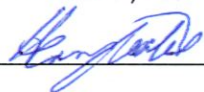
	<ul style="list-style-type: none"> ▪ Opportunities for language enrichment and development of children's language and communication skills is embedded. ▪ The curriculum is robust and well sequenced. <p>The Headteacher informed Governors that staff appraisal targets have been set in line with the key priorities.</p>
11	<p><u>Governor Monitoring</u></p> <p>Governors agreed to organise the following monitoring opportunities:</p> <ul style="list-style-type: none"> - HC to monitor quality of education. CH to organise date with HC. - MB/RB to carry out parent voice at parent consultations to monitor behaviour and attitudes in March. - AM to monitor EYFS.
12	<p><u>Curriculum Impact</u></p> <p><u>Reading Ropes</u></p> <p>Reading Ropes have replaced the previously used 'RIC' (Retrieval, Interpret and Choice). Reading Rope principles are based on reading skills that are split into strands, which are built on progression and retrieval practice around class and school and maximises links to the creative curriculum.</p> <p>Reading Rope sessions are designed to hone in on specific reading skills in short sessions across the week. Prior to implementing Reading Ropes, the Trust English team worked together to refine the medium term plans to ensure the skills and plans are fit for purpose.</p>
13	<p><u>Safeguarding</u></p> <p>Following a recent safeguarding audit carried out by the Executive Lead, a few actions have been carried out to ensure best practice:</p> <ul style="list-style-type: none"> - Fire safety procedures have been reviewed, with new documentation to complete to ensure consistency and efficient actions following any drills and compliance tests. - The bullying log has been cross-referenced with other behavior records to demonstrate any links. Governors to be shown an example of this at the next LGB meeting. - Safeguarding bulletins have been introduced to share safeguarding information to all staff; this is to ensure staff do not miss vital information. <p>In addition to this, leaders have completed Filtering and Monitoring training and the Headteacher and After School Club Co-ordinator have completed their DSL (Designated Safeguarding Lead) training.</p>
14	<p><u>Any Other Business</u></p> <p>Governors agreed that all LGB meetings will be carried out face-to-face however, virtual meetings would be acceptable if the need arose.</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 23rd January 2024 at 4pm, at which these minutes will be reviewed and approved.</p>

Action Points

- 4.2 Organise for MB, SY and PG to complete safeguarding training.
Send PE Deep Dive date to Governors once date has been agreed.
- 8. Outcomes from Parent Survey to be shared with Governors.
- 11. HC to monitor Quality of Education
MR/RB to carry out parent voice as part of Behaviour and Attitudes monitoring.
AM to monitor EYFS.
- 13. Bullying Log example to be shared with Governors at the next meeting.

Minutes taken by Governance Professional, Katie Banes

Signed by Chair of Governors:



Date:

30/01/2024

Henry Coates