



Priory Fields School
Local Governing Body Meeting
Tuesday 1st April 2025
Head Teacher: Miss Casey Hall

Minutes of the Local Governing Body Meeting

held on Tuesday 1st April 2025 at Priory Fields School at 4:15pm

Governors Present: Malcolm Bowler (Vice Chair of Governors), Henry Coates (Chair of Governors), Casey Hall (Headteacher), Aimee Lucas

Others Present:

Governance Professional: Katie Banes

1	<p><u>Welcome, introductions, resignations and apologies</u> Governors were welcomed to the meeting. Pavel Gina, Alison Mackintosh and Shelley Yalden sent their apologies for the meeting. Apologies for absence were accepted by the LGB and the meeting was confirmed to be quorate.</p>
2	<p><u>Update Annual Declaration of Business Interests/Business Interests Against this Agenda</u> Governors were given the opportunity to declare any new business interests and/or declare any pecuniary interests against this agenda. No declarations of business interests were made against this agenda.</p>
3	<p><u>Minutes from Term 2 LGB Meeting Published on the Website</u> The Governance Professional confirmed the minutes from the meeting held on Tuesday 26th November 2024 in Term 2, have been published on the school website.</p>
4	<p><u>Approve Minutes from previous LGB Meeting in Term 3 –Tuesday 4th February 2025</u></p>
4.1	<p>Approval of Minutes Previous minutes were made available to Governors prior to the LGB meeting. The minutes of the Local Governing Body meeting held on Tuesday 26th November were approved as a true and accurate record.</p>
4.2	<p><i>The Chair of Governors signed the previous minutes to reflect this.</i></p>
4.3	

	<p><u>Actions</u></p> <p>- Governance Professional to organise Governor monitoring to take place in term 5 or 6.</p> <p><i>To be covered within agenda item number 6.</i></p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Ofsted/Local School Updates</u></p> <p><u>Wrap Around Care</u></p> <p>The Department for Education (DfE) has introduced new expectations regarding wrap around care in schools. Wrap around care refers to the provision of childcare services that extend beyond standard school hours, catering to the needs of working families. It was commented that the current after school club provision at Priory Fields would remain in place. Priory Fields currently runs an after-school clubs every day and offer breakfast club from 8am each day. It is within staff contracts to work the after-school club and breakfast club; no profit is made from these clubs. The plan is for these clubs to continue next year too.</p> <p>With support from the local authority, the government expects all primary schools to provide a flexible wrap around care provision that accommodates the varying needs of families, including before and after school care. It is essential that programmes offered are accessible, affordable and inclusive. The DfE emphasises the importance of high-quality care that promotes children’s welfare, learning and development, ensuring that the services provided by the Trust align with these expectations.</p> <p>The Trust has been consulting with external providers to explore options for how the wrap around care can be provided across all three schools within the Trust. The Trust have consulted parents to gauge an understanding of the need within the community. It was commented that St Martin’s could be ideal for hosting the wrap around care as, St Martin’s school hall is separate to the main school building and would provide easier access for external companies. It is hoped that a walking bus would be able to be provided to support children accessing the wrap around provision.</p> <p><u>Regional Improvement in Standards and Excellence (RISE)</u></p> <p>RISE aims to break the link between young people’s background and their future success. There will be two levels of support provided by the RISE team; bespoke targeted interventions for eligible schools and universal support to all. Targeted interventions would be based on the school’s individual needs, as identified through Ofsted inspections.</p> <p>The DfE has invested an initial £20 million to develop RISE teams. RISE Advisors are comprised of educational leaders with proven previous experience.</p> <p>RISE will use Ofsted’s new report card system to direct their support; Ofsted’s new report card system has not yet been finalised.</p> <p><u>Dover Partnership Board</u></p> <p>In October 2024, the CEO and Headteachers from the Trust attended an event hosted by the CEO of Turner Schools. David Adams also attended the event and presented an overview of the data in the Dover area.</p> <p>During the initial meeting, common themes were highlighted as potential priorities for schools in the local area. Priorities included suggestions to review the transition process, particularly for vulnerable pupils who</p>

	<p>struggle with the transition to secondary school. Attendance, persistent absentees, pupil outcomes and pupil suspensions were also common themes highlighted amongst leaders. It was commented that it is very common for children to have a very nurturing experience at primary school, but this continuity is not always in place when children transfer to secondary school. Dover Partnership Board intend to continue to meet to work collectively towards building school improvement networks and supporting each other.</p>
6	<p>Governor Monitoring MB agreed to monitor the SATs administration process in May.</p>
7	<p>Headteacher Report</p>
7.1	<p>The Headteacher Report was made available to Governors prior to the LGB meeting. A Governor asked how well staff respond to new schemes such as the White Rose Maths. It was commented that staff have been very positive and enthusiastic with the new scheme, particularly as the implementation of the new scheme has reduced workload in return. Staff appear to be more confident teaching the Maths curriculum via White Rose and will ask questions to seek clarity as and when needed. Throughout the implementation of the new scheme, staff voice has been carried out. CPD has been provided for staff as a result of the outcome of speaking with staff.</p>
7.2	<p>Reducing the number of persistent absentees continues to be a struggle for Priory Fields. Staff are deploying as many strategies as possible to improve attendance; there has been lots of progress for individual pupils however, it has not been significant enough to make a significant impact in the data. It was commented that the DfE toolkit for attendance in schools promotes positive relationships between school, pupils and their families however, the formal aspects such penalty notices and formal written communication does not feel supportive in building and maintaining these relationships.</p>
7.3	<p>Governors were informed that three children had recently left the school to be home educated. Since then, one child has come back to school, and another is on the waiting list to come back. It was commented that children leaving school can sometimes pose some safeguarding concerns. Governors were informed there is a new law coming in which will mean that if children are open to children's services, parents would not be able to home educate their child.</p>
7.4	<p>Suspension data was shared with Governors. Behaviour overall within the school is very good. Unfortunately, there have been some occasions where children have compromised the safety of themselves, their peers and staff. The impact of this high-profile behaviour has resulted in a recent increase in suspensions. Governors were informed that some suspensions have taken place off-site at one of the other schools within the Trust. This has been found to be more effective however, staffing these types of suspensions can be a real challenge and not always possible.</p>
8	<p>Curriculum Update – English Writing The English medium-term plans have been updated to ensure there is clearer progression and writing journey. Between the Headteachers across the Trust and English leads, they have worked together to ensure plans embed GPS (grammar, punctuation and spelling), rather than being taught discreetly. Plans model appropriate retrieval practice and explicit sentence construction. Staff have had CPD opportunities to support with teaching from the new plans, along with training using the new WriteWell handwriting scheme.</p> <p>The previous medium-term plans were too broad with a mix of genres. Planning and teaching are now much more focussed and having a greater impact. As a result of the revised English planning learning is much more focussed and clearer, allowing for specific and individualised learning opportunities for pupils. Expectations and success criteria are much clearer for children when marking and giving feedback too.</p>

	It was suggested Governors receive an update about drawing club and curious quest in the next LGB meeting.
9	<u>Safeguarding</u> The external safeguarding audit has been carried out by Proactive Safeguarding. The audit was very positive overall; report to be shared with Governors at the next LGB meeting.
10	<u>Any Other Business</u>
10.1	The Headteacher discussed staff absence, and the impact leadership absence is having on the Headteacher and other staff workload as a result. Both Governors and the Headteacher acknowledge the absence is circumstantial and unavoidable.
10.2	Governors were informed a Trust-wide well-being survey took place and initial results were shared with
10.3	Governors. Using the results from the survey, an action plan will be created for the next academic year. Governors were informed that the Trust have subscribed to Governor Hub which will be used for storing and accessing governor paperwork, along with providing access to governor-related literature.
11	<u>Confidentiality of Proceedings</u> Items of a confidential nature were not discussed within the meeting.
12	<u>Publication of Minutes</u> These minutes will be approved and published following the next meeting held on Tuesday 1 st July 2025 at 4:15pm.

Action Points

- ***Governors to receive an update on drawing club and curious quest at the next LGB meeting.***
- ***Share external safeguarding audit report at the next LGB meeting.***
- ***MB to carry out SATs monitoring visit.***

Minutes taken by Governance Professional, Katie Banes

Signed by Chair of Governors:  Date: 1/7/2025

Henry Coates