

LITTLE PAXTON PRIMARY SCHOOL

Governors Meeting Minutes

Minutes of the Full Governors Meeting

Held on Monday 27th March 2023 at 6.30pm

Present: Nickie Moore (NM) – Head
Maxine Howells (MH) – Chair
Alex Simkin (AS)

Samantha Byers (SB)

In attendance: Lorna Lawrence – Clerk
Alison Gatward (AG) – School Business Manager
Patricia Jenkins (PJ)

Abby Jordan (AJ)
Graham Everitt (GE)
Claire Cannon (CC)

		Action owner
1.	<p>Welcome and apologies for absence.</p> <p>The chair welcomed everyone to the meeting.</p> <p>Apologies received and accepted from Ian Cunningham and Nicola Hubbard.</p> <p>Andrew Kinglake has resigned from the board. It was noted that elections will need to take place for new parent governors.</p> <p>The chair noted their thanks and appreciation to Andrew Kinglake for all their hard work, particularly on pupil premium and data analysis.</p> <p>The meeting was quorate.</p> <p>There are four new potential governors in attendance at this meeting. Each person gave a short introduction. AJ, GE, CC and PJ left the meeting at 6.42pm. Governors had a discussion on the nominees, with a risk highlighted that they are all from education settings. All governors are in agreement to appoint all four as co-opted governors. AJ, GE, CC and PJ returned to the meeting at 6.46pm and were told of the outcome.</p> <p>Decision – AJ, GE, CC and PJ are all appointed as co-opted governors.</p> <p>Governors were reminded that their role is strategic and not operational. Governor roles will be finalised by the next meeting.</p> <p>The governor action plan will be carried forward to the next FGB.</p>	
2.	<p>Declarations of Interest</p> <p>There were no new declarations of interest.</p>	

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	AG will send the new governors their paperwork to complete.	AG
3.	Governors' responsibilities Challenge, Scrutiny, Support Governors were reminded of the following: 3 Core Functions: 1. Ensuring clarity of vision, ethos and strategic direction. 2. Holding the headteacher to account for the educational performance of the school and its pupils; and 3. Overseeing the financial performance of the school and making sure its money is well spent.	
4.	Objectives for 2022/2023 School Year Governors were reminded of the objectives: <ul style="list-style-type: none">To further develop leadership capacity across the school by ensuring that all leaders understand their roles and responsibilities and ensure they fulfil their roles in an agreed timescale.Leaders should accelerate their work to ensure that all subjects are planned carefully. Leaders should ensure that teachers have the subject specific training they need to implement the curriculum successfully (Ofsted 2020)To embed and ensure intent, implementation and impact of Little Paxton's curriculum develops strong outcomes for all children, reversing Ofsted's finding (February 2020) that: too many children have gaps in their learning because of weaker planning in the pastTo ensure that the planning, teaching, and assessment of writing develops strong outcomes for all children. The teaching of writing is monitored effectively by ESLs, PLs and CLT to ensure consistency. Planning of writing is based on the children's prior knowledge and is adapted based on ongoing assessment.To improve the provision of SEND across the school.	
5.	Minutes of previous meeting (27/02/23) and matters arising The minutes were accepted as an accurate record.	
6.	Action log The action log was available prior to the meeting for review. It was noted that some of the actions are covered on the agenda. The action grid has been updated and is now at the bottom of the minutes. The governor skill audit will be circulated for all governors to complete.	Clerk

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	<p>It was noted that the parent survey has been completed, the staff one is in progress and the pupil one still needs to be completed.</p>	
7.	<p>Headteachers report</p> <p>The headteachers report was circulated to governors prior to the meeting. It was noted that this was a long and very detailed document, and the new governors are encouraged to read this. The headteacher read the headings of the report for the benefit of the new governors. The chair thanked the head for the level of detail in the report.</p> <p>Note – some questions were sent in advance of the meeting.</p> <p><i>A governor asked with regards to admissions - 7 children have left. For each, is there clear documentation to show reasons for leaving and destination - and has this been checked thoroughly?</i> There is a leavers checklist, and this has been shared with governors. The headteacher takes the governors through the process. The school will ring the new school on the day they are due to start to check they have arrived and then documents, and files get sent. If there any safeguarding concerns the school will speak to the relevant DSL at the new setting.</p> <p><i>A governor asked how does attendance of children eligible for PPG and those with SEND compared to all children</i> The headteacher did not have those figures but will get these for April.</p> <p><i>A governor asked what has been the impact of the leadership time provided to middle leaders in 2022-2023? - what they are doing is clear - are there any notable impacts? How do you know?</i> The school had an HMI visit a few weeks ago and it was noted that the subject leaders know their stuff. There are clearer expectations, implementation plans in place, book looks and learning walks taking place. There is still a way to go.</p> <p><i>A governor asked for clarity on the quality of education – the SEF states its rated at 2 and the headteachers report states 2/3.</i> The headteacher gave an update on the HMI visit and their thoughts on the phonics. The school uses Little Wandle, and the English Advisor has said that the school are doing what they should be. The headteacher will be reviewing it.</p> <p><i>A governor asked how do the governors know the school is good, what evidence is there</i> It was suggested that this is picked up with the LAIG. The HMI said the curriculum is good and it met the needs of the children, but the school is trying to teach too much, so work is being done to strip the curriculum back.</p> <p><i>A governor asked how often year 2 are tested</i> They have pre and post unit assessments and the teachers use their knowledge and look at their books.</p>	NM

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	<p><i>A governor asked what the key next steps are</i> to start at the end points and work backwards and make some medium-term plans. Governors will have an update in May/June.</p>	
8.	<p>Follow up to Ofsted aspect of Feb training</p> <p>Governors have done the Ofsted training. New governors will spend some time with the headteacher to go through all the documents.</p> <p>Governors had a discussion on who would attend the Ofsted inspection.</p>	
9.	<p>Sports Premium and Opal</p> <p>The 21/22 report on Sports premium and the plan for 22/23 have been published. It is noted that a governor role for sports premium is needed.</p> <p>The headteacher reads what the DfE sports premium should be used for.</p> <p><i>A governor asked what evidence of the impact of the sports premium there is and how is that evidence collected.</i> The sports coaching has upskilled the teachers. The outside space in early years has been improved. The running track should begin to make a difference as it can now start to be used. The school is in the Hunts Sports Partnership and is taking part in more competitions. There is a dance teacher who is upskilling the teachers. The school has taken part in an Active Live Survey and the results are due after Easter. The SEND bowling team won their competition. The cross-country team is up and running and Chance to Shine Cricket is coming to the school.</p> <p>There is £6000 left to be spent in the summer term which will be used to replace some old equipment and buy some new equipment.</p> <p>The PE lead for Cambridgeshire is coming in to work with the PE lead.</p> <p>It was discussed that the guidelines have changed at the end of last year to state the funds couldn't be used for a running track, however it was noted that the school purchased the running track before the guideline changed.</p> <p>Governors discussed OPAL, the headteacher explained that it has been very beneficial. It was suggested that the OPAL lead come to the April meeting to explain how it is going. A governor suggested that children could have scrap books to show what takes place on OPAL.</p>	
10.	<p>SFVS</p> <p>The SFVS has been completed, there was nothing to highlight that was of a concern.</p>	

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	Decision: All governors in agreement for the submission of the SFVS.	
11.	Financial forecasts and pupil numbers This item is covered in confidential minutes.	
12.	Link governor reports The website has been checked. The pupil premium funding statement is on the website. The headteacher is beginning to collate data and show the improvement to be able to show governors the impact on the spending. The headteacher will also be seeking clarification on whether Pupil premium can be spent on trips. Governors had a discussion about the vacant roles – Safeguarding, Pupil Premium, Quality of Education, Training & Induction, Finance, HTPM. AJ and GE will take on safeguarding and attendance & behaviour. CC will take Finance and PJ will look after pupil premium.	
13.	Policies to review The following policies were reviewed: <ul style="list-style-type: none">• Safer Recruitment Decision – approved• Critical Incident Plan - Decision – approved It was noted that these were model policies that have been adopted.	
14.	Training Opportunities New governors will be given access to governorhub and are advised to take a look at the training available.	
15.	Clerk – plans for recruitment Governors discussed the plan for recruiting a clerk and the different options available. It was agreed that the school will sign with the Camclerk service for the next financial year and then review it. AG confirmed that this would work with the budget for next year. The chair will make contact with Tina Hubbard from governor services.	
16.	Correspondence received	

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	There was one item received from a parent thanking the headteacher. It was a positive message.	
17.	Safeguarding This was covered in the headteachers report. It has been confirmed that staff DBS' do not need to be renewed. The headteacher has confirmed the school will be moving to use MyConcern – an electronic system to record safeguarding issues, training will take place next term with a view to start using it fully in September. The last safeguarding visit was on 7 th February.	
18.	Review impact of meeting <ul style="list-style-type: none">• New governors have been appointed• In depth discussion on sports premium and pupil premium• Strategy decision made on classes	
19.	Any other business AG took the governors through 3 quotes for the refurbishment of the toilets. The cheapest quote is available in the summer holidays to do the work, they are already known to the school. Governors asked if they were happy with previous work, and it was confirmed the school is. Decision – governors agreed to the quote suggested. SB will send a template to the new governors to write a bit about themselves to go in the school newsletter.	
20.	Date of next meeting Next FGB will be on 27 th April at 6.30pm, this will include the budget sign off. It was noted that some papers won't be available until the Friday before as the budget meeting is on 20 th April.	

The meeting closed at 8.46pm

ACTIONS:

No.	Action	Owner	Timescale
Actions from February 2023			
1	<i>Staff, Pupil and Parent Questionnaires To be created and distributed</i>	NM	April FGB

Signed by Chair of Governors Date

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	<i>Summary evaluation for governors to show positive feedback, any concerns and then actions – Update 27/03/23 – Pupil questionnaire still to be completed.</i>		
2	<i>Populate “questions that Ofsted might ask governors”</i>	NM	April FGB
3	<i>OPAL update including impact – April Agenda</i>	NM	April FGB
Actions from 27th March 2023			
1	<i>New governors to be sent paperwork to be completed</i>	AG	April 20 th
2	<i>Skills audit to be completed by all governors</i>	All governors	April FGB
3	<i>Attendance comparison figures for PP and SEND</i>	NM	April FGB