

**Hopton Primary Academy**  
**Full Meeting of Local Governing Body**  
**Monday 10<sup>th</sup> February 2020, 18.30**  
**Held at Hopton Primary Academy**



Diocese of Norwich  
 Education and  
 Academies Trust

Name	Initials	Role	Present / Apologies / Absent
Chris Grogan (Vice Chair)	CG	Foundation Governor	Present
Rosemary Barker	RB	Foundation Governor	Present
Emma Plane (Chair)	EP	Foundation Governor	Present
Serena Curtis	SC	Parent Governor	Present
Waheedat Owodeyi	WO	Parent Governor	Present
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Richard Mason-Ray	RMR	Foundation Governor	Apologies
John Waters	JW	Foundation Governor	Apologies
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Present
Katie Potts	KP	Deputy Headteacher	Present
Justine Petersen	JP	Clerk	Present

**1. Opening formalities**

**1.1 Opening Prayer**

EP welcomed all present and thanked them for attending.  
 She opened the meeting with a prayer.

**1.2 Receive Apologies for Absence**

Apologies were received from Richard Mason-Ray and John Waters.  
 WO had advised that she would be late.

**1.3 Consent/Non-consent to absence**

Governors gave consent to the apologies noted above.

**1.4 Declaration of Pecuniary Interests**

None declared.

**2. Minutes and Actions**

**2.1 To approve the minutes of the meeting held on 02.12.19**

The minutes were agreed as a true and accurate record of the meeting and were signed by EP.

**2.2 To review actions from previous meetings**

HK is working on school policies. This will form a schedule when complete.

KP now has most photos for the website. EP reminded governors that this is not a legal requirement and they can choose not to give consent. There were no objections from those present.

It was agreed that pen portraits would be sent to KP for inclusion on the website and in the newsletter. Reference to the School Improvement Board will be removed from the website as this has not been in place for some time.

**AP – Governors to forward pen portraits to KP.**

All other actions were marked as complete.

**2.3 To discuss matters arising from the minutes**

RB will attend RSHE training from a governors perspective. DNEAT training is on 17<sup>th</sup> March and 27<sup>th</sup> April and can be booked via Governorhub. More dates may be added in future.

*WO joined the meeting at 18.45.*

Governors would like the parent questionnaire to be electronic this year. Continuing with paper would be a last resort, but these would need to be given out at the learning conversations in March. Governors stressed the fact that paper copies would need to be handled and analysed by the office.

**AP – Office to arrange parent questionnaire before learning conversations.**

### **3. LGB Membership**

#### **3.1 Review and record appointments, resignations and vacancies**

No change since last meeting.

DNEAT had put EP in touch with a potential governor but he decided he did not have time to commit at present.

EP asked all governors to complete skills audits again in order to determine any skills gaps.

**AP – Governors to complete skills audits.**

The vacancy will be highlighted in the Village News.

### **4. Presentation from Senior/Curriculum Leader**

#### **4.1 Receive presentation from Senior/Curriculum Leader on topic required by LGB (eg BIF, priority focus for school, etc)**

KP provided an update on the curriculum. It is being made more skills based in line with the new Ofsted framework.

Staff meetings and CPD have taken place to ensure targets are measured and focused.

Skills progression has been mapped throughout the school for every subject. HT and KP are now reviewing. The school must be able to explain what it is teaching the children, why and when.

HT and KP have attended DNEAT curriculum champions training.

KP has asked staff to RAG rate themselves as teachers and subject leads.

KP has met fortnightly with the School Council to get feedback on the curriculum. Children would like more art. Science also came out positively, as did outdoor learning.

The curriculum area of the website is being updated. RSHE has been added.

All subject leads can now talk about their subject confidently.

**Gov: What about knowledge organisers?**

HT has asked staff to do these. Some are using them but they have not formally be collected in.

**AP – HT to collect in knowledge organisers.**

A knowledge harvest will be taken at the end of this half term. This will inform planning. Teachers are meeting the gaps and recapping on learning to ensure learning is retained. This is working well.

There is progress to be made but the situation is positive compared to September.

**Gov: Are we starting to see how we can evidence it?**

Yes, and children have a say in it. They loved the Art and RE day.

KP will do another pupil voice after half term and feed back at the next meeting.

EP advised that governors will need to discuss specifically how values are being taught through the curriculum. Staff have work to do on this first. A staff meeting will look at values after half term.

Aspirations were discussed at the last Curriculum and Standards meeting. The school must consider how to identify these through the curriculum.

KP took a photo of the meeting to upload to social media.

*KP left the meeting at 19.04.*

### **5. Headteacher's Report**

#### **5.1 Receive verbal report from Headteacher including the analysis of the vulnerable groups across the school and progress re single change plan**

HT tabled the school overview including numbers on roll and cohort information, attendance, racist and bullying incidents, exclusions.

HT asked whether governors would like any other information included in future reports. Governors requested information on staff attendance and incidents of E-safety be added in future. This would enable them to monitor over time.

HT invited governors to contact her by email if they could think of anything else.

**Gov: What is CAD?**

This is the replacement for the MASH. The school contacts CAD is it has a safeguarding concern.

Final admission numbers for September are not yet known.

The Single Change Plan has been updated for the autumn term. HT tabled the autumn data.

Writing is aspirational. It is the weakest area across the school.

#### Priority 1 - Writing:

Year 6 – 66.7% are at expected across the year group with 28.6% of PP.

Year 5 – 66.7% are at expected with 85.7% of PP.

Year 4 – 50% are at expected with 0% of PP.

Year 3 – 58% are at expected with 75% of PP.

Year 2 – 64.5% are at expected with 43% of PP.

Year 1 – 65% are at expected with 100% of PP (1 child only).

Yr4 has the most vulnerable group of PP children in the school in terms of their learning.

#### Gov: Why?

Some have compound disadvantage. Not all will reach expected but they are being targeted with interventions and discussed during pupil progress meetings. Reading is 60% for Yr4 PP, so the writing will come. The cohort has always been low on writing.

Writing is the weakest area in the majority of classes, particularly for PP children.

Actions are already being met. Staff are monitoring closely via observations and book looks, learning walks and pupil voice.

The BIF was successful and CB has written the final report. HT will look further at the impact in other subject areas.

All staff are following the writing process.

#### Priority 2 – Challenge and high expectations for all:

The challenge is to increase reading, writing and maths greater depth.

HT has highlighted what the children need to be achieving. This is still amber in many areas but she is hopeful there will be more green by the end of term. HT will remind staff to consider it.

PiXL is the main assessment tool. Core meetings take place with teachers.

#### Gov: 63% of Yr6. Is this pockets of children who are strong in some areas but not all?

HT has looked at reading, writing and maths for every child. Not all have all 3, and these children are being targeted as the key marginals. They are discussed in core meetings in terms of whether interventions are working and how they can be adapted.

#### Gov: This is not just a linear progression.

HT advised that 'key marginal' is PiXL terminology – a child working just below expected. Sometimes a child may be just into expected but they need to be secure.

#### Gov: So you are targeting the most marginal children?

All children are targeted to make progress.

#### Gov: How do we know which intervention is the most appropriate?

These are taken from PiXL assessments. PiXL informs quality first teaching in the classroom and also where specific interventions need to be targeted.

#### Gov: If you could have another tool to use, what would it be?

PiXL is all the school uses. HT would like teachers to use more of the resources for the whole class teaching and not just for key marginals. In terms of data collection, the school must work to reduce workload. Teachers have said they do not want to lose PiXL. Data input through PiXL is done every half term compared with 4 times per year on Pupil Asset. HT feels this is not enough.

#### Gov: When do PiXL assessments get picked up?

During assessment week. Some are SATs papers but PiXL assessments are also used.

HT is pleased with the progress Yr4 have made in maths and reading.

#### Gov: They have an assessment every half term?

Yes.

One target is for 50% of children to complete the spicy challenge but this is hard to monitor.

Staff are working hard to ensure all criteria are addressed.

HT will upload the SCP to Governorhub.

PP children are the main priority, especially in Yr4.

#### 5.2 Ofsted update (as applicable):

Hopton will be in the Ofsted window from September 2020.

SLT are attending Ofsted meetings to ensure they are well versed with the new framework.

The AIR meeting will take place on 23<sup>rd</sup> March.

DNEAT has produced the Managing the Process of Inspection document. It was discussed during the last heads and chairs meeting. There have been several inspections within DNEAT. This document and the way inspections are being managed is based on actual experience.

DNEAT has decided that the CoG and one other governor will be in the meeting with Ofsted. EP has lots of possible questions governors are being asked, and she will work through the evidence with HT. She may raise issues with individual governors who have responsibility in that area. Most questions will be around the curriculum, but values and other areas will also be covered. There is work to be done but a plan is in place.

## **6. Class Dojo Report**

Years R, 1 and 3 have 100% parental engagement. Other year groups have between 2-7 parents still to join.

**Gov: Does sign up correlate to PP? Is there a lack of access to a medium?**

HT was unsure. She will talk to staff.

**AP – HT to talk ask staff whether there is a relationship between PP families and sign up to Class Dojo.**

All year groups are doing quite well in terms of points. Yr1 have 1000 and will have their reward this week. They chose a teddy bears picnic. All year groups have around 1000.

**Gov: Would you expect each class to reach 1000 in each half term?**

Yes. The reward should be planned quickly to provide a further incentive.

**Gov: Where we have lower engagement, how do we ensure the parents of those children are aware of what is happening?**

HT has gone back to staff and reinforced the need to get those parents to join, but the school cannot do it for them. Parents have been sent letters and texts, and staff have reminded them.

**Gov: If we don't make someone aware that they are missing out, where is the failure in that process?**

The teachers know who they are and have pushed sign-up.

**Gov: What if a parent informed a teacher that they don't have any electronic devices?**

The school can print reports from Class Dojo each week.

**Gov: So there would be a way around this if the school was aware?**

Yes, but not for those parents who simply choose not to sign up.

**AP – HT to find out which parents have not signed up to Class Dojo and speak to them.**

Governors are confident that reasonable adjustments will be made if parents do not have access to electronic communications.

## **7. Performance Management**

HT's review meeting takes place next Friday, and the third target will be set. She will only half a year to complete this.

Teachers will meet individually with HT after half term.

Support staff performance management has not been done. HT does not have the capacity. KP is new in post and needs training.

**Gov: Would you have consistency if this was delegated to class teachers?**

HT would not want teachers to conduct TA performance management. She would hope all teachers would raise any issues that arose.

HT will look at options. Governors remain concerned about her workload.

## **8. Website Compliance Audit**

RMR was not present to provide an update but he had sent his report to EP.

The website is not 100% compliant. The PP Statement needs tweaking following the Curriculum and Standards meeting.

Sports Premium has not been changed but dates and impact need amending.

**Gov: Who is the PE Lead?**

KP. She will do the report next year.

The governance page needs updating.

Some Trust policies need to be uploaded.

DNEAT has asked for documentation to be completed and uploaded by the end of the spring term.

RMR has monitored the website several times since September. Governors understand how the website became behind, as key members of staff were not in school. It is being addressed.

## **9. Reports from Committees and Designated/Link Governors**

### **9.1 Receive verbal reports from Chairs of LGB Committees:**

#### **9.1.1. Standards & Curriculum – 20.01.20**

EP provided an update.

The Science Lead talked through the current BIF. It was agreed that EP and WO would monitor Science and the progress of the BIF on 25<sup>th</sup> March.

The committee discussed aspirations. Work done in school is usually on a one-off basis, although HT works with Yr6. Aspirations should feature in the curriculum all through the school.

Writing needs to improve across the school. Work is ongoing.

The feedback, maths and English policies were approved.

#### **9.1.2. Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting**

EP completed a safeguarding visit including a spot check on the single central record. There were no concerns or action points.

She met with HT, HK and Miss Jo to review the actions on the safeguarding checklist. Some are complete and others are still being addressed.

EP is confident that attendance procedures are robust. Action taken is in line with the attendance policy.

KP has completed DSL training. There are now 3 DSLs in school and team meetings have recommenced.

EP was given a demonstration of the new online system for managing safeguarding documentation. Staff have not yet received training and the paper system is running concurrently. EP is satisfied that nothing is being missed in the interim.

Supervision for the alternative DSLs was discussed. EP is less sure about the supervision provided for HT. This should be provided by DNEAT. Governors will continue to monitor this in the form of HT's wellbeing.

Internet Safety Day takes place tomorrow. EP completed pupil perception from all stages in the school. Feedback was positive. Children could say who they would talk to if they were unhappy. They were able to explain why they felt safe in school and they were clear around the definition of bullying. Younger children were less sure what adults would do about bullying, and this will be reinforced during Unique Week. The children talked about keeping themselves healthy.

EP is confident that children feel safe in school and they know how to access help. The information they provided is consistent with the information senior leaders provide for governors.

Governors should look for evidence of triangulation when they are in school.

EP and HT will look at the County safeguarding SEF during the next monitoring visit.

JW has monitored health and safety. This will be discussed at the next meeting of the Resources Committee.

CG will monitor PP and Sports Premium in the near future.

RB will monitor RSHE will she has undertaken training.

It was agreed that SC would take over governor SEN responsibility from SS. SS does not sit on the Curriculum and Standards Committee, which is where SEN is discussed and monitored. SC will make an appointment to meet with the SENCo to go through her report.

**AP – SC to meet with SENCo to go through SEN report.**

**Gov: Does this also apply to RSHE?**

No, RSHE fits within the Ethos and Community Committee. It is not being measured in the same way as SEN.

#### **9.1.3. Receive verbal feedback from Chair regarding Autumn AIR meeting (if held prior to this meeting)**

EP provided an update on the AIR meeting that took place on 4<sup>th</sup> December.

Simon Morley asked EP to pass on his thanks to governors for their hard work.

The remit of the LGB was not changed. DNEAT is confident that the LGB is working well and de-delegation was not necessary.

All present at the AIR agreed that Hopton would be a solid 'good' should Ofsted inspect now.

*Confidential discussion.*

EP raised the issue of governor succession planning. This is something that needs considering from this point onwards.

**Gov: How long is the CoG's term of office?**

DNEAT recommends a maximum of 6 years. EP is now in her 4<sup>th</sup> year and the end of the 6<sup>th</sup> year will coincide with her youngest child leaving the school.

**Gov: We should also consider succession planning for unplanned situations.**

A plan is in place for SC to take on the chair of the Curriculum and Standards Committee when she feels confident to do so.

CG and RMR have discussed the Resources Committee. Should CG need to take over as Chair of Governors, he would not want to also chair Resources.  
EP stressed the time commitment involved in being Chair of Governors. She is also safeguarding link, and another governor would need to take this on when she leaves.  
Governor succession planning has been added to the risk register.

## **10. Governor Monitoring**

### **10.1 Receive Governor Visit reports and discuss actions required**

RB attended the RE/Art day. It was very interesting and the children loved it.  
She also attended a collective worship that dealt with values. Children were part of the presentation of the assembly. Children were keen to join in and talk about values, and they understood them well.

HT and RB attended a meeting with John Moule to look at readiness for SIAMS. They will also attend SIAMS training in May.

RB and SS will complete 2 classroom visits next half term and conduct pupil voice.

RB has no concerns with RE in school.

SC and EP monitored writing. They talked to children from key stages 1 and 2. The children talked confidently and were able to talk through things they had done in school. Many talked about favourite pieces of writing, including from previous years. They talked about the tools available to them and about helping friends who were struggling.

There were comments around the editing processes being boring, but CB was already addressing this.

The children talked only about what they write in English lessons. After the writing BIF this may change.

EP and SC completed a learning walk with CB and looked at the writing wall. CB had been questioned as to why she had not put the best work on the wall, but she wanted all children to feel proud of their work. She monitors classroom writing walls each half term.

They looked at books and the 3 minute writes. It was a little inconsistent in some books but it may be that they were completed in other subjects. There was evidence of self and peer editing along with teacher marking.

Overall SC and EP were pleased with what they saw. They are hopeful that the progress will be sustained.

## **11. Continuous Professional Development for Governors**

### **11.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities**

Governors should consider any training gaps when completing the skills audit. NGA courses are available online.

RB completed online safeguarding training on 9<sup>th</sup> February. She will complete equality and diversity training again, as the training has been updated.

EP has signed up for the leadership development programme for governors. She is awaiting confirmation of DfE approval for the funded place. She gave apologies for the next LGB meeting, as this coincides with the first session. CG will chair.

**Gov: How many training courses should governors complete?**

A minimum of one per year, and one monitoring visit.

## **12. Policies**

### **12.1 Adopt the following Core Trust Policies:**

All Trust policies currently in force were adopted at the last meeting.

### **12.2 Agree and approve the following Academy Policies:**

#### **Exclusions Policy**

Unanimously approved without amendment.

**Gov: Does this follow NCC guidance?**

Yes. DNEAT and County do not have a standard Exclusions Policy. HT used the County flow chart and guidance from the NCC website.

## **13. What would governors like to include in the Newsletter?**

EP will write an introduction from the Chair of Governors, including a pen portrait.

The following edition would include pen portraits from RB and CG as committee chairs.

## **14. Any Other Business**

RB requested the school print larger copies of some LGB papers. Some are difficult to read in the current format.

## **15. Closing Formalities**

### **15.1 Date, time, venue of next meeting – Monday 30<sup>th</sup> March 2020, 18.30**

### **15.2 Closing prayer/reflection**

EP closed the meeting with a moment of silent reflection.

**Meeting closed at 20.35**