

Hopton Primary Academy
Full Meeting of Local Governing Body
Monday 14th October 2019, 18.30
Held at Hopton Primary Academy



Name	Initials	Role	Present / Apologies / Absent
Chris Grogan (Vice Chair)	CG	Foundation Governor	Apologies
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	Present
John Waters	JW	Foundation Governor	Apologies
Sandra Smith	SS	Foundation Governor	Apologies
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.
 HT opened the meeting with a prayer.

1.2 Receive Apologies for Absence
 Apologies were received from John Waters, Sandra Smith and Chris Grogan.

1.3 Consent/Non-consent to absence
 Governors gave consent to the apologies noted above.

1.4 Complete Declaration of Pecuniary Interests Form
 All present completed the forms. Outstanding forms to be completed at next meeting.
 AP – SS, JW and CG to complete declaration of interests forms at next meeting.

1.5 Declaration of any pecuniary or other interest with regard to items on the agenda
 None were declared.

2. Elect Vice Chair
 CG was elected as Vice Chair at the final meeting before the summer break.

3. Minutes and Actions

3.1 To approve the minutes of the meeting held on 20.05.19
 The minutes were agreed as a true and accurate record of the meeting and were signed by EP.

3.2 To review actions from previous meetings
 HK is drafting a schedule of academy policies.
 Collective worship has not yet been added to the OO. HT and RB have not formalised dates. RE has been added.
 Governors will take responsibility for their own training needs. Action closed.
 EP has spoken with Jill Wakefield regarding safeguarding training. Governors can join in with a school session or complete online training. There are options available.

WO and KP joined the meeting at 18.40.

Lorna has visited Scribbles and will also visit Little Rascals. Nursery visits will be automatically built in moving forward.
 The Clerk forwarded last year’s LGB minutes to the school office.

EP has not yet contacted the potential new governor. Action carried forward.
HT visited Sandringham school. Combining a nursery with YrR would be difficult, and HT would prefer a separate nursery. She will continue to investigate.
SC has not yet completed a monitoring report on the transition. Action carried forward.
EP and CG will continue to discuss succession planning.
The RE monitoring plan has been included in the OO.
The meeting of the E&C Committee was rearranged.
EP completed the LGB self-assessment and forwarded it to Jill Wakefield.

2.3 To discuss matters arising from the minutes

All covered on agenda.

4. LGB Code of Conduct

4.1 To adopt and sign the DNEAT Code of Conduct 2019-20

Agreed and signed by all present.

AP – SS, JW and CG to agree DNEAT Code of Conduct at next meeting.

5. Scheme of Delegation and Terms of Reference

5.1 To adopt and sign the Scheme of Delegation for 2019-202

Approved and signed.

No functions have been withdrawn from the LGB and DNEAT have raised no concerns.

5.2 To adopt the Terms of Reference for the Full LGB

Unanimously approved.

6. LGB Membership

6.1 Review and record appointments, resignations and vacancies

No update since last meeting.

6.2 Review and agree committee membership and Chairs

Agreed at last meeting.

6.3 Designate responsibility to named governor for Relationships & Sex Education

EP reminded governors that RSE will become statutory in September 2020. RB will become governor link for RSE. SS would be asked to take on EAL.

7. Headteacher's Report

7.1 Receive, discuss and approve the Single Change Plan

HT has added additional key priorities into priority 1, as she had not felt that the BIF covered all.

She has tried to make it more measurable this year. It has not yet been seen by DNEAT.

End dates will be RAG rated.

Yr1 data will be added after pupil progress meetings.

Governors agreed that priorities make sense and they are linked to the BIFs.

The writing thread will run through the curriculum.

Governors were shocked to note that approximately a quarter of the children do not complete home learning. HT will check this figure with class teachers, as it is a guestimate only.

AP – HT to check how many children do not complete home learning.

Priority 2 (greater depth) is similar to last year. Some classes will need additional support. Yr6 is currently 7% greater depth but they are expected to reach 22%. HT has examined the cohort.

Gov: Is this based on prior attainment?

There is no excuse if the children reached greater depth at the end of KS1.

Governors noted that by targeting every class, it does not just become an issue for Yrs2 and 6.

Gov: Expectations must be clearly set out across every year group.

HT advised that Yrs3-5 have the same performance management targets as Yr6.

Priority 3 is around developing the curriculum by enriching childrens experiences. Beach Schools and hopefully Forest Schools will be included.

HT stressed the fact that the curriculum is more balanced than before. A significant amount of enrichment took place last year, although more is still needed for Art and DT.

Performance management will take place before the end of October. Staff have been asked to consider what would support them in terms of art and music CPD.

The current focus is on outdoor learning and science. These will be the spring and summer BIFs.

Benjamin Britten will be a music hub, and they will support Hopton in terms of incorporating music into lessons. They have already been in school.

The music scheme needs consideration. The Music Lead is looking at alternatives in light of the governors Deep Dive Day. Gov: We need to make sure we are developing ways to ensure children can talk about the wider curriculum and enrichment.

KP is looking at action plans to ensure they are progressive across the school and they are teaching the key skills.

Governors raised no concerns about the priorities.

The Single Change Plan was unanimously approved.

7.2 Receive verbal report from Headteacher regarding key priorities for 2019-2020

Gov: Is there anything that is not in the SCP that could be considered a priority, risk or opportunity?

No, all is included.

HT tabled the OO for those governors who did not have a hard copy.

HT tabled the SOAP. This will be uploaded to Governorhub. She had contacted Pupil Asset to resolve formatting issues.

AP – SOAP to be uploaded to Governorhub.

Yr2 maths and reading greater depth targets are not high enough. Combined is above national key data at 13.3%

Maths needs to aim for what was achieved last year, and also for national.

Gov: Is that how this is calculated?

HT has input based on what is known about the children. She is not concerned about greater depth combined. She has identified 2 children for maths and will go back to staff.

Targets and data for Yr6 are in line. Targets are aspirational but realistic.

Yr6 writing needs to improve. Writing was 83% last year, with 17% greater depth. The current cohort has low prior attainment for writing, and it may be asking too much to expect outcomes to equal last years.

Governors commented that greater depth is reasonably positive.

Attendance is poor in that class. It is being tracked closely and the school is aware of the reasons. HT is hopeful that it will be rectified soon.

8. Reports from Committees and Designated/Link Governors

8.1 Receive verbal reports from Chairs of LGB Committees:

8.1.1. Standards & Curriculum

EP provided an update. The committee looked at summer outcomes and discussed the SCP and priorities.

Safeguarding monitoring had to be postponed due to a safeguarding issue in school. It will be completed after half term.

8.1.2. HTPM (including feedback regarding plan for HT and Teacher Performance Management)

Priorities:

1. The curriculum reflects the school's local context by addressing gaps in writing. This has been built into the SCP.
2. Clear and decisive action in response to key improvements identified during the visit. DNEAT heads will visit another diocesan MAT academy to look at good practice. HT cannot work on this objective until after the visit.
3. All leaders are skilled and accurate in their evaluation of pupils work. The skills of all subject leads should be developed, particularly Science and RE as both are new to the role.

HT sets teacher priorities based on her own targets and on the SCP. One target is whole school, one is a class target and one is individual.

The whole school targets are on writing this year – 65-75% reaching expected in KS1, and 78-83% in KS2. HT wants exceeding in EYFS, as no children reached this last year. Targets are in place for greater depth.

Class targets are to increase combined greater depth in line with national.

Target 3 is set by the class teacher in negotiation with HT. Most are around developing something within their curriculum area. KP will be curriculum champion.

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

None since last meeting.

9. Governor Monitoring

9.1 Receive Governor Visit reports and discuss actions required

RB monitored RE in Yr1 on 1st October. The children were fully engaged throughout and they were able to make connections from YrR and other curriculum areas. The church school ethos was fully reflected in the lesson. RB's follow up action is a scrutiny of the Big Books to provide evidence of progression.

RB will amend her monitoring report and forward to HT.

AP – RB to amend RE visit monitoring report and forward to HT.

EP reminded governors that the last DDD had to be cancelled because of non-attendance. She asked governors to consider how best to do monitoring moving forward.

Not all governors are able to attend DDDs due to work commitments.

RE and safeguarding monitoring dates have already been scheduled.

H&S monitoring usually takes place before Resources Committee meetings.

The curriculum needs monitoring this year and governors need to hear pupil voice.

Ofsted will complete a deep dive on reading and either maths or writing if necessary. They will look at a group of children across all subject areas.

Gov: Children from different classes?

Yes, from across the school.

This was discussed at the last heads and chairs meeting. One school had been inspected under the new framework, and the Chair went through the questions asked: What do you expect your curriculum to achieve? How do you know it's inclusive? Is it effective? How do you know? What about for SEND pupils? What are the strengths and weaknesses? What else would you like Ofsted to know about your school?

They are looking for triangulation.

It was agreed that small groups of governors would make individual arrangements moving forward.

SC will join a phonics café after half term.

RB and SC will look at music.

RB will do MFL.

Writing will be important – it is a BIF and a main focus area. Governors will monitor threads from YrR all the way through the school.

9.2 Website Monitoring Update

KP is in the process of updating the website. HK is providing support.

RMR provided an update. He tabled the academy website compliance checklist.

The Pupil Premium Report is missing, as are a large number of Trust policies.

The governor page needs updating.

There are links to annual reports and accounts on the DNEAT website, but there should also be direct links to the Articles of Association, trustee and member information, and the funding agreement.

RMR was unable to comment on the SEND information.

KP requested photographs of all governors.

AP – All governors to forward a photo of themselves to KP for the website.

The Clerk was asked to forward last year's attendance log.

AP – Clerk to forward governor attendance log to KP.

Governors thanked RMR for his work on monitoring the website. He will complete monitoring again before the next LGB meeting.

RMR left the meeting.

It was agreed that the next meeting of the S&C Committee would draft a monitoring plan, and governors would fill in the gaps.

AP – Governor monitoring plan to be added to next S&C agenda.

AP – Clerk to advise all by email that monitoring arrangements would change and ask governors to confirm which curriculum areas they would like to take on.

10. Continuous Professional Development for Governors

10.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities

EP reminded governors that DNEAT require all governors to complete 2 courses per year. SC has completed online training in early years education and monitoring performance, data and targets. Hopton was hoping for some whole-LGB training sessions, but the indication from DNEAT is that the CPD budget is limited and in-school training would be more targeted. Hopton is unlikely to be selected. The school is not in an Ofsted year. Training is available at Diocesan House and also online via the NGA Learning Link.

11. Policies

11.1 Adopt the following Core Trust Policies:

11.1.1. Lettings Policy

Unanimously approved.

11.1.2. Collective Worship Policy

Unanimously approved.

11.1.3. Staff Appraisal Policy

Unanimously approved.

11.1.4. Safeguarding

Unanimously approved

11.1.5. Preventing Extremism

Unanimously approved.

Gov: Do we have a Prevent risk assessment?

No, this needs to be done. The school also needs a lockdown procedure.

The DNEAT RSE Policy is almost ready.

There is not a DNEAT-wide exclusions policy. HT will bring a policy to the next S&C meeting. Clerk to add to agenda.

AP – Clerk to add approval of Exclusion Policy to next S&C agenda.

11.2 Agree and approve the following Academy Policies: Behaviour Policy

Governors considered the revised behaviour policy and pathways that were circulated in advance of the meeting. The changes are significant. Governors agreed that the policy is clear. Class Dojo is being discussed at home and the children are positive, although not all parents have signed up. This will be discussed during learning conversations.

Gov: Parents do not know what their children are receiving points for.

HT will add this as an appendix.

Gov: When would children get points for 'amazing home learning'?

When there was been a significant improvement in the quality of the homework, and when it is always handed in on time. Negative points are discrete and are not shared with other children. Children start each day with 0 negative points.

Governors felt that the negatives are well documented but the positives are less clear in the policy.

HT will ensure it balances and that positives are made clearer. She will also seek pupil voice on how the children perceive it.

Classes receive a treat at 1000 positive points.

12. Any Other Business

EP advised that the year-end accounts have been received. The Resources Committee will consider them next half term. CG has already started an analysis.

13. Closing Formalities

13.1 Date, time, venue of next meeting – Monday 2nd December 2019, 18.30

13.2 Closing prayer/reflection

EP closed the meeting with a moment of silent reflection.

Meeting closed at 20.25