

**Hopton Primary Academy**  
**Full Meeting of Local Governing Body**  
**Monday 15<sup>th</sup> July 2019, 18.30**  
**Held at Hopton Primary Academy**



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	Absent
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Richard Mason-Ray	RMR	Foundation Governor	Apologies
John Waters	JW	Foundation Governor	Present
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Apologies
Alan Williams	AW	Interim Deputy Headteacher	Present
Justine Petersen	JP	Clerk	Present

<p><b>1. Opening formalities</b></p> <p><b>1.1 Opening Prayer</b></p> <p>EP welcomed all present and thanked them for attending. She opened the meeting with a prayer.</p> <p><b>1.2 Receive Apologies for Absence</b></p> <p>Apologies were received from Richard Mason-Ray and Diane Moore</p> <p><b>1.3 Consent/Non-consent to absence</b></p> <p>Governors gave consent to the apologies noted above.</p> <p><b>1.4 Declaration of any pecuniary or other interest with regard to items on the agenda</b></p> <p>None were declared.</p>
<p><b>2. Minutes and Actions</b></p> <p><b>2.1 To approve the minutes of the meeting held on 20.05.19</b></p> <p>The minutes were agreed as a true and accurate record of the meeting and were signed by EP.</p> <p><b>2.2 To review actions from previous meetings</b></p> <p>The Clerk forwarded updated governance information to the school office. She will send the minutes after the meeting.  <b>AP: Clerk to forward this year's approved LGB minutes to school office.</b></p> <p>HT will visit nurseries next year.  The cohort reports were sent to the Attendance Officer.  The training log was updated.  RB forwarded the monitoring reports to the Clerk.  HT will look at a schedule of academy specific policies for next year.</p> <p><b>2.3 To discuss matters arising from the minutes</b></p> <p>The LGB self-review was covered under AOB.</p>
<p><b>3. LGB Membership</b></p> <p><b>3.1 Review and record appointments, resignations and vacancies</b></p> <p>No change in membership since last meeting.</p>

Following the AIR meeting DNEAT have provided a name of a local resident who may be interested. He has no links with the school. EP is mindful that many Foundation governors are also parents, and this could make it difficult to source governors should a panel hearing ever be required. EP will follow up.

AP: EP to contact potential new governor suggested by DNEAT.

**Gov: Is the incumbent being replaced at the vicarage?**

This is not known. He has been invited to attend the leavers assembly but had a prior engagement. The school has not had a minister for a year and a half, and this has been difficult.

Staff have been invited to attend a cheese and wine gathering at Corton Village Hall on 25<sup>th</sup> July. Governors are also welcome to attend.

#### **4. Test/Assessment Results**

##### **4.1 Review test/assessment results where available/applicable:**

- **KS1 SATs**

Reading was up 2% on last year, writing dipped a little and maths was vastly improved.

Combined was up by 2%.

The cohort has had staffing instability and did well.

- **Phonics Screening Checks**

78% passed the screening. This is 1% below last year and likely to be in line with national. Staff worked hard to secure this.

- **EYFS Profile**

GLD was 77%. National is not yet known but this is above Hopton's last year and last year's national.

Greater depth was better this year. Some children were exceeding in reading and number/shape/space, but none in writing.

DNEAT is looking at writing as a whole and Hopton will take its own steps.

- **KS2 SATs**

Combined - 63% and probably in line with national.

SPaG - 83% and much higher than national.

Writing – up by 2% on last year.

Reading has dipped a little. This was felt to be secure and Maths was the focus. EP commented that reading nationally has dipped by 2%.

Maths – 92% and up by 30% on last year. Only 2 children did not get expected. The average score for the year group was 105, which is phenomenal. AP pushed hard and has really succeeded.

One paper will be re-marked. Marking was harsh and the child missed out by 1 mark.

**Gov: On the reading paper?**

Yes. If successful this would add 4%.

Greater depth was very strong – reading 33%, maths 21%, writing 17%.

Combined greater depth 8%. Some children reached greater depth in 2 areas but not 3. The comprehension paper was very difficult.

**Gov: How does this compare with other DNEAT schools?**

It is better than many schools in the east.

**Gov: How do the children feel about their results?**

Many could not believe how well they had done. Some had felt very insecure with Maths. It is difficult for those who did not reach expected and 2 children in particular were distressed that they did not pass reading. The paper was long and the word count was very high this year. It was marked harshly.

**Gov: If no children hit the criteria on the marking schedule, would it be replaced with something else?**

HT advised that it is a sliding scale. The number of marks needed for reading were low. If many children did well the pass mark could increase.

HT reminded governors that this cohort has not always performed well in Maths. Maths was their weakness.

The children worked hard this year. Parental engagement was strong and parents were on board. The children worked at home.

Gov: Combined this year is higher than for stand-alone maths last year. That is incredible.

The Yr6 children will be asked to write their top 10 tips for next year.

AP made the children struggle and use their own knowledge. He also pushed arithmetic, which has improved across the school.

Parents were informed of the BIFs and were invited into school. The school chose to focus on maths and the impact is clear.

**Gov: Will this data be available to parents across the school?**

Yes, it will be on the website. HT wrote to all parents in 2016 and will do so again.

**Gov: What about the current Yr2 children who re-took the phonics screening?**

3/6 passed.

**Gov: Will phonics work continue with those 3 children?**

Yes, they need one-to-one support for phonics. Blending is the issue and HT will look into potential blocks.

**Gov: Is there any area in the YrR profile that is of concern?**

HT cannot really determine this until the key data is known. Only writing is highlighted at the moment. The cohort came in low in terms of sounds and mark making. A large percentage could not write their name.

Children are not writing enough, and writing needs to be pushed from YrR. They are making good progress and HT is hopeful that this will continue. A nursery would make a massive difference to the school.

Governors were strongly of the opinion that the village needs a nursery. There is not enough provision locally and many families do not leave the village to access a nursery.

**HT: Can nursery places be offered alongside an YrR class if the class is not full?**

Yes, and this could be a way of starting a nursery although the longer term vision would be for a separate nursery class.

**Gov: What about the age and ratio threshold?**

The school would need to be careful of ratios. Admissions criteria and any charging policy would need to be clear.

**Gov: Would this take a teacher away from the YrR children?**

The teacher would be responsible for all in the class.

AW is aware of schools that do this.

**AP: HT to visit schools that have a combined YrR/nursery.**

Governors congratulated the school on the data this year. There have been some massive successes. They particularly wished to thank AP for the success of maths in Yr6 and throughout the school.

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

### **5.1 Receive and discuss Headteacher's Termly School Self-Evaluation Report including the analysis of the vulnerable groups across the school and progress re single change plan**

HT stressed that this has been a difficult year from start to end.

Staffing has been particularly difficult and 3 new staff will start again in September. There is a lot to embed as soon as new staff join.

Governors commented that the Maths and English leads are now more experienced. They have been on the journey with the school and will be able to take some of the load from HT in terms of setting out expectations with new staff.

Staffing will be stable from September but HT is mindful that there could be changes at the end of next year should some members of staff move forward with their careers.

#### **Vulnerable Groups:**

PP have been monitored closely for several years. Hopton will continue with PiXL but there are gaps across some year groups in some areas. HT will ensure staff are clear and are targeting those children to ensure improvements.

**Gov: But it is also about understanding specific and individual barriers?**

Yes, it can be about the character of the child and the self-esteem. This will be looked at in terms of intervention from September.

Yrs 3 and 5 are concerning in terms of the number of PP children and those who are currently achieving expected. None of the 6 PP children in Yr3 are currently at expected.

**Gov: A significant piece of work needs to be done of this from September.**

HT advised that AP has already started looking at intervention groups and at which children should be targeted in class.

No PP children are currently on track to get combined. The current Yr 5 has a large PP cohort. It is top and bottom heavy. A large number of the PP children are also SEND.

#### **Attendance:**

Attendance has been good this year. It has remained about the target set last year. SEND looks low but there are reasons for this and the school can tell the story behind it.

The number of fixed term exclusions (FEX) is high.

This is primarily one child. The school is doing everything possible to avoid a PEX and County is providing support.

**Gov: Do exclusions impact on attendance data?**

FEX do but sometimes the school has no choice. Each PEX costs £10k.

**Gov: How is this figure determine?**

HT was unsure but it is possibly the cost of alternative provision.

#### **Single Change Plan**

HT is not happy with the plan this year. She will try to make it easier and shorter.

Maths and challenge were the overarching priorities.

Dawn Read returned to the school recently and commented that the challenge was clearly visible.

AW commented that he can see staff are taking the idea of challenge very seriously during the time he has been at the school.

Next year's SCP will be based on greater depth across the school and in all areas. Challenge in some foundation subjects needs to be stronger.

HT advised that the school attempted the bronze RE Quality Mark this year but was awarded silver. Governors congratulated all involved and thanked Mrs Turnbull and Mrs Moore. RE is in a strong position for DM to be able to take over as RE Lead from September.

HT would like to push for the science quality mark.

Hopton is moving ahead with Beach Schools. 2 members of staff have attended training. The new DHT is Forest Schools trained and one BIF next year will focus on outdoor learning.

**Gov: Are Yr6 doing cycling proficiency?**

Yes, Yrs 5 and 6 will be Bikeability.

Governors were hopeful that the single change plan would not take as much work next year. HT has spent too much time on it.

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

#### **6.1 Receive verbal reports from Chairs of LGB Committees for meetings held this half-term:**

##### **6.1.1. Resources Committee – 01.07.19**

CG provided an update.

The committee reviewed the actions from previous meetings.

A main issue was the Legionella in the staffroom taps. The school has had a deep clean and governors questioned whether this was a false positive. HT informed governors that there was information via Ecomms that several schools had had this issue.

Governors thanked AW for completing the maintenance plan.

The budget was reviewed. CG has suggested removing the £20k brought forward on conversion and setting this aside.

Decoration was discussed. This will get back on track in the spring.

**Gov: Does outside decorating form part of the programme or does DNEAT do it?**

It needs to be in the plan.

Governors will monitor the actions from Sharon Money's health and safety audit.

The risk register was reviewed and there was nothing significant added.

RMR is working on ICT.

**Gov: There was a query on the fire risk assessment?**

TP Fire have done this. The footer stated it was done in 2011 but it was actually 2017 and just had not been updated. Nothing has changed.

**Gov: Does this need to be done by a specific company?**

No, HT could do it herself. She has completed a fire risk course.

The audit picked up that there was a Yr6 sleep-in but this is no longer done.

Classroom signage does not need to be changed because children are always supervised.

JW will come into school and go through the risk assessment with HT early in the autumn term. There is nothing in the fire risk register that requires immediate action. The school has put things in place to address any issues raised. There will be no changes that have a negative impact. The Caretaker is conducting weekly tests and alarms are serviced.

**Gov: When was the last fire drill?**

One will be done before the end of term.

**Gov: Will staff have prior warning?**

Not on this occasion. Only HT and AW will be aware in advance.

### **6.1.2. Ethos & Community Committee – meeting cancelled**

The meeting had not taken place because RB was away.

RB has suggested a Bible story on which to base the vision and ethos. Hopton will use the 3 Wise Men. The link is the journey the school is on, and they are learned men from all corners of the earth. The school is trying to be inclusive and everyone in the school community is on a learning journey. They had empathy and understanding for Mary and Joseph when they became refugees. This fits in with the values of care and respect.

HT will share this with staff in September.

Biblical journeys will be allocated to each year group based on their level of understanding.

Children will understand that learning is for life. It will form part of Learning to Learn Week.

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

SC will write a monitoring report on the transition process.

**AP: SC to write a monitoring report on transition.**

EP reminded governors to complete a monitoring report for each time they come into school.

### **6.3 Receive update from Chair regarding AIR meetings (if not covered at previous meeting) with particular reference to current risk rating by DNEAT (PITA/DNEAT Ambition)**

EP provided an update.

All present agreed that Hopton is still solidly good across all areas.

In terms of risks the impact of being short staffed in the office was identified with HK being absent. DNEAT were sympathetic and have an action to help.

**Gov: Has HK had surgery?**

No, this is scheduled for the end of July. The earliest she will be back in school is October, and this will be difficult at the start of the autumn term.

Governors noted that DNEAT have made promises but practical help has not been forthcoming. There has been a massive impact.

## **7. Governor Monitoring**

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

The DDD did not take place this term. The original date clashed with the PiXL conference and no other data was possible.

EP will write a report on the Superstars assembly.

The summer fayre was very successful.

## **8. Policies**

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

DNEAT has made minor updates to the Complaints Policy but this does not need LGB approval. HT will upload it to the website.

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

None for this meeting.

## **9. Preparation for next Academic Year**

### **9.1 Elect Vice-Chair for 2019-20**

CG was unanimously re-elected as Vice Chair. Proposed by SS and seconded by SC. There were no other nominations.

### **9.2 Agree Committee Membership and Chairs**

The committee chairs will remain unchanged but EP will start to handover the Curriculum & Standards Committee to SC, with a view to SC possibly taking over in September 2020.

JW and SS will continue to conduct the Headteacher's performance management.

Gov: DNEAT does not allow headteacher wellbeing as part of the performance management. Can we ask for this to be included?

No, DNEAT will not allow it.

### **9.3 Appoint a designated governor to discharge duties in respect of Safeguarding, SEND, LAC, EAL, Pupil Premium, Sports Premium, Health & Safety, Website Compliance**

Safeguarding – EP

SEND/LAC – SS

EAL – RB

PP/Sports Premium – CG

EYFS – SC

H&S – JW

Website – RMR

Attendance will be picked up through the Curriculum & Standards Committee.

Critical incidents will remain a collective responsibility.

Wellbeing will be a collective responsibility, particularly given the changes to the Ofsted framework.

### **9.4 Discuss Succession Planning for Chair**

EP and CG will meet to discuss.

AP – EP and CG to meet to discuss succession planning for the Chair.

RMR has offered to take over Chair of Resources in an emergency if CG is required to act up.

### **9.5 Confirm LGB meetings schedule for 2019-2020**

Minor changes were made to the schedule that was circulated in advance of the meeting. A new schedule will be circulated.

AP: Clerk to circulate reviewed meeting schedule for next year.

An additional meeting will be added on September 9<sup>th</sup> at 18.30 to discuss plans for the next academic year. This will not be a formal meeting.

The meetings of the E&C Committee will be arranged by HT, RB and the Clerk.

AP: Meetings of E&C Committee to be arranged.

SEND/LAC – One monitoring visit each term to be determine by SS and Jane Greenacre.

PP – 3 monitoring visits per year to be arranged between HT and CG.

RB has a plan for RE monitoring. She will forward this to HT for inclusion in the OO.

AP: RB to forward RE monitoring plan to HT for inclusion in the OO.

Website – Twice per year.

H&S – Monitoring is early September.

EP has drafted a spreadsheet to record monitoring visits.

## **10. Any Other Business**

Governors went through the LGB self-assessment form and considered answer. EP will complete and forward to Jill Wakefield before the deadline.

AP: EP to complete LGB self-assessment and forward to Jill Wakefield.

## **11. Closing Formalities**

### **11.1 Date, time, venue of next meeting – Monday 14<sup>th</sup> October 2019, 18.30**

### **11.2 Closing prayer/reflection**

EP closed the meeting with the school prayer.

**Meeting closed at 20.45**