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**MINUTES OF THE LGB OF KETTON C OF E PRIMARY SCHOOL**

**HELD ON 8th FEBRUARY 2017 FROM 6PM AT THE SCHOOL**

Present: Chris Young (chair), Joe Ramsden (vice chair), Glenn Fraser (head teacher), Chris Barrett

In attendance: Camilla Welford (clerk)

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| **NO** | **ITEM** | **ACTION** |
| 1 | **Welcome and apologies for absence**  The meeting was opened with a prayer from CB.  Apologies had been received from Claire Hatton, David Knowles and Karen Greenwood. |  |
| 2 | **Declarations of personal and pecuniary interest**  There were no declarations. |  |
| 3 | **Minutes of previous meeting held on 5th January 2017 and actions updated/carried forward**  All actions have been undertaken except:   * CY and GF will decide the subject area allocations after the appointment of new governors. However, JR agreed to be the safeguarding governor. GF will arrange safeguarding training for JR. * GF has learnt that the trim trail will cost £25-30,000 to repair but that repairing the trim trail may not be the best use of the available outside space. He is going to create a vision of the outside of school by Term 5. * GF will speak to Dan Alfieri about setting up an Internet security working group (to include RG, DK, CY, GF). * GF will set up a governors’ email group so that non parent governors can be notified of school events that they may like to attend and receive relevant Parentmail. * Former Chair of the RLT Zar Sheikh has given CY information regarding the governors’ bank account but some details remain outstanding. * GF will resend CY his email listing the policies to be reviewed this year. * CY and GF will do a training review when the new governors have been appointed. * CY will chase the parish council and Rutland CC councillor Diana MacDuff on the proposals to create a path to the right of the library building. * CB has looked at the role of governors; what they can do to fulfil their roles to the best and to give focus to their monitoring. He suggested governors should identify and agree their subject areas, go through the action plans and visit school to see whether the plans are working. He would like governors to look at softer areas - rather than just the formal data - by talking to teachers, TAs and children; the governors should then be able to see and hear that the plan is working, and report back with the evidence. CB will undertake a first visit and fill in a report feedback monitoring template (that was agreed at the meeting) so other governors can see what to discuss/analyse. He will begin by meeting with Julia Howard about literacy and preparing a feedback report. * GF will circulate the feedback report template that can be modified.   The minutes were approved and signed by CY. | **CY, GF**  **GF**  **GF**  **GF**    **CY**  **GF**  **CY, GF**  **CY**  **CB**    **GF** |
| 4 | **LGB audits - monitoring, governor feedback and the PTFA**  NEW GOVERNORS Since the last meeting, CY has sent out a letter to parents, carers and local community members asking if anyone – with the preferred skills - would be interested in becoming a governor. CY also approached the Parish Council and GF approached Hanson. As a result of this, four people have shown interest.   * CY will contact the four prospective governors and CW will ask Nicola Tyers if she has a new governor induction pack with the aim of inducting the new governors before the next meeting.   SEND KG has had a meeting with GF to discuss SEND. She will do a feedback report.   * GF will send KG the feedback report template and ask her to use that for her SEND report.   MATHS JR has been into school to discuss maths with CH. They talked about all the recent changes and CH’s confidence with the new style of teaching and the prospects for reaching this year’s maths targets. JR plans to be involved with a maths Instead day.   * JR will prepare a feedback report using the template to be circulated by GF.   PTFA JR updated the committee on the PTFA, confirming the fund raising events from September to December had been successful; the Christmas Fiesta raised more than £1,000. The upcoming events include a cake sale this week and Mother’s Day gifts next term. There are also early stage plans for a ceilidh in the summer.   * JR will ask the PTFA treasurer Karen Wade for the latest funds balance before the next meeting. | **CY, CW**  **GF**  **JR**  **JR** |
| 5 | **Review of governance**  The governors looked at the governance section of the Way Forward Action Plan which sets out the things they need to do and by when. One item that is overdue is the Governor Vision Evening.   * JR will meet with GF to plan the Vision Evening. Things to consider: choosing a date that will give the new governors time to settle into their role; combining it with the parent workshops; asking the choir to perform and/or classes to present; starting at 3:30; holding the Vision section before the presentations/performances. * GF suggested that if the governors want to gather the views of parents, they could also use Survey Monkeys which has worked well in the past.   Other items due to be completed by the governors are:   * an updated *Who’s who of governors* for parents and the website (to be completed after the appointment of the new governors). * a full review of governance to be completed in March 2017 and a self-evaluation and LGB review. GF will send CY the Governors’ Action Plan in order to chart progress made so far. GF will ask Nicola Tyers how the RLT requires the LGBs to deal with the self-evaluation requirement. | **GF, JR**  **CY, GF**  **CY, GF**  **CY, GF** |
| 6 | **Resources update**  JR (Chair of the Resources Committee) reported that there were no updates; it is clear that the budgets are very tight and any financial changes are dependent on whether new schools join the Trust. There is no change on spending at the moment.  GF reported that the new premises officer, David White, had started the previous week and was settling in well. The cleaning of the school, which had been outsourced for a while without success, had come back into school and Mr White has taken on the management of the cleaning staff. |  |
| 7 | **Head Teacher’s report including standards and the SEND/PP review**  STANDARDS  GF has reviewed the Autumn term data for reading, writing and maths against the year-end targets. They are looking good and the targets have already been reached in some classes. **JR noted that the year-end targets had been set high so with such challenging targets, it will be interesting to see how things progress.**  The data also showed that the gap between girls’ and boys’ writing appears to have narrowed slightly. This could be down to the shorter writing style which works well for boys. GF added that many changes have been made recently – with respect to maths, writing and planning – and he is making sure that they monitor these changes to ensure they can identify which changes have worked over others. This work is on-going. **CY suggested that for future planning it would be helpful to identify at least two changes that have worked really well.**   * A writing instead day is planned for 1st March. CB will attend if he can.   SEND AND PUPIL PREMIUM  GF recently met with Rob Gooding, RLT trustee Adrienne Holland and Whissendine SENDCO Alison Gorman to discuss whether Ketton is catering properly for its SEND and pupil premium children, who are often the most vulnerable children in school. The Whissendine teacher and the RLT trustee had been invited to attend to ensure that the discussion was rigorous. The concluding recommendations were clear and are set out in the report of the meeting. [Attached.]  **When questioned by JR, GF confirmed that SEND children are never talked to in an obvious way. By, for example Year 4, the children may realise that they need extra support but because all the children are used to working in smaller groups and mixed tables, intervention is part of the normal routine. The inclusion policy is going to be reviewed to see if anything can be improved; one idea is to make a member of staff a premium pupil champion.**  JR noted that once the report has been rolled out to other schools, GF should get some feedback and ideas from them. | **CB** |
| 8 | **Sports provision**  As requested at the previous meeting by CY, GF provided the committee with an overview of the school sports provision. Every pupil has two sessions a week lasting an hour each. PE teacher Dan Aust runs one session and the class teacher runs the other one. Former RLT PE teacher Ben Eshelby also comes in once a week to coach and support Mr Aust.  The PE lessons are based on the requirements set by the national curriculum which include teaching a number of specific skills such as catching and throwing.  In addition to lessons, Mr Aust runs lunchtime activities and after school sports clubs. Older children can choose to be sports ambassadors; they help the younger children play games at playtime.  When asked by CY to expand on how the sessions are planned, GF said that Mr Aust plans a session based on skills required by the curriculum and the class teacher will run games and activities in the next session to reinforce the skills learnt. A lesson on underarm throwing might be followed by a session of dodgeball to practice the throwing. This might be continued for a period of time.  **GF assured CY when questioned by him that the sports teaching is monitored just as rigorously as English and maths. PE data goes into the PAGs with the same rigour and clear objectives as other areas of learning.**  **JR stated that there is clearly a difference between lessons based on the specific curriculum skills and sport based PE lessons. She questioned whether the skills based lessons give the children enough understanding of playing as a team or prepare them for more sports based PE in secondary school? CY also questioned whether the lessons give the children enough preparation for competitive team sports.**  GF reiterated that skills are reinforced through specific team games and that the school is competitive. However, time is an issue when it comes to competitive sports. That is why there are lunchtime and after school clubs and the children are given the opportunity to take part in RCC organised competitions.  GF believes there is more sports provision now than in the past, but the amount of opportunity the children have to practise skills is down to time, what competitions the RCC or other schools are running and to parents, who might have to drive them to competitions. There are plans for an RLT inter school competition in the summer.   * **At CY’s request**, GF and the governors will look at whether sport can be improved in any way; is it necessary for example to have a focus on teamwork? In the first instance, one of the governors should meet with the PE teachers to find out more. | **CY,GF** |
| 9 | **Policy update**   * CY is to review the Health and Safety policy. (The RLT has employed external consultancy Leicestershire Traded Services to ensure all the schools are compliant so that should already be reflected in the current policy.) | **CY** |
| 10 | **Governor training**  CB has had a day’s course on data dashboard. JR is booked on an Ofsted training course taking place in two weeks and she will speak to GF about safeguarding training. |  |
| 11 | **Any other business and date of next meeting**  TREES AND WINDOWS GF reported on the results of a tree survey and a glazing survey. The tree survey recommended some trimming in places but said that all the trees were stable. The window survey however raised concerns because some of the school’s window panes are not kite marked. This could lead to remedial film having to be put on the windows at a cost of about £5,000.   * GF is going to investigate this further with RCC as the windows must have been compliant when installed.   YOUNG VOICES CY congratulated GF on taking Years 5 and 6 to the Young Voices performance on 30th January. It was amazing and CY hoped the school would continue to take part in it. GF stated that CH had been instrumental in the success of the event and had been the lead on rehearsals and planning – a substantial undertaking with close to 60 of our children taking part. GF will pass on the thanks of the governors.  CATERING   * CY asked for an update on the catering provision at the next meeting. CW to add to the agenda.   POSSIBLE FUTURE AGENDA ITEMS   * CY also asked GF to think about whether the governors could do anything to look at the softer – that is non data driven – aspects of school. GF will think about it but, agreed to put on the governor report template ‘How did the school feel?’ at the end of the template – not to link the feel of the school on that specific subject matter, but more just about how the school felt/seemed at the time of the visit.   The next meeting of Ketton Local Governing Body will be held on 29TH March 2017 at 6.30 pm. CW will send out a reminder and supporting papers in good time for the meeting. | **GF**      **GF**  **GF** |

The meeting ended at 8.30 pm.