



Minutes of the Meeting of the Full Governing Body of  
Loddon Primary School on Wednesday 24 May 2017

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**Present:**

Suzanne Ambaum, Lucy Andrews, Eleanor Gunbie, Jenny Hall, Rob Henderson (Chair), Donald MacDonald, Sarah Phillips (Headteacher), Kevin Wooldridge

Sue Lunn (clerk)

56/16 **Apologies for Absence**

John Brady, Richard Frazier, Faisal Hussain

57/16 **Declarations of interest in Agenda Items**

There were no declarations.

58/16 **Minutes of the Previous Meeting**

48/16: The year in which NQTs are included in the tracking system should read 2016/17 and not 2015/16.

Subject to this, the minutes were agreed.

59/16 **Matters Arising**

All action points had been completed.

60/16 **Committee Updates**

**Finance**

The committee had submitted a balanced budget for 2017-18. As previously discussed, the next year will be challenging.

A benchmarking exercise undertaken by the Senior Leadership Team had confirmed that the school expenditure on Teaching Support Staff is high in comparison with similar schools and therefore a review of the Teaching Assistant provision would be beneficial.

**Personnel**

There were still ongoing challenges with staffing with staff changes and long term sickness absence to cover. It was felt that the high cost of living in this area has a bearing on staff recruitment and retention.

The Headteacher had been asked to undertake a review of the Support Staff structure, not only because of the high level of expenditure but also as a result of

the need to manage the available provision effectively.  
This was the next step following previous analysis of the teaching and administrative staff.

It was hoped that this would also be a positive move for the staff concerned with possible opportunities.

61/16 **Headteacher's Report**

The Headteacher reported that the school continues to expand and that the current number of pupils on roll is 546.

Attendance

There is currently a drive to improve attendance overall in schools with the expectation that school attendance should be 100%.

Historically requests for absence have been assessed against attendance data as a percentage. However, the Local Authority have now asked the Headteacher to remove any references to percentage attendances within the school's documentation and also any reference to 10 days authorised leave, the latter never having been part of official policy.

The Headteacher advised that for internal monitoring purposes the figure of 96% attendance could be considered good. She was pleased to report that the average attendance figure for the school as a whole was 96.1%.

It was noted that attendance figures in Early Years were lower as follows:

2 Year Old Pupils:	87.4%
Nursery	89.2%
Reception	93.96%

This gave an average of 90.18% for the Foundation Stage. It was recognised that this was due to the fact that the children were below statutory school age but the school does ask new parents to sign an undertaking that attendance requirements will be adhered to and this will be emphasised again.

Governors asked if much of the absence was sickness but the Headteacher reported that there had been an increase in families taking time out for holidays.

The Headteacher had also monitored absence amongst specific groups as follows:

- Pupils with Special Needs 95.32%
- Pupils with Educational Health Care Plans 92.57%
- Pupils qualifying for the Pupil Premium Grant 95.63%
- Pupils with English as an Additional Language 95.47%

It is important to understand that there were very few pupils in some categories and therefore one prolonged absence could alter the data significantly for a specific group. It was also noted that some pupils in the SEN group also had medical conditions which required them to be absent from school.

There are 11 pupils in school who had achieved attendance of 80% or lower. These pupils had known issues such as medical conditions or family circumstances.

The Headteacher advised the Governors that one penalty notice had been issued this term in respect of a term time holiday.

#### Staffing Update

Since the Personnel Committee Meeting there has been some positive staff recruitment:-

- An experienced Assistant Caretaker has been appointed and will start next half term
- An Assistant has been appointed to take responsibility for the maintenance of the swimming pool. The person appointed has experience. As this s post is to cover sickness absence, the post is temporary on a time sheet basis.
- A temporary Finance Assistant has been advertised for in order to cover maternity leave.
- The vacancy for Team Leader was advertised with a good response from experienced candidates. As a result four of the five applicants were shortlisted.

At the time of interview the Headteacher was advised that a teacher would be relocating and therefore leaving the school. With the agreement of Governors two appointments were therefore made for Team Leaders to Years 3/4 and Years 5/6.

The review of teaching Assistants has been launched with a meeting with Support Staff. Letters outlining the reasons for the review have been sent and a consultation meeting is planned.

The use of Special Educational Needs Support and Interventions is also being reviewed in order to increase efficiency.

A working group of parents and staff has been formed to consider the Leading Parent Partner Reward.

#### Curriculum

Self-evaluation of the Early Years Provision had been undertaken (as attached) and the progress made is pleasing.

The Headteacher has been advised that the school's KS2 writing assessments will be subject to moderation this year.

Governors asked who would complete this and the Headteacher advised that the review is undertaken by current teachers from within the Local Authority who are trained as moderators.

Governors also wished to know if there was a course of action if the results were not felt to be accurate and it was confirmed that an appeal is possible.

#### Expansion of the Premises

The Headteacher advised Governors that a date had been set of 6 June for the presentations by contractors who were tendering for the building extension. Set criteria have to be met and the tenders are also evaluated via an Audit Tool, but this does give the school the opportunity to express a preference. Governors are welcome to attend.

95.47 **Strategic Vision for Loddon Primary**

The Senior Leadership Team has met to look at the long term aims of the school and have produced the Strategic Vision document (attached).

Although the School Improvement Plan covers the immediate goals and its aims are still clear and valid, this vision projects towards the long term ambitions of the school.

The Governors supported the vision and asked the following points:

*Why has the year 2026 been chosen?*

This is the year that the youngest pupil currently at the school will leave Year 6

*Who is the intended recipient of the document?*

Once agreed, a copy of the vision will go to staff and also be published on the school website.

Governors suggested that, if the document was for general publication, the contents should be reviewed for technical phrases or jargon. This was agreed.

It was also considered that in the second paragraph a reference be made to the fact that the School is a Value Based Education School.

63/16 **Training Feedback**

Some governors had attended a training session on the expectations of OFSTED. The training was thought to be very useful.

The main points to note were

- To ensure that the website is up to date
- Be aware of internal and external data from the website
- Ensure that there is evidence of questions and challenges by the Governing Body
- To look back at the previous OFSTED report and review action taken and the impact
- To consider measuring the impact of Governance

The training had been based around the following questions:-

1. Do the children in your school receive a good education?
2. What is your vision for the school?
3. What issues does the school face?
4. How does leadership demonstrate high expectations?

These topics had formed a good basis for discussion and it was agreed these should be added to the questions already highlighted for the agenda of the next Governor Day.

64/16 **Policies for Review**

Complaints Procedure

This is a model policy that has been adopted. No changes had been made by the Local Authority and none were considered necessary by the Governors.

Subject to the updating of the front cover, the policy was agreed.

65/16 **Policy Procedures**

The clerk advised that at a recent briefing, schools had highlighted that the published review dates for model policies did not always match their own nor the planned meeting dates for committees. As a result, schools were finding it challenging to incorporate changes in a timely fashion.

It had been suggested at this briefing that one way forward was to allow for policy revisions by adding the following sentence to the policies –  
*'this policy and any subsequent revisions are hereby adopted'*

Governors felt that this was not appropriate as the model policies were not necessarily adopted without change but acknowledged that some clause to cover changes in legislation would be a good idea.

A clause to this effect would be looked at for future consideration.

**Action J Hall to research the exact wording to be added to policy documents.**

66/16 **Meeting Dates for 2017-18**

The proposed dates for next year were agreed without change.

67/16 **Strategic Governance**

On the theme of the impact of the Governing Body, the Chair proposed that there should be a strategic plan for the forthcoming agendas and that governors should project their specific requirements.

In addition to the legislative deadlines, it was therefore suggested that agendas were planned out throughout the year.

It was agreed that the Committee Chairs review the requirements of each committee and put forward proposals.

**Action The Chairs will meet on the Governor Day to discuss.**

The agenda of the Governor Day is being discussed next week and is expected to include Raise Online data, the previously highlighted areas of knowledge and also the four sample questions from the training workshop.

**Action The Chair of Governors to circulate the agenda for the Governor Day two weeks prior to the event.**

68/16 **AOB**

No additional items were raised.

55/16 **Date and Time of the next Meeting**

The next meeting of the Governing Body will be on Wednesday 5 July 2017 at 6pm.

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Signed by the Chair of Governors

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Date