



## Minutes of the Meeting of the Full Governing Body of Loddon Primary School on Wednesday 11 October 2017

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### **Present:**

Suzanne Ambaum, John Brady, Eleanor Gunbie, Jenny Hall,  
Rob Henderson (Chair), Faisal Hussain, Donald MacDonald, Sarah Phillips  
(Headteacher), Katja Strohfeldt-Venables, Kevin Wooldridge

Sue Lunn (clerk)

The Chair introduced Katja Strohfeldt-Venables as the new parent governor and welcomed her to the meeting.

### 1/17 **Apologies for Absence**

Apologies were accepted from Lucy Andrews

### 2/17 **Declarations of interest in Agenda Items**

There were no declarations.

### 3/17 **Minutes of the Previous Meeting**

The minutes were agreed subject to the correction of minor errors.

### 4/17 **Matters Arising**

All action points had been completed apart from the meeting with the Local Authority regarding funding and this was ongoing.

### 5/17 **Register of Business Interests**

The governors had completed the required annual declarations.

### 6/17 **Terms of Reference of the Governing Body**

These were agreed subject to 'an element of challenge' being amended to 'appropriate and timely challenge'.

### 7/17 **Approval of the Committee Terms of reference**

The committee terms of reference had been reviewed by each committee and were approved.

8/17 **Committee Membership**

The committee membership was reviewed in order to ensure that the committee would be well attended during the year.

J Hall will join the Environment Committee, R Henderson agreed to attend Finance and Personnel and F Hussain will join the Curriculum committee.

The Pay Committee will remain the same but the governors conducting the Head Teacher's Performance review will now be Rob Henderson, J Hall and J Brady.

The committee membership is as attached.

9/17 **Governors' Roles and Responsibilities**

The governor roles for the forthcoming year were reviewed and agreed as attached.

10/17 **Link Governor Roles**

The Link Governor roles were updated.

Governors were reminded of the Link Governor Meeting to be held on Wednesday 15 November 2017.

11/17 **Committee Updates**

Personnel

The review of the support staff roles and responsibilities was continuing. A Teaching Assistant Post had not been filled until completion of the review. The aim of the review is to ensure consistent use of support staff in the classroom and to adjust the times of the working day to reflect the school's requirements.

Finance

The Chair of the Committee and the Headteacher were still trying to arrange a meeting with the Local Authority to discuss the funding of the expansion of the school. A date had been arranged but had subsequently been postponed.

Staffing costs will continue to be a challenge for the future.

The Budget Monitoring Return is to be distributed by email this week due to the fact that there are no meetings between the issue of the report and the deadline.

Curriculum

The Headteacher had given the committee an overview of the Key Learning Objectives.

There had also been an interesting discussion on Safeguarding and the committee had looked at e-Safety in the context of safeguarding. The plans and processes that had been put in place were reassuring.

There had also been feedback from the Parents Forum Meetings, which were proving a useful vehicle to highlight issues affecting parents. One suggestion had been an additional evening for parents to attend and view the pupils' work. It had been hoped to set this up for this term but the time scales were too short so this will be introduced next term when parents can be given more notice.

Environment

The committee had taken a walk around the Key Stage 1 classrooms and FSU

building. The main issues were historical issues with drainage. The first was in the toilets near the Year 2 classrooms and the second was in the server in the Early Years building. The Local Authority is investigating both of these.

The committee had also been made aware of an issue with the CCTV system but this was now resolved.

The Headteacher had updated the committee regarding the delay in the expansion works and the revised timetable.

Governors asked what had been completed by the contractors and it was confirmed that they had moved the offices, completed the car park and erected the fencing on time and to the schools' satisfaction. A delay had then occurred as the drainage related to the Multi Use Games Area had to be revised.

## 12/17 Headteacher's Report

### Staffing

The Headteacher advised that the school is fully staffed and that there had been a positive start to the term. Despite the challenges of the building work, the school has a good team who are pulling together.

The vacancy for the Assistant Headteacher post to cover maternity leave had unfortunately not attracted sufficient quality applications and therefore agencies had been approached. As a result two candidates had visited the school and will be interviewed next week.

### Values Mark

The school had been visited by a member of Values Education in order to do a progress review. This had included a Learning Walk around school including the Foundation Stage Unit. The assessor also met with the Values Ambassadors who explained their role and then undertook an exercise with them. They talked about growth mindset and reflection and demonstrated an enhanced level of understanding.

The progress of the school is considerable and it is suggested that the school should prepare an application for the Enhanced Values Mark. This would be a great achievement as only two schools nationally hold this level.

This would involve continuing to consistently demonstrate the Values ethos in the classroom and also to reach out to community partners and other schools. Evidence would need to be collated with a view to the assessment being conducted in October 2018.

### Curriculum

A workshop and presentation on Phonics had been held for parents.

*Governors' question: Was this well attended?*

The Headteacher advised that about 24 parents had attended, which was quite in comparison to other events.

One element of the School Improvement Plan was progression in writing. The English Subject Leader had arranged training for staff to ensure that they are teaching the latest focus in writing.

Whilst the school's level of attainment in writing is high, progression had been harder to achieve and it is felt that this will be helped by demonstrating greater depths in writing.

### Training

The focus INSET day this term had been expanding schools.

The Headteacher had collated the staff feedback from the day which was as follows:-

Question	Responses
What excites you about the expansion?	New buildings, new children, more staff to meet and share ideas with
What uncertainties do you have about the expansion?	Feeling of being too big, losing the sense of being one team
What do you want to retain after the expansion?	Values, community ethos, teamwork, good communication
What would you change about the expansion?	Separation of the buildings Swimming pool changing rooms

The training day had proved useful and the mainly positive feedback was pleasing.

*Governors' question: How do you intend to address the uncertainties?*

The school has regular well-being meetings under its Every Adult Matters initiative and questions will be picked up in that group.

The separation of the buildings is more difficult to address but team building events were being trialed and cross-over events would go some way to help.

The Headteacher was thanked for her report.

13/17 **Self-Evaluation of the School**

The Headteacher submitted the completed Self Evaluation Review to governors as well as the self-evaluation report for early years (both attached).

Early Years has a separate judgement within the inspection framework and it therefore seemed sensible to have an individual review document.

Governors were pleased with the document overall. It was commented that the school is now confident with where it is and that the most important things are the feel of the school and its progression.

Governors queried the overall assessment of 'good with outstanding features' as they felt that the school was close to being outstanding. The Headteacher advised that she had sought advice with regard to the level and wording of the report. Certainly since the report a full audit of behaviour in the school had been completed and she felt confident that this element is now outstanding.

Also the pace of improvement and progress in the Foundation Stage Unit has been very impressive in the last eighteen months. Evidence now has to be collected however to enable us to demonstrate that much of the work is outstanding.

The governors felt that the following sentence should be included with the overall summary statement

*'and with an absolute conviction to progress to outstanding in all areas'*

14/17 **Update on discussions on Academy Status**

The Chair updated governors on the research that had been undertaken on the conversion to Academy status.

The collective governor view was that time was needed to evaluate the situation and to look at the benefits for the school.

Governors had previously agreed that further research should be undertaken but that any conversion should not take place until the expansion of the school was complete. This still seemed sensible and the government's current deadline for conversion is 2022.

The Headteacher advised that she had attended a conference on Academy conversion. As this has not been well attended, the format was changed to that of a workshop and as a result this had been extremely useful and more streamlined to the schools in attendance. The facilitator was able to give more personalised advice and feedback.

It had been confirmed that although the immediate deadline had been removed, the government have an expectation that all schools will convert during the next six years. It was also considered unlikely that this would change if there was a change of government as there is actually broad support across parties.

The training had covered both stand-alone academies and multi academy trusts. The number of pupils for a stand-alone academy was not less than 800 and although the school would be close to this it was unlikely to have reached that figure. A case could be made for the school to convert on its own if there were others ready to join in the future but if the majority had already converted, then there was less likely to be an argument for this.

The preference is for multi academy trusts of about 10 schools in order that they can share resources such as training and expertise.

The next steps in the process will be to think about partners and network accordingly and also to consider the legal framework so that the ethos of the school can be continued. This should be done now so that time and consideration can be given to each aspect. It was felt that the school was in a good position to approach others. The school will have to engage with the Local Authority over the process and consultants are available to assist with the process should the school wish to engage them.

Governors accepted that the school would be required to become an academy in the future but that their current priorities are the completion of the expansion and achieving an outstanding level of education. The school will look at a timeline for the process but would not consider converting until at least 2019.

15/17 **AOB**  
There was no additional business raised.

16/17 **Date and Time of the next Meeting**

The next meeting of the Governing Body will be on Wednesday 29 November 2017 at 6pm.

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Signed by the Chair of Governors

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Date