



COMPANY NUMBER 08075785

Southwold School, Holm Way, Bicester, Oxon, OX26 3UU

Principal: Mrs Anna Ballance • W: www.southwoldschool.org T: 01869 324061 • F: 01869 322376 •

E: office.2607@southwold.oxon.sch.uk

**MINUTES OF THE LOCAL BOARD OF GOVERNORS (LBG) MEETING HELD IN THE SCHOOL
WEDNESDAY 17 JANUARY 2018 AT 6.30PM**

Present	LBG Governors	Gavin Bray (Chair) Chris Williams (CW) Wiebke Macrae (WM) Lorna Nichol (LN) Teaching Staff Governor Gemma Penny (GPe) Non-Teaching Staff Governor Jo Stanley (JSt) Parent Governors Mark Lemman (ML) Graeme Parrott (GPa) Darren Townsend (DT)
In attendance	Acting Interim Principal WHF representative WHF representative Assistant Principal	Alan Derry (AD) Simon Cowley (SC) James Summerson (JSu) Emily Holloway (EH)
Apologies	Principal	Anna Ballance (AB)

		ACTIONS
1	WELCOME & APOLOGIES	
1.1	The Chair welcomed those present. Although there were no apologies, the Chair advised that it was with regret that Carol Robinson has resigned from her position as a Parent Governor. Whilst a replacement is being sought, the Chair will support DT with Pupil Outcomes.	
2.	DECLARATION OF INTERESTS	
2.1	There were no declarations of interest against any of the agenda items, no gifts or hospitality had been received by any LBG member and there were no pecuniary/personal interests.	
2.2	Copies of the Code of Conduct Governors – LBG were available for all to refer to and abide by.	

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		ACTIONS
3.	ACCURACY OF THE MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2017	
3.1	The minutes of the meeting were agreed as an accurate record subject to the following change: 9.5.5 Baseline assessment data has been collated and recorded for the SEND and Pupil Premium children who are not on track. This will be reviewed again in February and May to establish the progress made. GS to amend the 15 November 2017 minutes accordingly.	
3.2		GS
4.	MATTERS ARISING FROM THE MINUTES OF 20 SEPTEMBER 2017	
4.1	All actions and updates have been recorded on the LBG Actions Tracker.	
4.2	LN stated that it had been quite confusing trying to find the multitude of documents on Governor Hub. It was noted that subfolders can be added to make document retrieval easier. Report authors also need to be mindful of how they name their documents ensuring they make sense to others. JSu agreed to share the format used by another WHF school. It was also suggested that the documents be displayed on the white board at LBG meetings thereby saving the need for printing.	JSu
5.	LBG – GOVERNANCE	
5.1	School Visits – Link Governor Reports	
5.1.1	<u>Teaching and Learning:</u>	
(a)	Two Quality of Teaching reports have been submitted. The Chair queried what percentage of staff were outstanding and what percentage were good. 23% of staff are outstanding and although by the end of Term 2 all teachers were good, this has dropped to 87% as there are two new teachers that are currently in training. The two teachers that went through the coaching process in terms 1 and 2 have improved to good and have stated that they found the process beneficial.	
(b)	Neither of the current Year 6 teachers have taught at that year group before. They are both being coached by AB and GPe whilst the new KSI teacher is being coached by EH.	
(c)	Support and challenge is being undertaken across all year groups and the staff have stated that they are clear on their objectives and feel supported.	
(d)	GPa queried whether it was appropriate to appoint a newly qualified teacher into Year 6 given the importance of this particular year group. EH explained that Bobbie Wright moved to Year 6 and that the newly qualified teacher was working in Year 3. This was deemed a positive move in light of not being able to appoint an experienced Year 6 teacher as Bobbie has worked with many of the children when they were in Year 4. GPe added that she has worked in Year 6 for most of her career and AB was also highly experienced with this year group and they will therefore be undertaking the coaching and support. DT	

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		ACTIONS
	added that in his experience both Year 6 teachers were good and he had no concerns.	Chair
(e)	SC advised that if presenting the report, the matrix for judging the teachers needs to be clear. EH explained that the judgements are all triangulated and based on pupil progress meetings, book inspections and learning walks. SC recommended that this be explained to the OFSTED inspectors before they go into class.	
(f)	The RAG rating on the report was green with an upwards arrow indicating further progress has been made. However, AD believed the metric should be equal. He did not believe this was a bad news story as proactive work was being undertaken and was having a positive impact on learning. The Chair agreed to amend the metric.	
(g)	The second report dated 13 December was more concise. LN referred to the parent workshops referred to on page 2 and asked how these had gone. AD explained that these workshops were for parents of targeted children in Year 2 to endeavour to improve reading at home. He advised that he has met with 6 of the 9 parents and the workshops have had a positive impact with the children informing him that they are only two reads away from achieving their party. The children's progress will be reviewed following the February data release. LN queried what happens with the parents that have not attended a workshop. AD responded that it was hoped that those parents who have undergone the process will discuss the positive impact which will hopefully encourage the others to come on board.	
(h)	The LBG was content with the amber RAG rating.	
5.1.2	<u>Personal Development, Behaviour and Welfare:</u>	
(a)	The Chair queried why there was no arrow identifying the progress being made. ML explained that this was the first report of the year and as such there was no data to compare progress against.	
5.1.3	<u>Early Years' Provision:</u>	
(a)	The Chair advised that an amber rating has been assigned as the data will not be available until the end of the current academic year. EH explained that more data has been received to show the progress made by December 2017. The next data point is February 2018 where it is envisaged 60% will achieve.	
(b)	There were 14 children in Nursery at the start of the school year but this has now increased to 23 with another 2 due to start in the next 2 weeks. This is a 62.4% increase. Sunbeams which is an additional paid provision has been made available and is currently being used by 6 children.	
(c)	Lowering the entrance age to 3 years has helped to increase pupil numbers but comes with its challenges. EH and Alex Marsh visited Drove School yesterday and now feel more assured that they are moving in the right direction.	
(d)	The Christmas open day had been hampered by the heavy snow but had resulted in a new family joining the school.	

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		ACTIONS
(e)	SC queried whether the achievement of those children starting in Nursery is compared with those that join the school in Reception. EH confirmed this does happen and those joining in Nursery fair well which is a good marketing tool for the Nursery.	
5.1.4 (a)	<u>Effectiveness of Leadership and Management:</u> This has been provided an amber RAG rating with an upwards arrow. All were content with the assessment.	
5.1.5 (a)	<u>Pupil Outcomes:</u> There was no Pupil Outcomes report due to Carol Robinson's resignation from the LBG.	
5.2	Monitoring Strategy –Update RAG Position	
5.2.1	A summary of the RAG ratings has been shared with the LBG. All were content with the new format.	
5.3	Role of LBG / Link Governor Process	
5.3.1	The Chair advised that he has updated this document with the name of the LBG and SLT members responsible for each role.	
5.3.2	CW advised that there have been some issues contained within the reports that are not recorded on the MOS. He therefore agreed to update this document to ensure that all interventions are monitored.	CW
5.4	LBG Newsletter	
5.4.1	The Chair asked all Link Governors to provide a brief report on the areas they are responsible for and LN, being a relatively new Governor, was asked to provide a short pen portrait to introduce herself. WM agreed to lead on the formatting and all were asked to forward their articles to her during the first week of February so that the Newsletter can be issued in the first week of Term 4.	LBG / LN / WM
5.4.2	JSu queried whether the school had access to social media which could be used to circulate the Newsletter. The school has a Twitter account and has access to the unofficial Parents of Southwold School Facebook Page. DT explained that there are not many parents following the school on Twitter and that Facebook appeared to be the preferred platform. Work was ongoing to introduce an official Southwold School Facebook page.	
5.5	Parent Questionnaire – Working Group to Plan & Implement	
5.5.1	It was noted that last year's Parent Questionnaire was launched at the March Parents' evening and it was agreed to follow the same format this year so that the data can be analysed and reported to parents before the end of the school year. JSt and CW agreed to lead.	JSt / CW
5.5.2	The OFSTED questionnaire framework will be used again so that the data can be compared with previous years. GPa asked whether there was anything the	

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		ACTIONS
5.5.3	<p>LBG would like to seek parent views on that could added as extra questions. The Chair stated that some of the questions have already been changed.</p> <p>SC asked what the uptake was with ParentView. This was very low despite being pushed in Newsletters. GPe suggested this be raised at the next Parent Council meeting and perhaps some laptops could be set up to enable parents to complete the survey whilst they are there. JSu offered to help set this up.</p>	JSu
5.5.4	<p>LN queried how parents are informed on how the data is used. The Chair advised that the results are published in the end of year LBG Newsletter. One example of where parent feedback has been used is the introduction of ParentMail. Communication used to score poorly but since its introduction comms fared very well in the last questionnaire. It was agreed that parents will be reminded of the action that has been taken on the back of parent feedback just prior to the launch of this year's questionnaire.</p>	
6.	DATA – OVERVIEW	
6.1	<p>SC provided an overview on how to analyse the performance and inspection data. This data is received 27 weeks after the end of year results when 10% of the next academic year has been completed therefore it is imperative that schools have mechanisms in place to review its results and the data should not bring any surprises. Schools are expected to drill down on the end of term results in the summer term. The WHF will look at the school's SEF prior to the summer break and will set targets and areas for development for the next academic year based on the internal data.</p>	
6.2	<p>It was noted that Southwold School are due an inspection this year. OFSTED will review this data prior to their visit and use it to formulate their lines of enquiry and identify areas to be scrutinised.</p>	
6.3	<p>The IDRS document looks at the quintiles over the past few years as well as comparing the school's progress and attainments with the national schools. It is likely that writing will be a focus for OFSTED. The inspectors will not expect LBG members to know this document in detail, but they will be expected to know what the school's strengths and weaknesses are as well as what is being done to address the weaknesses.</p>	
6.4	<p>Page 7 of the presentation describes the areas that will be investigated in the OFSTED inspection. This includes:</p> <ul style="list-style-type: none"> • Progress of the low, middle and high attainers. • The starting point of pupils joining the school and how the school knows where the starting point is. • What the school's strengths and weaknesses are. • A review of the Strategic Plan. • A review of the Pupil Premium and Sports Premium initiatives to be assured these funding streams are being used appropriately. • The skillset of LBG members and how the LBG challenges the leadership team. • A review of the minutes to ensure the LBG challenges are relevant. 	

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		ACTIONS
6.5	The inspectors will want to understand how the LBG works and how they support the leadership team as well as how they seek support from the Centre. They will also want to be assured that the LBG knows what progress is being made.	
6.6	Bold Beginnings, which is an OFSTED documents, is another useful resource that provides good advice on EYFS.	
6.7	SC asked whether the school has undergone some practice visits. AD advised that 3 such visits have been undertaken to date.	
7.	PRINCIPAL'S REPORT	
7.1	AD advised that the format of the SLT Report has been changed to ensure all areas are covered and that the targets along with progress is recorded.	
7.2	100 Day Plan	
7.2.1	Southwold School has been asked to participate in the 100 Day Plan project by CEO Dr Nick Capstick. There are approximately 100 days before the commencement of SATs and it is hoped that this project will help the school to focus on what actions are required to give each child the best opportunity of achieving their full potential. The actions will be reviewed on a 3 weekly basis to ensure the actions are having the desired impact and Governors will be informed of the progress being made against the plan at each termly meeting.	
7.2.2	Although children in Year 6 will continue to be targeted as appropriate, the most important intervention is to ensure they have access to Quality First Teaching.	
7.3	Persistence Absence	
7.3.1	Persistent absence continues to decline and is now below the 2017 national average. Attendance continues to be a concern with two families and they have now met the threshold for introducing Parent Contracts. The parents will be expected to meet with AD to discuss their child/ren's attendance. An action plan will be put in place to support the family and progress will be reviewed after 3 weeks.	
7.4	Bullying	
7.4.1	AD explained that incidents of bullying are now recorded on the safeguarding report. ML queried whether the scheme currently being implemented has been described in the safeguarding report. AD explained that this scheme was specific to an individual child and as such has not been referenced in the report. AD provided an update with the bullying incident that is currently being managed. He advised that the plan has started but unfortunately the child did not attend and was not given permission to attend. Therefore a different engagement process will need to be explored.	

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		ACTIONS
8.	INCLUSION UPDATE	
8.1	<p>Register Update</p> <ul style="list-style-type: none"> • 31 children on the SEND Register – 10% of the school population and likely to increase • 39 children on the EAL Register (12 different languages spoken) – 12% of the school population • 70 pupils identified as Pupil Premium – 22% of the school population 	
8.2	NLE Inclusion Visit	
8.2.1	Bev Ball met with GP and Sky on 15 December to review Inclusion. The feedback received was very positive particularly in regards to the systems, processes and procedures which were recognised as being outstanding.	
8.2.2	It has been agreed to display the Pupil Premium budget visually using a pie chart to evidence how the funding is used.	
8.2.3	Work is ongoing in regards to setting up an exit strategy for those children going through the ELSA process. Sky will meet with the child's class teacher so that any successful strategies can be replicated in the class room and for the more vulnerable children Sky will work with them on decorating a pebble or similar which the child can keep in their pocket so that they continue to feel a connection with her.	
8.2.4	SC queried whether Sky has capacity to undertake the work expected of her. AD stated that capacity was an issue as Sky is a part-time worker, however, some funding has been sourced to enable her to work full-time. The school has access to a shared home link worker, however, they are also operating at full capacity. It is hoped they will be able to introduce additional support from September 2018. Southwold School is also looking to introduce Jigsaw Families which will be jointly funded with West Kidlington School.	
8.3	EAL	
8.3.1	GPe visited Drove School, a highly multi-cultural school within WHF, on Friday, 12 January 2018 in order to discuss EAL provision. A new EAL support resource is currently being trialled with a specific pupil in Year 5. The impact will be analysed and if deemed successful, will be disseminated to all support staff for use from the summer term.	
8.3.2	GPe advised that the Governor workshop had been well attended.	
8.3.3	OXSiT consultancy time has been purchased jointly by Southwold and West Kidlington in order to provide a half day leadership and management provision, followed by a whole staff training session focusing on resourcing, assessment and Quality First Teaching. This will take place on 22 February.	
8.4	EHCP	

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		ACTIONS
8.4.1	GPe was pleased to report that the EHCP application for a Year 4 child has now been signed by the parents who have also completed the “all about me” section and this is now ready for submission. If this application is successful it will enable the School to provide the child with the correct provision to meet their needs.	
9.	Teaching and Learning Update	
9.1	The provision of Quality First Teaching is a key focus along with the crown jewels being the children’s books. A book look was undertaken on an inset day where the teaching staff reviewed books from other classes to ensure their books were of an appropriate standard. This led to improvement within the first week of term. Therefore this exercise will be replicated 3 time per year.	
9.2	Work is ongoing with staff in regards to marking and feedback to ensure this is timely so that children are informed and are provided an opportunity to “fix it” the next day before they move onto the day’s lessons. Whilst marking the teachers are being asked to consider who could, who is close and who needs support and to ensure the appropriate support is provided the next day. Evidence of staff feedback can be found in meeting minutes as well as staff surveys.	
9.3	Bev Balls had questioned the role of the KS leads which led to a review of the middle leaders’ roles. The following has now been put into place and has been well received by staff:	
9.4	<ul style="list-style-type: none"> • EYFS Lead - Alex Marsh • Curriculum Lead - Anya Perkins • English Lead - Andrea Hooton • Maths Lead - Kelly Holden White • PE Lead - Bobbie Wright 	
9.5	All leads will be coached by EH and supported and challenged by the SLT through a ‘one voice’ approach to ensure consistency.	
9.6	Pupil progress meetings will take place shortly and EH has already met with Kelly and Andrea to review the priorities which are writing in Year 3 and Maths in Year 6. The action plans for English and Maths have been tweaked and the relevant teachers informed.	
9.7	Middle Leadership Meetings now focus on coaching the Middle Leaders through the ‘support and challenge’ approach to ensure further impact within their designated areas.	
9.8	GPa asked whether the changes to the Middle Leader structure would help to keep these key members of staff at the school. EH hoped this would be the case, however, it was equally important to ensure succession planning is in place for the eventually that good staff will leave to further their careers.	
9.9	AD thanked EH and GPe for their hard work.	

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		ACTIONS
10.	STAKEHOLDER FEEDBACK	
10.1	Parents	
10.1.1	EH attended the last Parent Council meeting. A food group has been established. There were some issues to resolve as the school lunches were provided by Carillion, however the school had already served noticed on them prior to them entering administration. In order to ensure the school's cooked lunches are not compromised the plan to move to MRHC has been brought forward and the staff are currently in the process of being TUPE'd across.	
10.1.2	The next Parent Council meeting is scheduled for Friday, 21 January where attendance and ParentView will be discussed.	
10.2	Staff	
10.2.1	CW has recently undertaken a survey with the Teaching Assistants. Unfortunately, the return rate has been poor with only 9 responses out of 21 being received. GPe advised that she is due to meet with the TAs on Monday and at this meeting she will seek feedback. It was noted that some staff have reported that the survey link went to their junk box and therefore they were not aware that the survey was ongoing even though CW had discussed this with them. JSt stated that some staff had raised concern about anonymity.	GPe
10.2.2	GPa asked whether there was a view that the TAs are not developed enough, not permitted to take risks and are not involved enough. DT added that all the "disagrees" relate to how they are treated and developed. GPe stated that this was not a surprise as it has also been raised at a TA meeting and been evident in exit interviews. GPa asked what training needs they have and what can be done about the poor return rate to the survey. All TAs are given the opportunity to shadow and all will receive EAL training. The issue is that some staff only perceive external courses as training. In terms of the response rate, GPe stated that the survey will be raised again at next week's TA meeting with staff given another opportunity to complete it.	
10.2.3	GPa asked whether there was a TA training lead. GPe stated that they would like to monitor the provision at an outstanding school so see what their support looks like and these opportunities will be arrange but this takes time.	
10.2.4	AD stated that it is recognised that there is a gap, particularly in regards to career progression for TAs and there is a need to grow the next batch of Advanced TAs.	
10.2.5	LN asked whether the pay issue has been resolved. AD confirmed that this has been resolved with HR and all TAs were now being paid at the Oxfordshire salary rate.	
10.2.6	CW stated that although the sample was small, it was pleasing to note that the statements pertaining to the school's goals and safety has scored well.	
10.2.6	The staff were provided an opportunity to provide some free text, but no additional comments had been included in any of the returns to date.	

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		ACTIONS
10.2.7	AD asked what will be done with the data as the same issues are being raised at exit interviews. SC advised that the WHF survey is also being sent out and career progression is likely to be a common thread from all schools. GPe asked whether the questions in the WHF survey refer to the WHF or the individual schools. SC agreed to find out and advise.	SC
10.2.8		
10.2.9	The lowest scoring statement in the Southwold TA survey related to staff being treated fairly at school. WM was surprised by this as she had not been provided with this impression when liaising with staff. It was noted that the low response rate could be skewing the percentage.	
10.3	Complaints	
10.3.1	One complaint was investigated and successfully resolved following the second stage of the WHF Complaints Policy. There was a second complaint which is not yet resolved and continues to be an ongoing issue and relates to bullying.	
11.	SAFEGUARDING	
	<ul style="list-style-type: none"> • There have been 0 allegations against staff • There have been 0 referrals to MASH • There have been no new Domestic Violence reports • There is 2 Child in Need case (+1) • There are 6 active TAFs (+1) • 3 children have an EHCP • There is 1 bullying case that needs to escalate to a TAF with parental consent 	
11.1	The OCC Safeguarding Audit including the Governor declaration was returned to OCC before the end of Term 2.	
11.2	Exclusions	
11.2.1	There have been no fixed term exclusions made since the last report.	
12.	HR / PERSONNEL	
12.1	All teaching staff have undergone classroom observations with their appraiser. The Interim Acting Principal's Performance Management Review (PMR) has been completed by The Primary Director (Mr Simon Cowley).	
12.2	The PMRs for Support Staff need to be planned for the beginning of Term 4.	
13.	EVIDENCE OF BEST PRACTICE IMPACTING ON OTHERS	
13.1	There are numerous examples of best practice impacting on others detailed in the reports submitted for this meeting. In addition to these, EH has met with a key group from the WHF to discuss what has worked in regards to pupil asset.	
14.	WHF UPDATES	

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		ACTIONS
14.1	The WHF survey is being sent to all staff.	
14.2	Mental Health Awareness training has been undertaken by members of the SLT.	
14.3	The Assistant Principals recently met to discuss leadership and development and it is hoped that some official courses with a national qualification will be rolled out in the Spring term.	
15.	ANY OTHER BUSINESS	
15.1	Policy Review	
15.1.1	It was agreed that this would be discussed at the next meeting.	ML
15.1.2	ML advised that some policies were due for review and he had been unable to find the Accessibility Policy which is referred to in the SEND Policy.	
16.	MEETING DATES FOR 2017/18	
	14 March 2018 23 May 2018 11 July 2018	
16.1	All meetings will commence at 6.30pm and be held in school.	
16.2	The meeting closed at 8.30pm.	

Signature of Chair

Date