



COMPANY NUMBER 08075785

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**MINUTES OF THE LOCAL BOARD OF GOVERNORS (LBG) MEETING HELD IN THE SCHOOL  
WEDNESDAY 20 SEPTEMBER 2017 AT 6.30PM**

<b>Present</b>	LBG Governors	Gavin Bray (Chair) Chris Williams (CW) Wiebke Macrae (WM)
	Teaching Staff Governor	Gemma Penny (GPe)
	Non-Teaching Staff Governor	Jo Stanley (JS)
	Parent Governors	Darren Townsend (DT) Mark Leman (ML)
<b>In attendance</b>	WHF representative	Alan Derry (AD)
	Assistant Principal	Emily Holloway (EH)
<b>Apologies</b>	Principal	Anna Ballance (AB)
	LBG Governor	Lorna Nichol (LN)
	Parent Governors	Carol Robinson (CR)
		Graham Parrott (GPa)

		<b>ACTIONS</b>
<b>1</b>	<b>WELCOME &amp; APOLOGIES</b>	
1.1	The Chair welcomed those present. Apologies detailed above.	
<b>2.</b>	<b>DECLARATION OF INTERESTS</b>	
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.	
<b>3.</b>	<b>ACCURACY OF THE MINUTES OF THE MEETING HELD ON 12 JULY 2017</b>	
3.1	The minutes of the meeting were agreed as an accurate record and were signed by the Chair for filing in school.	

Signature of Chair .....

Date .....

		<b>ACTIONS</b>
4.	<b>MATTERS ARISING FROM THE MINUTES OF 12 JULY 2017</b>	
4.1	All actions and updates have been recorded on the LBG Actions Tracker.	
5.	<b>LBG – GOVERNANCE</b>	
5.1	<b>SDP / SEF:</b>	
5.1.1	The Chair advised that the draft SDP and SEF have been submitted to the WHF but have not as yet been approved. GPe explained that although the documents clearly demonstrate a good knowledge of the school, it has been recommended that it be streamlined so that visitors are able to pick out the key areas. It is hoped that these documents will be finalised next week.	
5.1.2	LBG members all agreed that although they understood the reasons for having a streamlined SDP/SEF, they felt the more detailed version was also useful.	
5.2	<b>LBG Strategy:</b>	
5.2.1	Once the SDP had been approved, the Chair will meet with AD to finalise the LBG Strategy which will be shared with LBG members via Governor Hub.	<b>Chair</b>
5.2.2	Moving forward the timescale will be changed with the SDP/SEF being produced in June/July so that these documents along with the LBG Strategy will be in place at the beginning of the new academic year.	
5.3	<b>School Visits:</b>	
5.3.1	The Chair tabled a proposed new visit report form for review. He explained that the reports relate to the school's key targets. Although it was accepted that these have to be outcome led, LBGs should also consider the health and wellbeing of staff and pupils and ensure that Quality First Teaching is evident across the whole school. It needs to be clear from where the evidence has been gained, ie learning walk, book review etc. The Chair explained that the report form will be reviewed again once the LBG Strategy was in place and will then be circulated to LBG members for comment.	<b>Chair</b>
5.3.2	It is imperative that LBG members consider the timing of their visits, there is no point in undertaking a visit until there will be some evidence to review and they need to be mindful not to overload the school with too many visits. It was agreed that the calendar in the Governor Hub will be used to record visits.	
		<b>LGB Members</b>
5.4	<b>Ofsted Planning:</b>	
5.4.1	The Chair advised that the expectation is that Ofsted could visit at any point and as such it is imperative that the LBG and school as a whole is prepared at all times. He suggested that LBG members meet to ensure they are prepared should they be called upon to be interviewed by the Ofsted inspectors. It was agreed that AD, GPe and EH would also be invited to this meeting to ensure the Governors have the knowledge expected.	

Signature of Chair .....

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		<b>ACTIONS</b>
		<b>Chair</b>
<b>5.5</b>	<b>Parent Council:</b>	
5.5.1	The Chair advised that the first Parent Council meeting of the 2017/18 academic year was scheduled for 13 October. Regrettably he was unable to attend and therefore asked whether any of the LBG members could attend in his place. All agreed to check their availability and let the Chair know.	<b>LBG Members</b>
<b>5.6</b>	<b>Code of Conduct</b>	
5.6.1	<p>The Chair circulated an updated Code of Conduct. This was discussed prior to all signing to say that they agree to abide by the rules contained therein. The key responsibilities of the LBG are as follows:</p> <ul style="list-style-type: none"> <li>• The purpose of the LBG and role of the Principal are very different. The Principal is responsible for the management of the day to day processes and administration whereas the role of the Governors is to have a strategic view and to challenge and support the SLT in improving the school.</li> <li>• The LBG does not have statutory authority to act as a governing body as this falls to the Trustees of the WHF, however, they do have some delegated responsibilities which will be detailed in the Scheme of Delegation.</li> <li>• LBG members cannot speak on behalf of the LBG unless they have been tasked with doing so.</li> <li>• They must remain loyal to the consensus decisions reached even if they go against their personal views.</li> <li>• Fairly and without prejudice LBG members are to actively support and challenge the Principal.</li> <li>• They are to support the aims and objectives of the school.</li> <li>• They can only make decisions on areas covered in the Scheme of Delegation.</li> <li>• LBG members need to be careful when using social media and ensure they do not become involved in conversations or debates regarding the school. Any concerns with anything seen on social media sites are to be reported to the Chair and school SLT so that they can decide on the best cause of action to take.</li> <li>• If approached by a parent wishing to make a complaint, LBG members are to direct the parent to the school's complaint's procedure which can be found on the school's website.</li> <li>• Confidentiality must be maintained at all times. The Minutes of LBG meetings are public documents and will be uploaded onto the school's website. It is imperative that staff and pupil names are not included in the minutes or any visit reports.</li> </ul>	

Signature of Chair .....

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		<b>ACTIONS</b>
5.6.2	The Chair advised that any breach of the Code will be investigated and could lead to the LBG member being removed from post.	
5.6.3	All present returned a signed copy of the Code.	
5.7	<b>School Visits:</b>	
5.7.1	AD advised that when planning an external visit, teachers need to complete a Notification of an Educational Visit application. This will ensure appropriate plans are in place and that risk assessment are carried out. No visit will take place without an application being approved. Two visits have already taken place this year and although the applications were not submitted a week in advanced as stipulated, they were submitted and approved in advance of the visits happening. As staff become more aware of the process, it is envisaged that these applications will be submitted sooner. Work on the application for the Year 6 residential planned for February 2018 has already commenced and will be brought to the LBG for review once submitted.	
6.	<b>VICE CHAIR ELECTION:</b>	
6.1	The Chair advised that the term for the Vice Chair is 12 months. CW was the only LBG to put themselves forward for the role and was unanimously voted in.	
7.	<b>PRINCIPAL UPDATE</b>	
7.1	<b>SLT Capacity Issues:</b>	
7.1.1	<b>The Chair asked how the school was coping the in absence of the Principal.</b> AD advised that his workflow has been amended so that he provides leadership support at Southwold School for 3.5 days per week. He then spends one day per week doing school improvement work at other WHF schools and spends half a day undertaking some project work. This does leave the school vulnerable in respect of leadership as there is not a like a like replacement. GPe and EH are deputising when AD is unavailable which then has a knock-on effect on their roles. AD, GPe and EH always ensure that at least one of them is on site at all times.	
7.1.2	The system is very tight, they are currently managing, however, the position is not sustainable in the long term. AD advised that Nick Capstick has a long term view on what will happen depending on The Principal's treatment.	
7.1.3	The Chair stated that he was concerned about the wellbeing of the staff and asked that the LBG be kept informed.	
7.1.4	<b>CW asked whether some duties could be delegated to the Middles Leaders to lessen the burden on the SLT.</b> EH stated that they are already at full capacity as they are having to cover staff absence through sickness and CPD opportunities.	
	<b>ML asked whether there was an issue with staffing numbers.</b> EH explained that	

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		<b>ACTIONS</b>
7.1.5	the resilience is being tested due to some long term absences which were not know until late last year/at the beginning of this term. She explained that they are being very mindful in terms of what they agree to do and will only undertake tasks listed on the SDP.	
7.1.6	GPe stated that the mental health and wellbeing of staff was lower than usual for this time of year and when staff feel low they are more inclined to go off sick. Fortunately, the staff have a very open culture and all are encouraged to talk about their concerns and feelings.	
7.1.7	ML asked whether there was a plan to get additional staff in if needed. AD advised that it had been planned to use internal capacity to cover shortfalls, however, this view will need to be reviewed if the situation does not improve. AD added that he, GPe and EH are regularly meeting with the Principal so that when she is able to make a return to school, she is aware of what has been happening.	
7.2	<b>Attendance:</b>	
7.2.1	AD advised that attendance will form part of the SDP. Although the overall absence rate is below the 2016 national average (2017 data is currently not available), the school will continue to focus on attendance particularly in relation to the FSM, EHCP and boys where absence rates are higher. CW asked how many children with an EHCP in place attend Southwold School. GPe advised there are currently 3 children with an EHCP.	
7.2.2	DT questioned whether the low absence rate related to the reduced pupil numbers. AD advised that this was not the case and the absent rate was pleasing, however, what was a concern was that the pattern has not changed and that is why the focus will be retained on the groups identified above.	
7.3	<b>Progress towards SIP Outcomes and SDP Targets</b>	
7.3.1	Data currently not available.	
7.4	<b>Year Group Numbers as of 19 September 2017</b>	
7.4.1	The school capacity is 420 pupils. 326 was predicted for this year, however, there are currently 315 – 11 below the predicted level. It is therefore imperative that the school is robustly marketed as falling pupil numbers will have a detrimental impact on budgets.	
7.5	<b>Staffing</b>	
7.5.1	AD advised that a review of lunchtime hours was underway. The aim was to have 10 Midday Supervisory Assistants (MDAs) however, one is currently on long-term sick and there are some historical issues that require HR assistance to resolve.	
7.5.2	Three staff members will be referred to Occupational Health this term for advice and support.	

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		<b>ACTIONS</b>
7.5.3	Mrs Vikki Pointing, Pupil Services Officer, will be leaving on 22 September. The recruitment process to source a replacement is underway with interviews planned for 26 September. <b>AD asked CW whether he would be available to assist with the interview process.</b> CW to check and confirm.	<b>CW</b>
7.5.4	<b>ML asked what would happen if the school is unable to appoint a replacement.</b> AD advised that the standard of applications was high and therefore he was confident that a replacement would be sourced.	
7.6	<b>Complaints</b>	
7.6.1	AD advised that he was investigating one complaint following the second stage of the WHF Complaints Policy. He planned to present the outcome to the complainant on 22 September.	
7.7	<b>Safeguarding:</b> <ul style="list-style-type: none"> <li>• Allegations against staff - none</li> <li>• Referrals to MASH - none</li> <li>• New Domestic Violence - On report received today</li> <li>• Child in Need Cases - One</li> <li>• Active TAFs - 4 affecting 8 children</li> <li>• Children with EHCPs - 3</li> </ul>	
7.8	<b>Exclusions:</b>	
7.8.1	There have been no fixed term exclusions made since the last report and the child that received 2 fixed term exclusions last year has made a successful return to school. GPe is in the process of finalising their EHCP application.	
7.9	<b>Appraisals and Performance Management:</b>	
7.9.1	All teaching staff will undergo a performance review and set targets for the coming year on 4 October 2017.	
8.	<b>INCLUSION UPDATE</b>	
8.1	<b>Registers:</b>	
8.1.1	There are 32 pupils on the SEND Register – 10% of the school population which is less than last year. GPe explained that the school has undertaken a cleansing exercise to ensure low achievers with no special needs are not included on the register. GPe was currently meeting with the parents of children on the SEND register to seek their views for inclusion in pupil profiles.	
8.1.2	36 pupils are on the EAL register which is 11% of the school's population. It was noted that the majority of these children are in the EYFS and KSI and most are Polish, however, 12 different languages are spoken.	
8.1.3	68 pupils are identified as Pupil Premium which is 22% of the school population.	
8.2	<b>ELSA</b>	

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		<b>ACTIONS</b>
8.2.1	This intervention is fully established and Sky Graefe is currently working with 5 pupils from Years 1-6. Each pupil has undergone a pre-assessment and will now have 6 x 30 minute 1:1 sessions, one per week linked to their specific needs. At the end of this process they will undergo a post assessment so that the effectiveness of the intervention can be assessed.	
8.2.2	Pupils are currently being selected to undergo the process in Term Two.	
8.3	<b>EAL</b>	
8.3.1	OXSIT consultancy time has been purchased for 9 November 2017. GPe will attend a half-day session looking at the leadership and management of the provision and this will be followed by a one-hour session for all the staff focused on resourcing, assessment and Quality First Teaching.	
8.3.2	DT questioned whether there was a threshold or is a pupil added to the EAL register if English is not their first language. GPe explained that it was based on the Mother Tongue and what language is spoken at home.	
8.3.3	WM asked whether the school tests their level of English. GPe advised that this is the sort of thing the school is hoping to learn on the training day. All pupils undergo numerous assessments in school but these assessments are written in English which causes some barriers to EAL pupils. There is also the concern that parents do not understand the communications sent home via Parentmail and there have been occasions where the school has had to communicate with a parent via the child.	
8.4	<b>Skill Force (Pupil Premium)</b>	
8.4.1	£6,800 of the Pupil Premium budget has been spent on this resource for pupils in Years 4-6. The children will receive a half-day session per week for the whole academic year where they will develop life-long skills and characteristics to enable them to become active learners. To date feedback from pupils and parents has been very positive.	
8.5	<b>General Update</b>	
8.5.1	The SEND Information Report and Pupil Premium Statement has been updated and uploaded to the school's website. The school was fully compliant. GPe agreed to share these reports with the LBG.	<b>GPe</b>
8.5.2	Team Teach training took place at the beginning of the academic year in order to support a pupil. A high proportion of staff have now been trained in this area.	
8.5.3	The EHCP application is being finalised and will be submitted next week.	
8.5.4	Sky Graefe attended Young Carers training on 14 September and is now a Young Carers Champion.	
8.5.5	Mental Health Awareness Days is on 10 October. This will be recognised in	

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		<b>ACTIONS</b>
	school with the children being invited to come into school in the yellow which is this year's theme. A number of activities will take place to raise awareness and encourage the children to talk about mental health and wellbeing.	
<b>9.</b>	<b>TEACHING AND LEARNING</b>	
9.1	EH reported that the two inset days at the start of term has resulted in all staff being aware of where the school is heading and ensuring a consistent approach across the board.	
9.2	<b>English:</b>	
9.2.1	EH and Andrea Hooton, English Lead met with Alison Capstick during the summer holiday were English the Southwold way was agreed. Alison then led a session on grammar with the teaching staff.	
9.3	<b>Reading:</b>	
9.3.1	A revised log for recording guided reading sessions has been introduced to evidence that they are being undertaken in every class and that teachers are assessing against the reading domains.	
9.4	<b>Writing:</b>	
9.4.1	Alison also introduced the staff to the 4 purposes of writing (write to entertain, write to inform, write to persuade and write to explain and discuss). A display on is available in the staffroom for staff to refer to.	
9.5	<b>Maths:</b>	
9.5.1	Kelly Holden-White, Maths Lead, provided a session embedding maths mastery. Maths mastery has been taken to the next level and will include setting the pupils cold and hot tasks. Cold tasks will be printed onto blue paper and will be set at the beginning of the subject to assess the child's prior knowledge. Once the teaching has taken place, the same task will be printed onto yellow paper (hot task) to assess the impact of the learning.	
9.6	<b>Science:</b>	
9.6.1	Matt Street, Science Lead, provided a session on Science the Southwold way which focused on the importance of investigations and how to record results in their books,	
9.7	<b>PHSE:</b>	
9.7.1	The Jigsaw initiative has been introduced throughout the school.	
9.8	<b>General:</b>	
9.8.1	AD has spent time with the staff to ensure all are aware of what each learning environment should include. This remains a work a progress.	

Signature of Chair .....

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		<b>ACTIONS</b>
9.8.2	The middle leaders have been timetabled some non-contact time which is of particular importance given they currently need to support the SLT more.	
9.8.3	All books are labelled the same and are referred to as the "Crown Jewels"	
9.8.4	The value for September is Quality.	
9.8.5	88% of all teaching staff are classed as good or outstanding. The two teachers that are falling short of this have an action plan in place and are being coached by EH and GPe. The aim is for the two teachers to attain a good rating by Christmas 2017.	
9.8.6	A Curriculum Leadership Team has been introduced and the school is also in the process of appointing a Pupil Leadership Team which will be led by a Head and Deputy Head Boy and Girl. The concept has been presented to the Year 6 pupils in an assembly and they have until 2 October to submit an application if they wish to be considered for one of these roles. Those shortlisted will then be invited to present to a panel their visions for the school. The role of the PLT will be to meet with the SLT on a Tuesday where they will be a set a project to take back to the class room. A class council will then be set up to undertake the project work and feedback to the PLT who in turn will report back to the SLT.	
10.	<b>SAFEGUARDING</b>	
10.1	The new LBG members are completing their Level 1 online safeguarding training whilst the majority of the existing members have undertaken some refresher training. The two members that missed this training will undertake a mop-up session with AD.	
11.	<b>HR / PERSONNEL</b>	
11.1	<b>CPD:</b> Lucy Sullivan has produced the report.	
12.	<b>EVIDENCE OF BEST PRACTICE AND IMPACT ON OTHERS</b>	
12.1	At the end of July the Chair sat on a working group to draft the Scheme of Delegation for Governance.	
12.2	Lucy Sullivan and Vikki Ponting have shared the administration process associated with the absence management scheme.	
13.	<b>CHAIR'S UPDATE</b>	
13.1	The Chair advised that there has not been a Chairs meeting since the last LBG meeting. The next Chairs meeting is scheduled for 5 October. Health and Safety has already been raised and feedback regarding Finance training was that it is not required as LBG members have no financial responsibility. However, the WHF Finance Director will meet with Chairs and Principals who can then cascade to LBG members.	

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		<b>ACTIONS</b>
14.	<b>ANY OTHER BUSINESS</b>	
14.1	<b>MacMillan Coffee Morning:</b>	
14.1.1	It has been decided to change this to an afternoon Bake Sale which will take place at 3.00pm on Friday, 29 September. LBG members were welcome to attend.	
14.2	<b>EYFS Tea and Tissues Event</b>	
14.2.1	EH advised that the EYFS are hosting a tea and tissues event for the new parents at 9.00 am on 28 September. She felt that it would be nice to be able to introduce some of the LBG members if they were available to attend. LBG members to check their availability and advise accordingly.	<b>LBG Members</b>
14.3	<b>Anti-Bullying</b>	
14.3.1	ML presented three questions relating to anti-bullying: <ul style="list-style-type: none"> <li>1. <b>Has the school got any historical data relating to bullying and should this be introduced moving forward?</b></li> <li>2. <b>Should the Anti-Bullying Policy be reviewed as it does not contain anything relating to cyber-bullying?</b></li> <li>3. <b>Are there any plans for Anti-Bullying Week in November?</b></li> </ul>	
14.3.2	AD advised that there is currently only one record maintained for all behavioural issues and as such it is not easy to identify trends relating to bullying.	
14.3.3	AD agreed that a review of the Policy was required and suggested that the review be undertaken by a working party comprising staff, pupils and LBG members. This process will be led by Tabitha. A part of this process will also include a review of the monitoring process.	
14.3.4	There is a plan to raise awareness during Anti-Bullying week which will include a special assembly on the Tuesday.	
15.	<b>MEETING DATES FOR 2017/18</b>	
	15 November 2017 17 January 2018 14 March 2018 23 May 2018 11 July 2018	
15.1	All meetings will commence at 6.30pm and be held in school.	
15.2	The meeting closed at 8.35pm.	

Signature of Chair .....

Date .....