

WHAPLODE AND WESTON ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL

STRATEGY AND OVERSIGHT MEETING FINAL MINUTES
MONDAY 16TH DECEMBER 2019 AT 5:00PM

PART 1

Present: Mrs I Hooper, Mrs E Adie, Mrs S Roberts, Mrs R Walker, Mrs A Flack, Mrs V Cook, Rev. G Atha
Also present: Mrs K Davis (Minutes)
Apologies:

Meeting started at 5:06pm

Agenda item	Issues	Agreed Action	Responsible
1. Apologies for absence		No apologies received.	
2. Declarations of Interest		New LAAT Code of Conduct forms completed by governors present. There were no declarations of interest in any item on the agenda.	
3. Minutes from the Previous Interim Local Board Meeting on 18 th September 2019		Minutes were approved and signed as a true record by Mrs I Hooper.	
4. Matters Arising from pervious minutes and follow up of allocated actions		There were no matters arising from the previous meeting.	
5. Minutes from Committees and Matters Arising		There were no matter arising from Committee meetings.	

<p>6. Charter Items – Termly:</p> <p>VC arrived at 5.15pm</p>	<p>S2. Review Local Board Membership, Roles, Responsibilities and Training</p>	<p>Governors discussed and agreed the Roles, Responsibilities and Training for next academic year and are listed below. IH – Safeguarding/SEND and will monitor attendance SR – Pupil Premium and Sports Premium VC – Health and Safety CM – EYFS GA – SIAMS and Church School Distinctiveness AF explained that when we appoint more Governors we can distribute these against the above roles.</p>	
	<p>S3. Review Academy Discussion Report</p>	<p>Academy discussion report sent to governors when received.</p>	
	<p>S4. Receive Reports from Link Local Board</p>	<p>Reports received before previous Strategy and Oversight meeting in September 2019.</p>	
	<p>S5. Receive Report from Headteacher</p>	<p>Governors received Headteacher reports for both schools prior to the meeting and are happy with the report. <i>Q. Has the Attendance improved at Whaplode (IH)</i> VC commented that the attendance was mentioned in the Signature of Risk EA discussed the attendance and explained that compared to last year at 95% the school is now at 97%. The attendance for the EYFS cohort this year is already better than last year and have already received 100% attendance this term. The number of persistent absences have halved since last year - currently there are 8 pupils; 3 of which are all the same family. During the recent QA it was suggested that school should look at the number of sessions instead of days. If this is kept an eye on and plans are put in place then hopefully percentages would increase. If this was ignored then pupils would never be able to catch up. At Weston RW explained that they are currently at 94% and have 3 persistent absences. <i>Q. Do you have case studies for these? (VC)</i> RW said yes and explained that 1 pupil had broken their foot and the other 2 had other reasons that may have contributed to this. VC said that if you take out the persistent figures then the attendance is looking good. IH stated that as long as the school is aware then that is all that can be asked. <i>Q. Going to Whaplode, what is happening with the Gifted and Talented pupil and their attendance (GA)</i></p>	

		EA explained that after speaking to the Education Welfare Officer we should be using a T code for the days absent when they are away, The pupil is still performing very well and is receiving enrichment when we is away from school.	
	S6. Safeguarding Report (Inc. LSCB Audit)	Governors received these prior to the meeting and are all happy	
	S7. Ensure School Website is Fully Compliant	Website is fully compliant and relevant information has been uploaded to website.	
7. Charter Items – Autumn Term:	S9. Review & Sign LB Code of Conduct	LAAT Issued new Code of Conducts which all Governors have read and signed	
	S10. Receive Scheme of Delegation	Received before previous Strategy and Oversight meeting in September 2019.	
	S11. Appointment of Link Local Board Membership	Received before previous Strategy and Oversight meeting in September 2019.	
	S12. Review Skills/Self-audit and Produce Local Board Development Plan	These were completed and discussed in point 12.	
	S13. Approve School Development Plan and Self-Evaluation	AF explained there is a bit more work to be completed. Looking to revert back to original SEF format due to not being able to validate areas as Ofsted have explained. At the last QA meeting there were no cause for concerns.	
	S14. Review and Approve Safeguarding Policy	Policy reviewed and approved by Governors	
	S15. Review and Approve Admissions Policy	Policy reviewed and approved by Governors <i>Q. Local Authority were reviewing policy for children within the armed forces (GA)</i> AF explained that across both schools there is only one pupil and nothing has changed there but the school is aware and if we get any more then the school will look into it more.	
	S16. Review and Agree School Session Times and Term dates for 2020-21	Governors were happy with the school session times and understood that we do the suggested sessions.	
8. Pupil Premium Strategy and Sports Premium		AF explained how both schools are similar with how they spend the funding. EA commented how across Pupil Premium and Sports Premium with the new Ofsted framework there needs to be awareness of progress and attainment with Disadvantaged children. This is a priority for the LAAT. <i>Q. Is a review on Pupil Premium and Attendance due and the Governors should look at all groups when we monitor (VC)</i>	

		EA expressed this was a good idea and that she would get some dates in the Spring.	
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9. Safeguarding		<p>IH has performed monitoring across both schools and reports have been issued to all Governors.</p> <p>AF discussed courses that the staff had been on and how the schools are in line with the 6 year Training Programme.</p> <p>EA has a Face to Face Safer Recruitment course coming up in January 2020.</p> <p>AF asked if any Governor would like to do a safer recruitment online course to let the clerk know.</p>	
10. Christian Distinctiveness		<p>The SIAMS report from Weston has been sent to all Governors and Governors have expressed how well the school has done to receive such a good report.</p> <p>Whaplode has now started preparation for SIAMS and the new vision statement is starting to weave through the curriculum.</p> <p>AF explained how at Whaplode the Christian Distinctiveness is already embedded, it is just the evidence that needs to be present.</p>	
11. Parent Governor Applications		<p>All Governors have received the Application Forms and have unanimously voted for both applications.</p>	<p>Clerk to send application to Fran Brown at LAAT for next steps</p>
12. Skills Audit and Local Board Self Evaluation		<p>VC expressed how she would like to discuss the final questions on the Self Review.</p> <p>What does the Governing board see as being: 11.1 Its current strengths and key contributions?</p> <p>These were discussed and rigorous monitoring needs happen and were possible, Governors attend the School Development Plan (SDP) meetings.</p> <p><i>Q. Assume the SDP is discussed at other meetings, feel that I don't always know entirely what is happening? (VC)</i></p> <p>AF suggested that all Governors attend all meetings, this would rule out the board not being quorate. It would also mean a good turn out at meetings and good awareness.</p> <p>VC expressed how it is difficult to ask people to commit but feels the monitoring reports are very useful for other governors who are not able to commit as they are very in-depth regarding specific areas.</p> <p>IH suggested a timetable was needed.</p> <p>EA explained that in the New Year she will look at the SDP and allocate times for governors</p> <p>VC commented that they need to look at the POAP and prioritise wherever is needed.</p> <p>AF suggested two dates in the New Year where governors could come and sit in. Tuesday 7th January at Whaplode and Friday 10th January at Weston. If people are unable to monitor then</p>	<p>EA to look at SDP and produce a timetable</p>

		<p>sending questions through to the schools which EA and RW to comment on an inform governors.</p> <p>VC expressed how fascinating she finds the work the school do on the SDP and the knowledge the school has on each individual pupil.</p> <p>11.2 The main areas for improvement, training and development AF explained how the LAAT would appreciate governors to attend training courses and meetings.</p> <p>VC discussed her recent course and explained it was good with knowledgeable speakers.</p> <p>AF asked VC to send through a report on her course <i>Q. Is there a policy on Governor expenses? (VC)</i></p> <p>AF expressed how she would be more than happy to approve travel expenses</p> <p>11.3 Ways of improving governor effectiveness It was discusses previously that the roles and responsibilities need to be allocated and a timetable for monitoring will help with this.</p> <p>AF explained how we need to be aware of the attendance for the Chair and how we need to support their needs.</p> <p><i>Q. Is there a minimum number for attendance during meetings? (IH)</i></p> <p>AF commented that there is.</p>	<p>VC to report on her recent Training Course. Clerk to ask LAAT about governor expenses.</p> <p>Clerk to look at attendance for meetings.</p>
13. Risk Audit Report		<p>AF explained how both audits went very well at both schools. Has expressed concerns about it happening on the same day. In the future, these will be spread out along with QA's and Academy discussions.</p>	
14. LAAT Policies, for Governors information only	LAAT Code of Conduct, LAAT Equality and Diversity and LAAT Teachers Pay Policy	<p>Governors have received these prior to the meeting.</p>	
15. AOB		<p>Whaplode is currently looking into parking concerns at the school and the Admin team are speaking to local councillor for Panel meetings which would encourage neighbours to attend and speak to police at the meetings.</p> <p>AF suggested the School Parliament are present at the beginning and or end of day and ask parents to park sensibly.</p>	
16. Date & Time of Next Meeting		<p>Finance, Buildings & Personnel – Wednesday 29th January at 5:00pm at Whaplode Pupils & Provision – Tuesday 3rd March at 5:00pm at Weston St Mary</p>	

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The meeting closed at 6.00pm

Signed: _____ Chair of Committee

Date: _____