

Ocklynge Junior School Local Governing Committee

Minutes of a meeting of the OLGC held at 5.00pm on Tuesday 16 October 2018 at the School

Present	Initials	Attendance
Anne Wardle, Co-Chair	AWa	✓
Carole Bradbrook, Co-Chair	CBr	✓
Gareth Baker, Co-Vice Chair	GBa	✓
Jennifer Cruse	JCr	✓
Huxley Knox-Macaulay, Executive Headteacher	HKn	✓
Jon Reynard, Headteacher	JRe	✓
Bill Roddick	BRo	✓
Jessy Wilson	JWi	Apologies
James Woodward, Co-Vice Chair	JWo	✓
In attendance		
Tracy Comfort, Executive Business Manager (Agenda item 8)	TCo	✓
Dr Rose Godfrey, Member	RGo	✓
Sally Welch, Clerk to Governors	SW	✓

		Action
1.	<u>Welcome and Apologies</u>	
1.1	AWa opened the meeting, formally welcoming all those present to the first meeting of the new academic year.	
1.2	Apologies were accepted from Jessy Wilson, Staff Governor, who was on a Year 6 trip to London.	
2.	<u>LGC Leadership 2018-19</u>	
2.1	AWa advised Governors Trustees have ratified the continuation of AWa and CBr as LGC Co-Chairs for 2018-19 to provide stability and continuity during this early phase of the Trust's development.	
2.2	Succession planning beyond this year is being co-ordinated through the development of the Vice-Chairs.	
2.3	There was general agreement of Governors to these arrangements.	
3.	<u>Declarations of Interest</u>	
3.1	Gareth Baker, Bill Roddick, James Woodward – parents.	
4.	<u>Minutes of the Previous Meeting (16th July 2018)</u> <i>A copy of the draft Minutes was circulated with the agenda.</i>	
4.1	The following amendments were proposed and agreed: <ul style="list-style-type: none"> p3: amend wording to: '... TCo will go for maximum savings and negotiate services to schools' charges i.e. now £2.5k flat fee.' p5: delete sentence reading: 'Ocklynge is the second most successful primary school across Eastbourne, others have done less well.' minor editorial amendments in respect of punctuation and grammar (pps. 3, 5, 7. 	
4.2	The Minutes were approved subject to the above amendments. Clerk to amend and pass to Chair to sign.	Clerk
5.	<u>Matters Arising</u>	
5.1	Pupil Premium Grant (PPG): Executive Business Manager advised Governors Headteacher has been provided with a breakdown of the PPG budget for this year. The PPG for 2017-18 was spent in full. Governors asked how the PPG for this year is going to be used.	

<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>Headteacher advised Governors this is being worked on now staff are in place. A report will be made to the T2 meeting.</p> <p>SLES Visit Report (Safeguarding) - 29.06.18: <i>A copy of the visit report was circulated with the agenda.</i> Chair advised Governors the purpose of the visit was to sample evidence that supports the school's judgements on safeguarding as reported through the East Sussex 175 safeguarding audit 2017-18. Governors asked for a status update on agreed actions from the visit. Chair assured Governors these have been actioned, including whole school safeguarding training.</p> <p>Staffing: Headteacher advised Governors the school has recruited to the school caretaker vacancy. The successful candidate takes up post on 29.10.18. Governors have raised some grounds maintenance issues which will be addressed.</p> <p>Budget Monitoring: Governors asked about debt recovery for after school clubs. Executive Business Manager advised Governors the deficit of £5.5k has been adjusted to £3.9k in the year-end accounts. The Trust is continuing to pursue the debt with parents/carers asked to produce evidence of payment where required. This is a legacy matter and the clubs are now running under new leadership. It may be necessary to make a case to the Trustees to write off any debt which is not recoverable. Executive Business Manager assured Governors there will be no reoccurrence as payments for clubs are now managed in line with agreed procedures.</p> <p>Governors asked to be updated on the support in place for the teachers moved out of Year 6. Headteacher advised an ongoing programme of in-school support is in place – including exposure to changes in moderation and support from the Head of Year.</p>	<p>HT</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><u>GDPR Presentation</u></p> <p>Chair advised Governors that the GDPR update agenda item has been deferred to the T2 meeting.</p> <p>Headteacher advised the school is working on the following actions from the GDPR audit:</p> <ul style="list-style-type: none"> ➤ general awareness raising and staff training around use of emails, basis of consent, breaches ➤ producing the ROPA (Record of Processing Activities). <p>The need for a Trust policy on management and retention of records was noted.</p> <p>Chair advised Governors that the adoption of secure email addresses will help to meet the GDPR requirement to managing risk relating to the prevention of data breaches. The Trust will be moving to Trust email address for Governors and Trustees and moving to a system of electronic document storage. The Co-Chairs will trial the new systems initially before rolling out more widely.</p>	<p>Clerk</p> <p>Clerk</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Local Finance Update</u></p> <p><i>A paper titled 'Annual Review of Bank Accounts, Charge Cards & Petty Cash' was tabled. A verbal update on the school year-end financial position was provided, including completion of Pecuniary Interests and Annual Inventory exercises. Link Governor Resources visit report was discussed under this item.</i></p> <p>Annual Review of Bank Account, Charge Cards & Petty Cash:</p> <ol style="list-style-type: none"> i. Governors reviewed the proposed limits, signatories and business charge card holders. ii. Governors asked about repayment profiles for the business charge cards. Executive Business Manager advised charges are repaid in full each month. iii. Governors approved the limits, signatories and card holders as set out in the tabled paper at 7.1.i. above. <p>Pecuniary Interests:</p> <ol style="list-style-type: none"> i. Executive Business Manager advised Governors that the annual exercise to update the Register has been closed out, save for one member of staff currently on maternity leave and one member of staff currently off sick who will be asked to complete the form when they return. The Register was presented for inspection in the meeting. ii. Governors noted the Register update. <p>Related Party Questionnaires:</p>	

	<p>i. Executive Business Manager thanked Governors for returning Related Party forms under compliance with year-end audit procedures. One form remains outstanding and is being chased.</p> <p>7.4 Annual Inventory:</p> <p>i. Executive Business Manager advised Governors the inventory was quite old and therefore used what data could be retrieved. Executive Business Manager will look at incorporating the inventory into Ratton FMS. The inventory was presented for inspection in the meeting.</p> <p>ii. Governors noted completion of the inventory.</p> <p>7.5 Verbal update on year-end financial position:</p> <p>i. Executive Business Manager advised Governors the 2017/18 accounts have been completed. The auditors will be carrying out the year-end audit during October half-term. The Trust will be required to submit consolidated accounts from now on.</p> <p>ii. The outturn figure at year-end is in excess of £37k. The global reserves figure on paper is £85k but this includes ringfenced funding – e.g. sport, music. The in-house reserves figure is circa £10k.</p> <p>iii. Executive Business Manager advised Governors that monthly reporting of management accounts is being introduced in accordance with Academies Financial Handbook (2018) reporting requirements.</p> <p>7.6 Link Governor Resources highlighted the following points from their report:</p> <ul style="list-style-type: none"> ➤ DfE Governance Handbook sets a requirement for the governing board to include someone with financial expertise. Link Governor is working closely with leadership and Executive Business Manager to develop his understanding of financial matters in the MAT context. ➤ Although the academy is now in a much better position, there will be ongoing financial challenges which will require the LGC to closely scrutinise budget, to ensure spend correlates to improving pupil outcomes and achieves best value. <p>7.7 Governors discussed the benchmark data provided on staffing. This indicates spend as a percentage of total expenditure is in line with nationally available benchmarks (74.99%). Ocklynge is, however, above local benchmarks on pupil to teacher ratios (26.3) and average salary per FTE (£37,781). Governors may wish to interrogate these areas further.</p> <p>7.8 It will be key for Governors to be able to demonstrate their understanding of the appropriateness of the staffing model in context. Ofsted will look at how Governors use effective management of financial resources to raise standards.</p> <p>7.9 Governors asked about the availability of benchmark data for similar schools nationally. Executive Headteacher advised Governors comparative data exists for secondary but not primary and he is planning to raise this point with the Regional Schools Commissioner when he attends the Trust's annual review meeting in November. Such data is particularly relevant to cross-phase MATs.</p> <p>7.10 Executive Headteacher further advised Governors that the Education and Skills Funding Agency (ESFA) are driving an initiative called Integrated Curriculum Financial Planning. This process integrates curriculum planning with budget planning to maximise the deployment of resources around delivering intended educational outcomes. Here again, phase differences exist with regards to relevant staffing models. Where possible the Trust/schools share financial information with other schools.</p> <p>7.11 Governors welcomed the proposed schedule for further Link Governor reports:</p> <ul style="list-style-type: none"> ➤ T2 – End of Year Review/Analysis ➤ T3 – Pupil Premium/SEND Income ➤ T4 – Other Funding (CIF/Infrastructure Grants) ➤ T5 – Staffing/Temporary Staffing/Timetabling ➤ T6 – Budget Setting 2019/20 <p>7.12 Governors thanked the Executive Business Manager for the work undertaken to stabilise the academy's finances. Chair thanked Link Governor Resources for the comprehensive report and input to the meeting.</p>	
	<p><i>Executive Business Manager left the meeting.</i></p>	

8.	<p><u>Headteacher's Report, Term 1, 2018-19</u> <i>A copy of the Headteacher's Report was circulated with the agenda. Headteacher made a presentation to the meeting (slides attached to these minutes). Link Governor reports for Teaching, Learning & Assessment and Pupil Premium were discussed under this item.</i></p>	
<p>8.1 8.1.1 8.1.2 8.1.3 8.1.4 8.1.5 8.1.6 8.1.7 8.1.8</p>	<p>Headteacher took Governors through the report, highlighting the following points.</p> <p><u>Leadership & Management</u></p> <p>Senior Leadership Team:</p> <ul style="list-style-type: none"> ➤ Link meetings between HT, DHT and Assistant HTs have been re-established. ➤ Senior leadership roles and responsibilities have been revised. ➤ The rigour required in terms of monitoring has been emphasised; actions must have an impact on outcomes. ➤ Leadership are modelling culture of high expectations. Standard setting encompasses all aspects of life in school – behaviour, dress code, holding each other to account. <p>School Improvement Teams:</p> <ul style="list-style-type: none"> ➤ These have been fully established and every teacher has been allocated to a team. Focus areas are subject/aspect leadership across the school. ➤ Release time has been timetabled. ➤ Priorities for improvement, future work and support are discussion items at first meeting. <p>Governors asked for the leadership structure and staff list to be circulated for information. This will assist Governors to identify key leads for monitoring visits.</p> <p><u>Teaching, Learning & Assessment Governor Visit Report</u></p> <p>Link Governor reported the development of mastery of mathematics is being driven by a very enthusiastic team of well trained and keen teachers. Although the team recognise the development of mastery across the school is at different stages, this has not yet been monitored and therefore leaders are unable to be sure about where individual teachers are in this respect. As the current picture is unclear, CPD and support has so far been targeted to all teachers or those that have asked for help. Maths leaders recognise that they need to be more forensic and evidence based in this respect and plan to monitor more formally across the school. As yet, there has been no real focus on raising the profile of mathematics across the school – i.e. making it feel real, positive, fun and engaging. However, the maths team are now discussing some interesting ideas for how they could start engaging parents on this level.</p> <p>RADP: Headteacher advised Governors the RADP requires further sharpening of key priorities and leaders are working on a redraft. Chair urged this to be done as soon as possible and circulated to governors as this is needed for planning of monitoring visits.</p> <p>Governors queried further revision of the RADP from the new Ofsted framework. Executive Headteacher advised Governors curriculum provision is now a key Ofsted focus. It was generally agreed however, that the most successful schools are those that focus on doing the best for pupils by ensuring the curriculum matches pupils' needs.</p> <p>Governors discussed the need for the RADP to be adopted as a working document for leaders at all levels through shared ownership, accountability and vision. The key priorities – maths, writing and disadvantaged – should be known and understood by all members of the school community.</p> <p>Executive Headteacher advised Governors building capacity is key to sustaining school improvement. An external NLE review has been commissioned for November to look at progress since the MAT was established, including the implementation and impact of policy and process. Development/training for middle leaders is part of the package.</p>	<p>HT</p>
<p>8.2 8.2.1 8.2.2</p>	<p><u>Outcomes for Pupils</u></p> <p>Targets for 2018-19 have been set using FFT20 and KS1 outcomes. The FFT20 benchmark is aspirational. Initial targets have been set for all year groups on this basis.</p> <p>Initial Year 6 targets have been set at:</p>	

		FFT20 Benchmarks including Chances	Cohort	A	N
Year 6	Reading	208	40%	87%	
	Writing	208	36%	90%	
	Maths	208	42%	90%	
	Grammar, Punctuation and Spelling	208	51%	80%	
	Reading, Writing and Maths	208	21%	80%	
8.2.3	<p>Governors questioned whether targets set are achievable when compared to last year's outcomes and especially if to be used as success criteria for teachers' performance management targets. Executive Headteacher advised Governors the aspiration is for Ocklynge to become an FFT20 school and this sits apart from performance management considerations. Performance management discussions will focus on evidence of teacher action to close gaps and enable each child to make their best progress from their individual starting points.</p>				
8.2.4	<p>Governors received the Governor Data Pack. Link Governor for Teaching, Learning & Assessment advised Governors the Local Authority has adopted a new report format following consultation with a representative group of governors, with the report now designed to show the impact of school improvement across a 3-year trend.</p>				
8.2.5	<p>Tracking data is being refined through the use of Target Tracker which enables teachers to assess against individual statements, during lessons. Child focused assessment booklets are now in place for pupils to make their own assessments of their work.</p>				
8.2.6	<p>Headteacher advised the first data capture point occurs at the end of T2.</p>				
8.3	<p><u>Pupil Premium</u></p>				
8.3.1	<p>Current priorities include:</p> <ul style="list-style-type: none"> ➤ Embedding the practice of providing quality feedback. ➤ Setting up peer tutoring in Years 5 & 6, for reading and maths. ➤ PP leader to provide training on the gaps between PP & non-PP, and strategies to diminish the gap. ➤ Ensuring the progress of PP is greater than non-PP by taking a number of actions, including: <ul style="list-style-type: none"> • Setting up intervention groups. • Use SATS SPAG and maths study guides. • Teachers to plan small group work (reading, writing maths), delivered by LSAs. • Providing an AEN teacher to support Read Write Inc intervention groups. • Providing phonic intervention groups for reading. • Providing lunchtime homework club (reading, writing, maths). 				
8.3.2	<p>Governors discussed the Pupil Premium Link Governor report. Progress against actions identified from the last visit was noted. The draft Pupil Premium plan for 2018/19 has been prepared with reference to national requirements and key points in the plan were noted as presented in the report. Agreed actions for the next meeting were noted, including ensuring the PP plan dovetails effectively with the RADP.</p>				
8.3.3	<p><u>Pupil Progress Meetings</u></p> <ul style="list-style-type: none"> ➤ Baseline meetings completed, (following summative assessments and gap analysis to inform intervention strategies). ➤ Each teacher has an action sheet detailing identified children in need of intervention. ➤ These interventions are currently being detailed with precise input and outcome data identified. 				
8.3.4	<p>Whilst welcoming the culture of high expectation/high aspiration, Governors queried the processes in place for holding teachers to account and ensuring assessment data is secure.</p>				

8.3.5	<p>Headteacher advised Governors this will be achieved through a process of carefully structured conversations around expectations, led by Heads of Year, with support from SLT. Leadership are ensuring teachers know in advance what is expected in pupil progress meetings.</p> <p>Meetings have taken place with all year teams to share the strategies that will deliver better outcomes for disadvantaged children. Interventions will be evaluated for impact every 6 weeks, with an interim assessment undertaken at the 3-week stage.</p>	
<p>8.4</p> <p>8.4.1</p> <p>8.4.2</p> <p>8.4.3</p>	<p><u>Quality of Teaching, Learning and Assessment</u></p> <p>The first round of QFIT learning walks has taken place, with 76% of teaching judged to be good or better.</p> <p>Leaders are currently validating this judgement through a close scrutiny of books, looking for evidence that teaching is good and that the pace of learning is rapid.</p> <p>Evidence looked for includes:</p> <ul style="list-style-type: none"> ➤ Actions translating into impact; policy reflected in practice. ➤ Marking policy implementation - does the feedback given give the children an opportunity to move their learning on. Green pen and application in later work. ➤ Appropriate pitch. ➤ Differentiation to provide individualised learning, evidence of reasoning. ➤ Amount of work in books and its application in that subject and across the curriculum. ➤ Looking at a range of books, is the children's work their own and not too heavily scaffolded. ➤ Excellent presentation. <p>Specific areas of focus for teams were reviewed in the meeting:</p> <ul style="list-style-type: none"> ➤ Teaching and Learning Team ➤ Maths Team ➤ English Team <p>The teams will also be working alongside the SIP on developing work scrutiny skills and moderating their judgements.</p>	
<p>8.5</p> <p>8.5.1</p> <p>8.5.2</p> <p>8.5.3</p>	<p><u>Personal Development, Behaviour and Welfare</u></p> <p>Governors reviewed behaviour data for the first 3 weeks of term. Year 3 have settled well because of quality transition and induction. Time outs for first 3 weeks were significantly lower than this time last year, particularly in year 3. The behaviour mentors are providing effective support to those children with more severe behavioural needs. The school is proactive in seeking additional support from external agencies to meet children's individual needs where required.</p> <p>Governors noted the work being undertaken by Wellbeing and Hidden Curriculum teams. Headteacher advised the introduction of new routines at breaktimes have been enthusiastically received by the children with a consequent reduction in the number of playground-related incidents.</p> <p>Chair advised Governors that Link Governor for MHWB will report at the T2 meeting.</p>	
<p>8.6</p> <p>8.6.1</p> <p>8.6.2</p>	<p><u>Safeguarding</u></p> <p><i>(A copy of the DSL and Link Governor Safeguarding Reports was circulated with the agenda, together with safeguarding data).</i></p> <p>Headteacher advised Governors the introduction of MyConcern software has reduced the DSL workload and made it easier for staff to make referrals. Chair advised Governors the MyConcern reporting suite can generate data reports which will enable the identification of patterns and trends which can be translated into action where required. Example reports were presented for inspection in the meeting. Governors asked if system reports will be provided to the LGC. Chair advised the LGC does not require this level of detail and Governors will continue to receive information as per the established reporting schedule.</p> <p>Safeguarding Link Governor advised Governors the T1 SCR check has been carried out. Records for all new starters were confirmed as being up to date. Gaps in respect of</p>	

<p>8.6.3</p> <p>8.6.4</p>	<p>documentation for volunteers are being followed up. It may be necessary to close out some volunteer relationships if individuals are unable to satisfy documentation requirements.</p> <p>Executive Headteacher advised Governors leadership were questioned on procedures in place for PREVENT, county lines and right-wing extremism at the recent SLES visit reflecting levels of concern at county and national level about these issues.</p> <p>KCSIE (September 2018) has been circulated to all governors and signatory sheets provided for all to sign to say they have received, read and understood. Copies were available in the meeting and Governors were asked to return completed forms to the Clerk.</p>	
<p>9.</p> <p>9.1</p> <p>9.1.1</p> <p>9.1.2</p> <p>9.1.3</p> <p>9.1.4</p> <p>9.2</p> <p>9.2.1</p> <p>9.2.2</p> <p>9.2.3</p> <p>9.3</p> <p>9.3.1</p> <p>9.3.2</p>	<p><u>Policies</u></p> <p><i>Copies of the following policies were presented for adoption and ratification:</i></p> <ul style="list-style-type: none"> ➤ <i>Safeguarding and Child Protection</i> ➤ <i>Staff Code of Conduct</i> ➤ <i>Lockdown Procedure (in place of Crisis Management plan advertised on the agenda)</i> <p><u>Child Protection and Safeguarding Policy:</u></p> <p>Various editorial amendments were noted.</p> <p>Governors queried whether the school has a Complex Medical Needs policy, beyond ‘just’ giving medicine. Headteacher to action.</p> <p>Headteacher to action DSL posters for pupils (para 7.3).</p> <p>Governors agreed to adopt the policy subject to the amendments proposed in the meeting.</p> <p><u>Staff Code of Conduct:</u></p> <p>Governors queried whether the Code of Conduct should be a Trust document.</p> <p>Governors suggested including the Code of Conduct in the volunteer induction pack which all volunteers should be asked to sign.</p> <p>Governors agreed to adopt the Code of Conduct for Ocklynge.</p> <p><u>Lockdown Procedure:</u></p> <p>Governors raised various points on the document:</p> <ul style="list-style-type: none"> ➤ Alignment of school bells under the procedure ➤ Clarification of roles and responsibilities of staff members ➤ Contingency for managing children whilst held in safe spaces ➤ The lockdown procedure should be an appendix to the Crisis Management Plan ➤ The lockdown procedure once agreed, should be tested in school <p>It was agreed that the procedure should be returned for further revision and brought back to the T2 meeting.</p>	<p>HT</p> <p>HT</p> <p>HT</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p><u>Training Update</u></p> <p>Chair explained that governors will be advised of training opportunities relevant to their governor roles and responsibilities. Information about training on Exclusions, Taking the Chair and Being Effective, Mental Health & Well-Being, has been circulated to the appropriate colleagues.</p> <p>Chair advised governors that David Brown will deliver Safer Recruitment Training to governors who are new or who have not previously attended Safer Recruitment training on 30th October at 5.00-6.30pm at Ratton School. Please confirm attendance to the Clerk.</p> <p>The Local Authority are running Governor training focused on the new East Sussex ‘Diminishing the Difference’ strategy and Quality Inclusion Mark.</p> <p>A link to government online PREVENT Training has been emailed to all governors. Please send certificates of completion to the Clerk for filing. Deadline for completion – 19 October 2018.</p>	<p>HT</p>
<p>11.</p> <p>11.1</p>	<p><u>AOB</u></p> <p>Information available through the parent app was queried. Headteacher to investigate.</p>	<p>HT</p>
<p>12.</p> <p>12.1</p>	<p><u>Date of Next Meeting</u></p> <p>This was confirmed as Tuesday 18th December at 5.00pm.</p>	
	<p>Meeting closed: 6.52pm</p>	

