



**KINGSFIELD PRIMARY SCHOOL**

**Minutes of the Local Governing Body Meeting  
Held on Tuesday 12<sup>th</sup> December 2017 at 6pm**

		<b>ACTION</b>
<p><b>Present</b></p> <p>Governors: Julie Robson (Chair), Sian Pritchard, Rachel Green, Caroline Corby-Judge and Clare Edmond.</p> <p>Others: Rebecca White, Jennie-Ann Pritchard and Victoria Holt (Clerk).</p>		
2.1	<p><b>Apologies for Absence</b></p> <p>Apologies were received prior to the meeting from Jane Horn and David Hilton.</p>	
2.2	<p><b>Declarations of Interest</b></p> <p>No declarations were declared.</p>	
2.3	<p><b>Minutes of the Last Meeting 10<sup>th</sup> October 2017</b></p> <p>The minutes of the meeting on 10<sup>th</sup> October 2017 were accepted as a true record with no technical corrections.</p>	
2.4	<p><b>Matters Arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>• 1.9c Mrs Green said the data regarding Pupil Premium was now included in the data she has prepared for this evening's meeting which she will explain later.</li> <li>• 1.12a Mrs S Pritchard explained that the issue concerning the Performance Review panel meeting had been discussed and resolved.</li> <li>• 1.12a Mrs S Pritchard said she had discussed the issue regarding the spreadsheet with Mrs Horn and this had been sorted.</li> </ul>	

	<ul style="list-style-type: none"> <li>1.12b Mrs S Pritchard said that Mrs Corby-Judge's name had been corrected on the Safeguarding policy. She reported that the policy had not been signed and asked the Clerk to speak to the office regarding an electronic signature for Mrs Robson.</li> </ul>	Clerk
2.5	<p><b>Resources</b></p> <p><b>a. Extended School Report</b> <b>b. Management Report</b></p> <p><b>a. Extended School Report</b></p> <p>Mrs J-A Pritchard reported that she had nothing new to share since her last report but did say that they continue to have large numbers of children for every day.</p> <p>.</p> <p>Governors thanked Mrs J-A Pritchard and she left the meeting at this point.</p> <p><b>b. Management Report</b></p> <p><b>Confidential item</b> – See separate minute attached.</p> <p>.</p> <p>Governors asked the following questions, prior to and at the meeting:</p> <p><i>Would it be possible to have a forecast for the next meeting?</i> Mrs White said she would prepare one for the meeting in January.</p> <p><i>Could Mrs White produce a written report to support the spreadsheet for each meeting?</i> Mrs White said she would be able to do this.</p> <p>Governors thanked Mrs White and she left the meeting at this point.</p>	RW  RW
2.6	<p><b>Standards:</b></p> <p><b>a. Headteacher's Report (including Premises)</b> <b>b. Data</b> <b>c. Pre-School Report</b></p> <p><b>a. Headteacher's Report</b></p> <p>Mrs S Pritchard gave an update on her report using the questions</p>	

	<p>submitted by governors.</p> <p>Governors asked the following questions, prior to and at the meeting:</p> <p><b>What was the purpose of Angela Thompson’s visit to the School?</b>  Mrs S Pritchard explained that Mrs Thompson is a consultant who she has previously worked with and has been commissioned by the ALT to work in supporting the new Headteacher at Earith School. She felt her input would be useful here and she could offer advice, as she has had no prior knowledge of the school. She has visited twice so far, offering support for the Headteacher and whole school which involved looking at Standards, data, action plans, how we assess and going on learning walks.</p> <p><b>The number of SEND pupils in 1CE equates to 43%, however in 1RB there are no children with SEND, does this not put more pressure on the staff member with 43%?</b>  Mrs S Pritchard said that this had been done deliberately so that these children had more scope to be provided with Early Years provision. She and Mrs Edmond agreed it did increase pressure on staff. Mrs Edmonds explained that the class is smaller than the other two and is supported by two Teaching Assistants, although their role is different as the need is significant.</p> <p>Mrs S Pritchard said that she and Mr Abbs have looked through the SEND need across the School and will review this again during Pupil Progress meetings. She explained that they also monitor all paediatric referrals.</p> <p><b>What is being done to support Gifted and Talented?</b>  Mrs S Pritchard said that teachers identify these children and then planning is differentiated to include greater depth to support them.</p> <p><b>Would it be a good idea to arrange a governor visit in the new year to check that the action plan points for 2017 have been completed?</b>  Mrs S Pritchard agreed that it would be a good idea to arrange a date for this. Mrs S Pritchard and Mrs Robson agreed to discuss a suitable date at the start of the new term.</p> <p><b>Who is now the Governor for Health and Safety?</b>  Mrs Robson explained that we don’t have a governor for Health and Safety, at this current time. She has taken on the role, temporarily, as she has some prior knowledge and will assign this to another governor once the governor vacancy is filled.</p> <p><b>Who was responsible for project managing the rebuild?</b>  Mrs S Pritchard said that the money for the build was from the ALT and the Local Authority. Clive Paskell has been dealing with the financial side whilst she has been dealing with the smaller build issues. Mrs S Pritchard, Mrs Edmonds and Mrs Green then</p>	<p>SP/JR</p>
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discussed several issues that had come up, for example; no sockets planned for the kitchen area and the location of the kitchen. Mrs Pritchard went on to say that she had met with Mr Paskell last week and had discussed going out for quotes for the flooring, canopy and decorating, to keep costs down.

**How serious is the overall cost implication on the school budget?**

Mrs S Pritchard explained there would be no money available from the forward budget and may need to use money from the following year.

**Previously Governors took part in annual internal and external walks around the School and produced an asset plan, might this be something we should restart?**

Mrs S Pritchard said that her focus would be getting the building work completed to a high standard and would move onto other issues, such as the redecoration programme after that.

She said that there had been some issues with the Wi-Fi in school and that she had considered costs for resolving this. She had also asked for assistance from Cromwell's technical support.

**Does the School still have an IT budget?**

Mrs S Pritchard explained that this is now part of the Capital budget. She said that we could possibly ask the PTA to raise funds for IT.

**Can Pupil Premium money go towards the IT costs?**

Mrs S Pritchard said that this money has already been accounted for.

**What is the update on the vandalism at the school?**

Mrs S Pritchard reported that there had been no further problems with the vandals and that the police had acted against all of the four involved. She said that the CCTV footage was given to the police for them to look through and help identify those involved. The insurance claim has gone through as one claim rather than three. The loss adjusters have been out to the School and have advised us to go ahead with the repairs to the CCTV.

**Will this claim affect the insurance premium next year?**

Mrs S Pritchard said she was unsure, but hoped it would not.

**How does this year's attendance compare to the last year's data?**

Mrs S Pritchard said that the attendance figure is 96.2% which is 1% up on the same point last year.

Mrs Edmond and Mrs Green left the room at this point.

**Confidential item** – See separate minute attached for response to questions raised.

Mrs Edmond and Mrs Green returned to the meeting.

**b. Data**

Mrs S Pritchard explained that there was no data available from School yet but that it will be ready for the next meeting in January. She said that they were using a new format which involved discussing the data with teachers at Pupil Progress meetings which were currently taking place.

Governors asked the following questions on the Pre-School data, prior to the meeting:

[What interventions are in place for the children currently at emerging?](#)

Mrs Green said that the data reflected the youngest children at Pre-school, so it was difficult to take as a measurement as they all start at different levels. Interventions at group time are differentiated and there is additional support in place for language and interventions using big stories. Activities are planned daily, targeted to individual needs and then differentiated accordingly. In addition, we must consider other factors that can affect the children.

She said that the war boards also help monitor the children's progress.

**c. Pre-school Report**

Mrs Green gave an update on her report.

Governors asked the following questions, prior to and at the meeting:

[Would it be possible to extend the 'Play and Stay' across the whole school, for a short period of time?](#)

Mrs Green said that the Play and Stay session had been very positive and was well attended. She explained that the PTA provided items for the children and the parents.

Mrs S Pritchard said that the PTA had a very successful Christmas Fayre and would be providing crackers for the Christmas lunch and for the Pre-school.

Mrs Edmond said that they already do a Play and Stay session in Reception. Mrs S Pritchard said that in time she would like to see opportunities for parents to stay and read as well as looking at theme folders.

[Will parents be able to look at work in books at parents evening?](#)

Mrs S Pritchard said that this will be happening from the next parents evening.

2.7	<p><b>Safeguarding Update</b></p> <p>There were no updates for this report.</p>	
2.8	<p><b>ALT Business</b></p> <p>There was nothing to report from the ALT.</p>	
2.9	<p><b>Statutory Policies for Approval</b></p> <p><b>a. Charging and Remissions Policy</b></p> <p><b>a. Charging and Remissions Policy</b></p> <p>Mrs Robson asked if all were happy with the Charging and Remissions Policy. She explained that this is a statutory policy and had been raised at a recent audit as being approved. However, there was no evidence that this policy was approved by governors. It states in the DfE's Statutory Policies for Schools guidance (September 2014), that the governing body is free to delegate to a committee of the governing body, an individual governor or the headteacher.</p> <p>Governors asked the following questions, prior to and at the meeting:</p> <p>Residential trips: If parents can prove they are in receipt of the stated benefits, where does the cost of the visit come from in the budget?</p> <p>Mrs S Pritchard said that the cost comes from the Curriculum budget.</p> <p>Could this not come out of the Pupil Premium budget?</p> <p>Mrs S Pritchard said that in some case it could, however, she had received no requests yet for the planned trip to Burwell House. Although, they did offer support for the Grafham Water residential trip.</p> <p><b>Governors approved the Charging and Remissions Policy and agreed to delegate all future policy reviews to the Headteacher.</b></p>	
2.10	<p><b>Governor Visits</b></p> <p><b>a. E-Safety</b></p> <p><b>b. Safeguarding – Verbal Report</b></p> <p><b>a. E-Safety</b></p>	

	<p>Governors asked the following question prior the meeting:</p> <p>What has the School done locally to prepare for the new General Data Protection Regulation (GDPR) that comes into force on 25<sup>th</sup> May 2018?</p> <p>Mrs S Pritchard explained that the onus will be on the Trust to prepare for this and governors will be kept informed of the School's responsibility, as they need to be aware of it.</p> <p><b>b. Safeguarding – Verbal Report</b></p> <p>Mrs Corby-Judge said that she was in the process of writing the report, so she and Mrs Robson gave a verbal report of their findings. She said that they looked at the Single Central Record which looked as it should. They then went to see Mrs Stephens and asked about the files as this was mentioned in the recent Ofsted report. A new system is now in place which they checked and were happy with. An admin issue was discussed and a solution to this found to ensure that all paperwork is securely kept within the files. Mrs S Pritchard said that they would need to look at the Pre-school files. It was agreed that this would be carried out on the next visit. She said that she had also looked at an online Safeguarding system, which is being used by Cromwell. This would require further discussion with the Trust and Sarah Rodgers, before implementing at the School. Finally, they looked at Mrs Stephens' new room. They had a concern about the location of the room and the distance from the main body of the School. Mrs Robson felt that this could be a Safeguarding issue for staff. Mrs Green suggested using a panic button and Mrs Corby-Judge said they had already discussed this with Mrs Stephens. Mrs Robson also discussed the possibility of CCTV, although this has its own Safeguarding issues. Mrs S Pritchard said that she is currently considering a possible solution to the matter.</p>	
2.11	<p><b>Date and time of next meeting</b></p> <p>This was confirmed as Tuesday 16th January 2018 at 6pm.</p>	

### Meeting closed at 7.43pm

#### E-mail addresses

Julie Robson	<a href="mailto:chair@kingsfieldprimaryschool.co.uk">chair@kingsfieldprimaryschool.co.uk</a>
Rachel Green	<a href="mailto:rgreen@kingsfield.cambs.sch.uk">rgreen@kingsfield.cambs.sch.uk</a>
David Hilton	<a href="mailto:david.hilton@activelearningtrust.org">david.hilton@activelearningtrust.org</a>
Sian Pritchard	<a href="mailto:head@kingsfield.cambs.sch.uk">head@kingsfield.cambs.sch.uk</a>
Caroline Corby-Judge	<a href="mailto:governor7@kingsfieldprimaryschool.co.uk">governor7@kingsfieldprimaryschool.co.uk</a>
Jane Horn	<a href="mailto:jhorn@cromwell.cambs.sch.uk">jhorn@cromwell.cambs.sch.uk</a>
Clare Edmond	<a href="mailto:cedmond@kingsfield.cambs.sch.uk">cedmond@kingsfield.cambs.sch.uk</a>

Signed \_\_\_\_\_  
Committee Chair

Date \_\_\_\_\_