



**KINGSFIELD PRIMARY SCHOOL**

**Minutes of the Local Governing Body Meeting  
held on Tuesday 13<sup>th</sup> September 2016 at 6pm**

		<b>ACTION</b>
<b>Present</b>		
Governors: Julie Robson (Chair), Philip West, Anne Evans, Rachel Green, Theresa Webber, David Hilton, Nicky Derbyshire, Jane Horn, Caroline Corby-Judge		
Others: Rebecca White (Finance) & Karen Jarvis (Clerk)		
1.1	<b>Apologies for Absence</b>  No apologies had been received prior to the meeting.	
1.2	<b>Welcome</b>  Mrs Robson introduced Jane Horn as a newly appointed Trust Governor. She explained that the agenda would be taken out of order to allow Mrs White to present first.	
1.3	<b>Declarations of Interest</b>  No new declarations were declared	
1.6	<b>Budge Update</b>  Mrs White explained that the budget had been rebased to allow for staffing changes, which have resulted in £9,000 additional costs. She explained that although teacher salaries are showing an underspend of £133K, Supply costs are showing an overspend of £153K. It was noted that ALT have agreed to contribute £15k towards the cost of headteacher salary.  <i>Mrs Robson asked why supply costs are so high</i> – this was explained as due to a long-term (one year) cover contract.  <i>Mrs Robson asked where the Extended School and Pre-school budgets are shown.</i> Mrs White explained that it is currently difficult to show these costs separately due to codings, but hopes this will be clearer in the near future. She confirmed that she keeps separate budgets on spreadsheets.  Mrs Evans informed governors that Sam Surtees has been invited to school to discuss funding for two year olds. She went on to report that a good candidate	

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	<p>for the recent Pre-school appointment had been lost due to offering a low salary. Governors agreed that recruitment and retention should be reviewed and salaries considered in line with other local providers. Mrs Green added that two Pre-school staff had resigned at the end of last term to take up positions with significantly higher salaries. Mrs Evans agreed to contact Jan Steel (ALT HR) to discuss.</p> <p>Mrs Robson asked if there are funds available for a restructure. Mrs White thought that there was potential, but would need to review before confirming. Mrs Green explained how the merging of Pre-school and Reception for some sessions was already working well.</p> <p>Mrs Robson asked where governor costs were shown in the budget. Mrs White explained that these sit within professional services.</p> <p>Mrs Robson asked how ALT will view a budget with two in-year deficit budgets. Mrs White responded that the Finance Officer will be visiting later in the week to review the rebased budget.</p> <p>Governors discussed the continuation of the 'bulge year'. 16 pupils have been admitted instead of the CCC anticipated 30. Mr Hilton explained that these pupils will remain Kingsfield and were not expected to move en-masse to the new free school when it is built. At present CCC are providing 'top-up' funding for this class, but this will not continue.</p> <p>Governors approved the budget as presented. Mrs White was thanked for her report and she left the meeting at this point.</p>	<p>AE</p> <p>RW</p>
1.4	<p><b>Minutes of the Last Meeting: 19<sup>th</sup> July 2016</b></p> <p>The minutes of the last meeting were approved, with no technical corrections.</p>	
1.5.	<ul style="list-style-type: none"> <li>• <b>Matters Arising from the Minutes of the Last Meeting: 19<sup>th</sup> July 2016</b></li> <li>• 5.5. Mrs Jarvis confirmed that school funds should not be used to support extended school.</li> <li>• 5.17. Mrs Evans reported that she had spoken directly to parents that have posted inappropriate Facebook comments and ALT had provided a statement for inclusion in a school newsletter outlining expectations relating to social media. She is not aware of any further incidents.</li> <li>• 5.7. Mrs Green reported that a repayment plan is in place for the family that have outstanding pre-school fees. All families have been informed that debts will not be allowed to accumulate in the future.</li> <li>• 5.11. Mrs Robson reported that policies have been updated where necessary, and now need to be placed on a central file for all staff.</li> <li>• 5.16. Three governors have completed PREVENT training. All governors asked to let Mrs Robson know when it is completed.</li> <li>• 5.6. Mrs Horn asked what LAL is. The ALT Leading Active Learning programme for staff was explained by Mr Hilton.</li> <li>• Kingsfield Kites were explained as a newly introduced intervention programme, providing 1:1 or 1:2 quality learning for specific pupils.</li> <li>• 5.6. Mrs Robson asked about the Primary Raise online. Mrs Evans agreed to share this data when it is available in October.</li> <li>• In addition:</li> </ul>	<p>AE</p> <p>ALL</p> <p>AE</p>

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	<ul style="list-style-type: none"> <li>• Mrs Evans and Mrs White are working on a report for Sports Premium funding.</li> <li>• Mrs Evans assured governors that the old website will be taken down this week, with the new website due for launch. Mr Hilton commented that he had seen the new website in draft and was impressed. He impressed upon governors the importance of the website giving information that is easy to find – for parents and Ofsted.</li> </ul>	AE  AE
1.7.	<p><b>a) Election of Chair</b></p> <p>Being the only candidate, Mr West was duly elected to the position of Vice-Chair</p> <p><b>b) Link Governor Roles</b></p> <p>Link Governors were agreed as follows:</p> <ul style="list-style-type: none"> <li>• Safeguarding: Mrs Corby-Judge</li> <li>• SEND: Mr West</li> <li>• LAC: Can link with SEND or Safeguarding</li> <li>• Pupil Premium &amp; Sports Premium: Mrs Derbyshire</li> <li>• Health &amp; Safety: Mr Fletcher</li> <li>• Attendance: Mrs Green</li> <li>• CPD &amp; Governor Training: Mrs Robson</li> <li>• SMSC: link with Safeguarding</li> <li>• Website: Mrs Robson</li> </ul> <p><b>c) Committee Structure</b></p> <p>Discussed under 1.8.</p>	
1.8.	<p><b>Terms of Reference</b></p> <p>The Terms of Reference Committee Structure has been updated, otherwise these remain unchanged from last year.</p> <p><b>Governors approved the Terms of Reference for 2016/2017</b></p>	
1.9.	<p><b>Declaration of Business Interests</b></p> <p>Mrs Robson explained that governors should renew their information each year. Governors, present at the meeting, completed and signed the Declaration of Business Interest Forms and returned to the Chair.</p>	
1.10.	<p><b>Audit of Governing Body Effectiveness</b></p> <p>The document had been completed in July. Mrs Robson explained that the audit had been completed honestly, and 'red' areas were due to governor training issues. Mr Hilton advised moving away from individual areas of effectiveness as the self-Audit (whilst useful on an individual level) seemed to concentrate on LA expectations rather than MAT expectations. He stated that if the results are good, governance can be viewed as effective, as the two are closely linked. Mrs Jarvis recommended that, if the Audit is to remain, it should be updated regularly to show progress made. Mr Hilton recommended that Mrs Anne McCormick (Hub Lead) be asked to produce an Action Plan for governors to follow.</p>	AMc

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1.11.	<b>Governors Code of Conduct</b>  Mrs Robson asked all governors to review and commit to the Code of Conduct. All governors present agreed and signed the form.	ALL
1.12.	<b>ALT Business</b>  Mrs Jarvis updated Governors on items not covered by the agenda: <ul style="list-style-type: none"> <li>• From 1<sup>st</sup> September 2016 all governors must have a DBS – Mr West suggested governors should consider generic DBSs</li> <li>• New Safeguarding procedures have come into force – the school policy will need updating.</li> <li>• Governors were reminded that the next ALT governor session would take place on 27<sup>th</sup> September at the Isle of Ely Primary School</li> </ul>	AE
1.13.	<b>Approval of Residential Trips 2016/17</b>  Mrs Evans explained that all trips were being considered for viability. The Year 6 trip to Grafham Water was approved at the last meeting. Governors approved the Year 4 trip to Burwell House.	
1.14.	<b>LGB Annual Planner</b>  Mrs Robson explained that this was a live document that would be updated as required. All governors happy with content.	
1.15.	<b>Annual Child Protection Report</b>  Mrs Evans presented a report that had been prepared by the Family Worker. Mrs Horn asked if this was the latest template, as the dates appeared incorrect. Mrs Jarvis asked if any figures should be included. Mr West asked if a CP Policy was available on the school website. Mrs Evans agreed to check and update at the next meeting.	AE
1.16.	<b>Headteacher Report</b>  Mrs Evans took governors through her report, that had been circulated prior to the meeting. Additional discussion as follows: <ul style="list-style-type: none"> <li>• A staff referral has been made to Occupational Health</li> <li>• A child has been reported to the Missing in Education Team</li> <li>• Kingsfield Coins have been introduced as a behaviour reward system</li> <li>• Praise Postcards home and Behaviour for Learning Assemblies have been well received</li> <li>• An attendance target of 97% has been set – currently 96.3%</li> <li>• Progress data is pleasing in Reading and Maths. Writing needs work</li> <li>• Maths was a focus during the last Parents Forum meeting</li> <li>• Governors were pleased to note that Golden Time had been reintroduced. Mrs Evans explained how this now works.</li> </ul> <p>Mr Hilton asked governors to note that, although progress is good and should be celebrated, attainment is well below expectation. He informed governors that writing is an issue and ALT will be funding intervention as radical work is needed to improve attainment and pupil life chances.</p>	

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	<p>Mr Hilton asked where the current Year 6 pupils sit within PixL. Mrs Evans replied that there is a lot of work to do. Therapies are in place to reduce gaps, but expectations are high. Maths assertive mentoring is going well and phonics fine from KS1. KS2 are struggling to apply phonics with spelling and high frequency words a concern.</p> <p>Mr West asked if there was enough professional development within school to support teaching. Mrs Evans replied that this is being assessed and Mr Hilton stated that The Trust will support CPD. Governors need to give a clear message to staff that it is unacceptable to use “it was the test” as an excuse. Mr West stated that staff need to be aware the expectations are high.</p> <p>Mrs Derbyshire asked if pupils have confidence in their abilities. Mrs Evans replied that this is improving. Mrs Green said that she had noticed more confidence among staff.</p> <p>Mrs Corby-Judge asked what Classroom Monitor is. Mrs Evans explained that this is where children are baseline assessed so that an individual programme can be tailored, and children are retested at regular intervals, with finer data being made available.</p> <p>Mrs Derbyshire asked if Mrs Evans considered teacher assessments are accurate. Mrs Evans confirmed that she believed they are, with weekly assessments, learning walks and regular observations now taking place.</p> <p>Mrs Robson asked about the high level of unauthorised absence. Mrs Evans stated that this is being addressed.</p>	
1.17.	<p><b>Pre-School Report – verbal</b></p> <p>Mrs Green gave a verbal report.</p> <ul style="list-style-type: none"> <li>• 17 new starters this term</li> <li>• One member of staff off work due to accident out of school – a return to work interview is planned</li> <li>• Children are working from one room and visiting reception class to improve transition. This is in response to the inspection and working well</li> <li>• Staff from reception and pre-school are attending each others planning meetings and sharing knowledge, and are working on the same Code of Conduct</li> <li>• Letters and Sounds have been introduced.</li> <li>• A good start to the term</li> </ul> <p>Mrs Derbyshire asked if Mrs Green felt pre-school was more integrated into school – Mrs Green replied that she felt all staff would answer that this is now true</p> <p>Mrs Green was thanked for her report and she left the meeting at this point.</p>	
1.18.	<p><b>Extended School Report</b></p> <p>A report from the extended school co-ordinator had been read by governors prior to the meeting.</p> <p>Mrs Robson asked why attendance during the holidays was mainly from children other than Kingsfield children. Mrs Evans explained that this could be because</p>	

	<p>Glebelands was not open all the time.</p> <p>Mrs Robson asked if the activities were age appropriate. Mrs Evans assured that activities would cater for all age groups.</p> <p>Mr West asked about the allocated sessions for 1:1 SEND children – shouldn't children with needs be able to access all sessions. Mrs Evans explained that SEND children were welcome at all sessions, but the highlighted sessions gave specialist support – sometimes funded by pupil premium.</p> <p>Mr West asked that the report evidences that "everything is fine' in this area. Mrs Evans will request this is included in the next report.</p>	AE
1.19.	<p><b>Date and Time of next meeting</b></p> <p>This was confirmed as 13<sup>th</sup> December 2016 at 6pm.</p>	

### Meeting closed at 7:40pm

#### E-mail addresses

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