



KINGSFIELD PRIMARY SCHOOL

**Minutes of the Local Governing Body Meeting
Held on Tuesday 31st January at 6pm**

		ACTION
Present Governors: Julie Robson (Chair), Anne Robertson, Rachel Green, David Hilton, Caroline Corby-Judge, Simon O’Hora, Philip West, Jane Horn and Clare Edmond. Others: Rebecca White, Bryan Stanbridge and Victoria Holt.		
3.1	Apologies for Absence Apologies had been received prior to the meeting from Nicky Derbyshire.	
3.2	Declarations of Interest No new declarations were declared.	
3.3	Matters of the Last Meeting 13th December 2016 The minutes of the meeting on 13 th December 2016 were accepted as a true record. There was one technical correction to be noted: 2.8 B - Extended School made a request of £1,000 for equipment not Pre-school.	
3.4	Matters Arising from the Minutes Mrs Robertson told Governors that the Pupil Premium spending schedule for 2015-2016 is now on the website. However, there are no case studies included with the schedule that is shown. Mrs Robson said that the Sports funding schedule on the website was for the year 2014-2015. Mrs Robertson said that the 2015-2016 spending schedule is currently being worked on. Mrs Robertson said that the policies still needed to be sorted. They were not all stored in the same format and that some weren’t dated. She suggested they all need to be thoroughly checked. Mrs Robson said that the Health and Safety Policy would be looked at during this meeting and the Child Protection Policy had been signed off	

	including all amendments.	
3.5	<p>Resources</p> <p>a. Premises Report b. Extended School Report c. Management Report</p> <p>a. Premises Report</p> <p>Mr Stanbridge gave an update on his report.</p> <ul style="list-style-type: none"> • High level door handles have been fitted to Reception doors. • The shipping container has been purchased to allow for extra storage. This would be arriving on Thursday 2nd February. • A contract has been taken out for pest control covering the School, Pre-school and the grounds at a cost of £630. • The Legionella Risk Assessment was carried out on Friday 28th January, earlier than originally scheduled. He was expecting a report back in about three to four weeks <p>Mrs Robson asked where the shipping container was going to be located. Mr Stanbridge said that it would be located on the far side of the field. Mrs Robertson said that they had considered a variety of storage methods. However, this seemed the best option for the School. Mr O’Hora said that his company no longer needed some of their shipping containers and to let him know if any more were required as he could possibly supply one.</p> <p>Mrs Robson asked if the signage on the activity points stopped people misusing the equipment. Mr Stanbridge said that these had had some effect and that when staff pointed out the signs, people generally did as they were asked.</p> <p>Mr O’Hora said the decision to stop vehicles coming on to the grounds when dropping children off had been a good one from a Health and Safety view.</p> <p>Governors thanked Mr Stanbridge and he left the meeting at this point.</p> <p>b. Extended School Report</p> <p>Mrs Corby-Judge asked what is the SIMS course. Mrs Robertson said that SIMS School Information Management System, is a system that held pupil data. She said that at present Pre-school and Extended School don’t have SIMS, but with this training it would enable them to use it.</p>	

	<p>c. Management Report</p> <p>Mrs Robson asked what is the -£23,960 Pupil Premium figure (KPS1050). Mrs White explained that this amount was due to the year end accrual/prepayment adjustments. This would be revised as we get regular instalments. She also explained that she would investigate why it was showing as a negative.</p> <p>Mrs Robson asked what is the Lettings Income of £22,000 (KP1105). Mrs White said this was a movement of Pre-school surplus within whole school accounts as recommended by ALT, in lieu of notional rent from the Pre-school.</p> <p>Mr O’Hora asked if there is a business plan to rectify the overspend on type B1-Educational Support Staff, or is this an accepted overspend to ensure we meet other targets. Mrs White said that we now have three new HLTAs, so teachers don’t need to be paid to cover PPA. She said that there was also sustained pay uplift to the Extended School’s Manager’s salary. Mrs Robertson said that the two managers pay reviews been brought forward as part of the pay harmonisation project.</p> <p>Mr O’Hora asked why is Pupil Uniform spend over budget (KP4001). Was this an issue with the sales process, or an unforeseen need to provide for individuals. Mrs White said that this was an expected overspend due to the extra class in Reception and the need to order in additional uniform to cater for this.</p> <p>Mr O’Hora asked what is the significant IT expenditure that had not been anticipated. Mrs White said that this was due to the forecasting of the software used and that there had been an initial expense at the beginning of term renewing licences. The bulk of the expenses had been at the beginning of the year so she expected this to look better at the end of the year although there might still be a slight overspend.</p> <p>Mrs Robson asked if there is anything in the budget that is currently a cause for concern. Mrs White said there were no concerns and that the budget was looking healthy. She said she had received an email from the ALT regarding our expected carry forward of £138,119 this was revised and then checked to be £40,680 higher (£178,799).</p> <p>Mr Hilton said that the school was classed financially as stable and in green.</p> <p>Mrs Robson asked what is the budget predicted to look like in the next two to three years. Mrs White said that she had looked at the three year budget and that Pupil Premium is likely to go down and the ESG funding will be going so this will have an effect.</p> <p>Mr Hilton said that Heads from different schools will be meeting on Thursday to work on 2018-2019 budgets. He said that this information will be fed back to Governors at the next meeting.</p>	<p>RW</p> <p>AR/RW</p>
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	<p>Mrs Robertson said that we currently have a bulge year which will be progressing through school. This may need to be redressed at Year 3 by either making two larger classes or three smaller classes but this would have an impact on the budget.</p> <p>Mr Hilton said that all schools will now need to think differently about how they are structured.</p> <p>Mrs White said that she would be building next year's budget using new software and would be receiving training for this next week.</p> <p><i>Mrs Robson asked what is the School Fund Account.</i> Mrs White said that it was a ledger which contained money from fund raising such as Red Nose Day or the Summer Fayre. Any surplus money from these events is spent on special items for school.</p> <p><i>Mrs Robson asked if the carry forward and forecast carry forward figures include the Pre-school and Extended School funds.</i> Mrs White said that the figures do include the Pre-school and Extended School funds. She said that Extended School was looking like it was going to break even, prior to the uplift to the Manager's and staff salaries.</p> <p><i>Mrs Robson asked if Governors could have a breakdown of the Pre-school and Extended School, forecast figures as this was not separate in the Management Report.</i> Mrs White said that she might not have exact staffing costs for the next meeting but maybe able to give an approximate forecast for both settings for 2016/2017.</p> <p>Mrs White said that she now has an updated version of the Financial Controls Manual. She had not emailed it to Governors as it is a large document. However, a hard copy of it is in her office for anyone who wished to view it. She asked that it be formally approved.</p> <p>Governors approved the Financial Controls Manual.</p> <p>Governors thanked Mrs White and she left the meeting at this point.</p>	RW
3.6	<p>Standards</p> <ul style="list-style-type: none"> a. Standards Report b. Data Report c. Pre-school Report <p>a. Standards Report Mrs Robertson gave a summary on the surveys she had sent to governors.</p> <p><i>Mrs Robson asked what the School is proposing to do with the results from the Pupil and Parent surveys.</i> Mrs Robertson said that these had been shared with all staff and the key points discussed. She had then broken down the data class by class so</p>	

<p>each member of staff could have their own outcomes and asked to focus on two or three areas. She used the example of a member of staff improving their displays. She said it had been useful to do and now they had a format that could easily be repeated. She planned to do a Year 6 exit survey. A key area was lunchtime provision. So, £500 had been given to the MSAs to buy outside equipment and Premier Sports would be training Playground Leaders for Key Stage 1 and 2.</p> <p><i>Mrs Corby-Judge asked if the parent survey could be given out to all parents as this was only given out in the Parents Forum?</i> Mrs Robertson said it would be good to extend this to the whole school possibly in the summer term. She suggested having an incentive, such as a raffle to encourage parents to return the survey and draw more parents in.</p> <p>Mrs Horn noted that on the survey there was no 'not applicable' option, which she said, with respects to questions regarding items such as bullying, could give a negative result. She suggested adding this option to the next survey.</p> <p><i>Mrs Robson asked about Parent View and could Governors encourage the parents to complete this at Parents' Evenings.</i> Mrs Robertson said the uptake on this was not high so this could be tried at Parents' Evenings with two or three computers made available to parents with governors signposting. Mr Hilton suggested training up Year 6 children for this too.</p> <p><i>Mrs Robson asked when is the next Parents' Evening.</i> Mrs Robertson said it would be sometime in April and she would let her know.</p> <p>Mrs Robertson said that they had received feedback from the Early Years parents at the Reception and Pre-school nativities.</p> <p>Mrs Robertson then explained that there had been a need for more pastoral care within the School. She proposed to put out to advert for a Pastoral Mentor who will work closely with Mrs Stephens. She said that there were more children with a need, especially since the reorganisation of the MASH team, which meant the work load had increased. The person would deal with attendance matters and run the Sunshine Club. This is to be a lunchtime club, by Teacher's invitation only, with an emphasis on let's be positive. The Pastoral Mentor will also have a Friday Club for those children who are always good but are not always acknowledged. This will consist of craft activities such as baking and craft making. This again will be by Teacher invitation.</p> <p><i>Mrs Corby-Judge asked if this was to be a fixed term contract.</i> Mrs Robertson said she couldn't see the need for this.</p> <p>Therefore, Mrs Robertson's proposal for a Pastoral Mentor was seconded by Mr West and agreed unanimously by all Governors.</p> <p>Mr West felt that this was a positive step by championing issues regarding mental health.</p>	<p>AR</p>
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	<p>Mr O’Hora said that tomorrow (1st February) was Time to Talk Day and would the School be doing anything. Mrs Robertson said that she hadn’t any plans, but would make a note and organise an assembly regarding it, tomorrow.</p> <p>Mr O’Hora asked if the one teacher who remains on a support plan, did they get observed in December, if so what was the outcome. Mrs Robson also asked if there had been any teaching staff sickness issues. Mrs Robertson said that one member of staff endeavoured to return to work yesterday, but was off work again today. So, the support plan had been halted. She had been in touch with EPM and a return to work interview had taken place. The class was now back in a cover situation. She went on to say that she and Mr Abbs had been going into the class regularly to give some stability.</p> <p>Mrs Corby-Judge asked where the money came from for the attendance cake/cookie. Mrs Robertson said this money came from the Pupil Premium funding.</p> <p>b. Data Report</p> <p>Mrs Robson asked if there is a concern with the Year 2 data. If so what is being done about it. Mrs Robertson said that progress was now slightly above where it needed to be in all areas. She said that tests had taken place last week and that she would be ready to report on this to ALT next week and would also be able to update the war room.</p> <p>Mrs Robson asked why the data is below expected for Reading and Writing for Class 15. Mrs Robertson explained that Class 15 had a high proportion of SEND and GRT pupils and this was affecting the data.</p> <p>Mrs Edmond said the EYFS were 73% on track, but still had the spring A data to do.</p> <p>Mrs Robson asked if the EYFS (including the Pre-school) data could be sent to Governors as well for each meeting. Mrs Robertson said that it could. Mrs Edmond said that she, along with Mrs Green, would organise this for Governors.</p> <p>c. Pre-School Report</p> <p>No questions were raised regarding this report.</p>	CE/RG
3.7	<p>Headteacher’s Overview Report</p> <p>Mrs Robertson gave a summary of her report.</p> <p>Mrs Corby-Judge asked if it would be possible to introduce first aid training for the older children. Mrs Robertson said that this was a good idea and would be investigating it further.</p>	AR

3.8	<p>ALT Business</p> <p>Mrs Robson asked if there was any ALT business and Mr Hilton said there was none.</p>	
3.9	<p>Statutory Policies for Approval</p> <p>a. Health and Safety Policy</p> <p>Mrs Robson said the policy is enormous and dates back to November 2015. She said that it incorporates a number of other smaller policies. There are some amendments that still need to be made.</p> <p>Mr West noted some issues regarding mental health such as eating disorders.</p> <p>Mr West asked if staff have to give emergency care as this is classed as nursing care.</p> <p>Mrs Robertson said that some staff had received EpiPen training.</p> <p>Mr West went on to say that with regards to mental health, the document suggested referrals to national organisations. This could also involve talking to the school nurse or more local based support.</p> <p>Governors approved the policy subject to the amendments being made.</p>	AR
3.10	<p>Governor Visits</p> <p>SEND/LAC</p> <p>Mrs Robson said that Mr West had been into school for a SEND and LAC visit. His report would be sent out in due course. Mr West gave a summary of his visit:</p> <p>He explained that there were 52 pupils on SEND Register with a range of issues from Global Delays to Muscular Dystrophy.</p> <p>He then said that there were 46 children on the SEND Support Register and 27 on Individual Education Plans. He said that he had seen an improvement as the IEPs were colourful, engaging and encouraged the children to take ownership of their own learning.</p> <p>Mrs Robertson said that Accessibility Policy was waiting to be finalised and that the SEND policy had gone out to all staff.</p> <p>Mr West said that there were two or three case studies of pupils showing interventions that were in place and the effect of these. The case studies were currently being finalised.</p> <p>He went on to say the data for December this year, compared to last, showed the pupils above where they were last year.</p> <p>Mrs Robertson said that these pupils are being tracked, not by Classroom Monitor, as they need to make smaller jumps to show their progress.</p> <p>Mr West said that the Educational Health Care Plan needed to be completed by the end of March 2017.</p> <p>He went on to discuss the movement of some pupils:</p> <ul style="list-style-type: none"> Year 6 pupil to move to Spring Common School, a transition plan is 	PW

Signed _____
Committee Chair

Date _____

in place.

- Year 2 pupil moving to a school in Littleport or Ely.

Mr West said that specialist provision was being sought for a Year 6 pupil. Currently, he had no further data, and provision that had been rejected previously, was now being looked at again.

He said that by the end of year we should only have two pupils on Educational Care Plans and one LAC.

Mr West continued, in Year 4 a child had been diagnosed with ADHD. The child receives £500 in funding per term and some of this funding had paid for a residential trip. This pupil was also attending Kites with a focus provision for social skills.

He went on to talk about Foster Carers and that they have contact with the School and that as a school we should be leading the contact with parents. He said that some relationships needed to be worked on and that Mr Abbs was involved in this.

Mr West said he would be back in school for a further visit in March.

Safeguarding

[Mrs Robson asked about the Safeguarding Audit.](#)

Mrs Robertson said that the original visit had been cancelled, due to sickness. It has now been rearranged for the 23rd February.

Mrs Corby-Judge would spend time with Mrs Stephens at a mutually agreed date.

Pupil Premium

Mrs Robson said she would be arranging a Pupil Premium visit sometime after the half term break.

PiXL

Mrs Robson said that she had spoken to Mrs Robertson about arranging a visit to learn about PiXL. Mrs Robertson said she hoped this would be having a benefit on the Year 6 pupils and was opening it up to the whole school. It has resources for speed reading and comparable SATs questions amongst other things. She said that all teachers have access now and felt we would see the benefits of this.

School Strategic Plan

Mrs Robson explained that most Governors had received a draft copy of the Strategic Plan with the July 2016 meeting papers. There is a section, within the plan, which needs to be completed by Governors. Mrs Robson said that she had discussed this with Anne McCormick (ALT) and Mrs McCormick said she would be happy to come in and facilitate a session with Governors sometime in June, in preparation for the LGB meeting in July.

Mrs Robson had been given several dates by Mrs McCormick and rather than give them out at the meeting, she would be emailing them to Governors. She said that it would be advisable for most Governors to attend. Mrs Robson said she would also email another copy of the plan to everyone.

All
Governors

	<p>Any Other Business</p> <p>Confidential item - See separate minute attached.</p> <p>Mrs Robertson gave the Governors the list of training dates proposed for 2017-2018:</p> <ul style="list-style-type: none"> • 4th and 5th of September 2017 • 3rd January 2018 • 23rd and 24th July 2018 <p>She said that these dates coincided with Neale Wade's training dates. This would work well, as there had been a successful hub meeting in September.</p> <p>Mrs Robertson said that a child in Year 4 had entered a Puffin book competition and had won a book prize. Puffin had sent a selection of books and as his prize he could pick a book from the ones sent. The others would be added to the school library.</p> <p>Mrs Robertson then said that the whole school were taking part in the BBC's 500 word story competition.</p> <p>Mr Hilton asked if some of the entries could be Tweeted or added to the website. Mrs Robertson said she would organise for this to happen.</p> <p>Mrs Edmond said that Reception and Year 6 had entered a competition to design a mural for the underpass in Larham Way.</p>	AR
3.11	<p>Date and Time of next meeting</p> <p>This was confirmed as 28th March 2017 at 6pm</p>	

Meeting closed at 6:55pm

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Signed _____
Committee Chair

Date _____