



**Minutes of the Uffculme Primary School Local Governance Committee Meeting
held on Tuesday 14th September 2021 at Uffculme Primary School**

Attendees	Initials	Attendees	Initials
Jill Larcombe (Chair)	JLA	Katie Francombe (joined at 6.20pm)	KFR
Fraser Wallace	FW		
Janet Fox (left meeting at 6.20pm)	JFO		
Gary Hayes	GH		
Sarah McCann	SMC		
Kath Maguire	KM		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Andy Cattermole	AC	Alison Watmore - Clerk	AW
Gudrun Thomas	GT		

Signed as a correct record of the meeting:

Date:.....

1. Welcome and Introductions

JLA welcomed the Governors to the meeting and thanked GH for attending as new Parent Governor. Introductions were made.

JLA advised that she will be stepping down as Chair as she has had to choose between being a LGC Governor or a Director of the Trust because the DfE expect separation between these roles.

Exist strategy and timescale to be worked with Lorraine Heath, UAT CEO.

All agreed that a clear plan is needed for exit strategy.

2. Appointment & Election

2.1 Election of Chair – JLA elected as Chair. Nominated by FW, seconded by KM.

2.2 Election of Vice-Chair - KM elected as Vice-Chair. Nominated by JLA seconded by JFO.

Election of JLA as chair to be approved by the UAT board.

3. Apologies for Absence

Apologies were accepted from Gudrun Thomas and Andy Cattermole.

4. Declarations of Interest

4.1 None were declared.

4.2 Governors asked to complete new business interest forms and advise Clerk by email of completion.

5. Board Membership Matters

5.1 Terms of Reference are on the portal – all to read. The Quality of Education Committee has been added and amendments have been made regarding health & safety and finance for the LGC's.

5.2 Code of Conduct on the portal - A link to the form had been circulated by email and governors were reminded that they needed to sign it to confirm they had read it..

5.3 All agreed that meetings should be open to parents, but this needs to be communicated and be transparent. Other schools in the Trust have meetings that are open, but the dates are not advertised. KM suggested we put some information in the newsletter and look at updating the Governance page on the website, but not actually promote the meetings. Minutes should be available to Parents on the website. Parents would not be allowed to stay for confidential content.

5.4 JLA advised the Scheme of Delegation to the LGC hasn't changed since last year.

5.5 JLA introduced AW as the new Clerk.

5.6 JLA advised that new Parent Governor elections have taken place and GH and AC are new Parent Governors. JFO has been re-elected as Staff Governor.

6. Safeguarding

6.1 Keeping Children Safe in Education 2021 – changes and additional requirements

KICSIE 21 was new for September. It was covered on the Inset days to all staff. It has been circulated to Governors to read and understand Parts 1 and 2 and Annexe B.

6.2 **Safeguarding Declaration – all governors to sign** Governors to sign a form or confirm by email to the Clerk that they have read, understood and will abide by the information contained.

Agreed that whole governing body is responsible for safeguarding and that it should always be at the top of the agenda.

FW advised that staff are all confident with reporting safeguarding issues and this is always discussed in staff meetings.

JLA advised that Babcock have good resources including podcasts. KM suggested that a topic should be agreed for Governor meetings to look at Podcasts and 1-minute guides.

FW suggested that this would be good and effective and to work alongside JLA and new Safeguarding Governor. JFO suggested this could be incorporated with staff by having more 'drip fed' meetings including the podcasts and therefore staff feeling more involved with the Governors. It was noted that with new staff this brings experience of Safeguarding practice from other areas of the country.

Safeguarding declaration to be signed by all.

7. Minutes of Last meeting

No minutes have yet been produced from last meeting. JLA had to report to Board meeting with no minutes. JLA acknowledged that JWI had stepped in to take the minutes as a favour to FW and the LGC. In her opinion the role is not allocated enough hours for the work involved.

JFO mentioned that JWI should be thanked for stepping in.

8. Matters Arising from those minutes

8.1 No actions were recalled.

8.2 FW advised that he will be having a meeting with Jack Watmore to revamp the Governor and PTFA part of the website. This will be discussed further at next meeting.

9. Headteacher's Report

Going forward JLA suggested that governors will be expected to read the papers prior to the meeting and add their questions to an online document that can be edited by everyone. FW can then add answers ahead of the meeting. There will still be an opportunity for governors to ask additional questions during the meeting.

9.1 Risk Assessment. FW thanked KM and SMC for attending Grenville Residential. Risk Assessment has been discussed with all staff at inset. Now it is 'looser' than July with no class bubbles and no staggered starts.

Now we are in an enhanced response area, so staff are wearing masks in communal areas for another 4 weeks. Staff also doing LFT tests until end Sept.

Contingency plans have been shared with parents. Cleaning and Ventilation is still happening as previous term.

JLA asked how children have adapted. FW said very well – older children have taken a bit longer getting used to different exit doors. Younger children are coping very well. Now we have key stage bubbles for assemblies in the hall which is a positive step and more interactive.

9.2 Admissions & pupil mobility. Currently we only have 29 children in Reception with the last place being filled in October, unfortunately after the October Census Day. One place is available in Year 2 with no waiting list.

9.3 Attendance. FW happy with attendance so far – persistent lates were more likely due to staggered starts last term, but so far attendance seems better. Still being monitored closely. 2 children have been sent home so far this term for covid tests.

New Bromcom system has replaced Sims – attendance now done online by teachers – this is a much more user-friendly system.

9.4 SEND. Annie Elkington has started as the new SENDCO. JLA pleased as it was a risk that we didn't have a dedicated SENDCO. FW agreed that we needed a dedicated SENDCO as HT and teaching staff do not have the time to dedicate to this role.

One child in Reception was identified as needing an EHCP at end of last year so we advertised for part-time TA. Interviews are next week. 16 applications for the TA post received. The role is temporary for 1 year.

9.5 Pupil Premium and LAC. Covid Recovery funding is tagged onto PP. The Government have provided a template to be completed and put on website by end of year. FW will have this done by next meeting.

One CIC child started in Year 6.

9.6 Pupil Assessment. Nothing to add. Governors met virtually on 15th July to look at the results of pupil assessment.

9.7 Effectiveness of leadership and management. Sarah McCann has joined as Assistant Headteacher for 1 year. FW very impressed with how she has thrown herself in to the role and already impressed with her positive leadership and experience. All the SLT are on the same page regarding outcomes for children, new ideas and changes.

Annie Elkington has joined as SENDCO, Annabel Kumeta has joined as Year 3 teacher covering maternity leave. Rachel Higginson has joined as Primary Advisor. Rachel led an inset day. She will work closely with FW on the curriculum. Academy Trust are very supportive of the Headteachers across the Trust.

Mary Rousseau has joined as the new Business Manager (based at Uffculme School). She will meet with FW every 2 weeks.

Over the summer Genna Cole gave birth to Lily Florence and Claire Hayman gave birth to Florence Lily. Alice Brown married and is now Mrs Hughes.

JLA asked Parent Governors if they had heard any concern amongst the parents about staffing changes over the last year. GH advised that the communication from when FW started has been excellent and during Covid especially – as far as he is aware there are no concerns. KM agreed – she said that new staff are only a positive, bringing the right people with the right expertise. Parents tend to feel happy and secure and the appointment of the new SENDCO can only be a good thing. Parents can sometimes lose track of part-time teachers, so it was decided that the website could be changed to have class pages, with class staff and timetables more readily available.

9.8 Quality of teaching and learning. Quality of Teaching and Learning is good. As there hasn't been any grading during covid, it was discussed that there should be a focus on collaboration for teachers, asking what they need help with. Communication should include things done well and feedback should be given.

Subject leaders should work with Rachel Higginson on curriculum and progression and long-term plans to ensure they are coherent. Curriculum to then be agreed and monitored going forward. Rachel will start to look at curriculum utilising secondary schools' skill sets using subject leaders to get fit for purpose curriculum to move up to Year 7, for example.

KM asked how the Quality of Education Committee Group feeds into this. First meeting is next week. FW not sure of aims yet. Deb Wring is the Independent Chair. All Governors will need to understand this. JLA will report back from meeting next week.

9.9 Safeguarding, behaviour and safety. Covered under item 6.

9.10 Parental Engagement. Suggested to use social media more, Surveys and questionnaires will be sent out on behaviour, attitude, and curriculum. FW suggested that Governors could input on what questions to ask. School calendar will be emailed to parents and put on website.

9.11 Staff absence. Nothing to report yet.

9.12 Buildings and Premises. We have another failed CIF bid, but some Section 106 money has been received to build one classroom on the green. Hopefully the trust will find enough money for 2 classrooms. Building to start in the summer of 2022, hopefully ready for September 2022. This would then free up more space for intervention/staff room etc.

9.13 Calendar of Events. Calendar of events to be sent to parents, however still waiting on some dates for Christmas events.

JLA asked when Governors will be invited to events again. FW said that he is happy to invite Governors to learning walks now and events will be looked at when Devon is no longer an enhanced area. Hopefully we can have whole school events by Christmas but not yet.

9.14 Approved trips and visits. JLA and FW thanked staff for attending the recent Grenville House trip. Good feedback received from staff on well behaved children. KM says it was a privilege to go.

Kilve is booked for Years 3 and 5 and Wildside for Year 4, but we must be mindful of staff planning for these trips so that there are no staff shortages in school.

10. School Improvement

10.1 SEF. SEF had been drafted and FW working with Lorraine Heath on draft on Friday. The draft report is on the portal. FW stated we are a 'good' school in all categories, but we are continuing to evolve and always seeking to move forward. The SEF feeds into the SIP.

FW will use the SEF during the initial phone call with the inspector if Ofsted visit. **JL reminded governors that they need to know it's content.**

Staff need to start preparing for an Ofsted inspection, which could be due March/April 2022. Mark Lees is an Ofsted inspector and has been a governor on one of the other UAT LGC's. He has agreed to run a training session for the trust on 27th September. It was agreed that subject leaders could present at future meetings. This is also good practice for Ofsted. It is important for Governors to start talking to children and staff to prepare them for talking to an inspector during an inspection. Under the new inspection framework, it is now a very different inspection and children need to be confident talking to visitors. Governor monitoring roles to be discussed at next meeting. FW to liaise with Rachel Higginson to get her thoughts on about what we should be monitoring. The main focus for governor monitoring will be the key priorities in the SIP. Monitoring roles needs to be discussed when all Governors are present. The curriculum feeds into the SIP.

KF offered to come and talk to children about bridging curriculum gap.

Mark Lees developed a Governor Visit Report Form for Axe Valley Academy and this can be adapted for UPS.

10.2 School Aims with SIP Priorities. The SIP is ongoing and needs to be a working document. SLT worked on this last year, new SLT and Advisor will be working on it making sure their input and actions are realistic.

Budget work to be done with Mary Rousseau regarding extra time for Subject Leaders.

JLA questioned the timings for the actions in the SIP? FW indicated it would be done every term, however JLA expressed concern that this was harder for Governors to monitor.

KM said a process needs to be in place on how we evidence/document actions.

JLA asked how progress will be shown in column – FW agreed to RAG rate progress and make progress column bigger.

FW stated that SIP format is a Trust-wide format. But will use RAG (Red, Amber, Green) rating for Progress.

10.3 Pupil Premium Impact Report 2020-2021 – FW said he will keep this as approved and update all at next meeting.

10.4 PE and Sports Premium Report 2020 – 2021 needs to change format. FW will discuss with Aaron Carpanini. JL said there was a requirement to add information about swimming competency, which is difficult because the children do not receive swimming lessons. It had been suggested that this could be assessed during residential. FW to ask Aaron Carpanini to look at costings for taking a year group at a time swimming and to find out if Neroche do swimming.

10.5 Update on Catchup funding spending. FW will update at next meeting on how much catchup funding is left. FW indicated that catchup funding has been spent on Speech and Language for KS1 and Writing for KS2

10.6 To agree Governor Monitoring roles and how monitoring will be carried out. This will be discussed at next meeting.

11. Governor Development

11.1 To report on any training/development undertaken and identify training/development needs for the year ahead. Training needs to be provided for the new parent governors. UAT does not subscribe to Babcock Governance Support and their new governor training covers local boards and trust boards which can be confusing. The Key has an online new governor training link. JLA will circulate details of the Ofsted training session to all Governors. Governors have access to Every online training for safeguarding.

11.2 To note the resources provided to support governance, to discuss whether they are being used and to identify whether any other resources are needed. GH and AC to be given access to Every, The Key, NGA and Devon Association for Governance. Further discussions will be made when all Governors are in attendance.

12. Policies

Policies are on the portal. FW circulated the draft Child Protection and Safeguarding Policy 2021 prior to the meeting. This is the Babcock model policy personalised it for the school.

JLA proposed adopting the policy as it is very thorough. The 2020 policy was discussed comprehensively last year.

It was agreed to adopt this policy.

It was noted that the SEND Information Report was updated last term before Claire Hayman left.

13. Any Urgent Business Brought forward by Chair

No urgent business to report.

14. Meeting Summary

14.1 The Board will start thinking about this more for the next meeting.

14.2 JLA to write article for newsletter.

14.3 We will be moving to Teams for sharing documents in the future.

15. Dates of 2021- 2022 meetings

Dates have been shared with current Governors. FW to share with new Governors and Clerk. Discussed best day for meetings. Agreed to check with GT and AC if 5.00pm on a Tuesday is convenient.

The meeting closed at 8.00pm.

The next meeting is scheduled to take place on Tuesday 9th November at 5.00pm.

ACTIONS

Agenda item	Action	Who	Deadline
6.2	Decide on Babcock One Minute Guide and podcast for the next meeting.	JLA	01.11.21
6.2	Jill to meet with FW after Safeguarding review at Uffculme School to start a safeguarding audit.	JLA/FW	05.11.21
8.2	Speak to Jack Watmore about updating Governor website page prior to further discussion about the page at the next meeting	FW	asap
9.	HT report to be read in advance of next meeting and any questions added to question sheet or emailed to FW.	FW	09.11.21
9.7	Change website to have class pages with staff and timetables.	FW	asap
9.8	JLA to report back from Quality of Education Committee Meeting next week.	JLA	09.11.21
9.13	Send out proposed calendar of events to parents.	FW	
10.1	FW to send details of UAT Ofsted training to GH and AC. FW to liaise with Rachel Higginson about monitoring expectations.	FW FW	asap asap
10.4	Speak to Aaron Carpinini about changing format of PE report.	FW	asap
10.4	Get costings for Swimming.	FW	01.11.21
10.5	Find out how much Catchup funding we had and how it was spent.	FW	01.011.21
11.2	Every training to be set up for GH and AC and Russell and Jamie removed.	AW	asap
11.2	Give registration details for The Key, NGA and Devon Association of Governance to GH, AC and AW.	JLA	asap
15.	Dates for 2021-22 meetings to be shared with AW, GH and AC.	FW	asap