



**Minutes of the Uffculme Primary School Local Governance Committee Meeting
held on Tuesday 12th February 2020 at Uffculme Primary School**

Attendees	Initials	Attendees	Initials
Jo Dentith	JDE	Kath Maguire	KMA
Russell Wilson	RWI	Katie Francombe	KFR
Claire Hayman	CHA	Wendy Farrier	WFA
Janet Fox	JFO		
Jamie Jackson	JJA		
Andy Southgate	ASO		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Jill Larcombe	JLA	Julia Wilde	JWI

Signed as a correct record of the meeting:

Date:.....

1. Apologies for absence

Apologies were received from Jill Larcombe.

2. Declarations of Interest

No business interests relevant to agenda items were declared.

3. Minutes of last meeting

The draft minutes of the meeting held on 19th November 2019 were still awaiting approval.

4. Matters arising from those minutes

None discussed.

5. Trust Business Manager

The meeting entered Part II.

6. Policies

6.1 Draft Accessibility Plan 2020-2022

JDE presented the policy.

KM questioned whether the school would be in the position to accommodate a child with specific accessibility needs? JDE stated that this would depend on their needs and all reasonable adjustments would be considered bearing in mind the physicality of the school. KM noted that there is not a disabled parking bay accessible. JDE confirmed that as the school do not own the car park, we are not in a position to provide this. Devon County Council, are not in a position that they can provide one due to the width of the road and therefore due to health and safety requirements it is not possible.

Governors **APPROVED** the policy.

6.2 E-Safety Policy UPS

JDE presented the policy. **RWI questioned whether clarity could be sought on the use of mobiles issued by school for school use and personal mobiles as described on page 23 of the policy? JDE confirmed she would seek clarification and re-present at the next meeting.**

6.3 EYFS Behaviour Policy 2020

JDE presented the policy indicating that there had been no significant changes made to the policy.

Governors **APPROVED** the policy.

6.4 Pupil Medication Policy Primary – January 2020

JDE presented the policy indicating that there had been no significant changes made to the policy. JDE highlighted the section on administering Calpol confirming that it is at the discretion of the Headteacher to allow the medicine to be administered and that for all

medicine administered in school the parents are required to fill out an appropriate form to be held in the school office. The form also specifically asks parents to state when a dosage was given last by them.

JJA questioned whether pupils are allowed to bring in peanuts in their lunchboxes? JDE confirmed that peanuts are allowed as we have no airborne nut allergies reported in school. The school's food policy details the approach regarding allergies. JDE noted that our kitchen staff are also aware of any pupils with reported food allergies as this information is communicated to them via the school office.

Governors **APPROVED** the policy.

6.5 UPS Behaviour Policy November 2019

JDE presented the policy bringing the governors attention to Section 10.

Governors **APPROVED** the policy.

JDE informed the governors that following the meeting she would be circulating the Admissions Policy for their approval. **JJA questioned whether there were many changes to the policy?** JDE confirmed that there were no changes to the admissions criteria.

7. Headteacher's Report

7.1 HT report to governors

JDE presented her report highlighting the following:

- There are currently 35 children on our waiting list and we are currently at full capacity across the school;
- The primary admission round for September 2020 has now closed with a reported 64 applicants in total. **JJA questioned whether we are aware of the applicant's allocation preference?** JDE confirmed that we are not;
- Attendance remains in line with national at 96.32%, JDE highlighted that there has been a reported threefold increase in medical and illness absences with the children. **JJA questioned whether the attendance drop was due to certain pupils continuously being absent in a year 5?** JDE indicated that due to GDPR it was not appropriate to identify pupils or discuss any family issues within the LGC meeting.
- There are currently 5 pupils with EHCP's across the school with 2 further EHCP's being requested shortly;
- 2 members of staff are undergoing professional qualifications (and 2 are accessing Women in Leadership);
- Following a recent Health and Safety Audit JDE wanted to thank Lisa Batten, Operations Manager, for her support as the audit was successful with 99% rating with the audit. JDE noted that it was achievable with Lisa's support.
- 54% of parents returned the home school agreement (120 pupils);
- JDE ran through the planned calendar of events.

8. School Improvement

8.1 SIP 2018-2020 UPS January review

JDE presented her report highlighting the detailed January 2020 progresses. JDE confirmed the importance of the new inspection framework and how it is being implemented. **RWI**

questioned what was meant by 'the staff have full chronological access to the children in their class' at point 4E? JDE explained that it meant that the class teachers could review the full child protection chronology for the children in their class. In previous years this access was limited however due to the need for contextual safeguarding, the DSLs (Designated Safeguarding Leads) SLT felt this was information that needs to be shared.

8.2 Whole school maths – gender difference

CHA presented her report, findings and action points in who the school is addressing the small gender gap that currently exists within year groups.

8.3 SEF January 2020

JDE presented her report highlighting the reported data and linking into the key lines of enquiry.

8.4 Monitoring Form 3 for Link Governors – Art

JDE presented the completed Monitoring form.

8.5 Monitoring Form 3 for Link Governors – DT

JDE presented the completed Monitoring form.

JDE confirmed that ASO and KFR are due to come in after half term to carry out a curriculum and assessment learning walk.

8.6 Premises Health and Safety Report PRI Autumn 2019

JDE presented Lisa Batten Operations Managers report, no questions were raised.

8.7 Learning Walk Summary Autumn Term

JDE presented her Autumn Term 2019 Learning Walk Summary highlighting her reported strengths and areas of development noted for writing, maths, independent reading and SEND.

9. Safeguarding

9.1 Safeguarding Action Plan update

JDE presented her action plan indicating that it had been updated in September 2019 with Jill Larcombe and highlighted the following: -

- There is still no LGBT policy in place across the trust, **KF questioned whether we require a separate policy and why it could not be considered as part of the Equality Policy?** JDE indicated that it was felt that a separate policy was required and she would ask JL to take the item back to Trust Board level;
- JDE confirmed each medical absence is looked at on a case by case basis as the 10 absence trigger has now been removed.

9.2 Autumn Term 2 Behaviour Log

JDE presented her report highlighting the following: -

- Whole school attendance remains about national at 96.32%;
- There were two incidents of bullying reported, none of a racism;
- There was one Operation Encompass communication;

- 2 children in Year 2 and Year 3 are receiving additional support for their additional needs concerning behaviour observed in school;
- There is currently 1 child registered as child-in-need with regular social worker contact;
- Parent contact reflects at a higher level as there has been a stronger focus on collating contextual information from parents with staff now having increased access onto CPOMS.

JJA confirmed that the breakdown of behaviour incidents per year group was helpful.

10. Governor Development

10.1 None reported.

10.2 None discussed.

11. Any Urgent Business Brought forward by the Chair

None discussed.

12. Meeting Summary

Governors reflected on the meeting. JJA agreed to write the next Governor Article for the school newsletter. JDE indicated that the following items would be brought to the next meeting: EIF update on Governance and Monitoring Plan.

13. Date of next meeting

The next meeting is scheduled to take place on Tuesday 21st April 2020.

ACTIONS

Agenda item	Action	Who	Deadline
6.2	E-safety policy clarification on use of school/personal mobile.	JDE	For next meeting.
6.5	Admissions Policy to be circulated	Clerk	ASAP
9.1	Establish if the LGBT policy is already encompassed within our Equality Policy, so therefore if it is needed.	JDE/JL	For next meeting
12.	Governors Article for newsletter	JJA	After half term