



## The Local Governing Board of Croxy Primary

Minutes of The Local Governing Board Meeting  
Tuesday 10 October 2023, 17:45

### PRESENT:

Mr D Shaw (Chair, DS), Mr C Ayre (CA), Mrs A Fowlie (AF), Mrs M Hannan (MH), Mrs K Mason (HT, KM), Mrs L Mason (LM), Mrs M Sykes (MS)

### ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mr D Harrison (Guest, DBS check ongoing, DH), Mrs L Lindsay (LL), Mr J O'Brien (Director of Improvement and Standards, Secondary and Post-16, JOB), Mrs R Wright (RW)

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

### 01 WELCOME AND INTRODUCTIONS

LC & DS welcomed everyone to the first meeting of the academic year and introduced D Harrison. DH will be joining the LGB as a parent governor as soon as the necessary checks have been completed

### 02 APOLOGIES

None received

### 03 DECLARATIONS OF INTERESTS

All present completed their annual data collection and pecuniary interest forms and handed them back to LC

### 04 LGB MEMBERSHIP

It is the annual duty of the LGB to elect a Chair and Vice-Chair. DS volunteered to continue as Chair, nobody else wished to be considered for the role

**Approved:** Governors approved DS appointment as Chair

**Chair 2022/2023:** D Shaw

**Vice-Chair:** C Ayre

**SEND Link:** A Fowlie

**PP Link:** D Shaw

**Safeguarding Link:** C Ayre

It was noted E Mottershaw has stepped down from the LGB. Emma has been a valuable member of the board for many years and the LGB thanked her for her support and wished her well for the future

Although J Clemas has not made any contact, it is assumed she has stepped down from the LGB. The board wished Johanna well for the future and thanked her for her valuable contribution and support

## 05 MINUTES OF THE LAST MEETING (17 July 2023)

**Resolved:** The minutes of the meeting held on 17 July 2023 were confirmed as a true and correct record and are to be signed by the Chair, DS.

## 06 MATTERS ARISING

**ACTION:** KM to speak with D Waterson regarding Martyn's Law **Completed**

**ACTION:** CA to provide more information on Martyn's Law as and when available **Completed**

## 07 HEADTEACHERS REPORT

Highlights of the term to date include, but are not limited to:

- Internal work completed on the ERP
- Outdoor classroom in place, powered by solar energy. This also doubles as an outdoor library
- Year 3 lead the Harvest Festival assembly with a story and a performance
- Lunchtime clubs proving very popular
- Consultation to increase the Nursey underway
- CUSP curriculum introduced in Science, DT, Art, Geography and History

Upcoming key dates:

- 27/11 – NAPA Year 3 performance
- 28/11 – NAPA Year 2 performance
- 12/12 – Nursery/EYFS Christmas nativity singing
- 12/12 – Year 1 & 2 Christmas Nativity
- 20/12 – panto
- 21/12 – Christmas Dinner

Richard Hill is to complete a Year 6 review this half term. Feedback will be given at the next meeting

An EYFS external review has been requested for later in the year

Extra video have been added to the Year 6 Growing Up curriculum. *How Babies are Made* is an opt-out video as is *Gender Explained*. The LGB are in full support of these informative videos

*C: (KM) As well as conducting the Year 6 review, Richard (Hill) will also be looking into Year 5 lessons and interventions*

*Q: (AF) Is there any particular criteria for the Nursery consultation?*

*KM: There is no set criteria and all of the documents are ready to go to the ESFA who will decide if we can increase our numbers. We currently have 13 children in there*

*Q: (LM) Is the maximum 26?*

*KM: Yes and we need to meet the demands of the community*

Q: (JOB) Were the admissions teams at ERYC and HCC consulted?

KM: Yes and we have heard nothing back

C: (DS) The new builds planned for Endyke Lane will bring in future children

Q: (LM) Is the shared outdoor space big enough?

KM: Yes, there is plenty of space

Q: (AF) Does CUSP try to help you combine subjects?

RW: No, it does the opposite. It's subject specific but the concepts are still interwoven

C: (LM) The children love the outdoor classroom and the fact it is self-powered

C: (KM) We are also going to 'soften' the playground to a rubber surface, I need to speak with Pat (Morris, TCAT Head of Estates)

**ACTION: KM to speak with P Morris with regards to a softer playground surface**

## 08 ANNUAL REVIEW OF PUPIL PREMIUM

Detail	Data
Academy name	Croxby Primary
Number of pupils in the academy	360
Proportion (%) of pupil premium eligible pupils	74 (22%) 2023-2024

Detail	Amount
Pupil premium funding allocation this academic year	£106,215
Recovery premium funding allocation this academic year including School Led Tutoring	£15,756
Pupil premium funding carried forward from previous years (enter £0 if not Applicable)	£0
<b>Total budget for this academic year</b> If your school is an academy in a trust that pools this funding, state the amount available to your school this academic year	£121,971

- CPS currently in year 3 of a 3-year cycle
- **Quality First Teaching:**
  - Coaching to continue
  - NAPA still in place for 1 day per week equivalent
  - Charanga has replaced the EY music scheme
  - Extra teacher in Year 6 maintained
- **Targeted Academic Support**
  - Yipiyap in place again for Years 2-6 maths tuition
  - Third Space online maths tuition for Year 6 underway
  - HLTAs continue to complete reading support for KS2 pupils and phonics and early maths interventions
- **Wider Strategies**
  - Enrichment opportunities planned
  - Lunchtime and after school clubs available
  - Attendance Officer continues to work closely with the welfare team

**09 SAFEGUARDING REPORT AND SAFEGUARDING RISK REGISTER**

**2022 – 2023:**

- 1 Prevent referral made
- 7 Operation Encompass alerts received
- 31 safeguarding concerns shared by staff
- 0 allegations against staff
- 121 incidents of physical restraint (99 ERP, 22 non-ERP)
  
- Failure to ensure recruitment procedures deter unsuitable candidates the number one risk

Q: (AF) Who risk assess the Safeguarding Risk Register?

KM: Myself and Clare (Neighbour) and Clare also discusses matters at DSL meetings

C: (CA) As Safeguarding link, I have full confidence in the team

C: (KM) Our Safeguarding Officer, Attendance Officer and myself meet every 2 weeks. We are checking and reviewing constantly

**10 SELF EVALUATION FORM**

Self-Evaluation Grades					
Overall Effectiveness	Quality of Education	Behaviour and Attitudes	Personal Development	Leadership and Management	EYFS
2	2	2	2	1	2

Most areas of the SEF are green. Amber include:

- Curriculum – it is too early to note impact from CUSP
- Behaviour and Attitudes – always striving for better

The template is taken from the Ofsted Framework and we have evidenced each descriptor and RAG rated. It links well to the SDP and amber areas of the SEF become targets in the SDP

C: (JOB) The rationale for changing the format is that in the past, school have ended up almost cherry picking areas and ignoring others. Setting it against the Ofsted framework makes sense

C: (DS) the summary at the front is a good idea

C: (KM) This new format does make it easier to read and keep track of

**11 SCHOOL DEVELOPMENT PLAN**

The main priority for 2023-2024 is to enhance pupils 'knowledge and retention abilities enabling them to surpass the national average and ensuring they are socially and emotionally ready for their next educational phase

C: (JOB) This is a really high quality document. A lot of work has gone into it, well done

**12 ATTENDANCE AND BEHAVIOUR REPORT**

KM noted it's important to bear in mind this report is a snapshot in time and it is too early in the year for full data. Some pupils are still settling down

Signed by the Chair: 

Date :\_\_05 December 2023\_\_

- Class removes remain low and no suspensions have been given this term to date
- Nursery and Year 2 have highest attendance with year 5 the lowest
- 14 classroom and 7 outdoor incidents so far

Q: (CA) How do Nursery and Year 2 compare to this time last year?

RW: Similar and we are also still seeing a lot of term time holidays. It should all settle by November and attendance should pick up

## 13 GOVERNOR UPDATES

### 13.1 Link Visits

Governors were urged to book in their visits as soon as possible. CA stated he would be in on Wednesday 18<sup>th</sup> October

C: (DS) All governors, not just the links, are welcome to visit the school. The children are always so happy and proud to show the school and talk about it

C: (AF) I second that! Come in and have lunch with them, they are amazing and always so respectful

Q: (LM) Can we conduct a general visit or must it have a specific purpose?

KM: They usually have a purpose

### 13.2 Governor Training

CA yet to complete the Safeguarding module on The National College

**ACTION: CA to complete TNC Safeguarding module before the next meeting**

**ACTION: LC to add 'Certificate in the Role of a School Governor' and 'Annual Certificate in Data Protection & GDPR for Staff (2023-2024)' to watchlists for completion before the end of the Autumn term**

## 14 RISK REGISTER

Failure to recruit the biggest risk. It is a challenge to recruit support staff as the criteria is high. Underqualified people are applying

C: (DS) It's a national picture and pay is a major factor. People can earn more at local supermarkets

C: (KM) It is very challenging. We get people in who then decide the ERP is not for them

Q: (DS) Is there an opportunity for them to sit with a TA during interview to see what they do?

KM: yes, they spend 30 minutes in the room to get an idea of the work involved

C: (KM) The recruitment process is also very long

C: (KM) IT works over the summer also always impact on the start of the term

C: (MH) There is also a concern that at primary school they are predominantly working on tablets yet these are not used at secondary

C: (JOB) We have addressed this and primary and secondary schools are going to be looking at Year 7s to make sure they can access the full curriculum. Science is also going back to writing based through CUSP

C: (KM) There are still many opportunities to write throughout the week and on the flip side, in exposing the children to technology, we are also teaching them how to use it appropriately

C: (LL) Every choice we make it to the advantage of the pupils and we'd like to think the secondary school will start to use more technology and catch up

*C: (JOB) Technology also allows for whole class, real time feedback*

**ACTION: Discrepancies seen with inherent risk at 2 & 5. KM to update and resend to the LGB**

## **15 EVIDENCING THE IMPACT OF THE SPORTS PREMIUM**

The full impact was discussed at the LGB meeting in July and will not be repeated here. It is still too early in the term for any impact to be recorded

*C: (KM) We now have a sports leader in for 2 days per week and this is great for the children*

## **16 POLICY REVIEW**

### **16.1 Marking Policy**

The Marking Policy was tabled for approval

**Resolved:** The Marking Policy was approved

### **16.2 Curriculum Policy**

The Curriculum Policy was tabled for approval

**Resolved:** The Curriculum Policy was approved

### **16.3 Teaching and Learning Policy**

The Teaching and Learning Policy was tabled for approval

**Resolved:** The Teaching and Learning Policy was approved

## **17 DATE OF NEXT MEETING**

Tuesday 05 December 2023, 17:45. Pre-meet from 17:30

## **18 ANY OTHER URGENT BUSINESS**

### **18.1 Staff Wellbeing (AF)**

AF noted the agenda, set at Trust level, does not allow for any insight into staff wellbeing. JOB assured there is a wealth of support available and, during the recent Trust wide survey, CPS were most positive on the work/life balance

JOB offered to invite Rie Lane, Trust Director of People, to the next LGB to give feedback and to speak with Lottie Thompson, Trust Director of Governance, regarding the agenda going forward KM informed the LGB that 2 staff members are already AMHFA (Adult Mental Health First Aid) trained and the staff at CPS are very good at looking after each other

**ACTION: R Lane to be invited to the next LGB meeting to give a brief verbal update on staff wellbeing**

**ACTION: JOB to speak with L Thompson regarding a place on the agenda going forward to keep track of staff wellbeing**

**ACTION: Next HT Report to include wellbeing feedback in the summary**

**19 ACTION POINTS**

**19a ACTION:** KM to speak with P Morris with regards to a softer playground surface (**minute 07**)

**19b ACTION:** CA to complete TNC Safeguarding module before the next meeting (**minute 13.2**)

**19c ACTION:** LC to add 'Certificate in the Role of a School Governor' and 'Annual Certificate in Data Protection & GDPR for Staff (2023-2024)' to watchlists for completion before the end of the Autumn term (**minute 13.2**)

**19d ACTION:** Discrepancies seen with inherent risk at 2 & 5. KM to update and resend to the LGB (**minute 14**)

**19e ACTION:** R Lane to be invited to the next LGB meeting to give a brief verbal update on staff wellbeing (**minute 18.1**)

**19f ACTION:** JOB to speak with L Thompson regarding a place on the agenda going forward to keep track of staff wellbeing (**minute 18.1**)

**19g ACTION:** Next HT Report to include wellbeing feedback in the summary (**minute 18.1**)

The meeting closed at 18:59