



# Ditton Lodge Primary School



TEAMS Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School held via Virtual Meeting arrangements (as permitted under Article 126 of the Articles of Association) on Tuesday 7<sup>th</sup> December 2021, 18:00 hours.

Present:

Dr C Scarpini <b>CS</b>	Mrs Amanda Banks <b>AB</b>
Ms Kath Caley <b>KC</b>	Mr A Bedford <b>ABe</b>
Mrs Amy Bugg <b>ABu</b>	Mr James Grosvenor <b>JG</b>
Dr Anna Hardiman-McCartney <b>AHM</b>	Mrs Melanie Moore <b>MM</b>
Miss Kim Bramley <b>KB</b>	Mrs Wendy McLaughlin <b>WM</b>

In attendance: Mrs Sheena Datson (Clerk) **SD**

	<b><u>SECTION A: STANDARD BUSINESS</u></b>
<b>A1</b>	<b>Welcome:</b> CS welcomed everyone to the meeting.
<b>A2</b>	<b>Apologies for Absence accepted</b> – Lisa King.
<b>A3</b>	<b>Pecuniary and Other Interests</b> None
<b>A4</b>	<b>Focus for the meeting</b> - Post Ofsted Report and Action Plan. School Development Plan (see item B1)
<b>A5</b>	<b>Minutes</b> The minutes of the meeting held on Tuesday 7 <sup>th</sup> December 2021 were agreed subject to the following amendments before publication: Amend spelling of Weny to Wendy. Insert Care Home for Christmas card distribution. <b>Outstanding Actions:</b> CS to arrange monitoring visit. Governors to be proactive and inform CS of availability. <b>Matters Arising:</b> None.
	<b><u>SECTION B: SCHOOL IMPROVEMENT</u></b>
<b>B1</b>	<b>Ofsted Feedback/Action Plan</b> – an action plan has been drawn up using the following 4 objectives: Objective 1: Curriculum - all actions to have impact of pupil knowledge, vocabulary and retention through focused subject leader support and sharing with staff. Objective 2: Behaviour – all actions to lead to clearer expectations for extremes of behaviour; both challenging behaviour and passivity. Objective 3: EYFS Objective 4: Reading Challenge Each objective will have a lead and timescale for completion. Updates will be shared at future meetings.
<b>B2</b>	<b>Headteachers Report</b> <b>Safeguarding</b> · Currently two CIN family and two families with a Family Worker in school. Meetings have been held with all families over the last half term and school are aware of family priorities and what actions we need to take to support them. CPOMs is used daily to share information or record concerns, although serious concerns are reported verbally and immediately. · The school has had a number of bereavements recently. School are in contact with relevant agencies to provide support. Specific staff have attended bereavement training and there is whole school training booked for March. Vulnerable families continue to be supported through: · Liaison with professionals: Family workers working with specific families · Provision of Vouchers for any pupil who is self-isolating and in receipt of benefit related Free School meals



· Regular communication with families: regular letters from the headteacher, regular communication from class teacher, welfare calls to any vulnerable family, regular updates on Google Classroom from class teachers and regular Tweets

**Attendance** – year to date attendance percentage 95.56%

Authorised absence 3.92% Unauthorised absence 0.52%

Persistent absence 12.43%

Attendance is lower than previous years data due to covid.

**COVID-19**

We have had to bubble year 3 and year 4 due to increased cases of covid in those classes. Even though guidance around facemasks has changed we are still wearing masks in areas of congestion and following Cambridgeshire guidance when 10% or more of a consistent cohort tests positive. Current provisions include:

- Separate playtime for those classes (different time outdoors) and ask them to stay together at the end of the field at lunchtime.
- Staying in classroom at lunchtime to eat lunch.
- Using Google Classroom for specific classes to teach SFA to ensure classes are not mixing
- Asking staff in those classes to teach from the front as much as possible.

**Data**

**Year 6 (January data from 2018 SATs papers)**

Reading 100% EXS+

Maths 75% EXS+

GPS 78% EXS+

**Year 1 phonics**

Y1 Phonics Stats

32+ - 51.7%

20+ - 69.0%

10+ - 89.7%

Average score rose from 23.6 to 27.9 between November and January.

In order to achieve the 2019 national average of 82%, we would need to target the 9 students who scored 15-31 as 24 students would be required to surpass 82%. We are targeting all pupils who scored 10+

**Year 2 phonics**

Y2 Phonics Stats

32+ - 89.3%

20+ - 96.4%

10+ - 100.0%

**Monitoring**

WB 3/1/22 Planning scrutiny; Website learning Walk; WB 10/1/22 Lauren Meadows visit English

**CUSP Reading implementation timescale:**

Spring 1	Spring 2	Summer 1	Summer 2
Purchase CUSP reading books (DW) Alert staff to impending change. Run implementing CUSP reading training on 18 <sup>th</sup> Feb PD day	Trial and review JS to work with EY team to devise appropriate framework for EY Reading provision LM visit to guide refinements Watch Navigating the implementation phase video	Trial and review LM visit to guide refinements Watch Supporting LAP in CUSP English video	Revisit staff training Watch Making CUSP English fly video

Key priorities for this half term:

1. Prepare to implement CUSP Reading and Writing fully.
2. Work directly with X teacher to improve practice, raise expectations and support moderation in Writing.
3. Implement a highly structured approach to delivering Phonics through SFA, with support from HWV.
4. Implement robust routines and structures for ensuring learning moves forwards at pace throughout the EY day, with support from JS.
5. Ensure that teachers support pupils in selecting appropriate reading materials that are accessible and nourishing.

KB 17/1/22 Intervention/Learning Behaviour Learning Walks

KB 24/1/22 iAbacus Monitoring

Further implementations from monitoring:



- 1 teacher coaching with MM
- 1 teacher coaching with KB
- 1 teacher coaching with teacher from Houldsworth Valley

**Prejudice related incidents**

There have been no prejudice related incidents since last FGB meeting.

**Wellbeing**

**Pupil wellbeing**

- Whole school training: Behaviour and the law
- Therapeutic approaches to behaviour training for identified staff working with specific pupils
- Employment of Mr Savidge for fixed term contract to support specific pupils
- Whole school bereavement training
- TA support for any identified pupil
- Wellbeing activities
- Relaunch and reminder for all staff of Relationships and Behaviour policy being embedded for a consistent approach
- Individual predict and plan for identified pupils
- Forest school for identified yr3 and yr4 pupils
- ELSA support for specific pupils

**Staff wellbeing**

- Support from OM Health and wellbeing for staff including 1:1 sessions for staff
- Employee assistance programme
- SAS wellbeing: App, phone support and counselling
- Weekly Staff meeting
- Staff recognition from SLT: Ditton's Diamonds
- Small treats delivered to pigeon holes or in staff room

**Family wellbeing**

- Updated information for parents from Emotional Health and Wellbeing Service
- Bereavement support from ELSA
- Access to Michelle West, Cambridgeshire Family Worker
- Specific targeted support from family worker through Early Help Assessment referrals

Thank you, Governing Body, for your continued balance of challenge and support. I greatly appreciate the support from USP (especially KS and DW) and my colleagues, especially SD, KB and AB- who continue to be the most fabulous SLT. They have really supported me as always and I am extremely grateful to them for their determination to do the best for the community of Ditton Lodge especially last term in my absence.

**REPORTS AND POLICIES**

**B5**

**School Policies**

Anti-bullying Policy – Agreed. Working party of **AHM, CS, AB** and **KC** to review the Accessibility Plan and Equality Policy and submit to next meeting.  
Equality Governor – **AHM** appointed with support from **CS, KC** and **AB**.

**SECTION C: FINANCE, HR AND PREMISES**

**C1**

**Budget Monitoring Report/Budget Information  
Supplementary Grant**

All schools have been allocated a supplementary grant based on October 2021 pupil numbers to provide support for the costs of the Health and Social Care Levy and wider costs. " For schools in deficit to use it to support the NI Levy and wider costs pressures, so a direct reduction of the deficit. For schools with a balance budget, we suggest you assume the grant is spent in full and then have discussions with your Heads around how they intend to spend the additional funding." Trust 13 01 22. For Ditton Lodge, the amount is £24127.87 from 1st April = 5/12ths to end August £9291.19.

**General Annual Grant (GAG) 2022/23**

The GAG funding is calculated using a formula and reflects the number of pupils on roll at the October census. Our numbers were considerably lower last October reflecting in the allocation for the academic year 22/23 as follows:

2020/22 pupil numbers	2022/23 pupil numbers	Change in pupil numbers	2021/22 revised	2022/23 draft budget inc. rates	Illustrative £ change	Per pupil funding



				baseline inc. rates		compared to 2021/22		
							21/22	22/23
	197	191	6	£828,770	£821,000	-£7770	£4180	£4332
This information in this report will be used in the first draft budget 2022/23.								
<b>C2</b>	<b>Trust Year End Accounts</b> The Trust Year End Accounts were received and noted.							
<b>C3</b>	<b>October Census Figures</b> Note the October census figure in comparison to the previous academic year – October 2020 <b>197</b> October 2021 <b>191</b>							
<b>C4</b>	<b>Health and Safety Audit</b> – from last meeting Receive the annual Health and Safety audit and consider main action points. The Trust H&S annual inspection report was evaluated by JG and SD and anything that wasn't RAG'd green, actioned. No areas for concern.							
<b>C5</b>	<b>Health and Safety Governor Visits</b> Next visit due spring(2). Premises: The construction of a new KS1 classroom has been confirmed and will be built during the summer break. This will be project managed by the Trust using Capital funding. This will release a current KS1 classroom to be converted into a library.							
<b><u>SECTION D: GOVERNING BODY ORGANISATION &amp; ADMIN</u></b>								
<b>D1</b>	<b>Governor monitoring, training and succession planning</b> <b>CS</b> reminded everyone to look at the training available on the Governor Hub and contact herself or SD for information regarding the NGA Leading Governance programme if interested in developing the governor role. <b>CS</b> fed back from a recent Chairs briefing that a standardised form with prepopulated information that could be used at meetings is being explored. Governors can share any ideas with <b>CS</b> going forward. Governors to look to consider their roles for the next year.							
<b><u>SECTION E: CLOSE OF BUSINESS</u></b>								
<b>E1</b>	<b>Impact</b> <ul style="list-style-type: none"> <li>School begins to develop focus on improvement following the recent Ofsted inspection with particular emphasis on implement and monitoring the curriculum.</li> <li>The use of iAbacus will help leaders in this, allow inter-trust comparisons and provide an additional useful tool for monitoring.</li> <li>The school is committed to supporting child wellbeing and DL governors wish to stress how much they appreciate the enormous effort that goes toward making this happen.</li> <li>Exciting new build development going ahead during the summer break.</li> </ul>							
<b>E2</b>	<b>Dates of future meetings</b> To note the date and time of forthcoming meetings (all meetings start at 18:00 unless otherwise stated). 22 03 2022, 10 05 2022, 05 07 2022							

**CS** thanked everyone for attending and closed the meeting at 19:45 hours.