



Ditton Lodge Primary School



Minutes of the TEAMS meeting of the Local Governing Body of Ditton Lodge Primary School on Tuesday 31st January 2023, 18:00 hours.

Present: Dr C Scarpini **CS** Mrs Amanda Banks **ABa**
 Ms Kath Caley **KC** Mrs Melanie Moore **MM**
 Mrs Amy Bugg **ABu** Mrs Wendy McLaughlin **WM**
 Dr Anna Hardiman-McCartney **AHM** Mr Simon Coulthar **SC**
 Mrs Lisa King **LK** Miss Kim Bramley **KB**
 Mr Alex Bedford **ABe**

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

	<u>SECTION A: STANDARD BUSINESS</u>
A1	Welcome: CS welcomed everyone to the meeting.
A2	Apologies for Absence accepted – Nil Not present: James Grosvenor. Mr Grosvenor will be removed
A3	Pecuniary and Other Interests – none.
A4	Focus for the meeting – SDP, Maths <ul style="list-style-type: none"> Assessment and Outcomes – within Head’s report Attendance – within Head’s report Pupil Voice – see B3
A5	Minutes The minutes of the meeting held on Tuesday 6 th December 2022 were agreed. Outstanding Actions: Audit of skills set – Safeguarding for Governors – ABu, LK, JG Matters Arising: None.
A6	AOB – None.
	<u>SECTION B: SCHOOL IMPROVEMENT</u>
B1	<p>Headteacher’s Report</p> <p><u>Attendance</u> Ditton Lodge Currently 97.04% Attendance remains a high priority within Ditton Lodge. Our Attendance is 0.46% lower than in September due to 2 pupils in Reception with part-time timetables and a spate of illness in several year groups. We have been working with Cambridgeshire Attendance officer to support the attendance of one family who, despite support, have not improved attendance which has led to them receiving notice of prosecution with a court date in the new year. The desired outcome of this is a parenting order. There is continued communication between school and home regarding the importance of high attendance, attendance monitoring, attendance meetings and liaison between school and external agencies such as Early Help to continue supporting families to increase attendance.</p> <p><u>School Improvement</u> USP year group and subject leader training has been very effective and staff have cascaded information gained to all other staff. See USP CPD Overview 2023_2023 in Gov Hub or request info from school office.</p> <p><u>Data</u> See Autumn 2022 Y3-6 data analysis in Gov Hub or request info from school office.</p> <p><u>Curriculum Provision Support</u> As part of our commitment to all pupils we are offering school led tutoring to specific identified pupils in years 3-6. We are offering an hour of after school tutoring to years 3-5 in small groups of 4 pupils from Mrs Debenham. We are offering ½ hour 1:1 tutoring before school for year 6 from Mrs Brophy. We are following the impact of this tutoring with entry and exit PiXL data. So far, we have seen an increase in confidence in the classroom and a willingness to have a go and take some learning risks (especially with maths).</p> <p><u>Monitoring impact:</u> CPOMs monitoring Has led to: <ul style="list-style-type: none"> Staff guidance on how to categorise CPOM entries </p>



- Consistency of recording actions for entries

QLA Moderation

Has led to:

- Tightening of fidelity to the mark scheme for Reading and SPAG (including ensuring SPAG answers are given in accurately punctuated full sentences)

Spelling and Phonics Monitoring

- Improvements since last monitoring with consistent use of phonics language
- Pupils embedded in systems and routines in phonics teaching
- Impact with improved Yr1 Phonics Screening scores from September to November

Behaviour Learning Walk (conducted on different days and times of day to look for consistency)

- Continued consistency and communication between job shares
- Teaching and planning alignment
- Behaviours for learning now embedded in all classes.
- Support for specific pupils with separate curricula working well with consistency

Handwriting and English Monitoring

- Consistency in teaching of English reading evident in books
- Coverage and progress seen in English writing and handwriting

Next steps:

- Handwriting seen in handwriting books needs to be seen in all writing books
- Handwriting and letter formation need to be taught more than twice a week – change to timetabling to ensure this is a priority for the next term

Assessment Folder Scrutiny

- All staff consistently recording all assessments in same format
- Gaps in learning more easily identified and addressed through small group, individual or whole class teaching

Parents evening

We held a successful virtual parents evening in November. 26 pupils did not have appointments on the evening. All of these have been followed up and now there are only 3 families who have not had parents evening appointments. We are still chasing these parents and are determined that we will have met with them before the end of the term.

Extended School

We have had a busy term with extended school provision inside school with clubs: Premier football; Josh Coulson Football Academy; Coding Club; Choir; Origami Club; Maths Club.

We have had and have visits planned: Science trip to Newmarket Academy; History trip to Newmarket Academy; Sports competitions; All Saints Church visit; Singing at the Day Centre; Tattersall Christmas Concert Performance
Whole School events: Harvest Festival; KS1 Nativity; KS2 Carol Service; Visit to Ely Pantomime; GenR8 Assembly visit; Discos; Popcorn Night; Christmas Fete; Christmas pop-up shop; Odd Socks Day for Antbullying; Christmas Cards made for Newmarket Befriending Service.

Prejudice related incidents

There has been one prejudice related incident since last FGB meeting. Both families have been spoken to and are supporting their children in the importance of not using homophobic language as an insult.

Exclusions/Suspensions

There has been one 2-day suspension since our last FGB meeting. This has led to an EHA referral and an alteration in timetabling and provision for the pupil. This has had a positive impact to date.

Safeguarding

We have one family undergoing a Social Work Assessment; We have one family open to Early Help; Weights and Measures; Flu Vaccinations; Fire drill; Invacuation drill. CPOMs is used daily to share information or record concerns, although serious concerns are also reported verbally and immediately.

Vulnerable families continue to be supported though: Liaison with professionals: Family workers working with specific families, Social Care and other agencies; School Holiday Vouchers for pupils in receipt of free school meals; Make Lunch meal support during school holidays; 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.

Wellbeing

Trauma Perceptive Practice

I have undertaken a 2.5 day Train the Trainer training plus a day's conference on Trauma Perceptive Practice. Trauma Perceptive Practice (TPP) is an approach to understanding behaviour and supporting emotional wellbeing (originally from Essex).

TPP values: A shift in our mindset to a trauma perceptive description of vulnerable children and young people can create compassion and kindness instead of blame and shame; hope instead of hopelessness; connection and belonging rather than disconnection. TPP is structured as 9 distinct elements and this will build to a USP/Ditton Lodge graduated response to relationships and personal development.



	<p>Victoria Kavanagh is completing her Mental Health training and has met with all stakeholders: staff, governors, parents, pupils to seek a range of views on Mental Health and wellbeing. From these they have collated ideas for going forward: Coffee mornings to engage parents; Wellbeing club – Friday lunch times (invite only); Art and craft club; Parent survey; Children’s wellbeing survey; Entry/exit survey; Mental health week January; Emotional needs box; Cuddly toys in class; OM Health Visits.</p> <p>VK has collated these ideas as part of our new Statement of intent for Mental Health and Wellbeing including: What is mental health? What are our values as a school/trust? How do our behaviour/ safeguarding policies support mental health?</p> <p>Pupil wellbeing: Therapeutic play Therapy for identified individuals; TA support for any identified pupil; Daily Management Plans with timetabled sensory breaks for specific pupils; Wellbeing activities; Individual predict and plan for identified pupils; ELSA support for specific pupils.</p> <p>Staff wellbeing: I have gifted each teacher a wellbeing afternoon this half term where I have taken their class to enable them to go home at the beginning of lunch and do whatever they want! Kindness Fairies- staff have signed up to be a kindness fairy. You are given a name and then look after secretly with notes, treats and acts of kindness; Staff Christmas Movie Night; Staff Wreath Making Workshop; Support from OM Health and wellbeing for staff including 1:1 sessions for staff; Employee assistance programme: Life Works; SAS wellbeing: App, phone support and counselling; Weekly Staff meeting; Weekly staff briefing; Small treats delivered to pigeon holes or in staff room.</p> <p>Family wellbeing: Updated information for parents from Emotional Health and Wellbeing Service; Bereavement support from ELSA; Access to Cambridgeshire Family Worker; Specific targeted support from family worker through Early Help Assessment referrals to both Cambridgeshire and Suffolk.</p>
B2	<p>SEND update – EHCPs have been applied for a number of children in school. This has taken the number of EHCPs to 9. The school has involvement from a Speech and Language Therapist, Sensory Therapist, Hearing Specialist, Educational Psychologists, and the Trust SEND Director. Liaison with First Base Bury is taking place for a KS1 child, and with a specialist school for the transition of another KS1 child. Needs across the school include hearing impairment, Autism, Trauma, ADHD, SEMH and medical.</p>
B3	<p>Presentation – Pupil Voice, KB - defer to next meeting.</p>
	<p>REPORTS AND POLICIES</p>
B4	<p>Trust Policies noted. https://www.unitysp.co.uk/policies/ Health & Safety Policy 22_23; H & S Policy Appendix A Severe Weather; USP First Aid Policy 2022; USP Allergy Procedures 2022.</p>
B5	<p>School Policies adopted. Accessibility Plan (parts 4, 5 and 6 removed); Equalities Statement; Breakfast Club Policy; Discovery Club Policy; Charging and Remissions Policy; Lettings Policy.</p>
	<p>SECTION C: FINANCE, HR AND PREMISES</p>
C1	<p>Budget Monitoring Report/Budget Information October BMR reported. Started in September with a deficit budget of £27k. This is as a result of 6 less children than last year = £25626. If we had a full school of 210 pupils we would have started the year with a credit budget of £54k.</p>
C2	<p>School Finance Out-Turn Year End finished with a deficit of £36k. We started the year with an agreed overspend of £10k for the new classroom. In effect this meant an in-year deficit of £26k. This is because we employed a new TA for behaviour, had some long-term absence due to illness and a shortfall in the numbers attending wrap around care.</p>
C3	<p>Health and Safety Governor Visit – 30 11 2022 As per report. Both physical and reporting checks on the day showcased a proactive approach to H&S in the school, with any issues arising being dealt with or recorded immediately. All due diligence is in place and accessible if required.</p>
	<p>SECTION D: GOVERNING BODY ORGANISATION & ADMIN</p>
D1	<p>Governing Body Membership Associate governor KB is due to end in at the beginning of January. KB will commence another term when from January 2023. All in favour. Staff Governor AB was appointed for another term as the only applicant for the post.</p>
D2	<ul style="list-style-type: none"> • Governor monitoring, training and development · CS and AB attended a training session on Pupil Premium.
D3	<p>Communications between Governors and Parents/Carers A paragraph from the GB will be added to the weekly newsletter at least once a term. Information to be given to Mrs Colby on a Thursday in readiness for publication on a Friday. WM and AB to write first contribution. Also, bios of each governor will be added to their profiles on the Website.</p>
	<p>SECTION E: CLOSE OF BUSINESS</p>
E1	<p>Impact</p>



	<p>Consistent expectations for behaviour is working well between job shares.</p> <ul style="list-style-type: none">• Procedures for positive behaviour embedded across the school.• Nice to see normal events taking place again.• Data results are good. Evidence of year 4 improvement.• Introduction of TPP exciting for the school.• It's evident the school is considerate of equality across the school.
E2	Questions for the Trust – none.
E3	Dates of future meetings To note the date and time of forthcoming meetings (all meetings start at 18:00 unless otherwise stated). Dates for the next academic year are: Spring term 1 31 01 2023 (v) Spring term 2 21 03 2023 (f2f) Summer term 1 09 05 2023 (v) Summer term 2 04 07 2023 (f2f)

CS thanked everyone for attending and closed the meeting at 19:47 hours.