



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 10th May 2022, 18:00 hours.

Present:	Dr C Scarpini CS	Mrs Amanda Banks AB
	Ms Kath Caley KC	Mr A Bedford ABe
	Mrs Amy Bugg ABu	Mrs Melanie Moore MM
	Dr Anna Hardiman-McCartney AHM	Mrs Wendy McLaughlin WM
	Miss Kim Bramley KB	Mr Simon Coulthard SC
	Mrs Lisa King LK	Mr James Grosvenor JG

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

	<u>SECTION A: STANDARD BUSINESS</u>
A1	Welcome: CS welcomed everyone to the meeting and introduced Simon Coulthard who is returning as an Associate governor following a break of 3 years.
A2	Apologies for Absence accepted - None
A3	Pecuniary and Other Interests None
A4	Focus for the meeting – White Paper. AOB – Annual ‘Equity in Education & Society’ Conference. To be discussed at item B5
A5	Minutes The minutes of the meeting held on Tuesday 22 nd March 2022 were agreed. Outstanding Actions: None. Matters Arising: None.
	<u>SECTION B: SCHOOL IMPROVEMENT</u>
B1	Progress on key actions needed in the school as decided at A4 – see B3.
B2	<p>Headteachers Report – full report on Gov Hub</p> <p>Attendance – year to date attendance percentage 94.99% Authorised absence 4.34% Unauthorised absence 0.68% Persistent absence 8.88%</p> <p>Attendance has decreased slightly by 0.21% from 95.2%; Authorised absence has increased by 0.16% from 4.18%; Unauthorised absence has increased by 0.05% from 0.63%; Persistent absence has decreased by 1.17% from 10.06%.</p> <p>School Improvement</p> <p>Assessment and Monitoring</p> <ul style="list-style-type: none"> • ZL to be released weekly for Maths Subject Leader Time • On-Going Assessments – Year 5 and 6, Weekly Arithmetic, Year 4, Fortnightly Arithmetic, Years 2, 3, 4 Times Table Practice as per timetable distributed by ZL • Subject Leader Release – Two Hours – Planning scrutiny and pupil book studies • Subject Leaders to feedback from PD day on the area for focus <p>Key Priorities this term:</p> <ol style="list-style-type: none"> 1. Support pupils to achieve in external assessments 2. Review the implementation of CUSP Reading and Writing



3. Ensure the reading material in each class allows teachers to support pupils in selecting appropriate reading materials that are accessible and nourishing
4. Train KS1 in Phonics scheme: Sounds Write
5. Ensure consistent approaches to behaviour from all staff in line with school's vision and values of inclusion through implementation of update Behaviour and Relationships Policy
6. Support all pupils with transition
7. Continue to work with forging community links.

COVID-19

NHS [COVID-19 symptoms in adults](#) and [symptoms in children](#) have been updated.

To reduce spreading we are still:

- Having separate KS1 and KS2 lunches to stop overcrowding in the dining hall.
- Good ventilation in school
- Robust hygiene measures (Catch it, Bin it, Kill it)
- Robust cleaning measures

MM shared Cambridgeshire's Respiratory Infections Advice for Schools and Covid Letter for Parents.

As a result of "getting back to normal", we have begun whole school Singing Assemblies and Friday Achievers' Assemblies

Staffing

Mid Term Performance Management reviews with teachers and Teaching Assistants to discuss their progress towards their targets, have taken place.

KS2 teacher, Kate Ayers has resigned. She will be leaving at the end of the academic year. Advert for post has been actioned.

Safeguarding

- Currently one 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 protect anonymity this entry is only available on the governor hub.*
- **SD** and I have attended Premises Health and Safety training.
- I attended Cambridgeshire Domestic Abuse Lead training
- I attended Prevent Lead training run by Bedfordshire and Cambridgeshire Police

Vulnerable families continue to be supported though:

- Liaison with professionals: Family workers working with specific families, Social Care and other agencies; provision of Vouchers for any pupil who is self-isolating who in receipt of benefit related Free School meals; 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

Pupil wellbeing

- Whole school training: Therapeutic approaches to behaviour training
- Therapeutic play Therapy for identified pupils
- TA support for any identified pupil
- Daily Management Plans with timetabled sensory breaks for identified pupils
- 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 pupils
- ELSA support for identified pupils

Staff wellbeing

- 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



	<ul style="list-style-type: none"> • Staff recognition from SLT: Ditton’s Diamonds • Small treats delivered to pigeon holes or in staff room <p>Family wellbeing</p> <ul style="list-style-type: none"> • 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 <p>Prejudice related incidents There have been 2 prejudice related incidents since last FGB meeting – resolved.</p> <p>Exclusions/Suspensions There have been no suspensions since our last FGB meeting.</p> <p>SATS to date Tests to date, Grammar, Punctuation and Spelling; Reading. Children have an 8.00 am breakfast start then a short play before settling down to tests. This preparation has had a good impact and the tests went really well. Governors attending a SATs monitoring visit are ABu Wednesday and KC Thursday with 9.00 am starts. KS1 SATS begin next week.</p> <p>Online curriculum sessions for governors Maths with ZL - Monday 20th June , 1.30 pm KS2 writing with VK – Wednesday 8th June, 1.30 pm Action: Attendees for both sessions to inform CS.</p>
B3	<p><u>Schools’ White Paper – Opportunity for All March 2022</u> The White Paper can be found at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106360/1/Opportunity_for_all_strong_schools_with_great_teachers_for_your_child_web_-_accessible.pdf Ambition: The government has already set a target in its levelling up paper for 90 per cent of children by 2030 leaving primary school with the expected standard in reading, writing and maths, up from 65 per cent currently. The white paper now sets out a new ambition to increase the national GCSE average grade in both English language and in maths from 4.5 in 2019, to 5 by 2030. The paper covers 4 chapters – Chapter 1: An excellent teacher for every child Chapter 2: Delivering high standards of curriculum, behaviour and attendance Chapter 3: Target support for every child who needs it Chapter 4: A stronger and fairer system MM summarised the key points of the white paper . MM also shared the DfE’s expectation that mainstream schools work towards increasing their hours to provide at least 32.5 hours by September 2023. SEND Green Paper – defer to 5th July meeting ABa</p>
B4	<p>Governor Monitoring Visits Report – none.</p>
	<p>REPORTS AND POLICIES</p>
B5	<p>School Policies The Behaviour Policy was adopted and the Accessibility Plan and Equality Policy is in progress. MM recommended training on The National College website for the Certificate in Equality, Diversity and Inclusion and will post the link in governor accounts watch lists. Action: All governor to complete. Staff will complete the training in September as part of their CPD. USP is also planning training for governors. An opportunity to attend the Annual Equity in Education and Society Conference, in July, is available for one governor to attend. Action: Contact SD for further details if interested.</p>
	<p>SECTION C: FINANCE, HR AND PREMISES</p>
C1	<p>Budget Monitoring Report/Budget Information As per latest BMR. The current report suggests we will end the financial year without a deficit. Grants to be spent by the end of the current school year are being reviewed for completion.</p>
C2	<p>Budget Setting The second draft of the budget was submitted on 25th May. It currently indicates a less significant deficit than version 1. The school continues to work with the central finance team to ensure the needs of the school are met whilst continuing to look at ways to reduce the deficit.</p>



	Version 2 is due for submission in June 2022.
	<u>SECTION D: GOVERNING BODY ORGANISATION & ADMIN</u>
D1	Governor Standardised Form update - No update available as latest Chair of governors meeting was cancelled. CS to update when information received.
	<u>SECTION E: CLOSE OF BUSINESS</u>
E1	Impact <ul style="list-style-type: none">• The updated Behaviour Policy incorporates views of both staff and pupils.• High levels of attendance are maintained.• Calm approach to SATS has a huge impact on children’s view of exams.• White paper – Governors reassured that the White Paper supports the aspirations of Ditton Lodge and the journey the school is already on.• Thanks go to ALL staff in recognition of maintaining standards during the recent turbulent times.
E2	Questions/Items to be raised with 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). 05 07 2022. This meeting will be face to face in school. Suggested dates for the next academic year are: Autumn term 1 27 09 2022 Autumn term 2 06 12 2022 Spring term 1 31 01 2023 Spring term 2 21 03 2023 Summer term 1 09 05 2023 Summer term 2 04 07 2023

CS thanked everyone for attending and closed the meeting at 7.37 pm