



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 23rd March 2021, 18:00 hours.

Present: Dr C Scarpini **CS** Mrs Amanda Banks **AB**
Mrs Melanie Moore **MM** Mrs L King **LK**
Ms Kath Caley **KC** Miss K Bramley **KB**
Mr A Bedford **AB**

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

Observers: Mrs A Bugg, Mrs W McLaughlin, Mrs A Hardiman-McCartney

<u>SECTION A: STANDARD BUSINESS</u>	
A1	Apologies for Absence and Welcome CS welcomed everyone to the meeting including potential parent governor nominees. Governors introduced themselves and gave some background to or visitors and our visitors introduced themselves.
	Apologies accepted for absence: None
A2	Pecuniary and Other Interests
	None
A3	Notification of Any Other Business
	None
A4	Minutes The minutes of the meeting held on Tuesday 23 rd March 2021 were confirmed and will be signed by the chair at the earliest convenience. Outstanding Actions: None Matters Arising: None
<u>SECTION B: SCHOOL IMPROVEMENT</u>	
B1	Trust Policies Children with health needs who cannot attend school policy was noted.
B2	Information from the Trust Curriculum with USP (CUSP) curriculum Strategic professional development for governors written by Alex Bedford, USP's Primary Advisor. Part 1 An introduction to Curriculum with Unity Schools Partnership https://youtu.be/skHLCk8ttRo A strategic overview of the operational practice in school. A handbook to accompany the presentation is available on the governor hub.
B3	School Policies To consider schools policies in line with the internal policy schedule <ul style="list-style-type: none">• Breakfast club policy – reviewed and adopted with no changes• Discovery club policy – reviewed and adopted with no changes
B4	Academy Equality Objectives – for information USP Equality Objectives Briefing Note – noted. Defer actions to next meeting.



B5 Headteacher's Report

Attendance

Attendance	98.23%	96%	100th
Year to date attendance percentage	Your School	National Avg.	Percentile
Authorised Absence	1.57%	2.9%	99th
Year to date authorised absence percentage	Your School	National Avg.	Percentile
Unauthorised Absence	0.2%	1.1%	98th
Year to date unauthorised absence percentage	Your School	National Avg.	Percentile
Persistent Absence	2.34%	8.2%	93rd
Year to date persistently absent (> 10%) percentage	Your School	National Avg.	Percentile

w/c 12/4/21 98.5%

w/c 19/4/21 98.0%

w/c 26/4/21 97.8%

Monitoring

w/c 12/4/21 Pupil Voice questionnaires.

These highlighted that all pupils had a trusted adult in school that they could turn to in school. A common theme throughout all years was the pupils desire for more play times and PE times. **Action:** PE lessons are sacrosanct. No interventions will happen during PE sessions so that all pupils can participate in two full PE sessions a week.

w/c 19/4/21 SFA monitoring

This was a very positive round of monitoring showing:

- SFA English teaching is happening every day for all pupils
- Pupils are enthusiastic and engaged
- More consistent use of cheers
- Better pace to lessons
- SFA resources and working walls are used in all classes
- Cooperative learning techniques are being used more consistently
- Hand signal for behaviour management being used more consistently
- Pupils are answering more in full sentences orally and in written responses
- Next steps: Consistently use of Think Pair Share for all pupils to ensure all pupils given appropriate time to formulate answers so all pupils achieve

w/c 26/4/21 Whole school review by Sir Robin Boshier on behalf of Unity Schools Partnership.

This was a rigorous and intense day with Sir Robin. He was extremely positive about his findings. Headlines:

- Ditton Lodge is a really good school and can be even better
- The school is working well and no fundamental changes required
- The curriculum is making an impact seen in results and student feedback

See full report in Governor Hub **Unity Trust Ditton Lodge April 2021 written report**. I have taken his next steps and created a summer action plan as part of our school development plan. See **Summer Development Plan 4th May 2021** on Governor Hub

School Evaluation Form (SEF) and School Development Plan (SDP)

Both of these were scrutinised by Sir Robin as part of his review and were commended as showing a detailed and accurate analysis of the school and a clear vision for the way forward. See updated impacts within **Ditton Lodge Primary School SDP 2020-2021** in Governor Hub SEF has been updated (see **DL SEF September 2020** on Governor Hub) and will be updated further to reflect Sir Robin's recommendations regarding additional curriculum pedagogy information



Data We have analysed the reading data we have for all pupils in years 2-6.

Y2 SATS				Reading Tracker							
15.6											
	76%	3	3								
	62%	2	3								
	28%	1	4								
Aut Y2 Sec	Aut Y2 Indicator	Teacher Assessment	Risk Score (1-3)	t 20	Reading Speed (wpm)	Reading Age	Intervention	Intervention If Other	Intervention Score		
10	Expected (E1)		0				Tutoring with the Lightning Squad				
4	Key Marginal (B1)		2				Tutoring with the Lightning Squad				
34	Greater Depth (A1)		0								
6	Intervention (E2)		1				Tutoring with the Lightning Squad				
32	Greater Depth (A1)		0								
8	Expected (E1)		0								
10	Expected (E1)		0								
1	Progress Group (B2)		3				Tutoring with the Lightning Squad				
N	Progress Group (B2)		3					1:1 personalised timetable			
30	Greater Depth (A1)		0								
27	Greater Depth (A1)		0								
11	Expected (E1)		0								
5	Intervention (E2)		1				Tutoring with the Lightning Squad				
30	Greater Depth (A1)		0								
4	Key Marginal (B1)		2				Tutoring with the Lightning Squad				
7	Intervention (E2)		1				Tutoring with the Lightning Squad				
N	Progress Group (B2)		3				Tutoring with the Lightning Squad				
17	Chance GDS (A2)		0								
34	Greater Depth (A1)		0								
15	Chance GDS (A2)		0								
4	Key Marginal (B1)		2				Tutoring with the Lightning Squad				
10	Expected (E1)		0				Tutoring Lightning Squad				
16	Chance GDS (A2)		0								
16	Chance GDS (A2)		0								
34	Greater Depth (A1)		0								
13	Expected (E1)		0								

Reading (PiXL)										
29.4										
	90%	9	0							
	80%	8	0							
	43%	7	1							
		6	1							
Aut Y5 S	Aut Y5 Indicator	Teacher Assessment	Risk Score (1-9)	t 19	r 20	t 20	Reading Speed (wpm)	Reading Age	Intervention	Intervention If Other
18	Intervention (E2)	Intervention	4						Easy Read	
33	Greater Depth (A1)		0							
33	Greater Depth (A1)		0							
			0							
33	Greater Depth (A1)		0							
20	Intervention (E2)	Key Marginal	3						Easy Read	
15	Key Marginal (B1)		7						Easy Read	
36	Greater Depth (A1)		0							
45	Greater Depth (A1)		0							
41	Greater Depth (A1)		0							
27	Chance GDS (A2)		0							
42	Greater Depth (A1)		0							
22	Expected (E1)		1							
40	Greater Depth (A1)		1							
42	Greater Depth (A1)		0							
30	Chance GDS (A2)		3						Easy Read	
31	Chance GDS (A2)		2							
29	Chance GDS (A2)		2						Easy Read	
15	Key Marginal (B1)		5						Easy Read	
39	Greater Depth (A1)		0							
23	Expected (E1)		2							
34	Greater Depth (A1)		0							
32	Greater Depth (A1)		0							
24	Expected (E1)		0							
24	Expected (E1)		5						Easy Read	
26	Expected (E1)		5						Easy Read	
25	Expected (E1)		4						Easy Read	
18	Intervention (E2)		4						Easy Read	
33	Greater Depth (A1)		1							
23	Expected (E1)		6						Easy Read	



Each child is given a risk score 0-9

- 0= Expected (Based on current rate of progress, will secure Expected Standard)
- 1 =Intervention (Based on current rate of progress is likely to achieve Expected Standard but may require some additional support)
- 2 =Key marginal (Based on current rate of progress, will not achieve Expected Standard but with the right forensic support, has the potential to do so)
- 3= Progress Group (working below expected standard- requires specialist support)

Any child who has been identified as amber or red as they have not been on track consistently for the last three reading assessments is receiving reading intervention.

Curriculum Catch Up Intervention

With an emphasis on reading intervention and the priority of ensuring that all pupils are at age related for reading, we have continued to run our evidence interventions of EasyRead and Tutoring with Lightning Squad. We have increased our Tutoring with Lightning Squad intervention with Miss Lewis carrying out intervention on a Thursday. Sarah Liming is continuing her intervention on a Monday through The National Tutoring Programme's SP Tutors, so that we are able to tap into the governments scheme to pay 75% of tutoring costs with 10 pupils across year 2, 3 and 4 who are not yet at the expected standard for reading

Risk Assessment

We have update our Risk Assessment and shared with all staff and published to all stakeholders on the website. See **risk assessment-covid 12_04_2021 DL** on Gov Hub.

Lateral Flow Device Testing for COVID-19

All staff have continued with the LFD kits to self-test at home twice a week. There have been no positive cases of COVID-19. All results are reported to the school and online to NHS Test and Trace.

Safeguarding

Safeguarding updates:

Updated Safeguarding addendum on the website and also on Governor Hub see **2021-03-22 USP COVID-19 safeguarding and child protection addendum Ditton Lodge**. Website Safeguarding check was completed by the trust during the Easter break and as part of Sir Robin's review of the school. No issues found.

Fire Evacuation Drill 27/5/2021

Invacuation Drill 17/6/2021

Vulnerable families continue to be supported though:

- Liaison with professionals: Family workers working with specific families
- Provision of Vouchers for any pupil who is self-isolating who 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
- Support of food hampers from Make Lunch for any family who has requested one during the Easter Holidays

Prejudice related incidents

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

Parents Evening

Parent evening was held 5th and 6th May virtually using school cloud system.

Wellbeing

Pupil wellbeing

- TA support for any identified pupil
- Wellbeing activities such as Yoga
- New Relationships and Behaviour policy being embedded for a consistent approach
- STEP Therapeutic Approached straining from MM and ABa to be cascaded to all staff through CPD in Staff meeting in Summer Term
- Individual predict and plan for identified pupils
- Forest school for identified yr2 and yr3 pupils
- Support within class bubbles
- Motional assessment to identify targeted therapy support for specific pupils
- ELSA support for specific pupils



	<p>Staff wellbeing</p> <ul style="list-style-type: none"> • 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 <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 Michelle West, Cambridgeshire Family Worker • Specific targeted support from family worker through Early Help Assessment referrals <p>Thank you, Governing Body, for your continued balance of challenge and support. This has been a rather full-on start to the year, but I am proud to be Headteacher at Ditton Lodge. I greatly appreciate the support from USP, especially Stephen Astley, and my colleagues, especially SD, KB and ABa- 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. I am extremely proud of all of our staff and how they tirelessly give of themselves each day. The children will always be the reason I get up in the morning and do all that I do. I will continue to strive to ensure they continue to receive 7 years of excellence during their time at Ditton Lodge.</p>
<p>B6</p>	<p>Pupil premium/Primary Sports Premium /Covid Catchup Funding</p> <p><u>Pupil premium:</u> We currently have 26 children receiving PP funding. The children work individually or in pairs with Mrs Nicholson each week. Mrs Nicholson is continuing with her lunchtime clubs. Many of these are focused on friendships. TAs and teachers are all very aware of PP children and are planned for carefully and with thought for SFA and Maths.</p> <p><u>Primary Sports Premium:</u> Funding spent this year has been on - School to buy into Forest Heath Partnership provision; School is able to buy additional packages through the Forest Heath partnership; replace and restock existing equipment; sportswear; annual inspection of equipment; line marking; running track repairs; trophy engraving and sports badges for events; purchase of new PE equipment; specialist sport storage; specialist staff.</p> <p><u>Covid Catchup Funding:</u> S Liming, Z Lewis and A Schicluna (trainee teacher) are delivering 1-2 sessions with children in Years 2,3 and 4 who are not at the expected standard in Reading. The sessions are using an SFA programme called The Lightning Squad. Children in Years 3-6 at risk of not achieving in reading are also following a reading programme called Easy Read each morning. This is led by Teaching Assistants.</p>
<p>B7</p>	<p><u>Looked after children - verbal summary report:</u> Two meetings have taken place to share paperwork in preparation for transition to BVC Secondary school for one of our pupils. BVC will be coming to visit the pupil in school and after half term the pupil will be having a number of transitional days at BVC. Applying for therapy for this child is proving a real challenge in the current climate. Another Post LAC child in upper KS2 is currently struggling at home at bedtime. Family is in close contact with class teacher and TA daily. There are regular phone calls and emails made which are recorded in CPOMS. School and home are due to meet with therapist next week.</p>
<p>CS thanked our visiting observers for attending the meeting before commencing with the remainder of the meeting</p>	
<p><u>SECTION C: FINANCE, HR AND PREMISES</u></p>	
<p>C1</p>	<p>Budgetary Monitoring Report</p> <ul style="list-style-type: none"> • March BMR – detailed analysis of report reviewed prior to meeting, no questions. Budget on track with year-end forecast in credit.
<p>C2</p>	<p>Budget setting To receive and consider the draft budget V2 – Second draft agreed.</p>



C3	<p>Health & Safety/Premises/HR Issues</p> <p>A successful planning application has been received to convert the outside R/Y1 area to a classroom. As this is too late to be carried out of the summer break it has been rescheduled to take place next summer. Funding has been agreed centrally and a carry forward agreed from the current budget (see C1) authorised.</p>
<p><u>SECTION D: GOVERNING BODY ORGANISATION & ADMIN</u></p>	
D1	<p>Local Governing Body Membership</p> <ul style="list-style-type: none"> • To report any changes in membership since the last meeting – CS received and accepted James Wood’s resignation following 8 committed years of service as a governor at Ditton Lodge. Sincere thanks go to JW.
D2	<p>Governor monitoring, training and development</p> <ul style="list-style-type: none"> • To receive any feedback or reports (verbal or written) from Governors who have attended training: CS attended the recent meeting for Chairs. The Trust focus for the next year will be literacy. Also discussed was staff support; academies catch up, and student councils. The work of the Trust regarding Everyone’s Invited was shared with all governors as part of the Trust’s commitment to safeguarding including peer on peer abuse. MM and CS will be attending a Trust Strategy meeting on 13th May 2021. The Governor conference is planned to take place on 16th October 2021, agenda to be confirmed. CS alerted governors to the governor training “preparing for Ofsted” which is taking place on 24th May 2021. • LK attended training with Lucy Callow on the SEND Code of Practice SEND on 19th April. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf • To note governor training opportunities for the Summer term-see USP Governor Training Brochure 2020/21
<p><u>SECTION E: CLOSE OF BUSINESS</u></p>	
E1	<p>Any other business</p> <p>None</p>
E2	<p>Impact</p> <ul style="list-style-type: none"> • Helpful and informative presentation of CUSP by AB and how it is applied. • Evidence of great work and hard work across the school. Evidence of positive contrast with other schools outside of the Trust. “Makes me proud to be a governor at DL and fills me with joy!” AB. • Welcome response from a parent shared with the governors regarding the positive effect moving her children to DL has had on her children and family At DL we are proud of our holistic approach. • External review demonstrated that the effectiveness of the school is cemented in what we know is working well and demonstrates a clear pathway to greater excellence. • Scrutiny of safeguarding and health and safety embedded. Governance taking a similar approach.
E3	<p>Date of next meetings</p> <p>To confirm dates of future meetings: 06 07 2021 Proposed dates for 2021/2022 28 09 2021 07 12 2021 01 02 2022 22 03 2022 10 05 2022 05 07 2022</p>

CS thanked everyone for attending and closed the meeting at 20:02 hours.