## Ditton Lodge Primary School

Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School 11th June 2019

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| Present: | Dr C Scarpini **CS**  Mrs Melanie Moore **MM**  Ms Kath Caley **KC**  Mr Simon Coulthard **SC** | Mrs Amanda Banks **AB**  Mrs L King **LK**  Mr James Wood **JW**  Miss Kim Bramley **KB** |
| In attendance: | Mrs Sheena Datson (Clerk) **SD**  Mrs Amy Hughes **AH** - observing | |

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|  | **SECTION A: STANDARD BUSINESS** | **Actions** |
| **A1** | **APOLOGIES FOR ABSENCE AND WELCOME** |  |
|  | Apologies accepted for absence: Nil. |  |
|  | CS welcome AH to the meeting. AH is exploring the idea of becoming a governor at DL and has been invited to observe a full meeting. |  |
| **A2** | **PECUNIARY AND OTHER INTERESTS** |  |
|  | No declarations of pecuniary or other interests regarding items on the agenda were made. |  |
| **A3** | **PRIOR CLAIM ITEMS** |  |
|  | Year 6 October 2019 residential will be at PGL Bawdsey Manor, Norfolk. |  |
| **A4** | **RECEIVE AND SIGN MINUTES OF THE LAST MEETING** |  |
|  | The minutes and confidential minutes of the meeting held on Wednesday 6th February 2019 were confirmed and signed by the chair. |  |
|  | **MATTERS ARISING FROM THE MINUTES** |  |
|  | No actions outstanding.  No matters arising. |  |
|  | **SECTION B: SCHOOL IMPROVEMENT** |  |
| **B1** | **TERMLY OPERATIONAL PLAN** – update of actions/impact from previous discussion at the standards committee meeting (included in the headteacher’s report). |  |
|  | A priority for this term continues to be consistency with monitoring.  Assured support for assessment in KS2; optimising adult support a priority. Administration of the KS2 SATs went well and we are hopeful of results for year 6. Two governor visited school during SATS to observe and witnessed a mature approach to the tests. Credit goes to the year 6 team led by Miss More in ensuring the children were well prepared.  Foundation subjects – continue to be a priority for teacher training. Support from USP includes modification to school CPD programme after a round of monitoring indicated a clear need for change.  Dining hall noise levels are being monitored and reviewed.  EYFS moderation meeting. This CB clearly able to articulate where her children were at any given point. |  |
| **B2** | **HEAD’S REPORT** |  |
|  | School updates   * An extremely busy last term. * Kim Bramley embedded and the whole SLT is working very well. * SLT’s clear, defined roles and responsibilities complementing each other well. * Currently a member of staff off sick   Summer Termly Operational Plan  Assessment  KS1 SATS completed. Results look pleasing. Increase in combined GDS for RWM due to specific targeting of children in line with PiXL type monitoring in PPM. ZL to carry out a complete QLA of papers to identify gaps in learning and look for patterns to inform future planning in both KS1 (areas for development) and KS2 (priorities for teaching).  KS2 SATS results published 10/7/19 and shared with children and parents  11/7/19 at same time as whole school reports go out to parents.  EYFS GLD (monitoring visit on 24/5/19 went very well. All credit to CB and SL for their clear and accurate knowledge of the children. to  GLD looks to be 76% or 79% as there is still one child on the cusp of GLD.  Multiplication Times Table Check (MTC) in year 4 during the next two weeks (part of pilot study) results accessible from 1st July.  Year 5 carrying out complete assessment based on year 3-5 curriculum content in SATs style papers during this week.  Year R -4 carrying out PiRA and PUMA tests for summer data over next two weeks.  Monitoring  Fortnightly drop ins to all staff have been put in place this term with a Postcard feedback given to all staff. Evidence of impact reviewed and actioned.  The school’s Safeguarding Review on 7/5/19 by USP’s Safeguarding Lead Steve Watts, was very positive. A very useful process and all thanks to SD and LK for their input on the day. Eleven of the 12 actions from the review have been completed already and the 12th will be completed before the end of the year. All volunteers undertook Safeguarding Training with myself last week, including a volunteer from Laureate who had not completed her Safeguarding Training.  Whole school review on 20/5/19 was a really useful process and has shaped our CPD for this half term as well our school development for next year. It was extremely affirming for KB and I in our next steps to ensure Ditton Lodge continues to move forward.  CPD  This term’s CPD focus has been Teaching and Learning. All staff have undergone teaching and learning CPD based on identified needs from monitoring:   * Teaching vs learning * What a good lesson looks like * Learning objectives * Success Criteria * Effective use of talk partners   MM is undertaking a two day foundation course in Protective Behaviours: creating a culture of safeguarding.  All staff have completed CPD on the basics of Protective Behaviours and the language of safety.  KB has undertaken Closing the Vocabulary Gap CPD 3 day course.  All foundation subject leaders have had 0.5 day training on subject leadership in light of the new OFSTED Framework.  We have continued to attend Math’s briefings run by Cambridgeshire as well as the maths and English briefings run by USP.  All staff took part in school to school moderation with Laureate looking at writing in English, Science and Topic (History and Geography).  EYFS, Year 2 and Year 6 teachers have undertaken cross school moderation sessions with all USP Primary Schools.  Next steps  In line with recent monitoring, we will be introducing a new complete English programme: Success for All (SFA). This has been successfully implemented in several other USP primary schools. It is a consistent approach to English teaching with clear expectations and opportunities to ensure all children are taught where they are and enabling all pupils to make progress. MM to visit Applegarth Academy in Croydon who, after implementing SFA for 5 years, have extraordinary GDS results of 75% in maths and reading.  <https://www.applegarth-academy.croydon.sch.uk/wp-content/uploads/2019/05/Results-of-2017-2018.pdf>  In order to implement this effectively, all staff require 3 days training, 2 of which need to be in September. Therefore, we will be delaying the start of the autumn term by 1 day and term will open on Wednesday 4th September. We plan to have the 3rd training day in November when we already have a scheduled PD day.  We are also looking at our wider curriculum and its intent, and implementation. As there will be changes to our English reaching in September with SFA, we are proposing to block the curriculum for the Foundation subjects for the year. We propose to teach Science in the first half of the autumn term as this is already planned through the work that HT has done and Snap Science. We will continue to teach PE twice a week. This has been discussed with Tim Coulson, CEO.  Staffing  We are currently fully staffed for September with the appointment of a 0.9FT KS2 teacher who will be working in year 5.  We are trialling looping: a technique where teachers follow their class, in KS1 and Upper KS2 to prevent the September ‘getting to know you dip’ as there are already established relationships and routines in the classroom.  Wider life of the school   * We are continuing to embed our new Values System: Ditton Lodge’s High Five in all areas of the school. At Ditton Lodge we:   + Listen   + Aim high and achieve   + Enjoy and take risks   + Respect   + Never give up * Weekly learning focus linked to development points from monitoring drop ins. * Weekly behaviour focus linked to Ditton Lodge’s High Five values. * Whole school Sports day this Friday. Next Friday KS2 only. * KS2 Production. * PE: clubs within school (Netball, Cricket, Football, Target Sports, Gymnastics) and inter school competitions, continues to figure prominently in the life of Ditton Lodge. * Clubs: Mad science, Card club, Lego club, Quiet club, Friendship club * A range of visits and visitors -Reception to Banham Zoo, Year 1 to South Angle Farm, Year 2 to The Botanical Gardens, Year 3 to The Fitzwilliam Museum, Year 4 to PGL at Caythorpe Court, Year 5 to Darley Stud, Palace House and Newmarket Races as part of Racing for School’s Programme, Year 6 to The Jarman Centre and many end of term plans in part funded through their Fiver Challenge Project. * Summer Fete – Friday 12th July.   Thank you, Governing Body, for your continued balance of challenge and support. This has been a busy, full-on but enjoyable first year as Headteacher at Ditton Lodge. I have enjoyed the challenge it has given me and I greatly appreciate the support from my colleagues especially SD, KB and ABa who are a fabulous SLT. I have been struck this year by our support staff and how they tirelessly give of themselves each week. The children continue to be the reason I get up in the morning and do all that I do and I will continue to strive to ensure they continue to receive 7 years of excellence during their time at Ditton Lodge. |  |
| **B3** | **POLICIES FOR RATIFICATION** |  |
|  | USP Policy on Violence, Threatening Behaviour and Abuse and  Policy for the Expected Behaviour of Parents/Visitors to the School ratified.  Updated notice of ‘bad behaviour will not be tolerated’ located by exterior doors.  From September parents will be asked to sign an annual code of conduct. |  |
| **B4** | **INFORMATION FROM THE TRUST**  The summer term notes for LGBs included information on:   * The Trust board strategy day * Equality Objectives * Comparative Data * Financial procurement income revenue stream * Wellbeing * School inspections * SEND * Ofsted evaluation of multi-academy trusts * Governor conference 17th October |  |
|  | **SECTION C: FINANCE, HR AND PREMISES** |  |
| **C1** | **FINANCE MONITORING REPORT** |  |
|  | The monthly budgetary monitoring report continues to show an in year credit which has been earmarked for SFA and new books for the library.  An audit has been carried out by an external provider to scrutinise processes. The school meets expectations. |  |
| **C2** | **ASSUMPTIONS AND INITIAL DRAFT BUDGET** |  |
|  | Version 3 (final) is due for submission Friday 14th June. Funding is down on last year but a balanced has been achieved. |  |
| **C3** | **PREMISES UPDATE** |  |
|  | Following a premises and health & safety walk around the school in February 2019, DP reported that a number of areas for improvement were identified. Good practice and processes have been shared between Laureate and Ditton Lodge. The School Business Manager has vast knowledge of the school and all aspects of health and safety. | **SD to ensure remedial works completed** |
| **C4** | **HR UPDATE** |  |
|  | 0.8 Year 5 teacher has been appointed for September 2019 |  |
|  | **SECTION D: GOVERNING BODY ORGANISATION & ADMIN** |  |
| **D1** | **SAFEGUARDING REVIEW** |  |
|  | Feedback from the recent safeguarding review was positive will all actions/recommendations already in place or due to be completed by the end of July 2019. |  |
| **D2** | **GOVERNOR SUCCESSION PLANNING** |  |
|  | Two potential governors for September plus one enquiry. | **CS to follow up** |
| **D3** | **ATTENDANCE, EXCLUSIONS AND HOLDIAY REQUESTS** |  |
|  | Autumn term attendance is 96.81%. There has been seasonal illness across the school.  Holiday requests – all unauthorised requests for 3 or more days were submitted for a penalty fine. |  |
| **D4** | **RECORDING AND REPORTING OF PREJUDICE RELATED INCIDENTS SINCE LAST MEETING** |  |
|  | Two racist incidents recorded and resolved. |  |
|  | **SECTION E: CLOSE OF BUSINESS** |  |
| **E1** | **IMPACT** |  |
|  | * The use of PiXl has had an impact on outcome in KS1 SATs, and more children are working at greater depth. * Changes to the way monitoring is carried out is having an impact on the consistency of teaching throughout the school. * Governor recruitment promising. |  |
| **E2** | **DATES OF NEXT ACADEMIC YEAR’S MEETINGS** |  |
|  | Proposal for change of FGB from one per term to two per term to include all business. No requirement for committees. Working parties as and when required. | **SD to send potential dates for consider-ation** |

The meeting closed at 19:45