

Meeting – Minutes Part 1.						
Date/Time	19 th October 2022, at 6.00pm	Location		Alphington School and Microsoft Teams. *Denotes remote attendance		
Governors:	I			Governors:	I	
A Douglas	AD	Acting Chair – Community Governor.		E Stephenson	ES	Staff Governor
E Oakley	EO	Staff Governor		R Shaw (joined at 6.45pm)	RS	CEO
P Phillips	PP	Community Governor, Incoming Chair		S Tarr	ST	Head Teacher.

Apologies	Initial	Reason (Category of Governor)
A Kanini	AK	Community Governor
N Lewis	NL	Community Governor
J Masters	JM	Community Governor
L Williams	LW	Community Governor

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
K Nairn	KN	Deputy Head Teacher
K Palmer *	KP	Governance Professional

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	AD
2	Declaration of Interests	AD
3	Local Governing Board Matters	AD
4	Minutes from the previous meeting	Chair
5	Head Teachers Report	ST
6	Safeguarding Update	PP
7	Summer 2022 Data Report	ST
8	School Development Plan	ST
9	School Vision	AD
10	Policy Review	ST/Chair
11	Pupil Premium Strategy Report	ST
12	Sports Premium Report	ST
13	Links with Parents and Community	Chair
14	Governor Training	Chair / KP
15	Communication with the Trust Board:	Chair
16	Any Other Business	All
17	Future Meeting Dates	KP

Agenda Number	Details of discussion	Decision or Action
1.	Welcome & Apologies AD welcomed all to the meeting. Governors noted that RS would join the meeting later due to prior commitments. Apologies were received from AK, JM and LW, Governors consented to these absences.	
2.	Declaration of Interests No additional interests were declared.	
3.	Local Governing Board (LGB) Matters <u>Governing Board Membership</u> ES reported that NL wished to continue as a governor and was happy to continue to be the named safeguarding governor. Governors noted that NL's term of office had ended on 30.6.22. Governors discussed NL's appointment to the LGB and unanimously approved her appointment to the Board as a community governor and to take a role within safeguarding for the LGB. <u>Election of Chair</u> Governors noted that AD had previously stated his wish not to continue as Chair or become Vice Chair. Governors noted that no nominations had been received and staff governors were not eligible to take the role of Chair. ES nominated PP, PP accepted the nomination which was seconded by EO. Governors approved the appointment of PP as Chair for the academic year 2022/2023. ST recorded her thanks to AD for his work as a governor and in the role of Chair to support the school. <u>Election of Vice Chair</u> Governors noted that no nominations for this role had been received. Governors discussed the vacancy and agreed to defer appointment to the following meeting. PP agreed to contact absent governors regarding this role. <u>Named Governor Roles</u> Governors discussed the required roles, and the following appointments were agreed: - Named Safeguarding Governors – NL and PP, governors noted that all had a shared responsibility in this area. - Health and Safety, Premises - PP - Governor Monitoring – Governors discussed this and agreed for PP and ST to review the monitoring schedule for discussion at the next meeting. <u>Governor Designation</u> Governors discussed this and agreed that JM was appointed to a community governor position. Governors noted the parent governor vacancy and agreed this would be advertised to parents after half term.	Decision: NL appointed as Community Governor. Decision: PP appointed as Chair for the academic year 2022/2023. Decision: Vice Chair appointment deferred. Action: PP contact absent Governors Decision: Appointments to role for 2022/2023 Action: PP and ST to discuss governor monitoring. Action: Advertise parent governor vacancy, KP to forward ST information
4.	Minutes of the previous meeting 13th July 2022 – Part 1	

	Governors approved these minutes as a true and accurate record of the meeting. Governors noted that the premises manager was aware of the training need for governors regarding general data protection regulations (GDPR). No further matters arising were highlighted.	
5.	Headteacher's Report ST noted this had been formally reviewed at the final meeting of the previous year. ST reported that the term had started well but the recent bereavement within the school community had had a significant impact which was ongoing. Governors noted the school development plan (SDP) for the academic year was in place and the change of focus for some senior leaders was having a positive impact upon developments. ST reported that special educational needs and disability (SEND) provision was working very well, and it was intended for the Owl class provision to remain. ST advised the school was focussing on continuing the enrichment and quality of experiences available to all children within the school with the inclusion of school trips and external visitors to the school. <i>Item recorded under a confidential minute.</i>	
6.	Safeguarding Update PP reported that he had visited the school on 26.9.22 to review the safeguarding audit and the visit report was available to governors on Governor Hub. PP noted that some areas had been highlighted such as the need to update the Behaviour Policy and Antibullying Policies shown on the website, ST advised the updated versions were currently with staff for review and once agreed would go onto the school website. Governors noted the Prevent Policy was also under review. PP reported that all sign in procedures were appropriate, children in years 5 and 6 were able to show good awareness of online safety. ST reported that all staff had read Keeping Children Safe in Education (KCSiE) 2022 and completed the associated quiz on this which included online safety. Governors asked whether the safeguarding audit would be repeated, ST confirmed this and advised that the results would be placed on the safeguarding management blog. PP advised he had also reviewed the premises security and noted there was currently approximately two weeks work remaining on the school pool. PP raised concern that 100% was recorded on the Health and Safety audit. Governors asked whether the inspector had walked around the school, ST advised that had not happened when she had been in school with the inspector. PP noted he had spotted some issues which he felt should have been recorded within the health and safety audit. ST advised that the audit focussed on compliance issues rather than the day-to-day aspects of health and safety. ST advised governors that the school now had three staff designated as deputy designated safeguarding leads (DDSL) and she remained the designated safeguarding lead.	

7.	Summer 2022 Data Report Governors noted the previously circulated report that was also available on Governor Hub. KN highlighted the impact of the recent work to close gaps noted in pupil performance. Governors noted that early years foundation stage (EYFS) scores showed 72% of pupils had achieved a good level of development which exceeded the previously set target. 91% of year 1 children achieved the expected level for their phonics test and KN noted the impact of the Little Wandle teaching scheme in this area. EO highlighted the hard work of the staff team in this area. KN reported the key stage one scores showed 67% of children achieved age related expectations for reading, 67% for writing and 64% for maths. Governors noted this was slightly below the school set target but that children had made accelerated progress from the previous year's data. Governors asked when the school had set the targets, KN advised this was in September 2021. Governors asked whether the impact of covid on this age group had been underestimated, KN confirmed this and highlighted that this cohort also had a high number of children with SEND challenges and had experienced a significant level of covid related absences. KN advised that progress levels for this cohort were very positive. Governors noted the key stage two scores showed 75% children achieved the expected level for reading and also maths. KN highlighted that the teacher assessed grades were a little higher but two children in the cohort had only joined the school in September 2021, one child had English as an additional language (EAL) and three other children had significant behavioural needs all of which had impacted upon the data. Governors noted that for most year groups the combined scores for reading, writing and maths were above national levels and that the SDP noted certain cohorts where additional input was required. Governors noted that gaps remained regarding children with SEND needs, KN advised that this remained within the SDP. Governors asked whether the Write Stuff teaching programme had been helpful, KN confirmed this and advised that it provided a very consistent model of expectations which worked well for the children. KN advised that the Can-Do maths programme had also been very helpful as it supported teacher knowledge, as was Little Wandle and the new structures were showing a positive impact. ST reported that the Juniper report showed the school's performance in graphical form in comparison to local and national performance. ST highlighted that individual subjects of reading, writing and maths were progressing well, but the school was looking to improve the combined scores so children met age related expectations (ARE) for all areas. Governors noted that half termly pupil progress meetings, formal data drops and moderation activities were undertaken to ensure the data was accurate.	
8.	School Development Plan (SDP) Governors noted that this had been previously circulated and was available on Governor Hub along with a supporting PowerPoint presentation. ST highlighted that the school was focussing on the following main areas: 1. Children with SEND achieving at the appropriate level and all staff being aware of what the children needed to access the teaching and learning so full inclusivity of children was achieved for all learning activities. 2. Development of the music curriculum to ensure this was progressive and accessible to all children in school. ST highlighted that many teachers had not taught music for the last two years due to covid restrictions and to support teachers the teaching scheme Kapow had been purchased.	

	3. Identifying blocks to improving writing within the school and the development of the spelling programme. ST advised that Purple Mash teaching programme had been introduced at the start of term to support this and the team were currently revising how links could be made from this to other areas of the curriculum to develop this still further. <i>RS joined the meeting at 6.45pm.</i> 4. Combined data – how children can achieve across all curriculum areas and identifying, and addressing, potential barriers to this. Governors approved the SDP for the 2022/2023 academic year.	Decision: 2022/2023 SDP approved.
9.	School Vision AD highlighted importance of the school vision to underpin the work of the school and noted that approval of this was still pending. Governors discussed this and agreed for ST and AD to develop this.	Action: ST and AD to develop school vision
10.	Policy Review - Safeguarding / Child Protection – governors approved this policy. - School Admissions Policy – RS noted the changed catchment boundaries in the draft policy from Devon County Council (DCC). Governors asked whether this was due to new housing developments, Governors discussed this and the impact of the new schools that were being built. RS asked how many children attended the school who were within catchment, ST advised the number on roll had fallen slightly in line with the fall in live births for corresponding years, however the new housing had not been accounted for in predictions. Governors noted the proposed policy redefined catchment areas to include some locations which were currently within St Thomas's catchment area. Governors asked when the new schools would start to accept pupils, ST advised this would be in September 2023, but the new schools would build incrementally taking only children into reception and year 7 respectively to start and build up year groups annually as children pass through the years. Governors noted the new schools would accept in year admissions; governors discussed this. Governors noted the potential issue with priority admission into West Exe Secondary School and asked whether their policy would be amended to reflect the admission status for Alphington pupils. ST advised the admission status had been confirmed with the school, but it would be appropriate to ensure this was reflected within the West Exe Policy. Governors approved the draft School Admissions policy. - Behaviour Policy and Behaviour Curriculum Policy - governors approved this policy. - Antibullying Policy - governors approved this policy.	Decision: Policy approval given for the policies discussed. Action: ST check West Exe Policy regarding admissions.
11.	Pupil Premium Strategy Report ST noted this was undertaken as an annual review and was available on the school website. Governors noted it showed the allocation of funding and the strategy to support this group of children.	Decision: Report approved.

	Governors approved the Pupil Premium Strategy Report.	
12.	Sports Premium Report ST noted this was undertaken as an annual review and was available on the school website. Governors noted this showed the spending of this grant for the previous year. Governors approved the Sports Premium Report,	Decision: Report approved.
13.	Links with Parents and Community ST reported that the school remained visible within the community and easily contactable, and that the reinstatement of school events being held in school had worked well and community links were being developed. Parents evening were held in school unless a parent requested their appointment to be virtual. Governors noted that a governor needed to be appointed to oversee the links between school and the community. ST and PP agreed to discuss with JM. Governors asked whether there had been any feedback from school newsletters, ST advised that no direct feedback had been received but all dates for school events had been placed onto Facebook to make the information accessible to all and as widely published as possible. ST noted the need to make the information accessible for families whose first language was not English, and the school was looking at ways to achieve this. Governors asked if the website had been reviewed with respect to GDPR, ST confirmed this and advised the parental permissions had been updated and the website was reviewed weekly to maintain currency of information and noted that the website was used primarily by prospective parents for information and by current parents to view videos of events and the curriculum information. Governors asked if the school was happy with the current level of parental and community links, ST advised the school was continuing to encourage parents into school and was being creative in how school events were publicised. A session had been held for parents to meet the school SEND co-ordinator which would run half-termly as a drop-in session. Workshops regarding parental wellbeing were also being considered.	Action: ST and PP discuss role with JM
14.	Governor Training: Governors noted the requirement to complete the GDPR training and noted the upcoming training regarding pupil exclusions. RS noted that training for the role of Chair was also available and PP would liaise with RS regarding dates for this.	Action: PP liaise with RS regarding training dates
15.	Communication with the Trust Board: Governors noted the upcoming Chair's Forum meeting on 10.11.22 and PP asked governors to forward him any items to raise at this meeting.	Action: Forward items for Chairs forum to PP
16.	Any Other Business AD reported that he had requested a year end figure from the Trust's finance team for the school and confirmation of monies allocated but not yet spent, and this information was awaited. RS advised that the year end figure was being prepared	

	for the upcoming audit. Governors asked if the figures were available to be shared, RS advised the current balance was £409,767 and the carry forward underspend from the 2021/2022 year was £128,163. Governors discussed the timescales regarding the release of financial information and noted the need for increased clarity within the Trust Scheme of Delegation regarding financial management.	
17.	Future Meeting Dates: Meeting dates for the remained of the 2022/2023 academic year were agreed as: • Tuesday 15th November 2022, 6pm • Tuesday 24th January 2023, 6pm • Tuesday 14th March 2023, 6pm • Tuesday 16th May 2023, 6pm • Tuesday 11th July 2023, 6pm Governors noted that meetings would be held at school however a virtual option would be available of this was required to facilitate attendance.	

The meeting closed at: 7.32pm.

Date/Time of next meeting	Tuesday 15 th November 2022, 6pm	Location	At school with remote access if required.
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