

Alphington Primary School Local Governing Board

Minutes of the Local Governing Board meeting for Alphington Primary School held via TEAMS on Tuesday 8th October 2024 at 6pm.

Invited Participants:

Governors:

Graham Bone (GB) Chair
Caroline Ellis (CE)
Anjumn Kanani (AK)

Peter Phillips (PP) Vice Chair
Jennifer Pulsford (JP)

Other Participants:

Vicky Stables (VS) Acting Headteacher
Emma Hilton (EH) Governance Professional

Item	Details of Discussion	Decision or Action
1.	Welcome, Apologies and Consent GB welcomed Governors to the meeting, which was his first as Chair. Apologies for absence were received from ST, LH and RS. Governors consented to these absences. VS was currently the acting Headteacher at the school in the absence of ST.	
2.	Declarations of Interest No declarations of pecuniary or other interests regarding items on the agenda were made. GB reminded governors to update their interests on GovernorHub.	Action: All governors to update pecuniary interests on GovernorHub
3.	Local Governing Board Matters	
3.1	Governing Board Membership Changes LH had resigned from her position as Staff Governor at the school. VS would communicate with staff regarding the vacancies to find out if there was any interest in the Staff Governor positions. When ST returned to work, VS expressed an interest in becoming a Staff Governor but could not do this until she had finished her acting headteacher role.	

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3.2	Election or re-election of Chair/Vice Chair GB had been elected Chair, and PP as Vice Chair in the meeting on the 2 nd July.																																				
3.3	Vacancies to fill and recruitment. Governors noted the following vacancies on the board: • 3 x Community Governors • 1 x Parent Governor • 2 x Staff Governors Governors discussed ways to recruit more members to the Governing Board. Governors would contact people they thought would be good additions to the Governing Board. An advert would be placed in the school newsletter for the Parent Governor position vacancy, with an election held if needed. GB offered to help with the recruitment of governors at the school.																																				
3.4	Budget approval There had been no financial documents uploaded to GovernorHub, and Governors agreed to move this agenda item to the next meeting.	Action: Clerk to chase financial info																																			
4.	Minutes of the previous meeting 2nd July 2024 The minutes of the meeting on 2 nd July were approved as a true and accurate record of the meeting. <u>Matters Arising:</u> <table><tr><th>Agenda Item</th><th>Action</th><th>By Whom</th><th>By When</th><th>Status</th></tr><tr><td>2</td><td>All governors to revise Declarations of Interest at start of 2024/25 academic year to ensure up to date.</td><td>All</td><td>September 2024</td><td>Governors reminded again at this meeting</td></tr><tr><td>3.1</td><td>Clerk to update GovernorHub with new Chair & Vice-Chair.</td><td>AW</td><td>September 2024</td><td>Completed</td></tr><tr><td>3.2</td><td>All governors to promote the role of governor with contacts with the aim of recruiting</td><td>All</td><td>Ongoing</td><td>Ongoing and discussed at meeting</td></tr><tr><td>4</td><td>ST to arrange for governors to attend Parents Evenings.</td><td>ST</td><td>October 2024</td><td>Completed – see below</td></tr><tr><td>4</td><td>Governors to confirm to ST if they can attend the Year 6 Leavers Event on 17th July.</td><td>All</td><td>15/07/24</td><td>Completed</td></tr><tr><td>4</td><td>Governors to book monitoring visits in Autumn term.</td><td>All</td><td>September 2024</td><td>In agenda - completed</td></tr></table>	Agenda Item	Action	By Whom	By When	Status	2	All governors to revise Declarations of Interest at start of 2024/25 academic year to ensure up to date.	All	September 2024	Governors reminded again at this meeting	3.1	Clerk to update GovernorHub with new Chair & Vice-Chair.	AW	September 2024	Completed	3.2	All governors to promote the role of governor with contacts with the aim of recruiting	All	Ongoing	Ongoing and discussed at meeting	4	ST to arrange for governors to attend Parents Evenings.	ST	October 2024	Completed – see below	4	Governors to confirm to ST if they can attend the Year 6 Leavers Event on 17 th July.	All	15/07/24	Completed	4	Governors to book monitoring visits in Autumn term.	All	September 2024	In agenda - completed	Decision: Minutes 02.07.24 approved
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	9.1	ST to confirm the number of children on IHPs to allow governors to understand needs & share an example (anonymous) medical plan.	ST	ASAP	Ongoing but see below. GB to look at next time he is in
	9.1	ST to upload amended Medical Needs policy to GovernorHub for approval.	ST		GB to look at next time he is in
	10	JP to attend PTFA meeting to promote governor role.	JP	September 2024	Carried forward – see below
	11	RS to check whether governors have access to the NGA (and or to send JP the monitoring tool for Sports Premium for Governors).	RS	ASAP	GB to check with RS – JP had been sent monitoring tool
	11	Governors to put relevant resources/ questions for monitoring visits onto School Bus.	All	Ongoing	Ongoing
	14	ST to advertise additional hours cleaning roles in Staff Update.	ST	ASAP	Discussed at meeting -see below
	17	ST and PP to propose the 2024/25 LGB meeting dates via GovernorHub.	ST/ PP	ASAP	Completed
4 –Parents evening was being held at the school on the 21st, 22nd and 24th October. VS would put out a note to parents to let them know that governors may be available to talk to at some of the evenings, GB volunteered to cover two out of the three evenings. 9.1 – One of the members of staff had updated the medical records and health plans at the school and had prepared packs with medicines needed around the school. VS thought it would be good for a governor to come in and monitor the changes made. GB would look next time he was in and look at the medical policy. 10 – JP did not attend the PTFA meeting as they were still recruiting members, and she would attend a meeting once they had established a leader. 14 – VS updated governors on the cleaning team at the school. Four out of the five cleaning posts at the school had been filled, one of which was the cleaning supervisor role. The school was currently advertising for the fifth team member, which would ensure that there were enough staff in the team to cover sickness absence. The school was keen to keep the team, as they worked well together, and the supervisor had been on some training course to ensure she was enjoying the role, and the job was meeting her needs.					
5 and 6	Receive and review summer data report 2023/24, Headteachers update and 2024/25 academic year targets.				

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	Governors received the following reports on GovernorHub. Headteacher report to Governors 2024-25 Alphington Statutory outcomes 2024 VS confirmed to staff that ST was sorely missed at the school. She had delegated parts of her role before she went off to members of staff. Craig Turner had stepped up to Deputy Head but only had one day out of class to pick up the role, which was hard. VS was Acting Headteacher, and was enjoying her new role, and had learnt a lot, very quickly. Staff feedback had been positive, but there had been a knock-on effect, with the SLT team stepping in to help, and it was not going to be sustainable over any length of time. There had also been a lot of illness in the staff team which had impacted the school. VS and GB had discussed what ST returning to work might look like, with a potential phased return, and how this would impact on workload. VS and RS had met and had written the data summary together and VS took governors through the school data, and statutory outcomes. The data was not where the school wanted it to be in phonics, which was a concern and VS reassured governors that this was at the forefront of discussions at the school. RS had looked at the projections for the summer and Early Years data was looking good, phonics had been looked at closely and KS2 was strong, and RS had met with the year 6 teachers and projections for the summer were on track. Staff had met after the results had been published, at the end of the Summer term, to drill down into the phonics data. No definite reason had been found for the lower results, there were concerns about the actual assessment week, which had been held at the same time as sports week at the school, with increased noise and disruptions outside the classrooms which could have possibly impacted the data. The school had observed phonics teaching, had carried out learning walks and were reassured by the observations. Extra training and small tweaks had been put in place following observations and team meetings. Children had been re-tested to see if there were any barriers to learning and this had been looked at closely with the SENCO, who would work with children around any barriers identified and a phonics action plan would be put in place. The school had a phonics log, and every time a member of staff carried out a learning walk, discussion, CPD or drilled down into data, it would be recorded in the log. Children had been re-assessed this week and next week and already the school had been closing the gaps and would welcome a governor monitoring phonics visit after half term to share the data. GB and JP would look at the phonics data and action plan and plan a visit after half term. Q: Nationally were the phonics scores lower, or just at this school, and was it to do with the impact of covid and lockdowns? A: VS thought that covid and lockdowns could have had an impact, and that scores were lower nationally, but this was not the full story with this cohort. The year before had scores in the nineties so this was a massive drop. There was a proportion of children with SEND in the cohort. Some children who performed well in the data had been retested and they had outperformed where they were put at the end of Year 1. Reception, Year 1 and Year 2 were being tracked closely, and the action plan was involving parents earlier, and running parent workshops. Governors commented on the fantastic results that the school had achieved in other subjects particularly in maths and science.	
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	GB was reassured by the plans in place to focus on phonics. JP commented that it was a snapshot from one day, and thought it was positive that school had recognised that the results were not where the school wanted them to be, and had a plan in place, and governors would hold them to account on the implementation of the plan. Governors asked the following questions on other aspects of the headteachers report: Q: There are 25 Bullying incidents shown on the report, what measures are being put in place to resolve this? A: VS was not sure if she had pulled the same data that ST normally used, as this was her first Headteachers report and her data included alleged bullying incidents. She reassured governors that all the cases had been resolved, and she had found that the fastest impact on any of the disputes had been to involve parents, and often the child and this awareness of the problem helped to resolve incidents. VS thought a lot of the incidents were due to children not being stimulated in unstructured time, and it was hoped the number of incidents would reduce once the OPAL program was up and running at the school. VS had held her first Opal working party meeting, and JP had joined the meeting. This was part of the SDP and staff were getting excited about it. The Behaviour policy was due to be reviewed this month, and a Play policy would be introduced and reviewed. Governors discussed attendance, which was a government focus at the moment. The Attendance Policy was on the school website. GB would talk to RS about governors overseeing attendance and whether she thought there was anything the governing board needed to strengthen. Gemma King had been recruited as an administrator and would be starting after half term and would oversee the Safe to School Policy and Attendance. VS confirmed there were systems in place for attendance and VS followed procedures. Q: The percentage of teachers taking sickness absence seems high. Is this an indication of a serious problems? A: VS confirmed that there had been a lot of bugs and germs around in the school. The trust policy on Covid, stated that teachers had to be off for 5 days if they tested positive and 3 days for children, and this procedure had caused the school to struggle. Governors discussed procedures in place at their workplaces, and the NHS advice of staying off if staff felt unwell or had a high temperature was followed, rather than a set number of days. GB would talk to RS about the possibility of amending the policy, as the financial cost to the school for supply teachers had been high. VS thought that perhaps the trust had stayed with the policy for longer as there was a vulnerable child at the school, but VS had talked to the parents, and they did not feel she was any more vulnerable than other children at the school. Q: There had been no fire practices recorded on the Health and Safety report, why was this? A: VS was aware of this, as RS had highlighted it, and had put it on her to-do-list and VS would update governors at the next meeting.	Action: Governors to review updated Behaviour and Play policies at the next meeting Action: GB meet with RS and discuss governor's oversight of attendance at LGB level. Action: GB to talk to RS about trust covid policy.
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	Q: Two teaching assistants had resigned, was there a reason for this, was it to do with staff wellbeing? A: It was not to do with staff wellbeing, it was just that they had moved to other jobs. The school had not recruited to replace the staff, and on the PD Day, a quick decision of staffing had been made and the structure of staffing had been changed. The school was now using the three-teacher model in Year 3, with one TA and three teachers, which was a work in progress, and was showing good results. One pre-school TA had left for another job, and the school would be recruiting to replace this post, like for like, a level 3 TA which was needed to help with pupil ratios. Q: The Safeguarding data showed 18 school level concerns. Is this a normal amount, or was it high? Had any lessons been learnt and what is being done to reduce this? A: VS confirmed again to governors that she was not sure if she had run the report as ST normally did for the Headteachers report. The school had a vulnerable children register with different levels of safeguarding, and any children on the register were monitored by the safeguarding team. The TAFF level (Team around the Family) had lower numbers and were supported by the school and external agencies. The SAF level (School Around the Family) number were higher, with families offered early intervention and help. VS confirmed numbers were no lower or higher than last year. GB thanked VS for producing the Headteachers report for the governors.	Action: GB would clarify numbers and track over time to see if there were any trends in the data.
7	Pupil and Staff Wellbeing Governors discussed the plans in place to reduce the workload of staff and support their wellbeing. VS updated governors on staff wellbeing at the school and confirmed that the knock-on effect of ST being absent had been massive for staff. Staff had been coming up with ideas for staff wellbeing and the following ideas had been implemented: • Cuppa and catch up on a Wednesday after school. • Organising the staff Christmas party • Treats in the staff room • Postcards of affirmation shared. • SAS insurance where staff could access counselling, physiotherapists etc (VS would reiterate this to staff to remind them) • TAs met with VS, they were thanked for their work, and had a wellbeing 15 mins break to use as they wanted. • Staff sign posted to services to help them if needed. • Systems in place at the school such as mentors and coaching RS had implemented a staff survey at the end of the Summer term, which had been helpful, and on the non-pupil day, staff in the MAT had met and elements from the survey had been talked about, and how the MAT was addressing any issues that had arisen. Q: Had staff absence this term been illness or stress? A: This term it had been illness, and staff on long term absence were also off due to illness not stress. GB had spoken to VS and Craig and thanked them for their efforts in this challenging time for the leadership of the school.	

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8	Safeguarding Update to include Safeguarding Governor Visit report Governors received a safeguarding report from the safeguarding governor, CE who had visited the school on the 9th July which had been uploaded to GovernorHub. The strategic issues that arose from the visit for the governing body to consider were: • To contact CPOMS with regards to the new section which allows you to add a justification for actions taken. • Trust wide social media checks and to have an agreed approach. • Online Safety for Children which was still the biggest issue. • To set up a calendar for safeguarding training for both children and staff	Action: CE arrange next meeting on a Friday after half term with VS and Becky
8.1	GB reminded governors of the requirement to read KCSiE 2024 to confirm this on GovernorHub.	
9	Approval of the School Development Plan 2024/25 VS briefly updated governors on the progress of the four priorities for the plan for 2024/25 (Copy on GovernorHub). The accelerated reading scheme had been looked at and there have been discussions around the fact that it is an extrinsic motivator. This works for many children, but school also need to consider intrinsic motivation. Ideas had been actioned already and staff were moving forward with this priority. Maddy Patmore had been trained in Oracy and was taking the lead on this priority in the school. She had enrolled her first oracy champion and oracy advocate. This was being worked on across the trust schools. It was hoped that OPAL play would have a positive impact at the school once it was implemented, feed into the behaviour policy, relationships, and would help to deal with underlying friendship issues. SEND support was being worked on across the trust schools, and there had been a staff meeting on ordinary available inclusive provision which was the provision that should be in place in all schools. The SENCOs had all got together and carried out a presentation and produced a document on this. VS confirmed all four priorities were underway in the school, staff were motivated and talking about the priorities. PP offered to carry out monitoring on oracy at the school. Governors approved the school development plan 2024-25.	Decision: SDP 2024-25 approved
10 10.1	Policy Review Policies to be reviewed according to school policy schedule. Governors approved the following policy.	

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	School Admissions Policy 26-27	Decision: School Admissions policy approved
10.2	To Receive and note Trust Wide Policies via GovernorHub Resources Governors noted the following ELAT policies: - Safeguarding & Child Protection - Positive Handling Policy - Professional Growth – Teachers Policy - Professional Growth – Support Staff Policy - Recruitment and Selection Policy - Adoption Policy - Capability Policy - Disciplinary Policy - Flexible Working Policy - Grievance Policy - Homeworking Policy - Induction of New Staff Policy - Managing Sickness & Absence Policy - Maternity Policy - LGPS Discretion Policy - Lone Worker Policy - Redundancy Policy - Staff Leave of Absence Policy - Data Protection inc Subject Access Requests Policy 2024-25 - Freedom of Information and Publication Scheme Policy 2024-25 - Emergency Management Plan 2024-25	
11	Links with Parents and Community GB requested a list of events that governors could attend. PTFA were finding it challenging to recruit new members. There had been complaints about dogs tied up outside the school, but nothing had been actioned. GB had noted that there were still cars parked on the zig-zag yellow lines outside the school and thought a reminder could be sent to parents if needed.	Action: List of events for governor representation
12	Establish named Governor Roles and Designation for 2024/25 GB would discuss the agenda item with VS and RS, and the item would be moved to the next agenda. GB would look at the document that PP had produced earlier in the year and work on that.	Action: GB to discuss governor roles with VS and RS Action:

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	AK and CE both confirmed they would like to carry on with their governor roles in SEND and Safeguarding.	Add Chairs forum to GB on GovHub
13	Governor Monitoring GB confirmed that the Safeguarding monitoring had been completed. GB had arranged a PSHE monitoring visit. An OPAL working party had been established and would meet every half term, with JP and VS. GB would carry out a website compliance check and would see if RS had a checklist he could use.	Action: SEND visit after half term – send dates to VS Action: Website compliance checklist from RS
14	Governor Training and Development GB confirmed that governors could access training courses online on the Learning link and National College. GB thought that the board had a good range of skills and suitable expertise.	
14.1	To discuss the Local Governing Body's requirements for training and development in line with school plan priorities. Governors were reminded to log their training on GovernorHub to ensure that it was up to date when reports were run. PP had a few problems accessing the GDPR training and VS confirmed that IT were looking into this.	
14.2	See above.	
15	Communication with Trust Board RS was not at the meeting, and GB would be having a meeting with her shortly and would be able to update governors at the next meeting on this agenda item.	
16	Risks and Opportunities. GB thought the main risk was the absence of ST, but that staff were doing a great job in her absence, and this had been talked about in the meeting already. One of the governors asked when the school might be likely to have their next Ofsted inspection. November was the point for the school to be in the Ofsted window and were preparing for this. VS confirmed the new Ofsted arrangement of only calling schools on a Monday to arrange a visit, which was less stressful. RS, ST and VS had already talked through a plan if the school did have a visit, and VS would also have the support of the other heads in the trust. The opportunities for the school had been talked about in the SDP section of the meeting.	

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17	Any Other Business PP reminded the school to write to the Community Association formally to request written confirmation that the school could use the Community Centre for their lockdown evacuation procedure.	Action Point: School to write to community association.
18	Date of Next Meeting Proposed 2024/25 Meeting dates - Tuesday, 26th November 2024 at 6pm - Monday, 20th January 2025 at 6pm - Tuesday, 25th March 2025 at 6pm - Tuesday, 20th May 2025 at 6pm - Tuesday, 8th July 2025 at 6pm	Action Point: Clerk to confirm 26 th November was the next meeting date, update calendar and change Monday 20 th January meeting date.

Meeting closed at 7.40pm

Action Log to be added to the next agenda.

Agenda Item	Action	By Whom	By When	Status
C/F	All governors to revise Declarations of Interest at start of 2024/25 academic year to ensure up to date.	All	Ongoing	
C/F	All governors to promote the role of governor with contacts with the aim of recruiting	All	Ongoing	
C/F	ST to confirm the number of children on IHPs to allow governors to understand needs & share an example (anonymous) medical plan and ST to upload amended Medical Needs policy to GovernorHub for approval.	ST	ongoing	
C/F	JP to attend PTFA meeting to promote governor role.	JP	Carried forward	
C/F	RS to check whether governors have access to the NGA	GB to chase	Next meeting	
C/F	Governors to put relevant resources/ questions for monitoring visits onto School Bus.	All	Ongoing	
3.4	Financial information sent to governors to approve the budget, and agenda item for next meeting	Clerk	ASAP	Information requested by clerk
6	Governors to review updated Behaviour and Play policies at the next meeting	All	Next meeting	

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6	GB meet with RS and discuss governor's oversight of attendance at LGB level	GB/RS	Next meeting	
6	GB to talk to RS about trust covid policy and amending	GB/RS	Next meeting	
6	GB would clarify numbers and track over time to see if there were any trends in the data for safeguarding	GB/VS		
8	CE arrange next meeting on a Friday after half term with VS and Becky for safeguarding	CE/VS	ASAP	
11	List of events for governor representation from school	VS	Next meeting	
12	GB to discuss governor roles with VS and RS	GB/RS/VS	Next meeting	
12	Add Chairs forum to GB on GovHub	Clerk	ASAP	Completed
13	SEND visit after half term AK to confirm dates with VS	AK	ASAP	
13	Website compliance checklist from RS so GB can carry out check	GB/RS	Next meeting	
17	School to write to community association to use hall for lockdown evacuation procedure	VS	ASAP	
18	Clerk to confirm 26 th November was the next meeting date, update calendar and change Monday 20 th January meeting date.	Clerk	ASAP	Completed