



**Minutes of Godmanchester Bridge Academy Local Governing Committee
held on Wednesday 15th March 2023 09.15am**

Present Governors: Karen Smith – Chair (CoG)
 Carl Miller (CM)
 Caroline Crowther– Light (CCL)
 Jackie Woodward (JW)
 Vicki McAuley-Eccles (VME)
 Philip Dirisu (PD)
 Michael Lambourne (ML)

Apologies: Claire Pirrie (HoS)

Clerk: Whitney Whitham

1.	Apologies for absence
	The Clerk confirmed the meeting was quorate. HoS sent apologies for absence.
2.	JW term end - reelection
	KS confirmed JW term had come to an end and JW indicated they would like to continue. LGB voted yes unanimously.
3.	CoG resignation
	<p>CoG confirmed their intention to resign as Chair and that AEG has been informed. CoG raised whether any LGB members would be interested in taking over from July 2023 as Chair however, there was no interest from the members.</p> <p>CM disclosed an expression of interest from a relative, but explained they are unable to apply until retirement - the date of which is not yet confirmed.</p> <p>CoG explained the LGC are responsible for the recruitment process which would involve externally advertising for a Governor and Chair. If we are unsuccessful, the Trust will assist with the process.</p> <p>Action:</p> <ul style="list-style-type: none"> • CoG to produce advertisement for a community Governor and circulate, ideally someone with some education background, and will detail this in advert. • VME will add to school newsletter and dojo to boost outreach.
4.	Declaration of interest
	Clerk Confirmed all received.
5.	Approval of minutes 30th November 2022
	The minutes of meeting of 30 November 2022 were deemed to be an accurate account of proceedings and signed off by the CoG.
6.	Code of Conduct
	CoG reminded ML Code of Conduct outstanding (Clerk emailed reminder) 25/01/2023)

Signed:
Date:

	Action: Clerk to resend via ever sign/ ML to sign and return urgently
7.	Safeguarding Training
	<p>CoG reminded ML to complete outstanding online Safeguarding training. ML requested a password reset and reminder of log in details.</p> <p>Action: Clerk to request HR reset and send log in details ML to complete Safeguarding training by next meeting</p>
8.	Matters Arising not covered elsewhere on the agenda
	<p>CM confirmed planned in Opal meetings have been completed and parent afternoon planned in at end of year. Has not circulated any meetings as none are planned in as yet – waiting for Opal mentor, Bobby, to confirm dates. We are short of hands for projects with Opal, and a storage shed is needed.</p> <p>CCL confirmed Bensons for Beds have some wood available for school use and will pass their details on to George Large. CCL raised the governors page on website needs updating to house minutes and has registered this issue with the support team.</p> <p>CoG added they have been approached by some friends and members of the Baptist Church who have offered to help with the wooden crates. CoG raised that when dropping in at parents evening there was no table set up for volunteer/PTA information and sign-up details –believes this is an area for improvement.</p> <p>Action: Clerk to contact R Cooper re email address issues</p> <p>CCL to let GL know about Bensons Beds wood</p>
9.	Received reports
	<p>Governors had received the reports in advance of the meeting and confirmed they had read the documents.</p> <p>a. Chair of Governors</p> <p>CoG raised parental engagement as a top priority for the school – also raised by the Director of Primary Education (SE). It is notoriously tough to get parents involved and we are not doing well enough as a school. Communication is an issue, and my experience is talking one to one is the best method to recruit new volunteers.</p> <p>CCL raised GBA has advertised and was unsuccessful in recruiting volunteers. We need to involve parents in school more as the Roman’s Edge hub.</p> <p>CM raised having spoken to some parents who are receiving Dojo messages but did not know about the planned community building until 2 days prior, and at this point it was too late notice for them to join. We need to utilise preschool who will be joining GBA eventually [REDACTED] We receive a lot of support from Y5 parents and must create a succession for when they leave the school.</p> <p>CoG explained that as an LGB, we have no formal role in getting a PTA going however, Parent Governors would be well placed to help. Taking on running a PTA is a lot of work for an individual.</p>

Signed:
Date:

CCL & PD suggested an event such as bingo/after school activity or coffee morning may attract more volunteers.

VME pointed out that covid has also had an impact on volunteer retention and recruitment.

CM raised an important message that needs conveying to potential PTAs is that any benefit for the school is also a benefit for their children. **Do we have a blurb on what the person taking over the PTA does?**

Action: CoG to request a brief from school to advertise PTA role.

b. Head of School (VME presenting in absence of HoS)

Nothing of concern, only thing to note is the school is growing. We've had several visits where behaviour feedback has been very positive. Behaviour policy will be relaunched for September with focus on positive reward – draft is with SE. SE had meeting with LA regarding admissions in HoS absence – we will have form and a half entry from September 23. VME raised that within 0.5 of a mile of school we have children who cannot get a place at GBA as 1st choice. We noted there are 23 children in total on a waiting list for a place.

CM raised that we spoke previously about smart walking and it was said this was good initially, but then decided it was no longer needed. Is this still being done? VME was not aware of any comment to suggest it was no longer needed and feels it has made a positive impact.

CM raised a discussion around positive reinforcement Dojo points – I have two children at school and both teachers are very different with rewards. VME explained that from Sep 23, Dojo points will become house points. This is in draft form, but we are building a positive culture of working together, and rewards should become more consistent.

CoG inquired how the HoS currently judges the school in Ofsted terms. VME responded we have qualities of good. HoS and I are looking at curriculum for foundation curriculum and will trial for summer. Overall, HoS is judging as requires improvement.

CoG asked whether the criteria is about quality of teaching and the extent to which teachers are personalising the needs of the pupils. VME confirmed this is correct and we are looking at deliberately planning for needs of the classroom. To achieve this, CPD for staff has been on quality of education and meeting the needs of children with SEND. At the last visit with HoS, she mentioned improving teaching methodologies.

VME added that if you looked at maths and English I would say it's very good, and we need to look at foundation as an area for development. We are empowering and upskilling TA's by training them to use the same language and support as teachers in the classroom.

CM queried with EYFS Lead resigning, are there plans for an experienced teacher to take over Foundation Stage lead? VME confirmed Emma Ripley will take over full time in Early Years. From Sep 23, we will look at leadership distribution and develop further opportunities for other staff.

ML asked if the HoS is happy with core subjects Maths and English. VME confirmed the subjects requiring support are RE, ART, DT, Humanities, and that we have good support from the Science Lead.

CoG added developing a rich curriculum across all subjects is part of the school improvement plan. HoS has been well supported by SE.

PD asked whether the issues around developing the curriculum were to do with the quality of teaching or the content of schemes of work VEM explained that the emerging picture is that issues are more to do with the content needing amending than to do with the quality of teaching. However, there is an ongoing requirement on teachers to personalise plans to the needs of the class.

JW raised regarding assessment of writing it is important we are looking at writing skills across a variety of subjects and not just in English.

CoG raised another priority in SDP is developing subject leadership – one of the challenges here is that subject leaders need to step up. VME responded all teachers are a subject leaders in this school, some more than one. We have released subject teachers to develop in their subject areas and measure where change needs to be implemented. We are in investigation stage of this body of work. Next stage is looking at how to develop units of work.

c. Teaching and Learning (Data and Assessment)

JW confirmed HoS is happy things are going well in the main, and concerns were around attainment rather than progress. JW added that she has been visiting GBA on a weekly basis since January to work with 5 greater depths pupils in y6 and is feeding back findings to Dominic Williams. JW advised highest need in early years is speech and learning.

CCL asked how attainment is measured. JW explained there are many ways, partly by assessment snapshots, and raised that HoS was wrestling with a new data system (Arbor) during visit, so in some cases, the data was more broad than deep.

VME confirmed we are nearing target and currently at 74% in maths which has been of higher concern than reading and writing.

CM commented that whilst visiting during assessment week the students were quiet and focused and he was amazed by how well it went.

d. Safeguarding (Audit feedback)

CCL explained SE's Safeguarding audit had not been circulated yet and criteria have been RAG rated for future improvements. CCL noted she was not advised in advance that she would be audited at initial meeting with SE and was therefore unprepared. CCL was under the impression it would be an introduction meeting only.

Action points to be picked up from Audit:

- LGB must ask safeguarding question when visiting schools and making reports. CCL to circulate updated list of suggested questions

- **Worry box was discussed but has not been implemented by LGB - Governors need to follow through.** CoG challenged this as it was not agreed by LGB yet. CCL recalls HoS was going to investigate the process as to whether it could be instigated. Please can this idea be reconsidered. **CCL to pursue**
- **CoG to delete old templates and will redistribute updated version with space for SG question. KS will insert into each meeting folder.**
- **CoG requested that Governors distribute reports as soon as possible once written up to allow snapshots into school progress over the course of the term.**

e. SEN 9/03

CM left feeling amazed at the difference from last year. Arbor gives a clear chronology of interventions and observations. TA recruitment was and is a challenge following the temporary funding secured.

f. Website and Kids club 8/02

CoG and HoS have a list of suggestions for improvement following a review of the website but overall, very pleased with it. SE will also do an audit and confirm its compliancy. CoG confirmed all meeting minutes would be uploaded to website along with attendance records as of today's meeting.

Action - Parent Governors to update their profiles on GBA website. CM PD ML

Action – Raise profile of PTA recruitment. All especially parent Governors

g. Opal Play Project

CM confirmed headlines:

- Slow and steady – open when facility is ready
- Looking to open mud kitchen soon
- Plans for Lego table outside
- Digging pit to come – top corner – wellie cleaners
- Adaptation to uniform policy, September; wellies, waterproof coats
- Focus at the moment, on children's choice of play
- Play assemblies teach how to play safely and how to facilitate play safely, consent and permission
- EG: GL poses the problem, children come up with the solutions – they agree

CoG knows someone who would love to volunteer with the wildlife area under accompaniment.

6. School Strengths and areas for improvement

Strengths:

- CM stated that having a SENDCo as a senior leader has been a great strength and impact on the quality of provision.
- CCL stated that where development areas are identified quickly by Claire, the school are responding very quickly.
- ML stated behaviour, engagement and atmosphere within class and school is excellent. Students are calm and well mannered.

Improvement:

- CM impressed with the subject leads that have spoken to us, but I don't believe their passion and skills are being cascaded down to the non-specialist teachers. VME – subject specific knowledge will be cascaded as CPD.

	<ul style="list-style-type: none"> • CM reiterated parent engagement is a huge area for development. • PD suggested to improve investment in CPD for teachers – this is a current strength and development area. • CCL suggested developing pupil voice. <p>Action point – ML to write up future visits.</p>
7.	Governor Update
	<ul style="list-style-type: none"> • Roles and Responsibilities spreadsheet updated by CoG. • Governor Services Training promoted by CoG to tie in with areas of LGB development. <p>Action: Please can everyone attend some CCC Governor Services training related to where they would like to develop as a governor and log on CPD matrix.</p> <p>JW to write a more detailed job description for T and L Governor role and add to spreadsheet in folder by next meeting</p>
8.	Plans for visits next term
	<ul style="list-style-type: none"> • CCL two PP meetings and GBA SCR check booked • CM & ML – OPAL visit • PD & JW joint Teaching and Learning visit • KS – EYFS focus for a visit this term
9.	AOB
	<p>Next meeting:</p> <ul style="list-style-type: none"> • will have PP focus • Headteacher please also invite Pastoral Lead (10.30-11?) • SE will also attend.
10.	Date of next meeting
	<ul style="list-style-type: none"> • May 24th 2023 9.15-12pm – KS away, JW to chair • 12th July 2023 17.30 – 19.00 Face to face rather than Zoom, please
	<p>Following the business meeting, LGC was joined by GL – Maths and OPAL Lead. A brief look at up- to- date data showed that the % of pupils below ARE lessons in the older year groups, showing children are catching up over time. Reasons for a greater number below ARE in YR/Y1 were discussed. LGC sampled 3 Maths books at ARE from each year group, discussing issues arising and comments with the Maths Lead who is clearly passionate and well informed about his subject. . Then followed a brief discussion re OPAL. Governors noted how positive this project is for the school and CM in particular is very engaged and active with the project. As it was lunch time , most Governors and GL went into the playground to see OPAL in practice.</p>