



**Date:** 28<sup>th</sup> September 2022

**Time:** 17:30 – 19:00

**At:** MS Teams

**Subject:** GBA LGC Meeting

**Attendees:** Karen Smith – Chair (CoG), Claire Pirrie (HoS), Phillip Dirisu (PD), Carl Miller (CM),  
Jackie Woodward (JW), Vicki McAuley-Eccles (VME)

**Apologies:** Caroline Crowther – Light & Michael Lambourne

## Minutes

**Members are invited to declare any potential conflicts of interest at the start of the meeting. All documents referred to within the Agenda are in the Teams Folder dated 28<sup>th</sup> September 2022**

ITEM	AGENDA ITEM	LEAD
1.	<p>Welcome and Apologies</p> <p><b>Declaration of interest – forms to be completed</b></p> <p>Jackie Woodward has sent in form, rest to follow.</p> <p>Vicki ME – Welcome to Vicki and voted in as the school governor. there is a CPD module on NGA for staff Governors which may be useful, when time allows.</p>	<p>Action</p> <p>All</p> <p>VME</p>
2	<p>Approval of the minutes from the meeting on 25<sup>th</sup> May 2022</p> <p><b>Outstanding action – CM &amp; VME to arrange a visit to school.</b></p>	<p>CM &amp; VME</p>

	Date set for Wednesday 2 <sup>nd</sup> November - 9am SEND visit and CoG and with the new SEND Co to review the planned SEND review.	
3	<p>Vote for Chair</p> <p>Voting for Karen Smith as Chair – all agreed that Karen Smith to continue as chair.</p> <p>Safeguarding – meeting needed to sign the Single Central Record – HoS confirmed that all staff have done the safeguarding training and are up to date on requirements.</p> <p>Governors to do safeguarding training – HoS to send an email to Whitney to ensure reminders are sent to Governors annually on Smartlog (HoS) for e-learning and safeguarding.</p>	<p>Action</p> <p>CCL</p> <p>HoS/All</p>
4	<p>Head Teachers report including end of year outcomes /SDF/SEF</p> <p>School is basically full.</p> <p>SEF will be updated in November. School currently judges itself as Good across all areas.</p> <p><b>School Development Plan (SDP)</b> need approval that all Governors are happy with the areas that are being developed.</p> <p><b>Quality of Education</b> – looking at every subject other than English &amp; Maths, how we assess them and plan for the needs of all pupils in detail.</p> <p><b>Learning and Development</b> – looking at Foundation subjects and ensuring teaching is consistent across these subjects.</p> <p>No questions</p> <p><b>Leadership and Management</b> – demand on time and still working on the plan. VME – is joint deputy and SEND officer.</p> <p><b>SEMH</b> – meeting children needs and staff well-being as well.</p> <p><b>Mental Health and Welfare</b> – OPAL play project to be introduced, including Michael as Governor will be involved. Philip and Carl to attend 1st training sessions as Michael unavailable.</p> <p>Q. CM - Update on the school playing field?</p>	<p>CP</p> <p>CM/PD</p>

	<p>A. Still not useable, due to divets/holes and not available to use. No timescales yet.</p> <p><b>Pastoral role</b> – Dominic Williams, new year 6 teacher, Supporting children with challenging behaviour, how we support children in school and celebrate their successes.</p> <p><b>Increase Cultural Capital</b> – opportunities beyond the classroom, trips and visitors into school. An important one for this year, including making links with the community. In his absence, we nominated Michael for a possible contribution</p> <p><b>Q. KS – what impacts from covid?</b></p> <p>A. Started introducing trips last year but the problem is finding the budget for trips as the budget has been cut. Looking for opportunities for people coming into school. Artists, musicians, healthy eating, environment. Drama and dancing workshops booked in, free football event in December.</p> <p><b>Q. CM – can we advertise locally?</b></p> <p>A. Yes, put the word out via contacts. If any one has skills they'd love to share ,please contact Claire</p> <p><b>Outcomes for pupils</b> – Writing a key focus.</p> <p>EYF/KS1 – last years cohort are really seeing the impact of Covid, 50% only achieved their GLD and so only 50% are ready for KS1. Having to do a lot work with children in year 1 to get them ready for Year 1 curriculum.</p> <p><b>Q. How has the Year 1 teacher settled in?</b></p> <p>A. Working together, Year 1 feeling like a Foundation class but working for the children's needs.</p> <p>Year 6– doing extra work with the year 6 kids, JW (T and L Governor) has offered to support Y6 pupils with writing as a volunteer. Thursday 6<sup>th</sup> October, 09:30am, meeting to plan.</p> <p><b>Q. CoG – how have the new teachers settled into the GBA approach to teaching writing using . Jane Constantine's Big Write?</b></p>	ML /All
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	<p>A. School had a meeting for CPD and have further training opportunities this term. For Year 1.??????? Dominic in Year 6 needs to learn it but not teach it prescriptively and learning videos help.</p> <p>Q. PD – Explain a bit more about the Maths &amp; English data?</p> <p>A. Strong English and Maths overall, close to National Averages but the Writing doesn't match outcomes in Maths and Reading and therefore children need to improve outcomes in Writing.</p> <p>Last year introduced the new scheme of work and now adapting it to each year group. Writing in lots of different subjects, cross-curricula working and more independent opportunities to write are needed.</p> <p>End of year 6 data - % of children who met the age-related standards in Maths, Writing and English (combined data), pulled down due to the writing, 1% above the National average but took a lot of extra support (2 teachers and TA's for part of the year) with only 15 children, so this is not sustainable year on year. Hardest thing to teach, and during lockdown it was the hardest thing for parents to teach.</p> <p>The School Development Plan is a working document.</p> <p>Governors approved the SDP 2022/3.</p> <p>Q. How often does it have to be reviewed?</p> <p>A. Officially x2 per year but HoS will be updating it through the year.</p> <p>CoG – the school wishes to ensure that staff wellbeing is good, and that the retention of staff is very important. How can we make GBA and the Trust a good opportunity and to ensure that staff can sustain their careers here?</p> <p>VME – equally important for the wellbeing for the Teaching Assistants and looking at objectives and development of the other members of the staff so that they feel empowered and work well the children. VME and HoS working on this at the moment.</p> <p>Q. CM – Last year, subject leaders attended LGC meetings to share the knowledge of the subject and this was really helpful. Can we do that again?</p>	
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	<p>A. Yes , it would be good to look at the teachers in new roles doing something similar.</p> <p>CoG: School Evaluation Plan – the school currently judges itself to be good.</p>	
5	Safeguarding – updated above.	
6	<p>Trust update</p> <p>CoG met with HT and Andrew (CEO) and the new Director of Primary Education, Simon Eardley.</p> <p>Two new appointments, Simon and a new Director of SEND-Antonia</p> <p>1. Plan for the coming year to improve working relationships with all schools in the Trust at all levels, Heads and teachers. So that teachers can meet with their peers and can make contributions and improvements together, learn from each other.</p> <p>2. Trust is still planning to merge with another Trust, Herts and is highly likely to go ahead, Based in Bedfordshire. 1 Secondary and 3 primary schools. The plan is to merge by next September. New name for the Trust and therefore won't be ACEs Trust anymore.</p> <p>CoG to write a report back to the Trust in late October about the work of the LGC , outcomes of our monitoring of the SLT.</p>	<p>Karen/Claire</p> <p>Karen</p>
7	<p>Programme of visits - Purpose of visits is to cross check what is in the SDP and how it is going.</p> <p>30<sup>th</sup> November for our next school visit –.</p> <ul style="list-style-type: none"> <li>• 9:15 – 10am - business meeting</li> <li>• 10 – 10:30 – Tour of the school</li> <li>• 10:30 – 11 – observe play time before the OPAL project.</li> <li>• 11 – 12 -look at some of the children's books, possibly with Literacy Subject Leader, including examples of each year group to look at progression from EYFS to Year 6.</li> </ul> <p>JW, HT – to come up with a plan for Y6 and then JW to support in school as a volunteer</p>	<p>Actions</p> <p>JW/HT</p> <p>CM /KS</p>

Agenda item	Action	Owner
1.	All (apart from Jackie) to send Liz declaration of interest forms	All
2.	Carl and Vicky to set up a meeting for a school visit	CM and VME
3.	All to complete required e-learning and safeguarding.	All
3.	Claire to email Whitney at ACES trust to ask her to remind everyone about their Smartlog training and to set up a reminder each September for all Governors to complete safeguarding courses.	CP
7.	<p>OPAL CPD – date confirmed for meeting, Thursday 10<sup>th</sup> November at 1pm and Friday 11<sup>th</sup> am. CM potentially to attend Thursday and PD attend Friday morning. CM to confirm attendance on 10<sup>th</sup> November.</p> <p>Philip to arrange a date for a meeting re Kids club this term .</p> <p>CoG to continue to visit school about every 4 weeks</p>	CM/ PD
	<p>Carl to check emails and update Liz with any training dates so Liz can add to the matrix</p> <p>All to add to CPD Training log when courses completed</p>	CM
	<p>CoG and CM to jointly conduct SEND meeting with VME 2/10/2022 9am</p> <p>Caroline to sign SCR and conduct a further visit after half term</p>	
8.	<p>Date for the next meeting 30<sup>th</sup> November 9,15-12pm</p> <p>See above.</p>	All
9.	AOB – nothing further	