



Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School Tuesday 4<sup>th</sup> February 2020

Present: Dr C Scarpini **CS** Mrs Amanda Banks **AB**  
Mrs Melanie Moore **MM** Mrs L King **LK**  
Ms Kath Caley **KC** Mr James Wood **JW**  
Mr J Grosvenor **JG** Miss Kim Bramley **KB**  
Mr D Perkins **DP**  
In attendance: Mrs Sheena Datson (Clerk) **SD**

	<b><u>SECTION A: STANDARD BUSINESS</u></b>	<b><u>Actions</u></b>
<b>A1</b>	<b><u>Apologies for Absence</u></b>	
	Apologies accepted for absence: Nil.	
<b>A2</b>	<b><u>Pecuniary and Other Interests</u></b>	
	No declarations of pecuniary or other interests regarding items on the agenda were made.	
<b>A3</b>	<b><u>Notification of Any Other Business</u></b>	
	Governor Safeguarding refresher training will take place at the end of the meeting under AOB.	
<b>A4</b>	<b><u>Minutes</u></b> The minutes of the meeting held on Tuesday 10 <sup>th</sup> December 2019 were confirmed and signed by the chair. No actions outstanding. No matters arising.	
	<b><u>SECTION B: SCHOOL IMPROVEMENT</u></b>	
<b>B1</b>	<b><u>Headteacher's report including SEF, Curriculum Provision, Assessment and Data</u></b>	
	<b><u>School updates</u></b> <ul style="list-style-type: none"><li>• Ditton Lodge continues to work very closely with USP on the update Foundation Curriculum.</li><li>• Mrs Moore is continuing to work on a joint project with Lisa Tweed (Head at HV) to support USP schools with their Phonics Strategy and provision following our success of 93% pass rate in the Phonics Screening Check for the last 2 years. The impact of the work is being seen.</li><li>• DL is working with Newmarket Academy and HV to share our experience of introducing and using CPOMS as a tool for logging all behaviour issues, parent contact and cause for concern incidents.</li></ul> <b><u>USP Updates</u></b> <ul style="list-style-type: none"><li>• The term started with a successful joint USP Professional development day.</li><li>• Woodhall and Burton End Primary Schools have had an Ofsted Inspection since our last meeting. Woodhall received a rating of Good and Burton End's inspection report is yet to be published. As we are currently in our Ofsted window we are using the information from these inspections as part of our preparations</li><li>• Following on from USPs vision day in November, the trust have updated the vision and values to encompass all that was discussed and shared:</li></ul> <b><u>Our vision</u></b> <i>The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.</i>	



*It is our intention that all trust schools, and the trust as a whole, is recognised locally and nationally for the exceptional quality of its educational provision.  
We are a family of interdependent schools with a shared ambition to transform lives.  
We have a commitment to the development of a very high quality and evidence-informed model of how excellence is achieved.  
Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.*

#### **Our values**

*Unity Schools Partnership expects its work to be characterised by:*

- *Ethical leadership*
- *Inclusion*
- *Excellent communication*
- *Endless ambition*
- *Strong relationships*
- *Belief in success for all*

#### **SEF**

- In response to our SEF, we have been developing our Quality of Education through developing our curriculum, monitoring of provision and tackling these when they fall short of the high standards we expect. We have updated our Marking and Feedback Policy (see separate document).
- Behaviour and attitudes by starting to develop a more up to date Behaviour Policy.
- EYFS by looking to implement SFA Kinder Roots into Reception, developing the team and explore great practice in other settings.

#### **Curriculum**

As shared at the last meeting in December, we are blocking our curriculum. We have been working closely with Alex Bedford the Curriculum Lead for USP and developing our knowledge and vocabulary rich vocabulary with him to ensure that DL pupils are given a broad and balanced curriculum which enables them to flourish and thrive in today's global community. We are following a USP developed curriculum for Science, (using information from Snap Science), History and Geography.

#### **Success for All (English Curriculum)**

- SFA to teach English has been a real success, especially for developing pupils' reading. We have continued to have half termly writing weeks to continue to develop writing using SFA to teach the English curriculum. Pupils also have daily spelling sessions and a fortnightly punctuation and grammar lesson with their class teacher to ensure that all pupils are receiving the appropriate spelling, grammar and punctuation teaching for their year group. The collaborative learning techniques are much more embedded and pupils are all taking more ownership over their own learning.
- The success of SFA was commented upon by Marc Rowland in December's Pupil Premium Review.
- Our SFA Associate, Debbie Bull continues to visit us, model lessons with a range of groups and train staff.

#### **Assessment is to improve, not to prove**

Following analysis of the impact of PiRA and PUMA on teaching and learning, all primary schools within USP are altering their assessment expectations:

- We will still continue weekly arithmetic tests in year 5 and 6
- Times tables checks in year 2-4
- NMM in year 1 -6 (once a year for each year)
- We will now use PiXL's pattern of assessment (see PiXL Assessment calendar) for reading, maths and GPS
- Raw scores will be added to the year group tracker which will give an indication of attainment
- Data will be added to PiXL QLA grid and uploaded to PiXL to allow analysis of data and identification of whole class next steps in teaching and individual pupils' gaps in learning



- We will also carry out PIRA/PUMA in June (Y1-Y4) for one set of summative standardised scores at the end of each year

This term we have undergone a series of whole school assessments:

- Year 6 SATs January mocks data- Excellent data with 93% of the cohort already at the expected standard for Reading and Maths. Continuing to development pupils to reach the higher standard and working to ensure writing data is as strong.
- Phonics Screening Current target of 93% is aspirational but achievable. Excellent phonics provision and consistent monitoring is continuing to have a positive impact.

### **Monitoring**

This term we have undertaken:

- Fortnightly SFA drop ins
- Monitoring from SFA associate
- Maths monitoring visit from Stephen Astley
- Foundation lesson drop-ins
- Pupils book studies (based on the Ofsted Deep Dive format) of looking at books and talking to pupils to identify learning patterns over time and retention of knowledge and vocabulary
- NMM (No more marking) writing activities in year 1 and year 4.
- PiXL continual assessment of year 6 with termly associate visits

### **CPD**

- USP whole trust PD day in January where staff were able to choose tailored CPD after discussion with headteacher for training needs
- All staff have undertaken Cybercrime and GDPR online training
- All staff have undertaken updated Prevent training
- All staff to take on a CPD opportunity through STEM.org.uk or OneStepCPD.com
- New staff Safeguarding and CPOMs training
- CPD continuing to be the focus of staff meetings with emphasis on SFA (reading and writing) and the role of the subject leader
- TA training as part of TA meetings timetabled weekly with Amanda Banks and Kim Bramley
- Teacher training on SFA writing with Debbie Bull and Joel Pollen (SFA Associates)
- Local History CPD for our History/Geography lead KA
- Reception CPD visiting other good+ settings to develop practice
- Phonics CPD for Year 1 teacher ZL
- Maths leader support/training from Stephen Astley
- Fenland opportunity funded SEND Review training for Melanie and Amanda with Mary Rayner
- Mental health TA training for AM
- ELSA training for CN
- Ofsted training for Governance MM and SD

### **Staffing**

- Helene Terry has given notice of her decision to retire from the end of the Spring term. Helene has worked at Ditton Lodge for the last 20 years and will be missed as part of the Ditton Lodge community
- There is an advert currently live for a KS2 teacher job to start at the start of the summer term with two applicants visiting this week and one application already submitted
- Amanda Darley is settling in well and is a great asset to the school and Reception Class
- New trainee teacher Gertrude Hood is in year 1 for the half term
- Trainee teacher Sarah Mallyon (KF) is with us every Friday in year 2 for the term as part of her training through The University of Birmingham

### **Wider life of the school**

- Successful introduction of The Daily Mile to increase fitness in the school
- SFA Collaborative Learning expectations in all lessons



	<ul style="list-style-type: none"> <li>Weekly learning focus linked to development points from monitoring drop ins</li> <li>Weekly behaviour focus linked to Ditton Lodge's High Five values and SFA Collaborative Learning techniques</li> <li>Clubs: Lego, Friendship crafts, Colouring, Card, Football, Dance, Debating</li> <li>A range of visits and visitors: Whole school trip to All Saints Church for our Christingle Candlemas Service, Year 5 trip to Newmarket Academy for a science morning, Year 5 and 6 Holocaust Memorial visitor to school, Year 5 and 6 visit to Newmarket's Secret WW2 History at The Memorial Hall</li> <li>Outward looking fundraising events: Wear Orange for Muscular Dystrophy UK: a non-school uniform day to raise money and awareness for living with Muscular Dystrophy following a letter from Peter Neville a member of the community.</li> </ul> <p><i>"Thank you, Governing Body, for your continued balance of challenge and support. This has been a busy, full-on term as Headteacher at Ditton Lodge. I have enjoyed the challenge it has given me and I greatly appreciate the support from USP, especially Stephen Astley, and my colleagues, especially SD, KB and ABa - who are a fabulous SLT. I have, again, been struck by our support staff and how tirelessly they 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".</i></p>	
<b>B2</b>	<p><b><u>Curriculum Provision</u></b></p> <ul style="list-style-type: none"> <li>SEND review feedback impact – <b>MM</b> and <b>Aba</b> have recently attended SEND training including behaviour management, positive handling and train the trainer. <b>MM</b> will then be able to train staff and potentially other Newmarket primaries. Funding of £2000 has been successful bid for to establish SFA in the reception class and eradicate early learning gaps in vocabulary.</li> <li>Curriculum map – A plan has been produced mapping out teaching and learning in detail across all subjects. It is a colour coded diary set out chronologically in term time.</li> <li>Kapow Primary - <i>Inspiring demo videos, lesson plans and classroom resources for subjects beyond the core curriculum. Adaptable schemes of work created by subject specialists ensure progression of pupil skills, build teacher subject knowledge and save planning time.</i> Subjects purchased: Art and Design, Computing; D &amp; T and music. Geography and History resources are being sourced through the Trust and Curriculum Visions. Science resources are being sourced through the Trust and Snap Science.</li> </ul>	
<b>B3</b>	<p><b><u>Pupil premium and primary sports premium</u></b></p> <ul style="list-style-type: none"> <li>Pupil Premium report – At Ditton Lodge school, we have a tiered approach to PP spending which allows the school to focus on a series of targeted strategies which will have the greatest impact. These are: Teaching; targeted academic support; wider strategies. The full report is available on the school website – <a href="http://www.dittonlodgeprimary.co.uk">www.dittonlodgeprimary.co.uk</a></li> </ul>	
<b>B4</b>	<p><b><u>Academy Equality Objectives</u></b> Defer to next meeting*</p>	*SD add to next agenda
<b>B5</b>	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li>Behaviour Policy – defer to next meeting*</li> <li>Marking and Feedback Policy - was reviewed and adopted</li> <li>Updated policies from the Trust were noted: all policies posted to Gov Hub 21 02 2020</li> </ul>	*SD add to next agenda
<b>B6</b>	<p><b><u>Staffing Updates</u></b></p> <ul style="list-style-type: none"> <li>See Head's report.</li> </ul>	
<b>B7</b>	<p><b><u>Information from the Trust</u></b></p>	



	<ul style="list-style-type: none"> <li>The New Governors Handbook is due to be published online. Notification will be sent out when available for viewing.</li> <li>A New Scheme of Delegation has been published.</li> <li>A New Trust Chair has been appointed to replace Michael Parish who is standing down from the post.</li> <li>GAG pooling – reserves prior to September 2018 have been clawed back by the Trust.</li> </ul>																															
	<b><u>SECTION C: FINANCE, HR AND PREMISES</u></b>																															
<b>C1</b>	<b><u>Budgetary Monitoring Report</u></b>																															
	<ul style="list-style-type: none"> <li>The BMR currently illustrates income and expenditure as expected with a surplus outturn for the end of the year.</li> <li>Preliminary budget figures for 20/21 have been received and work to build a budget has begun. Confirmed budget figures are expected by the end of March and the Trust has produced a schedule outlining dates for finance meetings and submission of the budget.</li> </ul>																															
<b>C2</b>	<b><u>Health &amp; Safety/HR/Premises</u></b>																															
	<ul style="list-style-type: none"> <li>A recent condition survey was carried out by the schools property manager. The report was discussed with the school business manager for remedial work. No major challenges were found.</li> <li>An (randomly selected) audit by Cambridge Fire &amp; Rescue was carried out recently. The report presented some minor defects which have since been resolved.</li> <li><b>JG</b> is due to conduct an inspection of H &amp; S and the premises*.</li> </ul>	*SD to organise																														
	<b><u>SECTION D: GOVERNING BODY ORGANISATION &amp; ADMIN</u></b>																															
<b>D1</b>	<b><u>Local Governing Body Membership</u></b>																															
	<ul style="list-style-type: none"> <li><b>LK</b>'s current term ends on 7<sup>th</sup> February. She was unanimously voted to serve another term as a co-opted governor.</li> <li>Becky Poynter, Governor Services is meeting with <b>MM</b> and <b>CS</b> to discuss succession planning</li> <li>In-house Training at Ditton Lodge to be arranged before the end of the summer term.</li> </ul>																															
<b>D2</b>	<b><u>Safeguarding Arrangement</u></b>																															
	<ul style="list-style-type: none"> <li>To consider any safeguarding issues not covered in Headteacher's report – none.</li> <li>To receive a report from the safeguarding governor – report at next meeting.</li> <li>Attendance, Exclusions and Holiday Requests – Full report at the end of the spring term</li> </ul> <p><b>Period: 02/09/2019 AM to 29/01/2020 PM</b>  <b>Scope: Whole School</b></p> <table border="1"> <thead> <tr> <th></th> <th>Sessions</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Attendances</td> <td>35138</td> <td>97.25</td> </tr> <tr> <td>Authorised absences</td> <td>849</td> <td>2.35</td> </tr> <tr> <td>Unauthorised absences</td> <td>143</td> <td>0.40</td> </tr> <tr> <td>Possible Attendance</td> <td>36130</td> <td></td> </tr> <tr> <td>Including</td> <td></td> <td></td> </tr> <tr> <td>Approved Educational Activity</td> <td>277</td> <td>0.77</td> </tr> <tr> <td>Lates before reg closed</td> <td>99</td> <td>0.27</td> </tr> <tr> <td>Lates after reg closed</td> <td>14</td> <td>0.04</td> </tr> <tr> <td>Unexplained absences</td> <td>0</td> <td>0.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Recording and reporting of prejudice related incidents since last meeting – One racist incident - resolved.</li> </ul>		Sessions	%	Attendances	35138	97.25	Authorised absences	849	2.35	Unauthorised absences	143	0.40	Possible Attendance	36130		Including			Approved Educational Activity	277	0.77	Lates before reg closed	99	0.27	Lates after reg closed	14	0.04	Unexplained absences	0	0.00	
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<b>D3</b>	<b><u>Governor Training and Development</u></b> <b>MM</b> and <b>SD</b> recently attended Ofsted training for Governors. It was a very good presentation and <b>MM</b> offered to share her notes with governors. She advised all governors to attend a session and <b>JG, LK, KC</b> and <b>CS</b> agreed to attend a meeting on 15 <sup>th</sup> March in Bury St. Edmunds.	<b>MM</b> to share notes
<b>D4</b>	<b><u>Educational Visits</u></b> The following residential visits were agreed: <ul style="list-style-type: none"><li>• PGL Caythorpe Y4 visit in May 2020</li><li>• PGL Bawdsey Manor Y6 visit in October 2020</li></ul>	
	<b><u>SECTION E: CLOSE OF BUSINESS</u></b>	
<b>E1</b>	<b><u>Any other business</u></b> <ul style="list-style-type: none"><li>• All governors received safeguarding for governors refresher training.</li></ul>	
<b>E1</b>	<b><u>Impact</u></b> <ul style="list-style-type: none"><li>• Changes to curriculum discussion was informative and useful. Working towards a newly developed curriculum with a clear mechanism for validating success.</li><li>• Effective financial position.</li><li>• Thorough Pupil Premium Review with positive feedback.</li><li>• The GB wish to acknowledge the valuable contribution and commitment Mrs Terry has made to the school and the children over the last 20 years. She is particularly remembered for her beautiful artwork and inspiring the children with creativity.</li></ul>	

**CS** thanked everyone for attending and closed the meeting closed at 20:20 hours.