



# Ditton Lodge Primary School

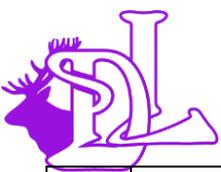


TEAMS Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School held via Virtual Meeting arrangements (as permitted under Article 126 of the Articles of Association) on Tuesday 7<sup>th</sup> December 2021, 18:00 hours.

Present:	Dr C Scarpini <b>CS</b>	Mrs Amanda Banks <b>AB</b>
	Ms Kath Caley <b>KC</b>	Mr A Bedford <b>ABe</b>
	Mrs Amy Bugg <b>ABu</b>	Mrs Lisa King <b>LK</b>
	Dr Anna Hardiman-McCartney <b>AHM</b>	Mr James Grosvenor <b>JG</b>
	Miss Kim Bramley <b>KB</b>	

In attendance:	Mrs Sheena Datson (Clerk) <b>SD</b>	Mr Darren Woodward <b>DW</b>
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	<b><u>SECTION A: STANDARD BUSINESS</u></b>
<b>A1</b>	<b>Welcome and introduction of new governors</b> CS welcomed everyone to the meeting.
<b>A2</b>	<b>Apologies for Absence</b> Melanie Moore <b>MM</b> and Wendy McLaughlin <b>WM</b>
<b>A3</b>	<b>Pecuniary and Other Interests</b> None
<b>A4</b>	<b>Minutes</b> The minutes of the meeting held on Tuesday 28 <sup>th</sup> September 2021 were agreed. <b>Outstanding Actions:</b> None <b>Matters Arising:</b> None
	<b><u>SECTION B: SCHOOL IMPROVEMENT</u></b>
<b>B1</b>	<b>Ofsted Feedback –</b>
<b>B2</b>	<b>Heads Report to Governors</b> <b><u>Safeguarding and Wellbeing</u></b> <ul style="list-style-type: none"> <li>• Current support shared with governors. Meetings have been held with all families over the last half term and school are aware of family priorities and what actions we need to take to support them. CPOMs is used daily to share information or record concerns, although serious concerns are reported verbally and immediately.</li> <li>• Year 6 has had a number of bereavements over the last few weeks, including two significant losses. School are in contact with relevant agencies to provide support. OM Health have spoken to the class in general around bereavement and the class have had some gentle activities off timetable to help them settle and ask questions.</li> <li>• We have had an increasing number of Covid cases this half term. Two staff members have tested positive as well as 17 children (across all classes) as of 29/11/21. School will work alongside the Local Authority to follow the latest guidance and maintain standards of safety.</li> <li>• Pupils have recently completed a Pupil Voice Survey. Results on Governor Hub.</li> <li>• Staff well-being remains a priority. Staff have had the opportunity to talk to OM Health. They have also been given the opportunity to sign up for the Lifeworks App which offers a range of well-being resources and advice, as well as being signposted to the Schools Advisory Service for telephone consultations and support. TAs have been offered ‘drop in’ appointments with SLT to share concerns and teachers are pro-active at talking and sharing.</li> </ul>



## **Attendance**

Group session summary report for attendance for the period 01/09/2021 to 28/11/2021

Year Group	Attendance %	Authorised Absence %	Unauthorised Absence %
Reception	94.55	3.03	1.57
Year 1	96.59	2.39	0.18
Year 2	96.12	2.98	0.19
Year 3	96.90	2.60	0.50
Year 4	96.94	1.60	1.46
Year 5	95.77	2.27	1.15
Year 6	97.63	2.37	0.00

## **Pupil outcome data including vulnerable pupils (SEND/Pupil Premium/EAL pupils) as per Data report including:**

### **Year One Phonics**

	30 word check	September check	November check	Five week gain
Ditton Lodge	18.8	18.4	23.6	5.2
Trust	18.8	17.3	22.2	4.9

### **Year 3 Reading Key Points**

- Expected levels are running higher than the Trust average
- Girls are performing better than boys at Greater Depth standard
- Pupil Premium children are performing well
- SEN pupils: One has an EHCP, the second has moved from Ditton Lodge to a specialist placement within the Trust

### **Year 3 Writing Key Points**

- Children achieving the Expected Standard is higher than the Trust average but Greater Depth is lower.
- There are more girls achieving the Greater Depth standard.
- Pupil Premium children are achieving well.
- A number of EAL children are on the cusp on achieving Expected Standard and need an extra push

### **Year 3 Maths Key Points**

- Maths is showing the strongest data in terms of achievement.
- Boys are achieving better than girls at Greater Depth Standard.
- Pupil Premium are achieving well.
- EAL children are performing best in Maths.

### **Year 4 Reading Key Points**

- Expected and Greater Depth achievement is significantly above the Trust average.
- Girls are achieving more highly than boys at all levels.
- Over half of SEN children are achieving Expected Standard with one more on the cusp.
- EAL children are achieving well.

### **Year 4 Writing Key Points**

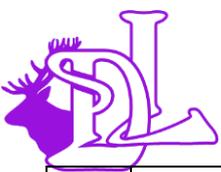
- Year Four are achieving above the Trust average at all levels.
- Girls are achieving significantly better than boys, although the number of girls in the class is much lower than the boys.
- The Pupil Premium pupil is achieving the Expected Standard.
- SEN performance is low.
- EAL children are achieving well with only one child on the cusp of Expected and the rest achieving Expected or above.

### **Year 4 Maths Key Points**

- Year Four are performing above the Trust average across all levels.
- Boys are achieving higher than girls with 100% achieving the Expected Standard.
- The Pupil Premium child is on track.
- SEN are performing best in Maths with all but one achieving Expected Standard.
- EAL children are all achieving Expected Standard or above.

### **Year 5 Reading Key Points**

- Year Five are achieving higher than the Trust average at all levels.



- Boys and girls are roughly equal at Expected Standard and at Greater Depth.
- The Pupil Premium child is achieving well.
- SEN children need more targeted support moving forwards.
- There is an overlap between one EAL and one SEN child (same child). This child needs extra support.

#### **Year 5 Writing Key Points**

- Year Five are performing more strongly than the Trust average.
- Girls are performing better than boys.
- The Pupil Premium child is achieving Expected Standard.
- The picture for SEN and EAL is the same as reading. There are two particularly children, known to us, who need extra support.

#### **Year 5 Maths Key Points**

- Year Five are achieving above the Trust average at all levels.
- Boys are performing more strongly than the girls at Greater Depth.
- The Pupil Premium child is achieving Greater Depth.
- SEN and EAL has the same pattern as reading and writing.

Year Two and Year Six data will be available once we have comparable data.

### **Progress against school priorities contained within the annual School Development Plan**

#### **Objective One – Personal Development**

- Enrichment weeks and Year 6 residential trips have taken place.
- Extra-curricular clubs have been provided at lunchtime and after school.
- Staff wellbeing has been supported as previously documented.
- Safeguarding practices are embedded as demonstrated during the recent Ofsted inspection.

#### **Objective Two – Behaviour and Attitudes**

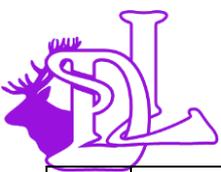
- Behaviour strategies from SFA (Co-operative Learning) were re-launched in September and are reviewed regularly.
- All staff have had refresher training around the STEPs behaviour approach.
- All staff have had chance to discuss and evaluate the Behaviour Policy, looking at impact.
- Pupil Voice Survey for Autumn Term has been completed.
- CPOMS is fully embedded as part of the school safeguarding culture.

#### **Objective Three – Quality of Education (English, Maths, Wider Curriculum)**

- Regular assessment windows for summative assessments, alongside spelling, reading speed, fluency and age have been carried out this term.
- CUSP Writing has been introduced across Years 1 to 6 and is now in its second cycle. Staff and pupils have responded positively to the change.
- Reading books in KS1 have been changed so that children are now taking home phonetically decodable books as recommended by the DfE.
- Timetabled handwriting lessons, explicit vocabulary teaching and the CUSP Literature Spine are up and running across all classes.
- Zoe Lewis (Maths Lead) has been working regularly with Anna Tapper (Trust Advisor) to monitor the curriculum in Maths, especially challenge for Greater Depth students.
- Pupil stake part in regular arithmetic and times tables assessments, the results of which are shared by the Trust.
- Support from the Trust (Alex Bedfore and Darren Woodward) continues to help develop middle leaders responsible for the Wider Curriculum.
- The use of Knowledge Organisers, Knowledge Notes, Vocabulary Organisers and regular quizzing are now fully-embedded across the curriculum as evidenced during the Ofsted inspection.
- The new CUSP Art curriculum is working well and was part of a subject 'deep dive' during the Ofsted Inspection.
- Curriculum information on the website is now current and comprehensive.

#### **Objective Four – Quality of Education (EYFS)**

- EYFS is the next area of focus for SLT moving forwards. The pupils are an interesting cohort and are providing plenty of challenge. This may be the impact that Covid has had on their short lives.
- Work on curriculum and provision will take place in the Spring Term.



### **Objective Five – Quality of Education (SEND)**

- Pupil Risk Assessments and Behaviour Plans have been reviewed and updated.
- Work around securing EHCPs for children who need them has been completed.
- Work has been carried out to ensure that pupils with individual needs are being directed to the most appropriate setting to accommodate them and ensure they are able to receive the best support.
- There has been extensive work carried out for children with special educational needs or additional needs involving outside agencies and support.

### **Objective Six – Leadership and Management**

- The Monitoring and Evaluation schedule continues to be updated, particularly in response to work with the Trust (Alex and Darren) and following Ofsted.
- A post-Ofsted action plan has been created in order to ensure areas highlighted for development are correctly assessed and planned for.
- Instructional coaching is in place for one member of staff currently and may extend to further members in the Spring Term.
- A PD day looking at curriculum and subject leadership is being planned for January 4<sup>th</sup>.
- Staff meeting time next term will focus on areas from the post-Ofsted plan as well as reviewing policy in areas highlighted by staff and sharing knowledge around new Schemes of Work for DT and Music.
- Please see separate document (post-Ofsted Action Plan) for most up-to-date priorities.

### **Reportable incidents**

- There has been one homophobic incident within school this half term which was recorded, reported and shared with parents.

### **Exclusions**

- There have been three exclusions to date this term.

### **Staff changes**

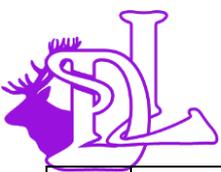
- There have been no staff to leave and school has not engaged any new staff. Some staff have been re-deployed to support children who need more bespoke support.
- Karen Sheargold (Headteacher at Burton End) has been working closely with the school as Acting Headteacher during MM's absence, ensuring that the school continues to run effectively on a day-to-day basis and to support SLT. This relationship has worked well.

### **Staff training opportunities**

- Staff have access to the National College CPD programme as well as weekly staff meeting time to share good practise and subject leadership information.
- TAs and MDSAs are meeting regularly to take part in CPD around behaviour and policy.

### **School, pupil & staff achievements**

- Maintaining 'Good' after the recent Ofsted inspection was a very proud achievement this half term. Staff pulled together and worked hard to show case their knowledge of both the curriculum and the pupils. Pupils behaved beautifully and were able to articulate their positive feelings towards the school. Parents showed that they are supportive of the school and are positive about both the staff and the culture of the school. We are all thrilled.
- Year 6 had a very positive residential trip to PGL at Bawdsey Manor before half term. They pushed themselves beyond their comfort zones and did us proud in terms of attitude and behaviour.
- This half term has been building towards Christmas. Staff and pupils are working hard to practise songs and scripts for various Christmas performances. Years 5 and 6 will be sending handmade Christmas cards to local care homes and hope to be able to perform for the residents of Kingfisher House in the final week of term.
- Enrichment Week in the final half week of last half term was a positive experience for all pupils. The focus was 'Caring for Ourselves, Caring for Others' and included a range of activities including 'Mini-Medic' training for some of the older children. The second enrichment week will take place in the final week of term and will include trips, parties and festive activities.
- Finally, staff and pupils have down great resilience in the face of unpredictable illness, absences and other day-to-day challenges. Ditton Lodge has worked together as a team and have been understanding, flexible and positive. The team spirit has shone through. Thanks also to the Trust and to Karen Sheargold for their on-going support and advice.



<b>B3</b>	<b>SEND/Pupil Premium</b> - Number of pupils in school 198, Proportion (%) of pupil premium eligible pupils 10.1% SEND evaluation and SEND in a Nutshell report on Governor Hub.
<b>B4</b>	<b>Governor Monitoring Visit Reports</b> Discuss potential remote session for spring term (1). <b>Action: CS</b> to organise utilising a monitoring and assessment timetable. All Governors to make their availability known to <b>CS</b> . The focus will be around pupil book study and may be virtual or in school depending on DfE guidelines at the time.
	<b>REPORTS AND POLICIES</b>
<b>B5</b>	<b>Trust Policies</b> Note Trust Policies – Health & Safety Policy duly noted.
	<b>SECTION C: FINANCE, HR AND PREMISES</b>
<b>C1</b>	<b>Budgetary Monitoring Report</b> Receive most recent report – October BMR received. Nothing remarkable to report.
<b>C2</b>	<b>School Finance Out-Turn Report</b> The school closed the last year with a balance of £15,000.
<b>C3</b>	<b>Health and Safety Audit</b> Receive the annual Health and Safety audit and consider main action points – defer to next meeting.
<b>C4</b>	<b>Health and Safety Governor Visits</b> Receive reports from governors who have carried out a health and safety – defer to next meeting.
	<b>SECTION D: GOVERNING BODY ORGANISATION &amp; ADMIN</b>
<b>D1</b>	<b>Governor monitoring, training and CS</b> reminded everyone to look at the training available on the Governor Hub.
	<b>SECTION E: CLOSE OF BUSINESS</b>
<b>E1</b>	<b>Impact</b> <ul style="list-style-type: none"> <li>• Ofsted visit and process was very good. Positive comments were received regarding staff and pupils. “The children were a delight”.</li> <li>• Great to hear of the support for SEND and personalised approach to children with challenges around their behaviour.</li> <li>• Setting monitoring schedule for next term building on consistency and a quality assured curriculum. Pushing forward and carrying on drive for quality of teaching and learning.</li> <li>• Carry on what we are doing!</li> </ul>
<b>E2</b>	<b>Dates of future meetings</b> To note the date and time of forthcoming meetings (all meetings start at 18:00 unless otherwise stated). 01 02 2022, 22 03 2022, 10 05 2022, 05 07 2022

**CS** everyone for attending and closed the meeting at 19:00 hours.