



Ditton Lodge Primary School



Minutes of the virtual meeting of the Local Governing Body of Ditton Lodge Primary School on Tuesday 9th May 2023, 18:00 hours.

Present:

Dr C Scarpini CS	Mrs Amanda Banks ABa
Mrs Amy Bugg ABu	Mrs Melanie Moore MM
Dr Anna Hardiman-McCartney AHM	Mr Simon Coulthard SC
Mrs Lisa King LK	Miss Kim Bramley KB
Mr Alex Bedford ABe	Ms K Caley KC

In attendance: Mrs Sheena Datson (Clerk) **SD**

	<u>SECTION A: STANDARD BUSINESS</u>																
A1	Welcome: CS welcomed everyone to the meeting.																
A2	Apologies for Absence accepted – WM Not present: Nil																
A3	Pecuniary and Other Interests – none.																
A4	Focus for the meeting – Equality and Diversity <ul style="list-style-type: none">• Inclusion/SEND• Equality and Diversity• Student Leadership• Staffing Update• Student Recruitment• Attendance• Safeguarding and wellbeing• Behaviour																
A5	Minutes The minutes of the meeting held on Tuesday 21 st March 2023 were agreed. Outstanding Actions: None. Matters Arising: None.																
A6	AOB – None.																
	<u>SECTION B: SCHOOL IMPROVEMENT</u>																
B1	<u>INFORMATION REPORT – SUMMER 1</u> 1. <u>LONG TERM VISION & CURRENT PRIORITIES</u> Together, we succeed as lifelong learners. At Ditton Lodge Primary School, we: <ul style="list-style-type: none">• Listen; Enjoy and take risks; Aim high and achieve; Respect; Never give up. <u>Our Curriculum</u> The Ditton Lodge curriculum is designed to help everyone to have the knowledge they need to thrive and flourish in our 21st century global community. Throughout our curriculum the children will: Have a sense of belonging; Be ambitious to succeed; Continue on a learning journey; Experience the world beyond Ditton Lodge. Progress against agreed school development priorities for this term – <table><tr><th>SDP Objective</th><th>Whole School Focus</th><th>Actions</th><th>Impact</th></tr><tr><td>Objective 1: Quality of Education</td><td>Enrichment and Wider Opportunities</td><td>Oracy: sentence stems and progression</td><td>Pupils have the knowledge they need to thrive and the experiences to cement that knowledge to flourish in the society</td></tr><tr><td>Objective 2: Leadership and Management</td><td>Updating policy</td><td>Policy and practice alignment</td><td>Consistency in practice</td></tr><tr><td>Objective 3: Quality of Education/Behaviour and Attitudes</td><td>SEND</td><td>Plan wider opportunities and visits for pupils during next term</td><td>Pupil Passports for SEND pupils Send pupils make progress in line with their peers</td></tr></table>	SDP Objective	Whole School Focus	Actions	Impact	Objective 1: Quality of Education	Enrichment and Wider Opportunities	Oracy: sentence stems and progression	Pupils have the knowledge they need to thrive and the experiences to cement that knowledge to flourish in the society	Objective 2: Leadership and Management	Updating policy	Policy and practice alignment	Consistency in practice	Objective 3: Quality of Education/Behaviour and Attitudes	SEND	Plan wider opportunities and visits for pupils during next term	Pupil Passports for SEND pupils Send pupils make progress in line with their peers
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1. **EQUALITY AND DIVERSITY**

E & D Governor, **AMH** has been invited to do a presentation at the LGB meeting. See item B3.

2. **BEHAVIOUR**

There has been 1 x 0.5 day suspension for a KS1 pupil.

ABa as SENDCO is included in all discussions around support / adaptations for SEND students on return from suspensions. Graduated response for pupil 12 week (3 day a week) move to First Base in Bury St Edmunds. First Base Bury St Edmunds Academy is a provision for children at EYFS and Key Stage 1. The provision offers short term and temporary support to pupils who are at risk of exclusion or those who require additional targeted intervention to help them re-engage with learning in their mainstream school or next identified setting.

3. **REWARDS**

Individual Rewards

Individual Dojos for actions linked to the Ditton Lodge High Five. Visits to the Headteachers office for recognition of work achievement, progress and effort- to receive a Headteachers Award sticker. End of term- High Five Superstars. One child is given a recognition award each term celebrated in the end of term assembly for something they have achieved or attitude linked our Ditton Lodge High Five Values.

Collective Rewards

Each Friday the Dojos are collated into House totals, and the winning house is recognised in whole class assembly. The winning house leaves assembly first and is given time on the Galleon that Friday. Each class has a whole class reward which they work collectively for a goal. Each class has a different reward they are collectively working towards. It could be a trip to the park, a film, Golden Time, time on the Galleon.

4. **STUDENT LEADERSHIP**

Ditton Lodge School Council - 2022/23

This year's School Council was formed in September 2022. Children in Years 1 to 6 voted for their representative as part of PSHE teaching on democracies. 2 children were elected from each class. The School Council celebrates us all having a 'voice'.

Our first project was to help oversee the distribution of donations from **Harvest Festival**. Children packed up food parcels and ensured they were carefully packed into the car of the volunteer from the local food bank.

Later in the Autumn Term, we ran the **Christmas Jumper Exchange**. We liaised with parents and carers about donating outgrown jumpers that we offered for sale for £3. We had over 50 jumpers donated and 38 of these were purchased. The money was then returned to the seller. This was a non-profit making project aimed at helping parents/carers at times where finances were stretched. This is a project we would like to run again.

In January, we launched a project to **name the 3 large outdoor horses**. Children in all classes were asked to suggest names for each and also ideas for designs. Children voted unanimously for the design to include the Ditton Lodge High Five and to be in the colours yellow and purple. They also voted for spotty designs, in which children's names could be put. This project will continue into the Summer Term. The horses were named as Baby Britannia, Lord Ditton and Happy Horsey.

The last project of the Spring Term was to take part in **Newmarket's Legends of the Turf** initiative. We voted for famous horses and racing personnel to be commemorated in a paving stone in Newmarket High Street. We are looking forward to seeing the slabs laid. *Ann Brophy (TA), on behalf of the School Council.*

Unity Student Council

The Unity School Council is made from a representative of each of the Primary, Secondary and Special schools within the trust.

The group meet at least half termly to give a voice of the pupils in schools within USP.

Currently their agenda is to tackle climate change by making change within schools. They are promoting: Composting in schools (Ditton Lodge has a compost area in the Forest School area); Turning off lights; Turning off taps to save water; Recycling.

The Trust Council also got together to create a video promoting Keeping Safe: Be aware; Speak out; Think twice; Stay strong;

Together, we can! *Lottie, Ditton Lodge's Unity Council Representative.*

5. **STAFFING UPDATE**

We have had one resignation from our 5-6pm Discovery Club worker. We are looking at how we will cover this for the last ½ term.

Two more TAs have started since our last meeting and they are doing well.

6. **STUDENT RECRUITMENT**

Thirty pupils have accepted their place for Reception Class in September. The school office and **ABa** have already made contact with the families to talk about transition

7. **ATTENDANCE**

2022/2023 Current school attendance to date: 96.53% Persistent Absence: 6.4%

2021/2022 Attendance: 95.4% Persistent Absence 7.69%

8. **SAFEGUARDING AND WELLBEING**

We have one family who are Child in Need (CiN); We have continued to support pupils and families through referrals to Early Help and the Multiagency Safeguarding Hub (MASH); Fire drill; Invacuation drill; CPOMs is used daily to share



	<p>information or record concerns, although serious concerns are also reported verbally and immediately; Health and Safety audit 15/03/23.</p> <p>Vulnerable families continue to be supported though: Drop-in sessions with ELSA, SENDCO, Wellbeing lead and Family Worker; Liaison with professionals: Family workers working with specific families, Social Care and other agencies; School Holiday Vouchers for pupils in receipt of free school meals; Make Lunch meal support during school holidays; Regular communication with families: regular letters from the headteacher, regular communication from class teacher, welfare calls to any vulnerable family, regular updates on Google Classroom from class teachers and regular Tweets.</p> <p>Pupil wellbeing: Wellbeing Club; Therapeutic play Therapy for identified individuals; TA support for any identified pupil; Daily Management Plans with timetabled sensory breaks for specific pupils; Wellbeing activities; Individual predict and plan for identified pupils; ELSA support for specific pupils.</p> <p>Staff wellbeing: Kindness Fairies- staff have had the opportunity to sign up again as a kindness fairy. You are given a name and then look after secretly with notes, treats and acts of kindness; Support from OM Health and wellbeing for staff including 1:1 sessions for staff; Employee assistance programme: Life Works; SAS wellbeing: App, phone support and counselling; Weekly Staff meeting; Weekly Staff briefing.</p> <p>Family wellbeing: Updated information for parents from Emotional Health and Wellbeing Service; Bereavement support from ELSA; Access to Cambridgeshire Family Worker; Specific targeted support from family worker through Early Help Assessment referrals to both Cambs and Suffolk.</p> <p>We currently have 3 DSL's in school - MM, KB and SD.</p>
B2	<p>SEND – See full report on Gov Hub including current SEND requirements across the school. Also, Successful SEND review with George Ellis. Actions from review are in progress. All Annual Reviews have taken place or have been booked. 6 new EHCPs for 2022/23.</p> <p>Transition in has started. XX will be starting in September and ABa will be attending EP meeting next Friday morning. Transition to Secondary has started.</p> <p>Attention Autism is embedded across KS1.</p> <p>We have 4 children working with SALT this term. New advice has been provided.</p> <p>Teacher of the deaf termly visit has taken place.</p> <p>Summer Term passports have been created in all classes.</p> <p>HTN funding – we are now confident with this process.</p>
B3	<p>Presentation. Equality and Diversity, by AHM: See full report on Gov Hub.</p> <p>AHM presented a Governor's Guide to the Equality Act. She began by explaining The Equality Act 2010 and the nine protected characteristics. She went onto describe unlawful behaviour around the protected characteristics, The Public Sector Equality Duty (PSED) and Specific Duties Upon Schools.</p> <p>What Governors need to do about equality?</p> <p>Ensure that school are abiding by the Equality Act; ensure equality is embedded in policies; ensure equality implications of new policies/procedures/actions taken are considered; think about (and ask questions about) equality in relation to data/decisions/actions/ ensure schools are abiding by specific duties such as: publishing information required in relation to the PSED, publishing equality objectives, publishing and implementing accessibility plans.</p> <ul style="list-style-type: none"> • Open approach in school really important. • Environment of school is around needs of the child. • Non defensive response to parental input. • Suggest web page on all aspects of E & D would be helpful showing progress around objectives.
B4	<p>Information from the Trust :</p> <ul style="list-style-type: none"> • Letter from CEO TC – see Gov Hub – including information on leadership, attendance, strategy day, values and Ofsted. • New 2 week autumn half term – to be trialled this year. Majority vote for 2 weeks across staff and parents. More information available on the Trust website.
	SECTION C: FINANCE, HR AND PREMISES
C1	<p>Annual Budget Version 2 of 3 of the budget has been drafted. First draft is showing deficit of £68,000. Second draft showing a much better outlook with a slight credit. This is due to changes in staffing, more SEND funding and a more optimistic view on utilities (updated predictions received). communal pot for emergencies may not e needed</p>
C2	<p>March Budgetary Monitoring Report (BMR) noted. The school is unlikely to reduce the deficit starting point by year end. It is not expected to contribute negatively to the deficit by year end.</p>
	SECTION D: GOVERNING BODY ORGANISATION & ADMIN
D1	<p>Governing Body Membership - one vacancy for Community Governor. MM is in contact a named link to the local community with a view to meeting with herself and the Chair..</p> <p>Succession planning and forward thinking – Gobs are invited to contact/meet with CS, KC, MM or SD for more information about the role of a Chair or Vice Chair. CS and KC still feel committed to the school and voiced they would re-stand for office is nobody expressed an interest.</p>

Commented [SD1]: mua



	No reports to discuss. Gov visits – KB to send out prospective dates.
	<u>SECTION E: CLOSE OF BUSINESS</u>
E1	Impact <ul style="list-style-type: none">• Good work to reduce budget.• Fantastic work in SEND.• Equality and Diversity training very good strengthening knowledge and understanding.• Information Report easy to read. Prepares readers in advance of meeting of questions to ask.• First day of SATS – Children were calm and are prepared for the rest of the week.
E2	AOB – none.
E3	Dates of future meetings To note the date and time of forthcoming meetings (all meetings start at 18:00 unless otherwise stated). Dates for the next meeting is: Summer term 2 04 07 2023 (f2f)

CS thanked everyone for attending and closed the meeting at 19:42 hours.