



Ditton Lodge Primary School



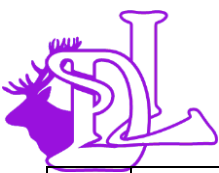
TEAMS Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School held via Virtual Meeting arrangements (as permitted under Article 126 of the Articles of Association) on Tuesday 27th September 2022, 18:00 hours.

Present:

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

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

SECTION A: STANDARD BUSINESS	
A1	Welcome: CS welcomed everyone to the meeting.
A2	Apologies for Absence accepted – JG No message- LK
A3	Pecuniary and Other Interests None
A4	Focus for the meeting – Overview of the new academic year.
A5	Minutes The minutes of the meeting held on Tuesday 5 th July 2022 were agreed. Outstanding Actions: Audit of skills set Matters Arising: None.
A6	AOB – Reminder of Governor Conference 15th October. At least one governor from every school expected. CS to attend.
A7	Election of Chair and Vice Chair CS self-nominated for role of Chair. KC self-nominated for role of Vice Chair. No further nominations. Appointments agreed unanimously.
A8	Annual Compliance: Completion of <ul style="list-style-type: none"> • Declaration of Interests - complete • USP Governors' Code of Conduct - complete • Confirmation that governors have received and read (at least) Section 2 of the most recent version of Keeping Children Safe in Education. - complete
A9	Annual Governance Documentation Received and noted new governance documentation <ul style="list-style-type: none"> • Scheme of Delegation 2022/23 • Handbook for Local Governance 2022/23 • Governor Training programme – available via Governor Hub. All governors have an account with The National College to access training Action: Communication between governors and parents/carers to be added to next agenda.
A10	Type 2 Educational Visits – Y6 residential 2022 and Y4 residential approved.
SECTION B: SCHOOL IMPROVEMENT	
B1	Headteachers Report – full report on Gov Hub Attendance Ditton Lodge Currently 97.5% W/C 5/9/20 97.2% W/C 12/9/20 97.9% Attendance remains a high priority within Ditton Lodge. Last term, I was part of a monitoring review of Attendance across USP. Attendance is now more streamlined across USP with an updated Attendance strategy and USP Attendance policy. We have our own updated attendance procedures (shared with parents). See Attendance folder in Gov Hub for paperwork. There is continued communication between school and home regarding the importance of high attendance, attendance monitoring, attendance meetings and liaison between school and external agencies such as Early Help to continue to support families to increase attendance.



School Improvement - See **Monitoring and Assessment timetable** in Gov Hub.

Monitoring impact:

Planning scrutiny has led to:

- A consistent proforma for Phonics Planning
- Personalised curriculum for specific KS1 individuals with support from Specialist SEND Teacher

Behaviour Learning Walk (conducted on a Tuesday and a Thursday to look for consistency)

- Excellent consistency and communication between job shares
- Teaching and planning alignment
- Behaviours for learning already embedded in nearly all classes. Saw positive change from Tuesday to Thursday after feedback to staff
- Reception Class excellent expectations and routines already embedded shown by them joining the whole school in assembly on Friday

Key priorities for this term

- Behaviour for learning reset for new academic year and consistency
- Building relationships with families and the wider community
- Phonics. We have started a new phonics scheme: Sounds-Write
- Four members of staff trained-ABa/SL/ZL/KB. Three more currently being trained-MM/CH/TT
- Refresh of reading books in KS1 so all books are phonetically decodable.
- Attendance. Working with families to improve attendance through relationship and communication
- Implementation of CUSP French through Maria Marsh
- Staffing - Embedding new middle leadership roles: Maths: V Kavanagh; Geography: C Head; History: S Geraghty; Science: Z Lewis; EYFS: A Banks; Design and Technology: S Liming
- Embedding staff in new year groups: EYFS: A Banks and S Liming; Year 1: Z Lewis; Year 2: K Bramley and C Head; Year 3: C Bailey and S Geraghty; Year 4: S Knock; Year 5: C Debenham; Year 6: V Kavanagh

Curriculum Provision

See **Curriculum overview timetables** in Gov Hub for a clear mapping of teaching this academic year.

See **Weekly timetables folder** in Gov Hub for each classes timetable for the academic year.

See **Autumn term 2022 provision map** for deployment of staff for this term

Extended School

See **Autumn Term Overview** for a calendar of the activities taking place in school this term

Performance Management

All staff have or will be undergoing performance management meetings in the next few weeks. Matthew Fuller, Director of Primary Education and CS recently undertook the Head's PM. Pay increments for those affected agreed.

Prejudice related incidents - There have been no prejudice related incidents since last FGB meeting.

Exclusions/Suspensions - There have been no suspensions since our last FGB meeting.

Safeguarding

- I have completed Safeguarding and Prevent training for all staff.
- All staff have read KCSiE 2022 Part 1 and annex B
- All teaching staff have undertaken Online safety training and Equality training through the National College
- Currently no CIN families
- CPOMs is used daily to share information or record concerns, although serious concerns are also reported verbally and immediately.

Vulnerable families continue to be supported though:

- 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

Wellbeing

Pupil wellbeing

- Therapeutic play Therapy for identified individuals
- TA support for any identified pupil
- Daily Management Plans with timetabled sensory breaks for specific pupils
- Wellbeing activities
- Relaunch and reminder for all staff of Relationships and Behaviour policy being embedded for a consistent approach
- Individual predict and plan for identified pupils
- ELSA support for specific pupils

Staff wellbeing



	<ul style="list-style-type: none"> • 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 • Staff recognition from SLT: Ditton's Diamonds • Small treats delivered to pigeon holes or in staff room • CUSP knowledge organisers and inserts for staff <p>Family wellbeing</p> <ul style="list-style-type: none"> • 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
B2	School's Ethos, Vision and Values – reviewed, no change. See ABe graphic on school website.
B3	Primary Sports Premium Report – see Gov Hub and/or school website for full report.
	<u>REPORTS AND POLICIES</u>
B4	Trust Policies – Safeguarding Policy; Attendance Policy and Procedures noted. Also noted, amendment to current criteria for attendance at Ditton Lodge – Suffolk siblings above Suffolk closest.
B5	School Policies – Child Protection Procedures; Intimate Care Policy; Uniform Policy agreed.
	<u>SECTION C: FINANCE, HR AND PREMISES</u>
C1	Budget Monitoring Report/Budget Information Year end is currently in progress. Report at next meeting.
C2	Health and Safety Governor Visit – to take place Thursday 6 th October 2022, 11:00.
	<u>SECTION D: GOVERNING BODY ORGANISATION & ADMIN</u>
D1	Governing Body Membership Staff governor vacancy from 4 th November 2022. Action: SD to organise staff election. Associate governors KB and SC will remain in post due to their expertise and contribution to the LGB.
D2	Governor responsibilities and monitoring activities <ul style="list-style-type: none"> • Confirm appointment of link governors – Roles to be confirmed at next meeting. AHM to become governor for attendance (new category). • Confirm arrangements for monitoring activities in-line with school priorities – November dates to be confirmed by MM and KB
D3	Get Information about School (GIAS) – up to date.
D4	Website Compliance Confirm arrangements for keeping the school website updated with statutory information – including governance information. Miss Bramley has produced a spreadsheet for key staff to update. CS to monitor using shared link to spreadsheet.
D5	Governor monitoring, training and development <ul style="list-style-type: none"> • Discuss any training requirements for the LGB or individual governors. Training available on Governor Hub and National College. • Receive feedback or reports (verbal or written) from Governors who have attended training - none. • Note governor training opportunities provided by the Trust - Inhouse pupil book studies.
	<u>SECTION E: CLOSE OF BUSINESS</u>
E1	Impact <ul style="list-style-type: none"> • Equalities training available for governors. • Hard work at the end of last term has ensured a smooth start to the new term. KB's excellent planning noted. • Teaching structure planned very well with evidence of a positive impact. • Structure around new curriculum is good despite new staff arrangements. • Much work goes towards wellbeing being central to the school support of children and staff. • Recognising preparation and structure from school leaders enables teachers to thrive. • More engagement with parents/carers gives governors something to work on this year.
E2	Questions for the Trust – 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 academic year are: Autumn term 2 06 12 2022 (f2f) Spring term 1 31 01 2023 (v) Spring term 2 21 03 2023 (f2f) Summer term 1 09 05 2023 (v) Summer term 2 04 07 2023 (f2f)
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CS thanked everyone for attending and closed the meeting at 19:30 hours.