



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 28th September 2021, 18:00 hours.

Present:

Dr C Scarpini CS	Mrs Amanda Banks AB
Mrs Melanie Moore MM	Mrs L King LK
Ms Kath Caley KC	Mr A Bedford ABe
Mrs Amy Bugg ABu	Mrs Wendy McLaughlin WM
Dr Anna Hardiman-McCartney AHM	

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

SECTION A: STANDARD BUSINESS	
A1	Welcome and introduction of new governors CS welcomed everyone to the meeting including 2 new parent governors, ABu and AHM and 1 community governor, WM .
A2	Apologies for Absence KB
A3	Pecuniary and Other Interests Mrs Moore – part item C2
A4	Minutes The minutes of the meeting held on Tuesday 6 th July 2021 were confirmed and will be signed by the chair at the earliest convenience. Outstanding Actions: None Matters Arising: None
A5	Election of Chair and Vice Chair Clerk, Mrs Datson took over the meeting for the election of Chair and Vice Chair. CS self-nominated herself as Chair for another year and KC self-nominated herself as Vice Chair for another year. Both left the meeting whilst a vote was taken and both appointments were unanimously agreed.
A6	Annual Compliance Declaration of Interests – AB, KB, ABu, WM, CS USP Governors Code of Conduct – AB, KB, ABu, WM, CS Keeping Children Safe in Education – AB, KB, ABu, WM, CS Action: All governors to sign above on the Governor Hub
A7	Annual Governance Documentation The following were received and noted: <ul style="list-style-type: none"> • Scheme of Delegation 2021/22 • Handbook for Local Governance 2021/22 • Governor Training Schedule 2021/22
A8	Type 2 Educational Visits The GB agreed to the year 6 class visiting PGL Bawdsey Manor, Suffolk for 2 nights in October 2021 and year 4 class visiting a venue to be confirmed for 1 night in May 2022.
SECTION B: SCHOOL IMPROVEMENT	
B1	Ofsted Inspection Preparation – Three categories: Intent, Implementation and Impact (3 I's) Ditton Lodge is expecting an inspection this academic year. A substantial amount of Key documents is available on Governor Hub for governors to refer to and familiarise themselves including Ofsted questions and a list of questions used around governance at Wells Hall's recent inspection. Inspection are expected to



	<p>focus on subject leaders, attainment, the method and practice of teaching and how it links to our aspirations etc. A number of governors will be required to attend the Ofsted Inspection at a day's notice. New governor may find the inspection a valuable learning experience.</p> <p>Action: Notify CS if you would like to attend subject to availability.</p> <p>Action: ABe Curriculum session with new governors to be arranged.</p>												
<p>B2</p>	<p>Attendance; Prejudicial Incidents; Exclusions</p> <p>Two fixed term exclusions, each 2 sessions (1day) for the same child at the end of last term. We are currently supporting the child along with the Early Help Team including meetings with the family and other agencies.</p>												
<p>B3</p>	<p>School's Ethos, Vision and Values</p> <p>ABe recently completed a piece of work ratifying our vision and values aligns with the Trust. He concluded the children at Ditton Lodge are very aware of the school's vision, <i>Together we learn as lifelong achievers</i> and values, <i>Ditton Lodge High Five</i> providing the children with the skills they will need to need to flourish in the 21st century.</p> <p>L isten E njoy and take risks A im high and achieve R espect N ever give up</p>												
<p>B4</p>	<p>School Development Plan</p> <p>Implementation of the SDP can be seen on the plan on the Governor Hub.</p> <p>Objectives and Intent are as follows:</p> <table border="1" data-bbox="201 936 1527 1585"> <tr> <td data-bbox="201 936 858 1010">Objective 1 Personal development</td> <td data-bbox="865 936 1527 1010">Ensure all pupils are supported to safely return to school and given the tools they need to thrive</td> </tr> <tr> <td data-bbox="201 1019 858 1093">Objective 2 Behaviour and Attitudes</td> <td data-bbox="865 1019 1527 1093">Implement and embed new Relationship and Behaviour policy to ensure excellence for all pupils</td> </tr> <tr> <td data-bbox="201 1102 858 1176">Objective 3 Quality of Education</td> <td data-bbox="865 1102 1527 1176">Ensure consistent high quality teaching and learning across all year groups and subjects</td> </tr> <tr> <td data-bbox="201 1184 858 1301">Objective 4 Quality of Education EYFS</td> <td data-bbox="865 1184 1527 1301">Ensure consistency of high quality practice across EYFS, with particular regard to early literacy: phonics and vocabulary, in preparation for effective transition to KS1</td> </tr> <tr> <td data-bbox="201 1310 858 1426">Objective 5 Quality of Education SEND</td> <td data-bbox="865 1310 1527 1426">Continue to ensure consistency for key aspects of SEND teaching and learning, allowing SEND pupils to achieve and apply their learning</td> </tr> <tr> <td data-bbox="201 1435 858 1585">Objective 6 Leadership and Management</td> <td data-bbox="865 1435 1527 1585">SLT have a clear vision for the school, which is communicated to all staff and reflected in policies and practice. SLT are mindful of the well-being of staff and the professional and emotional support they need to fulfil their role to the fullest.</td> </tr> </table>	Objective 1 Personal development	Ensure all pupils are supported to safely return to school and given the tools they need to thrive	Objective 2 Behaviour and Attitudes	Implement and embed new Relationship and Behaviour policy to ensure excellence for all pupils	Objective 3 Quality of Education	Ensure consistent high quality teaching and learning across all year groups and subjects	Objective 4 Quality of Education EYFS	Ensure consistency of high quality practice across EYFS, with particular regard to early literacy: phonics and vocabulary, in preparation for effective transition to KS1	Objective 5 Quality of Education SEND	Continue to ensure consistency for key aspects of SEND teaching and learning, allowing SEND pupils to achieve and apply their learning	Objective 6 Leadership and Management	SLT have a clear vision for the school, which is communicated to all staff and reflected in policies and practice. SLT are mindful of the well-being of staff and the professional and emotional support they need to fulfil their role to the fullest.
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<p>B5</p>	<p>Curriculum Provision</p> <p>Included in item B4</p>												
<p>B6</p>	<p>Safeguarding and Well-Being</p> <p>Darren Woodward, Director of Primary Education, met with MM recently to review the website and safeguarding processes in school. He considered the evidence using the R(ed)A(mber)G(reen) system and found no areas of red. Amber actions have been completed including attaining confirmation of leavers starting school overseas, adding sexual harassment and violence to CPoms reporting and clear documentation of elected home schooling. DW was complimentary around the detail entered onto CPoms.</p>												
<p>B7</p>	<p>Governor Monitoring Visit Reports – CS gave verbal feedback on a recent visit and will post her notes on the governor hub. Visits will be linked to the School Development Plan focussing on maths, reading and phonics.</p> <p>Action: governors to email CS with availability for visits.</p>												
<p>B8</p>	<p>Presentations</p> <p>KB presentation of English - Defer to next meeting. Information available of the Governor Hub.</p>												
<p>B9</p>	<p>The National College</p> <p>The Trust has purchased membership for all of its schools (governors included) giving them full access to hundreds of expert-led webinars and courses, available on demand and constantly updated to reflect changes</p>												



	in education. Governors have access and will find useful courses for governors including the <i>Certificate in the role of a governor, Sexual Harrassment and Violence, Data Protection and GCPR.</i>
	REPORTS AND POLICIES
B10	Trust Policies – Finance; Appraisal; SEND; Early Career Teacher Induction (ECT); Safeguarding noted. Trust Vision
B11	Information from the Trust – CEO message from the Trust https://app.governorhub.com/s/uspnewsandinformation/news/60f91d0d5e623800221274a0 (see USP information and news)
B12	School Policies – Lettings; Charges and Remissions reviewed with no changes.
	<u>SECTION C: FINANCE, HR AND PREMISES</u>
C1	Budgetary Monitoring Report Receive most recent report – August BMR received. 2020_2021 School Finance Out-Turn Report will be available at autumn 2 meeting.
C2	Performance Management Process Processes for the formal performance management of staff, including the HTs PMR and agree annual staff increments where applicable subject to successful review. Mrs Moore left the meeting during the discussion. Governors agreed that all staff with a successful review and due to progress up the pay scale could increment.
	<u>SECTION D: GOVERNING BODY ORGANISATION & ADMIN</u>
D1	New Generic Agenda and Guidelines - For evaluation at a later date.
D2	Governing Body Membership All places are currently filled.
D3	Governor responsibilities and monitoring activities <ul style="list-style-type: none"> Confirm appointment of link governors – As per website. ABu will link to PHSE with Catherine Head (PHSE lead) and Finance with LK. AMH will link to Safeguarding with LK. WM will link to PE with Sandra Paskell (PE lead)
D4	Get Information about School (GIAS) Membership changes confirmed on the government website.
D5	Website Compliance Confirm arrangements for keeping the school website updated with statutory information – including governance. CS advised all governors to familiarise themselves with the school website. CS and JG will scrutinise the website for compliance. All in agreement to keep a record of FGB minutes on the website. Action: Look to re-establishing the Governor Newsletter.
D6	Governor monitoring, training and development <ul style="list-style-type: none"> Discuss any training requirements for the LGB or individual governors. Receive feedback or reports (verbal or written) from Governors who have attended training Receive and consider any monitoring reports from governors not considered above. Note governor training opportunities provided by the Trust
	<u>SECTION E: CLOSE OF BUSINESS</u>
E1	Impact <ul style="list-style-type: none"> Congratulations go to MM on an exceptional year. Thanks for her attitude and the extent she will go to in wanting the best for children at Ditton Lodge. Governors found the curriculum on the website very helpful A new, easy to access system of booking governor training has been developed.



	<ul style="list-style-type: none">• School Development Plan is very comprehensive. Well set out to inform leadership, staff and governors intent and expected outcomes.• The new curriculum mapping information shared on the school website gives clear information about the intent, implementation and impact of the curriculum at Ditton lodge. this is a very impressive and informative piece of work from the school's middle and senior leaders with the help of the Trust, that should be noted.• A positive first meeting with new governors.
E2	Questions/Items to be raised with the Trust To note any items to be discussed with colleagues in the Trust for report at the end next meeting? Any questions to be forwarded to CS by email.
E3	Dates of future meetings To note the date and time of forthcoming meetings 07 12 2021, 01 02 2022, 22 03 2022, 10 05 2022, 05 07 2022

CS everyone for attending and closed the meeting at 20:18 hours.