



Ditton Lodge Primary School



Minutes of the face to face meeting of the Local Governing Body of Ditton Lodge Primary School on Tuesday 4th July 2023, 18:00 hours.

Present: Dr C Scarpini **CS** Mrs Amanda Banks **ABa**
 Dr Anna Hardiman-McCartney **AHM** Mrs Melanie Moore **MM**
 Mrs Lisa King **LK**

In attendance: Mrs Sheena Datson (Clerk) **SD**
 Miss Victoria Kavanagh **VK**

	<u>SECTION A: STANDARD BUSINESS</u>
A1	Welcome: CS welcomed everyone to the meeting.
A2	Apologies for Absence accepted – WM, KB, ABe, KC Not present: AB
A3	Pecuniary and Other Interests – none.
A4	Focus for the meeting <ul style="list-style-type: none"> Information Report including Internal Quality Assurance and Parental Engagement Behaviour see B6 Premises Update see B4 Budget Update see C1
A5	Minutes The minutes of the meeting held on Tuesday 9 th May 2023 were agreed. Outstanding Actions: None. Matters Arising: None.
A6	AOB – None.
	<u>SECTION B: SCHOOL IMPROVEMENT</u>
B1	MATHS PRESENTATION BY VICTORIA KAVANAGH – MATHS LEAD – Full power point available on Gov Hub VK shared a power point presentation with the LGB. She covered in depth how maths has been reviewed, actions required and implementation with a focus on improving Reasoning Skills. Included in her presentation were evidence of data; intended changes; Question Level Analysis (QLA) for data; method; examples and positive impact.
B2	<u>INFORMATION REPORT – SUMMER 2</u> <ol style="list-style-type: none"> 1. LONG TERM VISION & CURRENT PRIORITIES 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. Our Curriculum 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. 2. EXTERNAL QUALITY ASSURANCE We had a paired review from Darren Woodward, Anna Tapper, Sherise Daley with Matthew Fuller and Victoria Kavanagh part of monitoring. Please see full report on Gov Hub DL Paired Review June 2023 Key findings: The children's behaviour is often exemplary – they are keen to learn. On the day, break time clearly over-ran which had a knock-on regarding lessons starting late and time being squashed in the typically maths slot – keeping timings sharper will help support lesson timings. EYFS strengths: Strong routines which lead to very good behaviour; Good levels of engagement; Strength in handwriting is evident* - all children can form recognisable graphemes; There is a balance between adult-guided, adult-initiated and child-initiated. Maths strengths: Increasingly effective leadership of maths with a clear vision for whole school improvement and the capacity to enact positive change in teaching and learning; The work on developing reasoning has been very successful in Y5 & Y6; Expectations and outcomes in Y5 and Y6 are very strong. Pupils know what they are learning, are able to explain their thinking and there is a rich diet of fluency, problem solving and reasoning; Pupils' behaviour in most lessons is excellent and some pupils showed real enthusiasm for learning. Summary of key actions: <ol style="list-style-type: none"> Ensure manipulatives are a key part of maths lessons for all



2. Clear focus on teacher modelling, utilising my turn your turn language in maths and for clear worked examples to be modelled to children
3. Define the role of the adult in Early Years and specific expectations day to day
4. Define how learning in the Reception class will link to the outside environment

Action	Steps	Impact	Evaluation/update
Ensure manipulatives are a key part of maths lessons for all	Maths staff meeting Thursday 15/6/23 Staff are now clearer on how manipulatives can be used in lessons. Concrete examples given to staff	Monitoring w/c 26/6/23	Part of Maths 23_24 SDP
Clear focus on teacher modelling, utilising my turn your turn language in maths and for clear worked examples to be modelled to children	Maths staff meeting Thursday 15/6/23 Staff were part of instructional coaching session with VK. All staff given explicit guidance on modelling expectations	Monitoring w/c 26/6/23	Part of Maths 23_24 SDP
Define the role of the adult in Early Years and specific expectations day to day	Thursday 22/6/23 Training using instructional coaching methods from Sherise with all EYFS TAs	Monitoring w/c 26/6/23	Part of whole school focus use of TAs in 23_24 SDP
Define how learning in the Reception class will link to the outside environment	Thursday 22/6/23 Training from Sherise with all EYFS team	Monitoring w/c 26/6/23 Outdoor learning linked to planning, teaching and learning. Still needs development of TAs to extend learning opportunities.	Part of EYFS 23_24 SDP

3. ASSESSMENTS/OUTCOMES

See B3.

4. BEHAVIOUR

Within school, a group of us (teachers, TAs, parents) have met as Behaviour Policy working party to discuss and amend our Behaviour and Relationships Policy so it fits with current processes and is in line with TPP training.

See **DRAFT DL Behaviour policy June 2023** on Gov Hub. We have had no suspensions since our last FGB meeting.

5. TRANSITION

Reception: Thursday 22nd June New Intake Parents information evening; Stay and play parent and child sessions; In person home visits; Visits to all nursery settings; Specific visit for EHCP child including training for staff; Google Classroom presence during the holidays; Move up morning Monday 11th July for all Reception pupils; Monday 4th and Tuesday 5th September Reception team will call each family (especially any who have been identified as anxious during home visits) to say they are looking forward to seeing them on Wednesday 6th.

Year 1-5: Timetable of TA handover/shadowing/time with pupils for any child with EHCP or identified as vulnerable; Meetings with parents of pupils with EHCP to discuss support for next year and meet with new staff; Last few weeks of term: Class swap with ZL coming into Reception; Move up morning Monday 10th July; Transition meetings with SLT and both year groups; Transition notes from teachers and TAs to new class staff

Year 6: Transition meetings with Miss Kavanagh and new schools; Visits from some secondary schools to pupils; Move up transition days; Transition activities; Class text-You are Awesome- Dare to be me' with a transition wellbeing focus; PSHE lessons with transition focus

6. PARENTAL ENGAGEMENT

Parental Questionnaire Feedback:

Strengths: Parents feel their child is safe; Parents know who to contact if they are concerned; Parents feel their child is happy

Next steps: Parents want to know how USP support their child. This has been fed back to the central team who are going to provide this information for all schools as this was feedback across the board; Parents would like a greater range of clubs to be offered. We are increasing our range of clubs offered from September; Parents do not feel behaviour is effectively dealt with. We have updated our Behaviour Policy which will be shared with all parents

Staff Questionnaire Feedback:

Strengths: All staff are proud to be a member of Ditton Lodge; All staff feel their contributions are valued; All staff know what we are trying to achieve as a school



Next steps: Staff would like behaviour to be consistently managed. We have undated our Behaviour Policy with a working party where all staff were invited to take part. This will be shared again with all staff with ongoing behaviour management training; Staff would like all staff to follow policies and procedure consistently. On delving into this, it is all around following the Behaviour policy. We have undated our Behaviour Policy which will be shared with all staff with training to support upholding the procedures; Staff do not feel able to speak about their wellbeing at work. We are addressing this through activities from our Wellbeing lead and support from Sue and Annie at OM Health and Wellbeing termly; Staff do not feel leadership support their wellbeing. Leadership is addressing how they can reduce workload and improve wellbeing in school

7. ATTENDANCE – Year to date 96.63% (full report on Gov Hub). Our attendance has increased by 1.23% from last year.

8. SAFEGUARDING AND WELLBEING – See **Safeguarding Audit for Governors 2023** in Governor Hub

- We have one family who are Child in Need (CiN)
- We have one family who have a family worker through EHA
- 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 information or record concerns, although serious concerns are also reported verbally and immediately.

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

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
- Emotional Health and Wellbeing Service Cambs Professional Consultations

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

Family wellbeing

- Updated information for parents from Emotional Health and Wellbeing Service
- Bereavement support from ELSA
- Access to Cambridgeshire Family Worker- Michelle West
- Specific targeted support from family worker through Early Help Assessment referrals to both Cambs and Suffolk

We currently have 3 DSL's in school

- Mrs Moore (Refresher training booked for October)
- Miss Bramley (Refresher training booked for October)
- Mrs Datson

B3 DATA REPORT – See **End of Year Data Presentation to Governors** on Gov Hub

REPORTS AND POLICIES

B4 PREMISES

A recent condition survey was carried out and identified a number of actions that have been put in place to be rectified during the summer break. The Fire Risk Assessment is due to be reviewed during the summer break also.



	TATS (Team around the school) meeting – TATS without notes shared with LGB. MM explained RAG rating system of the different areas discussed including Business Continuity, Finance, Premises and H & S, Staffing and HR, IT, Governance, Ofsted, Strategy, Wellbeing. These meetings take place termly.
B5	INFORMATION FROM THE TRUST – 10 th Anniversary of the Trust Celebrations for Heads and Chairs on 4 th September 2023.
B6	SCHOOL POLICIES -The Behaviour Policy was adopted.
	<u>SECTION C: FINANCE, HR AND PREMISES</u>
C1	BUDGET INFORMATION V4.1 is the latest budget forecast to be submitted and is awaiting approval from the Board. MAY BMR Period 8 shows an expected year end deficit of £19k. This is an improvement on budget 2022_23 submitted with a deficit of £27k.
	<u>SECTION D: GOVERNING BODY ORGANISATION & ADMIN</u>
D1	Governing Body Membership – defer to September meeting.
	<u>SECTION E: CLOSE OF BUSINESS</u>
E1	Impact <ul style="list-style-type: none"> Progress with pupils attaining this year is very good but the GB want to acknowledge the Maths Lead, VK, who has been relentless focussing her efforts to improve math and reasoning. She has made the learning more engaging for the children who are showing more confidence in tackling the reasoning. The school has submitted a balanced budget this year. H & S in a good position. Children learn in a safe environment. Children and parents are happy. Leadership has worked really hard this term to provide the highest quality environment that a school requires despite many challenges. Another fantastic year for Ditton Lodge.
E2	Questions/Items to be raised with the Trust – none.
E3	AOB – none.
E3	Dates of future meetings Autumn 1 and 2 26 09 2023 (v) 05 12 2023 (f2f) Spring 1 and 2 30 01 2024 (v) 19 03 2024 (f2f) Summer 1 and 2 07 05 2024 (v) 02 07 2024 (f2f)

CS thanked everyone for attending and closed the meeting at 19:37 hours.