



Ditton Lodge Primary School



Minutes of the TEAMS meeting of the Local Governing Body of Ditton Lodge Primary School on Tuesday 21st March 2023, 18:00 hours.

<p>Present:</p> <p>Dr C Scarpini CS</p> <p>Ms Kath Caley KC</p> <p>Mrs Amy Bugg ABu</p> <p>Dr Anna Hardiman-McCartney AHM</p> <p>Mrs Lisa King LK</p>	<p>Mrs Amanda Banks ABa</p> <p>Mrs Melanie Moore MM</p> <p>Mr Simon Coulthard SC</p> <p>Miss Kim Bramley KB</p> <p>Mr Alex Bedford ABe</p>
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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 – New Information Report (previously head's report) <ul style="list-style-type: none"> • Long term vision and current priorities • Internal quality assurance • Assessments/Outcomes • Behaviour • Staffing update • Safeguarding and wellbeing
A5	Minutes The minutes of the meeting held on Tuesday 31 st January 2023 were agreed. Outstanding Actions: Audit of skills set. Safeguarding for Governors – ABu to complete asap. Matters Arising: None.
A6	AOB – Audit skills set.
	<u>SECTION B: SCHOOL IMPROVEMENT</u>
B1	<p>Headteacher's Report including information regarding industrial action (despite plans created, no staff are striking).</p> <p>Attendance Currently 96.56%</p> <p>Attendance remains a high priority within Ditton Lodge. Although our Attendance is 0.48% lower than in December due to a pupil in Reception with part-time timetable; one Reception child off following a medical procedure and a spout of illness in several year groups, it is still the highest in the trust. The Trust average for Primary Schools is 94.05%; Cambridge Primary attendance is 93.8%; East of England Primary attendance is 93.4% and National Primary attendance is 93.5%.</p> <p>We have sent out information to parents regarding advice for winter viruses. The advice from the UK Health Security Agency states that pupils with a fever should stay off until they feel well or the fever reduces.</p> <p>https://www.gov.uk/government/news/back-to-school-advice-issued-amid-high-levels-of-flu-covid-19-and-scarlet-fever?utm_source=13%20January%202023%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>We have been working with Cambridgeshire Attendance officer to support the attendance of one family who despite support have not improved attendance which has led to them to be prosecuted earlier this month with sentencing next week. The desired outcome of this is a parenting order.</p> <p>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.</p> <p><u>School Improvement</u></p> <p>See Maths Action Plan 2022_2023 including Self Evaluation in Governor Hub</p> <p><u>Data</u></p> <p>See Maths Data Tracking and QLA Analysis in Gov Hub</p> <p>See year 6 data analysis Jan mocks 2023 in Gov Hub</p> <p>Non governors may request this information from the school office.</p> <p><u>Curriculum Provision Support</u></p>



Following our Autumn term Pupil progress meetings, we have identified those pupils in year 3-6 who would benefit from our continued offer of school led tutoring (an hour of after school tutoring to years 3-5 in small groups of 4 pupils from Mrs Debenham and ½ hour 1:1 tutoring before school for year 6 from Mrs Brophy)

We will measure the impact of this tutoring with the assessments we have carried out last week

Staffing

I have received and accepted Amanda Darley's resignation effective from 17th February. Amanda will join the nurse as their new manager after half term.

Amanda B has created a SEND support map showing our need for 2 full time TAs to cover EHCP Provision.

We will be advertising for 2 new fixed term (1 Year) TAs.

Prejudice related incidents

There has been no prejudice related incident since last FGB meeting.

Exclusions/Suspensions

There have been no suspensions since our last FGB meeting.

Safeguarding

We have one family undergoing a Social Work Assessment; Sheena has undertaken her DSL refresher training; We have continued to support pupils and families through referrals to Early Help and the Multi-agency 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: 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 - Trauma Perceptive Practice

We have begun whole school training for Trauma Perceptive Practice approach to wellbeing

TPP values: A shift in our mindset to a trauma perceptive description of vulnerable children and young people can create compassion and kindness instead of blame and shame; hope instead of hopelessness; connection and belonging rather than disconnection.

TPP is structured as 9 distinct elements:



We have covered Elements 1-3 on our PD day and Element 4 last and this week.

Element 5 and 6 are scheduled for:

Element 5 Understanding Behaviour- The Stress Response: Tuesday 21st Feb 3:15-4:15 or staff meeting date 9th Feb @3:30pm

Element 6 Relationships Matter: Wednesday 8th March 3:15-4:15 or staff meeting date 23rd Feb @3:30pm

We have written and published our **DL Emotional Wellbeing and Mental Health Graduated Response** which is in Gov Hub. Non governors may request this information from the school office

Victoria Kavanagh has completed her Mental Health training. A pupil wellbeing survey has been conducted.

Our Wellbeing club has started on a Friday lunchtime for pupils identified from the wellbeing survey.

Coffee morning organised for Thursday 2nd February with Michelle West (Cambs. family worker, our ELSA and SLT).

Wellbeing week scheduled for w/c 6/2/23 including healthy living and eating (linked to DT food festival).



	<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; staff social 10th February; 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>
B2	DATA Analysis - half-termly data report, see Head's report.
B3	<p>Presentation – Pupil Voice Survey KB. Children from Y1 to Y6 completed a questionnaire and had to respond yes, mostly, sometimes or no to the following questions: Do you enjoy coming to school? Are your lessons interesting? Do you get help when you are stuck? Do you have to work hard? Do you think your learning is improving? Do teachers tell you how to make your work better? Do most of our children behave well? Are most of our children friendly? Which adult would you talk to if you were worried or upset? Do teachers treat you with respect? Do teachers praise you when you are doing well? Do you feel safe at school? Are you proud to be at this school? What do you enjoy most about our school? What would you like to change at our school? KB gave feedback to the meeting. Across the school responses to the questions were predominantly positive.</p>
	<u>REPORTS AND POLICIES</u>
B4	Receive reports or relevant information from the Trust including from Chairs briefings or meetings with Directors of Education
B5	<p>Trust Policies noted. https://www.unitysp.co.uk/policies/ Finance Policy including charging and remissions policy. School Policy adopted. RSE Policy.</p>
	<u>SECTION C: FINANCE, HR AND PREMISES</u>
C1	Trust Year End Accounts received and noted.
C2	December Budgetary Monitoring Report (BMR) noted. Deficit increasing due to staff salary increases. Working to make in-year savings. Regular meetings with CEO and Unity Finance. Monitoring similarities across the Trust.
C3	October Census Figures 194 pupils; 18 PP; 29 EAL; SEND 27.
	<u>SECTION D: GOVERNING BODY ORGANISATION & ADMIN</u>
D1	Governing Body Membership - one vacancy. Associate governor, SC will leave at the end of the summer term.
D2	Governor responsibilities and monitoring activities · Confirm arrangements for monitoring activities in-line with school priorities for the remainder of the term including up-coming Governor walk with MM .
D3	Governor monitoring, training and development · Gov who does what on Gov Hub – reminder to complete governor bios for the website.
	<u>SECTION E: CLOSE OF BUSINESS</u>
E1	<p>Impact</p> <ul style="list-style-type: none"> • Pupil at Ditton Lodge say they feel happy and safe in school and embrace DL 's High 5. • Soundwrite is becoming embedded in the school, and is having a positive impact on pupil outcomes. All KS1 staff is now trained, and feedback from staff is very positive. • The focus on a more consistent Maths curriculum has had a very positive impact on attainment and progress and the crucial role of Ms Kavanagh as new Maths leader should be recognised.
E2	Questions for the Trust – none.
E3	<p>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: Spring term 2 21 03 2023 (f2f) Summer term 1 09 05 2023 (v) Summer term 2 04 07 2023 (f2f)</p>



CS thanked everyone for attending and closed the meeting at 19:30 hours.

