Ditton Lodge Primary School

Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School Tuesday 1st October 2019

Present:	Dr C Scarpini **CS**	Mrs Amanda Banks **AB**
	Mrs Melanie Moore **MM**	Mrs L King **LK**
	Ms Kath Caley **KC**	
	Miss Kim Bramley **KB**	
In attendance:	Mrs Sheena Datson (Clerk) **SD**	
	Mr Stephen Astley – USP Director of Primary Education **SA**	

	SECTION A: STANDARD BUSINESS	**Actions**
A1	**Apologies for Absence**	
	Apologies accepted for absence: Mr Dave Perkins, Mr James Wood and Mr James Grosvenor.	
	CS welcomed Mr Astley to the meeting.	
A2	**Pecuniary and Other Interests**	
	No declarations of pecuniary or other interests regarding items on the agenda were made. Annual declaration forms have been completed and recorded.	SD to publish on website
A3	**Election of Chair and Vice Chair for 2019/20**	
	SD conducted the election. Applications were invited to self declare. CS self declared and was re-elected Chair. KC self declared and was re-elected Vice Chair uncontested.	
A4	**Notification of Any Other Business**	
	Nil	
A5	**Minutes** The minutes of the meeting held on Tuesday 11th June 2019 were confirmed and signed by the chair. No actions outstanding. No matters arising.	
	SECTION B: SCHOOL IMPROVEMENT	
B1	**Headteacher's report including SEF, Curriculum Provision, Assessment and Data**	
	School updates • A busy start to the new school year • The decision to 'loop' class teachers in years 1 to 2 and 5 to 6 has been very effective in transition • The decision to ensure that all classes have one member of staff they have moved with has had a positive impact on children's attitudes to starting a new school year • The embedded SLT has ensured that the school year has 'hit the ground running' • Mrs Heffer has settled in and has quickly become part of the Ditton Lodge team • A strong working relationship with USP continues this year • An advert for a permanent KS2 teacher (January 2020 start) to be based in year 3 is live with a closing date of 13th October	

- MM is working with the Head at Houldsworth Valley to support other USP schools with their Phonics Strategy

Curriculum

Our updated Curriculum intent and implementation has been well received by staff

As discussed in Junes FGB we are blocking the curriculum to allow for immersion and in depth study of different areas of the curriculum

Kim Bramley and I have spent a lot of time working on the curriculum map for the year. We are working with Alex Bedford to create a knowledge based sequence of learning for History and then we will do the same for Geography

We are collaborating with Houldsworth Valley and Laureate on a joint RE curriculum fortnight just before Christmas

Termly Operational Plan Autumn 2019

Priority 1- Achievement

Further raise achievement and accelerate pupil progress by:
- The introduction of Success for All (SfA) in years 1 to 6;
- Maintaining additional support for Year 6 pupils so that they make as much progress as possible;
- Ensuring that high-attaining children are properly challenged and supported;
- Maintaining Success@Arithmetic intervention in Year 6;
- Developing Teaching Assistant's subject knowledge through weekly English (SPAG) CPD
- Further develop teachers' understanding of year group and end of Key Stage expectations – particularly in Years 1, 3, 4 and 5;
- Continuing to develop provision throughout the school for children with SEND.

Priority 2- Assessment

Ensure that assessment systems throughout the school are accurate, consistently applied and impacting on all aspects of teaching, learning and pupils' progress by:
- Maintaining the frequency of Pupil Progress Meetings at one per half-term in Foundation, Year 2 and Year 6, and termly in other year groups;
- Ensuring that systems for the collection and analysis of assessment evidence in all key stages are used consistently and with rigour to track pupils and provide evidence for intervention when needed;
- Ensuring that all staff understand the significance of previous assessments, particularly those in EYFS and KS1 with value-added implications
- Ensuring the assessment system aligns the school with USP expectations and practice;
- Ensuring Tapestry is used consistently by school and home to support EYFS assessment;
- Beginning to develop the use of low stakes continuous quizzing as part of continuous assessment;
- Emphasising the importance of ongoing (formative) assessment to drive teaching and learning and adjust targeted interventions/pre and post teaching within and across year groups.

Priority 3- Other subject areas including computing
- Ensuring that the school offers a full and rich curriculum which enhances all aspects of pupils' learning experiences;
- To further develop a knowledge rich curriculum in line with our curriculum intention and implementation statement;
- To develop the role of the Foundation subject leaders through the work of USP;
- Developing a joint RE project with other USP Primary Schools for RE curriculum weeks

- Continuing to implement changes to IT provision to improve pupils' learning alongside more effective working practices.

Priority 4- EYFS
- Embedding effective EYFS provision;
- Continuing to work closely with USP schools to continue develop practice;
- Ensuring that the Reception children are assessed for Baseline Assessments;
- Continuing to develop the school's partnership with parents so that they are sharing information about their child's learning on a regular basis.

Priority 4- Leadership and Management
- Ensuring that the school's leadership and management is judged to be at least good because actions are being driven with rigour and urgency to address key priorities, build capacity and create sustainable leadership;
- Enabling subject leaders to develop a cohesive Knowledge Based Curriculum to ensure Ditton Lodge pupils thrive in today's global community;
- Enabling key subject leaders to develop evaluation and action plans that include the monitoring of the quality of teaching, pupil progress and curriculum delivery; staff CPD; policy development; and liaison with the Governing Body;
- Development of the Ditton Lodge Handbook for all staff;
- The Governing Body continues to demonstrate that it has the capacity to systematically hold the school to account.

Monitoring
Weekly drop-ins are ongoing throughout the term to monitor SfA, maths and Foundation Curriculum.
SfA monitoring from Debbie Bull, SfA Associate, half termly.
Pupil book scrutiny for Science to be carried out before half term.
NMM being used across all year groups as part of teacher assessment of writing.
The continuation of PiXL as a monitoring and assessment package for Year 6 with termly associate visits to monitor effectiveness and impact.

Wider life of the school
PTFA AGM 24/9/19; Meet the teacher/meet the headteacher 26/9/19; Year 6 Residential to PGL Bawdsey Manor 7/10/19 – 11/10/19; Harvest Festival 16/10/19 with Pastor Tony Hodge; Variety of clubs at lunchtimes: Lego, Friendship, Colouring, Card; PE including a range of after school clubs: Dance, Football, Netball, Cricket, Running, continue to be prominent in the life of Ditton Lodge
We are very proud of our Platinum Sports' Mark Award
A range of visits and visitors continue to enhance learning

The cooperative learning behaviours are being seen in all areas of school life:
- No hands up for feedback
- Active listening
- All questions being followed by time to 'think and pair share' before feedback
- Behaviour management systems: 1, 2, 3 transition and hands up for zero noise
- We are continuing to embed our new Values System: Ditton Lodge's High Five in all areas of the school.
- At Ditton Lodge we:
    o Listen
    o Aim high and achieve
    o Enjoy and take risks
    o Respect
    o Never give up

B2	**Pupil premium and primary sports premium** Defer to next meeting	
B3	**Performance Management** Arrangements are in place for whole staff PM. MM's took place on 16th September 2019	
B4	**Standards Committee Report**	
	Minutes were received from the meeting held on 16th July 2019 and included: • TOP and SEF Update – MM. Follow up from Safe Guarding meeting with Steve Watts – Actions have now all been fulfilled/completed and have been dated and evidenced as being done so. • Data presented and discussed – Assessment Summary 2018-19 + KS2 Data Comparison 2018-19. Note – Yr. 6 SATS – 2 children did not sit the formal assessments but were included in the data %. • Provision mapping – staff deployment. • Pupil Premium Update. No curriculum monitoring visits have taken place. Date for visit to be arranged.	CS
B5	**Policy Review** • The annual Admissions Policy, Charges and Remissions Policy and Lettings Policy were reviewed and not amended. • Trust Policies, Staff Code of Conduct; Safeguarding Policy and Governor Code of Conduct were implemented.	
B6	**Reports from the Trust**	
	• USP Scheme of Delegation – any comments from the LGB need to be forwarded to CS for submission to the Trust by November, ready for December's board meeting. • GAG Pooling – Stephen Astley gave a presentation about an alternative method for distributing funding to schools that currently being used by some MATs and is being considered by the Trust. He explained the rationale behind it and how it could be utilised going forward. Governors have until November to submit comments to CS for submission to the Trust by November ready for December's board meeting.	
	SECTION C: FINANCE, HR AND PREMISES	
C1	**Budgetary Monitoring Report**	
	Year end is currently in process. It is expected that we will finish the year in credit amount to be confirmed.	SD to forward update as soon as it is available
C2	**Finance Committee**	
	As the GB no longer has any committees, it is suggested that a working party be convened if and when necessary. No report to present to this meeting.	
C3	**Health & Safety/HR/Premises**	
	As the GB no longer has any committees, it is suggested that a working party be convened if and when necessary. No reports to present to this meeting. Premises issues to consider – Roof leaks	SD to action
	SECTION D: GOVERNING BODY ORGANISATION & ADMIN	
D1	**Local Governing Body Membership**	
	• To **report** any changes in membership since the last meeting – Mr Grosvenor has joined as co-opted governor.	SD to action

	• To **review** and approve the Committee Structure and Committee Terms of Reference - no committee structure. Previous committees, other than working parties, will take place during FLGB meeting s • To **review** committee membership – as above. Appeals panels will be a selection of LGB as and when required. • To **appoint /elect** committee chairs. Leads appointed as follows: HR – KC, Finance – LK, H & Safety and Premises – DP, Curriculum – AB. • Governor monitoring roles: • Safeguarding – KC; SEND/ Pupil Premium – LK; Performance Management-CS, KC; EYFS – CS; RE – CS.	safeguard-ing checks	
D2	**Safeguarding Arrangement**		
	• Annual review of SG and CP arrangements - monitoring report submitted to Cambridgeshire LA end of summer term. • To **confirm** requirement for Governors to receive, read and confirm that they have read (at least) Section 2 of Keeping Children Safe In Education Sept 2019 • Attendance, Exclusions and Holiday Requests – defer to Autumn 2 Recording and reporting of prejudice related incidents since last meeting – 1 x homophobic; 1 x racist. Both cases resolved.	SD to record	
D3	**Website update**		
	To **confirm** arrangements for keeping the academy website updated with the statutory information including governance information. https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online	CS to monitor	
D4	**GIAS – Getting Information About Schools**		
	The School Business Manager ensures the site is up to date.		
D5	**Governor monitoring, training and development**		
	• To **agree** a time frame for completion of the USP Skills Audit • To **agree** a programme of monitoring visits linked to the SDP (or equivalent) for 2019 – requests via MM. • Date of the USP Governors Conference – Thursday 17th October 2019. 5.30pm – 9.00pm Venue UPS HQ, Haverhill	CS	
D6	**Educational Visits**		
	Year 6 residential trip to Bawdsey Manor approved.		
	SECTION E: CLOSE OF BUSINESS		
E1	**Impact**		
	• Impact of SfA since September start has been noted through the children's engagement and vocabulary and is evident across the whole school. • Curriuculum blocking helps develop soft skills. • Colaborative learning and behaviour for learning is good.		

CS thanked everyone for attending and closed the meeting closed at 20:30.