## Ditton Lodge Primary School

Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School Wednesday 6th February 2019 at 18:00.

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| Present: | Mr S Coulthard **SC**  Mrs Melanie Moore **MM**  Ms Kath Caley **KC** | Mrs Amanda Banks **AB**  Mrs L King **LK**  Mr James Wood **JW** |
| In attendance: | Mrs Sheena Datson (Clerk) **SD**  Miss Kim Bramley (observing) **KB** | |

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|  | **SECTION A: STANDARD BUSINESS** | **Actions** |
| **A1** | **APOLOGIES FOR ABSENCE** |  |
|  | Apologies accepted for absence : **CS** |  |
|  | Governors consented to these absences. |  |
| **A2** | **PECUNIARY AND OTHER INTERESTS** |  |
|  | No declarations of pecuniary or other interests regarding items on the agenda were made. |  |
| **A3** | **PRIOR CLAIM ITEMS** |  |
|  | None. |  |
| **A4** | **RECEIVE AND SIGN MINUTES OF THE LAST MEETING** |  |
|  | The minutes and confidential minutes of the meeting held on Tuesday 25th September were confirmed and signed by **SC**. |  |
|  | **MATTERS ARISING FROM THE MINUTES** |  |
|  | No actions outstanding.  No matters arising. |  |
|  | **SECTION B: SCHOOL IMPROVEMENT** |  |
| **B1** | **HEAD’S REPORT** |  |
|  | School updates   * Kim Bramley (new DH) is settling in well and is a positive addition to the SLT. * The new SLT is embedding. * An excellent start to the year from ‘new’ teachers in year 6 and Reception.   Spring Termly Operational Plan  Priority 1- Achievement   * Support for learning in year 6 remains a high priority. * MM will increase year 6 maths support after half term to 6 hours a week from 4 hours. * Staff training this term regarding use of assessment and tracking. * Ensuring our assessment calendar is in line with USP assessment calendar whilst continuing to maintain the balance between formative and summative assessment. * Continuation of the use of PiXL to track and monitor attainment in year 6; to prioritise intervention for vulnerable pupils. * Reading having a high priority in the school with a range of different reading events and activities each week throughout the second half of spring term. School are working in conjunction with the PTFA who are running one event as part of their fundraising efforts. * Full round of English monitoring with an emphasis on reading this week and next. * Writing moderation continuing with the use of No More Marking and plans for cross school moderation with Laureate.   Priority 2- Other subject areas including computing   * Audit of current curriculum provision across the school * Begin to plan an updated and robust curriculum * Develop and empower subject leaders * Science day in House Groups during British Science Week * Introduction of iPads in year 4 (delayed due to USP discussions with Apple)   Priority 3- EYFS   * Continue to develop effective EYFS provision   + Development of outside space and forest School * Continue to embed assessment through Tapestry * Continue to develop home school partnership * Tapping into areas of excellence within the LA (Phonics project) and USP   Priority 4- Leadership and Management   * Develop the roles within the new SLT * Development and support for new Deputy Headteacher * Continue to have strong relationship between school and USP * SLT to use next steps identified in upcoming USP School Review (27th March) in school development * Recent parent questionnaire was overwhelmingly positive about the work of the school * Continue to prioritise governor succession planning   Parent Questionnaire Feedback  Only 37% of parents returned questionnaire responses. We will go back to asking parents to fill in at parent’s evening to increase % feedback. Results have been sent to parents.  The results are very encouraging. Nine out of twelve statements produced results with 95% or more showing agreement or strong agreement.  Monitoring  A full round of maths monitoring was undertaken in November and the findings shared with Standard’s Committee on 11th December.  A full round of English monitoring taking place w/c 4/2/19 and w/c 11/2/19 with findings being shared at the next Standard’s meeting on 12th March 2019  A School Review is being undertaken by USP on 27th March which will include a thorough book scrutiny of Science and Geography/History by Alex Bedford. This will be a useful starting point for our curriculum audit.  NMM being used across all year groups as part of teacher assessment of writing as well as planned cross school moderation to support our in-school moderation processes.  The implementation of PiXL as a monitoring and assessment package was shared in detail at Standard’s Committee on 29th January and its impact on Year 6.  Wider life of the school  We are continuing to embed our new Values System: Ditton Lodge’s High Five in all areas of the school.   * At Ditton Lodge we:   + Listen   + Aim high and achieve   + Enjoy and take risks   + Respect   + Never give up   Harvest Festival with Pastor Tony Hodge  Christmas Celebrations: An excellent KS1 Nativity of Whoops-a-daisy Angel and an extremely well attended KS2 Carol Service  The whole school went to the pantomime at Ely’s The Maltings for the first time and we will look to return next year.  PE, both clubs within school (Basketball, Cricket, Multi-sports, Gymnastics) and inter school competitions, continues to figure prominently in the life of Ditton Lodge.  A range of visits and visitors -including last week’s whole school trip to All Saint’s Church for our Christingle Service, year 6’s trip to PGL on The Isle of Wight, both year 4 and year 5 visiting Newmarket Academy for curriculum days, Year 3’s trip to Wandlebury Woods, Reception’s trip to visit the points of interest in Newmarket which our House Groups are named after, to name but a few- continue to enhance learning. |  |
| **B2** | **ACTIONS/IMPACT TO REPORT FROM STANDARDS COMMITTEE MEETING** |  |
|  | * PiXL has successfully been implemented in Year 6 and is expected to be rolled out in Year 5 in due course. TAs in yr 6 are currently using PiXL. * **MM** shared data. * The termly operation plan (TOP) was discussed. |  |
| **B3** | **DRAFT OFSTED FRAMEWORK**  Comments are welcome on the new draft Ofsted framework which will come into effect in September 2019. Three headline changes are:   1. Inspection timings have changed and Ofsted could arrive within 2.5 hours; 2. Judgement categories have been revised; 3. Some key themes emerge such as reducing workload for teachers, an emphasis on good character and resilience among pupils, tackling ‘off-rolling’, and a broad, well-balanced knowledge rich curriculum.   The full draft can be seen at <https://www.gov.uk/government/consultations/education-inspection-framework-2019-inspecting-the-substance-of-education> and the deadline for feedback is 5th April 2019.  Ditton Lodge Governors have no comments to make but thank the CEO for the information. |  |
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| **B4** | **LOOKED AFTER CHILDREN SUMMARY REPORT** |  |
|  | **AB** gave a summary of the report around the LAC children in school including assessment, review, impact and funding applications. |  |
| **B5** | **SPORTS PREMIUM** |  |
|  | Report on school website. The school is making good use of the SP under the direction of the school’s sports lead. |  |
| **B6** | **ACADEMY EQUALITY OBJECTIVES** |  |
|  | Deferred to Standards committee |  |
|  | **SECTION C: FINANCE, HR AND PREMISES** |  |
| **C1** | **FINANCE MONITORING REPORT** |  |
|  | Governors received the budgetary monitoring report (BMR) for December prior to the meeting. The school is still managing a conservative budget and no concerns are expected in January’s report. Finance discussed in full at Resources committee meetings. |  |
| **C2** | **ASSUMPTIONS AND INITIAL DRAFT BUDGET** |  |
|  | The initial draft budget is lower than last year due to a drop in numbers. A first budget is in the process and due for submission to the Trust by 11th March 2019. Final submission due in May 2019. |  |
| **C3** | **PREMISES UPDATE** |  |
|  | New exterior door planned for Reception to boardwalk from school’s devolved capital fund.  Gutters, facias and cladding due to be cleaned this spring following acceptable quotations.  **DP** and **SD** to complete premises/health and safety inspection on Tuesday 12th February. Report back to Resources committee. |  |
| **C4** | **HR UPDATE** |  |
|  | From 1st April HR and payroll will be managed centrally within the Trust.  Two TAs from Ditton Lodge will commence teacher training from September. One TA will be a USP trainee and will be at Ditton Lodge for the autumn term. |  |
|  | **SECTION D: GOVERNING BODY ORGANISATION & ADMIN** |  |
| **D1** | **GOVERNOR TRAINING** |  |
|  | In-house training on Succession Planning: Future Proofing the Board to be requested. **Action: SD to contact governor services.**  Gov hub meeting for governors at Newmarket Academy 26/2/19  **Action: SD to inform Lisa Taylor that JW will be attending.** | **SD** |
| **D2** | **GOVERNOR SUCCESSION PLANNING** |  |
|  | A working party of **CS, LK and JW** will meet following the training above.  **Action: date to be arranged.** | **SD** |
| **D3** | **MIGRATION OF SCHOOL EMAIL ACCOUNT** |  |
|  | Governors were informed that the Cambs email addresses are no longer in operation and the new Office 365 accounts have been set up. Governors were reminded of the security, confidentiality and sensitive aspect of sending emails and should encrypt if necessary. Email accounts should not be forwarded to personal or business accounts. |  |
| **D4** | **POLICIES FOR APPROVAL** |  |
|  | Child Protection Procedures approved.  Health & Safety Policy implemented. |  |
| **D5** | **FEEDBACK FROM USP STRATEGY DAY 11th March 2019** |  |
|  | Defer to next FGB meeting. |  |
| **D6** | **ATTENDANCE, EXCLUSIONS AND HOLDIAY REQUESTS** |  |
|  | Autumn term attendance is 96.81%. There has been high incidences of illness in years R, 1, 2 and 4 and normal incidences in 3, 5 and 6. Chickenpox, vomiting bug and general illness were noted.  Holiday requests – all unauthorised requests for 3 or more days were submitted for a penalty fine. |  |
| **D7** | **RECORDING AND REPORTING OF PREJUDICE RELATED INCIDENTS SINCE LAST MEETING** |  |
|  | Two x racist incidents recorded and resolved. |  |
|  | **SECTION E: CLOSE OF BUSINESS** |  |
| **E1** | **IMPACT** |  |
|  | * The GB is entering an exciting phase of succession planning. * Training for succession planning is being organised. * The school is working within a balanced budget. * A wide range of activities are taken part throughout the school both during and after school. * Deputy Headteacher, **KB** has made a positive impact in her new role. * New strategies have been identified to engage with parents. |  |

The meeting closed at 19:08.