



Meeting of the **Local Governing Body** of **Stottesdon CE Primary School** held in school on **Tuesday 7th May 2024 at 4.00pm**

MINUTES

Present	Rachel Datlen	RD	Chair of LGB
	Jane Jones	JJ	
	Katie Jones	KJ	Headteacher
	Rob Kennett	RK	
	Richard Lewis	RL	
	Dan Middleton (joined remotely)	DM	
In attendance	Leo Castledine	LC	Chair of Directors
	Hannah Coleman	HC	Governance Professional
Apologies	Apologies had been received from Chris Tibbits (CT).		

Ref.	Minute
1.	Welcome, prayer and apologies
a)	Leo Castledine, Chair of Directors, was welcomed to the meeting and introductions were made.
2.	Declarations of Emergency AOB
a)	Consider the Partnerships for Inclusion of Neurodiversity in Schools (PINS) self-assessment tool submission.
3.	Declarations of Interest (not previously declared)
a)	There were no further declarations of interest made.
4.	Governance
a)	The governor SEF analysis would be considered at the next meeting. The community governor vacancy had been advertised and the appointment of the new rector was ongoing. RD proposed, RL seconded and it was agreed to nominate Rob Kennett to stand as chair and RD proposed, JJ seconded and it was agreed to nominate Chris Tibbits to stand as vice-chair.
b)	Governors were invited to feed back on the Scheme of Delegation and LGB Terms of Reference.
c)	The draft Annual Planner 2024-25 was noted.
d)	It was noted that the NGA question and challenge session was booked for Wednesday 5 th June at 5.30pm at Lacon. There should be places available for 2 or 3 governors.
e)	The updated training programme 2023-25 was received.
5.	Minutes and matters arising (not otherwise on the agenda)
a)	RK proposed, JJ seconded and the minutes of the LGB meeting held on 27 th February 2024 were agreed.
6.	School improvement
a)	The Partnerships for Inclusion of Neurodiversity in Schools (PINS) self-assessment tool submission was considered. Issues could be taken to a team of practitioners and schools were assigned a neurodiverse practitioner. It included an early help strategy to support families on the pathway to neurodiversity. This had trust-wide support and was fully funded. It was agreed to submit the audit.
b)	The Headteacher's Report was received: <ul style="list-style-type: none"> i) The next DPSI visit was due this week. The updated implementation and impact elements of SIP would follow. ii) There was evidence in the SIP that curriculum implementation was having impact. iii) The new SENCo had completed the EHCP annual reviews and 3 applications had been submitted. <p>Q1. Which year groups did this impact? In different years across the school. The needs of older pupils were identified on their own individual needs rather than from the pandemic (as enough time has now passed to separate these).</p> <ul style="list-style-type: none"> iv) Early Years continued to be a strength and staff were actively engaging in CPD. There was good practice in dealing with behaviour eg self-regulation. The link visit was due. v) Mastering maths parent workshops had been well attended. JJ had been successful in the training opportunity with the Maths Hub.



	<p>vi) Each cohort had pupils with resilience and motivation issues and staff had put interventions in place that were having impact.</p> <p>vii) The pupil questionnaire had identified that pupil learning was relative to pupil behaviour. Good conversations had been established and behaviour and attitudes were reflected in the SIP. The school continues to be proactive in dealing with pupil voice.</p> <p>viii) There had been a SIAMS session with the diocese and the SIAMS SEF would be developed in the SIP personal development priority.</p> <p>ix) Leadership and management elements had been identified in the staff work and wellbeing questionnaire. New actions included briefing notes and checking-in systems with line management. This would be revisited in the autumn. Again, the school shows itself to be evaluative and listening and responding to feedback.</p> <p>Q2. Could wellbeing events for staff be timetabled eg social occasions? Achieving a balance between location, cost, time and work-life balance were often the challenges.</p> <p>x) The list of enrichment was a strength and published on the website.</p>
7.	Governor activity and monitoring school performance
a)	<p>The link governor visit reports were received:</p> <ul style="list-style-type: none"> • Computing 21st February – the visit had been positive and pupils shared their work. Progression across the year groups was clear and the new physical computing programme had been implemented. The pupils were fully engaged in their learning. • History 8th April – another positive visit with knowledge and learning that the pupils could draw on in their discussions. • EYFS – due 17th May • Safeguarding – due 12th June. A pupil voice and safeguarding audit would be carried out. • SATs – governors were invited to sit in during the mornings of Monday 13th to Thursday 16th May. DM will visit on the Wednesday.
8.	Staffing and recruitment
a)	The staffing position was stable.
9.	Feedback from Director
a)	The summary note from the Board of Directors meeting held on 18 th March was received. The next meeting was scheduled for 20 th May.
10.	Policies
a)	<p>The following Trust policies were received:</p> <ul style="list-style-type: none"> • Allergy Policy – new policy • Early Careers Teacher (ECT) Policy • Home Visits Policy <p>Q3. Could the 'red-folder' be extended to incorporate a duress code? This would be explored.</p> <ul style="list-style-type: none"> • Information Security Breach Procedure • Publication Scheme & FOI Policy
b)	<p>The following local policies had been reviewed and were adopted:</p> <ul style="list-style-type: none"> • LAC Policy – this would be carried forward to the next meeting. • Behaviour Policy – this would also be carried forward.
11.	Discretionary actions taken by chair or vice-chair
a)	There had been no discretionary actions taken.
12.	AOB
a)	There was no AOB.
13.	Date of next meetings
a)	<p>The next meeting was scheduled for Tuesday 18th June 2024 at 4.00pm in school.</p> <p>LC, on behalf of the Trust, thanked RD for the many years of service and commitment to the governing body and latterly as chair.</p>

The meeting closed at 5.15pm.



Signed:

Date: 18/6/24