



An Daras Trust
Igniting Curiosity Growing Capabilities

St Stephens Community Academy

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Head Teacher – Maura Furber
Chair of Governors – Joan Heaton

08/07/2023

MINUTES

Summer Term Meeting 2023

Local Governing Board; St Stephen's Community Academy
Wednesday 28th June 2023, 10am at St Stephen's School

1. **Welcome and Apologies**

Present: Joan Heaton (Chair), Maura Furber (HT), Bonnie Soanes, Kathy Walsh, Gary Jeffery, Laurie Gutteridge.

Apologies: Paul Dickens

In Attendance: Ann Cullum (Local Governance Officer), Margaret Savage (Trust Director).

2. **Declarations of Interest Relevant to this Agenda**

None declared.

3. **Appoint New Governors**

The governors agreed to elect new Co-opted Governor, Gary Jeffery, for a 4-year term ending 28/6/27 and they also agreed to appoint new Parent Governor, Laurie Gutteridge, for a 4-year term ending 28/6/27. Both confirmed they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Health & Safety and school Safeguarding policy.

Due to no response from nor replies to correspondence, it is assumed that Sophie Hughes has decided to step down and has now been removed from the governing board. MF expressed thanks for SH's contribution to the Board.

KW's term of office expires on 30/6/23. No other staff volunteered for the Staff Governor role. KW confirmed that she is happy to continue for a further 4-year term until 30/6/27. The governors agreed with this and expressed their thanks.

4. **Confirm Minutes of LGB Spring Meeting (1st March 2023) and Matters Arising**

The decision was made to accept the minutes as a true and accurate record of the previous meeting and the Chair signed a copy.

The Chair noted that swimming has started again but that the budget only allows for Y6 to attend. Transport is also an issue. **Is there an opportunity for a minibus?** This is being considered by the Trust. Currently one is rented but transporting a class of 30 is difficult. **Can the school share transport with another school?** This will be looked at. **Is a pop-up swimming pool an option?** Yes, MF has made initial enquiries and **GJ will make further enquiries.**

Are there any staff absences of note? Yes, prolonged staff absences do affect staffing and resources.

Review Vision and Values

The School statement has been approved by the Governors.

Review 5-year plan for any amendments required – none required at this time.

Parental Survey

The parental survey was very positive. No further action required.

School Fences and Security of School Grounds

Has the expected work on the school fencing started? No, this is still pending and is a safeguarding issue, as well as a potential vandalism problem. Fire safety work is also still outstanding. Costing for any work has increased. These works are a high priority. A few children have said that the inadequate fencing makes them feel unsafe in the school grounds. Concern was expressed at the length of time these essential works are taking. There are funds available (CIF bid) so this isn't the problem, although planning application approval may need to be granted for the new fencing. **Are there any issues with the children trying to climb out over the broken fences?** No, this hasn't happened.

Governor Monitoring/Visits and Working Groups: - to be discussed in item 14

5. **Confidential Matters**

MF updated governors on some staffing matters including members of staff on sick leave.

6. **Headteacher Report**

The Head's Report has been made available to all the governors. Key points were raised. **How has the new History curriculum been received?** There has been a marked difference in the children's work and knowledge expectation between the spring and autumn term. The implementation has been under review and lessons and evidence have been subject to a curriculum deep dive. Actions/next steps have been discussed including "Flashbacks" (recalling last week, last term, last year) which are used to help the children remember what they have previously learnt. **Are there different methods to ensure SEN children can remember?** The school believe in equality for all their pupils and additional support is in place for SEN pupils. The content is adapted accordingly, ensuring that all children are able to access the curriculum. **What is the additional support?** This varies for different individuals but includes visual support, enlarged print, coloured overlays. Humanities have been a priority since January and the new scheme is still being embedded and refined. MF is supporting the History Lead and expectations are good. **Is there another member of staff who could be trained for this?** MF is considering asking another staff member to support her as History Lead and ensure consistency in expectations and practice. Policies and planning of the new programme are in place. **What do you think are the most developed areas and why?** All subjects are constantly being "fine-tuned". Art is a strong subject. There is currently an exhibition in the town hall to promote and celebrate the artwork across Trust schools. Phonics and early reading are also very strong subjects and other schools come in to observe Phonics lessons. Maths is a strength and again other teachers visit to observe practice. DT and Computing are also good areas. PSHE/ enrichment and social skills is also a strength -the school have just been awarded Gold UNICEF Rights Respecting status. A governor enquired about Thinking Matters, which is the new metacognition scheme, similar to Visible Learning, which will be in place from September. This is currently being planned and coordinated by the Trust. **How are PE assessments carried out?** The school currently uses Arena planning and assessments at the end of each learning block. GJ volunteered to assist with reviewing their impact and consistency across all PE curriculum areas in his new role as PE Governor. PE delivery has improved considerably this year. Children's health, mental well-being and social skills were impacted negatively during the lockdowns and sport has helped tremendously with improving this.

The governors were satisfied with this and raised no further questions.

7. **Improvement Plan & Data Analysis**

The updated Improvement Plan has been made available to all governors. The main focuses were briefly discussed. EYFS shows that there is a good level of development with improvement from last year -73% (61% inc. ARB/EHCPs), Phonics is at 85% (79% with ARB/EHCPs). This demonstrates the positive impact of interventions for early reading / phonics. KS2 SATs results for Maths and Reading are due next week. Writing was a focus and has improved considerably at 76% (71% inc. ARB/EHCPs). The impact of The Literacy Tree has been noticeable this year with very positive feedback from staff and pupils. A wider range of writing genre has been met across sequences. Science is 69% (without ARB). There is funding available next year for additional tutors but the school will need to pay 50% (unlike this year which was only 25%). The impact of bespoke targeting for Y4 multiplication is evident with a positive 79% achievement (72% including ARB).

MF noted for new Governors' information that all published data includes pupils with ARB/EHCPs. This does make an impact as the majority of other primary schools do not have an ARB attached, which is important to bear in mind when analysing results.

The governors were satisfied with this and raised no questions nor challenges at this time.

8. **Curriculum**

MS visited the school as a Trust Director and discussed the curriculum with MF. The school are evidencing more "natural" links to consolidate learning. Rather than having an overarching termly theme, subjects are now being taught in their own right and where natural links occur they further embed knowledge.

Extracurricular activities include music, Lego, Fun-fit, coding. 55% of all pupils attend clubs (this includes SEN/PPG children). 100% of pupils have had additional enrichment like external visits, visitors, beach trips, first aid, Bikeability.

The Curriculum statement is up to date and is on the school website.

The governors congratulated MF and her team for the Kellogg's Breakfast Award of 'Best in the West'. This received substantial media coverage and the local radio station (Pirate FM) are running a webpage on it.

The governors were happy with this and had no questions at this time.

9. **Safeguarding**

PD has conducted a Safeguarding visit and his report is available for all governors to read. The SCR has been checked and all is in order. Prohibition checks will be implemented for all staff. The school holds a Safeguarding meeting every Monday.

The S157 has been submitted to the LA. The required Child in Care qualification is being queried.

10. **Review SEND and agree SEND local offer**

MF handed out copies of the existing SEND Policy for new governors. SEND will continue to be on the school Improvement Plan as there is such a high percentage of SEN children in the school. There are currently 19 EHPs and 31 children with SEN support (including SEN alert children this is 64% of the school population). **Is it taking longer to assess SEN children?** Yes, there is a higher level of more complex needs which requires more assessments and the involvement of outside agencies and specialists. The time to access these has increased and the waiting time for assessments and EHCP confirmation is considerably longer. A record of need is identified every year for every SEN child, highlighting how many in each year group, which allows for targeted support. **Is it difficult to identify the needs of some children?** Yes, it can be difficult to know the best next steps to support the child, therefore it's essential to work with SEN professionals to

make a diagnosis and strategies. The school puts measures in place while waiting for the diagnosis. Staff have good SEN knowledge and have been supported with CPD from SEN services this year.

11. **St Stephens' Pre-School / EYFS Statutory Framework**

The pre-school is going very well and is full. It is hoped that an apprentice will start in September. There is currently a high level of need at the pre-school and early SEN support is being accessed alongside Portage workers for key specific needs.

12. **Staff Matters**

- Views of Staff (survey/feedback) - the staff survey was very positive.
- Monitor welfare & workload, work/life balance - MF supports the well-being of all staff. Additional staff are needed, especially due to the very high level of need at the school. Behaviour requires a lot of support. There were 18 behaviour incidents in the autumn term and 5 in the summer term, which indicates that the school Behaviour Policy is working.
- Skills & Training - KW monitors staff training and all is up to date although more CPD is planned for the autumn term with ongoing links to the school SEF, Key Risks and Improvement Plan. Restraint training has taken place and the school works very hard to ensure that child restraint is not necessary. The school has a de-escalation area in case any child needs this.

BS apologised that he had to leave at 11.30am.

13. **Compliance**

Everything is 100% compliant and secure.

14. **Governor Monitoring & Training**

Monitoring/Visits and Working Groups

- Improvement Plan priorities (JH/PD) – completed
- PPG impact and provision for next year (JH/PD) – completed
- **PE impact and provision for next year(JH/PD) – GJ will monitor very soon– carry forward**
- Online Safety (JH/PD) – completed
- SEND (JH/PD) – PD visited the school and submitted a report
- Safeguarding (JH/PD) – completed and report submitted.

Agree Monitoring Visits and Working Groups for next term

- Improvement Plan priorities for next year (JH/MF)
- Curriculum (JH/MF)
- EYFS (JH/LG)
- Risk analysis to ascertain current top 3 risks (JH/MF)
- Safeguarding (PD)

Working party will take place in the first half of the autumn term. **MF will arrange dates.**

Governor Training Completed

Vision & Values training 30/1/23 – JH, MF, BS, GJ-

Child Protection – PD 24/4/23

E-Safety – PD 14/6/23

Equality & Diversity – JH 26/4/23

Safeguarding for Named Governors – PD 22/6/23.

GovernorHub / The Key

Governors to confirm access. JH and BS confirmed that they have access.

Skills Audits and Governor Roles (AC)

Skills Audit required from LG. Governors were requested to use GovernorHub/The Key for appropriate training or reading to fill any gaps in training if required.

Confirm governor roles - JH will cover the roles of SEND and also Equality, Diversity & Inclusion, PD - Safeguarding, GJ - P.E. and LG will cover PPG and EYFS, assisted by JH and MF.

15. **Chair's meeting with CEO**

The was a positive meeting. Items discussed included the new Curriculum strategy and metacognition. **How will metacognition be used?** It is intended to encourage the children to be more curious.

CPD was also discussed as it is very important for staff. MF keeps a log of staff CPD, linked to the school Improvement Plan, and will check to see what impact the CPD has had. KW is taking an NVQ in Learning and Behaviour. Two other staff are also currently undertaking NPQs. Three other staff are likely to start this training in September. **How is this training funded?** It's funded by the DfE.

The CEO is happy with the Pupil Survey. Concentration is to continue on SEN pupils. **How are the SEN pupils monitored?** The school SENCo keeps a check on the journey of the SEN pupils. The CEO encouraged governors to look for challenges and questions at LGB meetings.

16. **Policies due for Renewal**

SEND Policy due for renewal in September – carry forward

PHSE Policy due for renewal in September – carry forward.

17. **Any Other Business**

None.

18. **DONM**

The date of the next meeting is arranged for **Friday 1st December** at 10am.

The meeting closed at midday.

Ann Cullum

Local Governance Officer

Distribution List:

Joan Heaton	– Co-opted Governor (Chair)	Will Hermon	– Executive Head/CEO
Maura Furber	– Head Teacher	Steve Tavener	– Chair of Trust Board
Kathy Walsh	– Staff Governor		
Paul Dickens	– Co-opted Governor		
Bonnie Soanes	– Co-opted Governor		
Gary Jeffery	– Co-opted Governor		
Laurie Gutteridge	– Parent Governor		