

**MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON THE 8<sup>TH</sup> SEPTEMBER, 2022 at 4.30pm**

Composition of the Board

| NAME                   | TYPE OF GOVERNOR | END DATE OF OFFICE | DESIGNATED ROLE    |
|------------------------|------------------|--------------------|--------------------|
| Izzy Reid-Mackay (IRM) | Community        | 24.02.2026         | Chair              |
| Raksha Winter (RW)     | Community        | TBC                | Vice Chair         |
| Amelia Smith           |                  |                    | Headteacher        |
| Ann Paull (AP)         | Community        | 24.02.2026         |                    |
| Amanda Scott (AS)      | Community        | 18.05.2026         |                    |
| Karen Duggan (KD)      | Staff (Teaching) | 24.02.2026         |                    |
|                        |                  |                    |                    |
| <b>In Attendance</b>   |                  |                    |                    |
| Edward Booth (EB)      |                  |                    |                    |
| Dale George            |                  |                    | PA to Headteacher  |
| Naomi Grant (NG)       |                  |                    | Deputy Headteacher |
| Aisha Mussa (AM)       |                  |                    |                    |
| Bhavneeta Patel (BP))  |                  |                    |                    |
| Joanne Smith (JS)      |                  |                    |                    |
| Rachel Thomas (RT)     |                  |                    |                    |
| Grahame Killey         |                  |                    | Clerk              |

**AGENDA  
NON CONFIDENTIAL**

| ITEM NO | ITEM  | LEAD               | TIM E |
|---------|---|--------------------|-------|
| 1.      | <b>WELCOME AND APOLOGIES</b><br>The Clerk welcomed all Governors and school staff attendees and stated that he would be chairing the meeting until Agenda Item 3a, Election of Chair.<br><br>The absences of Graham Foster, Marie Bodycot, Samantha Coleman and Amy Law were noted. | Clerk              | 4.30  |
| 2.      | <b>DECLARATIONS OF INTERESTS</b><br>No additional declarations were made.   | ALL                |       |
| 3.      | <b>ELECTION OF CHAIR AND VICE-CHAIR</b><br>One nomination was received for the post of Chair and so IRM will be Chair for the academic year 2022-2023.<br><br>The Chair took over for the rest of the Meeting.  | Clerk<br><br>Chair |       |

|                  |  |                  |  |
|------------------|--|------------------|--|
|                  | <p>At the request of the Headteacher, the Agenda was changed so that the fourth agenda item covered the substantive item for the meeting, the School Improvement Plan and the Strategic Planning Wheel.</p>  |                  |  |
| <p><b>4.</b></p> | <p><b>SCHOOL IMPROVEMENT PLAN AND STRATEGIC PLANNING WHEEL</b></p> <p>The Headteacher distributed copies of the School Improvement Plan (SIP) for 2022-2023 and the Strategic Planning Wheel (SPW). Members of the Leadership Team would give short presentations on their sections of the SIP linked to the three main themes of the SPW, Teaching &amp; Learning, Culture and Lifelong Learning. The HT said this showed leadership involvement in delivery across the School.</p> <p>Governors were invited to ask questions during the presentations, but the SIP/SPW will also be an agenda item at the next LGB meeting if governors have any follow up questions on this detailed document.</p> <p>Section 1 - Teaching &amp; Learning (NG - DHT)</p> <p>NG provided an overview on the Zone of Learning in Section 1 – Teaching and Learning Action Plan which had been informed by a Ted Talk from Guy Claxton at the LIFE MAT Strategy Day. Tactics with specific actions, ZOL 1, ZOL 2 and ZOL 3 cover active challenge for learners; mastery of Maths and appropriate challenge for learners with scaffolding to support learners across core subjects.</p> <p>NG went on to outline the importance of Feedback in F1, F2 and F3 with a focus on providing feedback in lessons to ensure more timely input from learners and greater impact. In the section on developing learners as Good Writers as well as Good Speakers, NG spoke about oracy skills being embedded in the classroom, alongside new writing and phonic schemes with appropriate coaching and monitoring.</p> <p>Section 1 – Teaching &amp; Learning – Early Reading and Phonics</p> <p>JS provided an update on the 7 objectives in this section of the SIP. ERP1 has a focus on all staff being trained in the delivery of phonics using new scheme and online training, Little Wandle. ERP2 emphasises planned quality questioning with a focus on reading practice plus support with comprehension. ERP3 and ERP4 support consistency in reading practice in lessons and on-going monitoring of progress by the Reading Team using Little Wandle. ERP5 will ensure regular and rigorous assessment. ERP6 will improve the standard and enjoyment of reading amongst learners with ERP7 providing a focus on quality feedback and assessment,</p> <p>Section 1 – Teaching &amp; Learning – Reading</p> <p>Under Objectives R1 to R7, RT emphasised the link with Phonics in KS2 and highlighted the importance of CPD for staff with INSET days used to focus on what worked well and guided reading sessions. The monitoring and coaching</p> | <p><b>HT</b></p> |  |

session mentioned by JS in the previous section would also be important for new staff and to ensure that groupings of learners are appropriate.

There will be a link to the Strategic Planning Wheel with a focus on Inclusion with teacher assessment a key feature. There will also be an emphasis on increasing reading for pleasure and ways to encourage this outside school. The benefits of this across subjects was noted. The HT also noted RT's work in revamping the school library over the summer.

#### Section 1 – Teaching & Learning – Writing

BP gave an overview of this section on Objectives W1 to W6. The School's data in this area is relatively low. Work is being done with a consultant on planning and the curriculum with updates to schemes of work. Jo Puttick (Consultant) is working with teachers on planning lessons and ensuring expectations around grammar are high across all Years. BP clarified to Governors that Plazoom was the tool being used for this work.

Plazoom will help facilitate high quality lessons with more modelling and encouraging learners to 'have a go' with scope for early feedback and monitoring to ensure expectations for individual learners are being met in lessons. This will also feed into the Good Speakers and Writers objective outlined above.

#### Section 1 – Teaching & Learning – Maths

AM opened this section by emphasising the importance of planning to ensure the needs of all learners are met with a focus on delivery and support through feedback. 'Mastery' has been changed to the middle of lessons as part of this process and a range of resources will be used – visual material as well as written – to ensure learners understand the questions asked in Maths. Anchor Charts will be used so that learners 'know what they need to know' and can work independently to achieve goals.

Feedback is recognised as being key, especially instant feedback to inform work that is underway. Staff will continue to use CUBES as a tool to build problem-solving strategies into lessons across the School and Anchor Books will set high expectations for learners with a link to vocabulary which is so important in being able to understand and answer Maths questions.

#### Section 2 – Culture

KD gave a brief overview of this section and began with an update on the Team (Family Support Worker; Behaviour Mentor; SENCO; School Counsellor and a new member who will do some behaviour mentor/family support work). The aim this year is to further develop the Team, review practices, ensure a targeted approach to intervention, track progress of learners and move into the wider community, understanding the role of the School in this context. On the latter, the School has set up a uniform swap shop and is planning to set up a food bank.

|    |  |       |  |
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|    | <p>In relation to the Culture Action Plan, KD focussed on the Taught Values (TV1 toTV4) with the aim of encouraging positive behaviours outside School, as well as within it.</p> <p>Section 3 – Curriculum</p> <p>EB provided a brief overview of the Curriculum Action Plan. Units of work had been changed for History and Geography with the schemes of work for DT, Music, Art and PE also reviewed using KAPOW with a focus on teaching skills in these areas.</p> <p>Links to Lifelong Learning on the Strategic Planning Wheel are evident through the ability of learners to ‘affect their own change’ ie the children take the driving seat for their learning. Under the section on the tactic ‘CREW’, EB stated that learners would be fully engaged as ‘crew’ and not ‘passengers’. An example of this was in KS1 and KS2 where the CREW tactic had been used at the start of the day to help create the right environment for learning.</p> <p>In KS2, all learners have a Chromebook and use apps to set targets and review progress. This also provides an opportunity to ‘flip learning’, using the CREW tactic before lessons/at home and bringing this background into lessons, thereby giving the opportunity to go deeper into learning.</p> <p>There has also been investment in other resources such as Spelling Shed and Oracy. A 3D printer project is also going to provide opportunities to produce legacy pieces across the School and for learners to see the outcomes from their learning.</p> <p>The HT rounded off the presentations by stressing her role in supporting change but that this is also embedded in the leadership across the School. The important role of Governors was recognised and there will be another opportunity for Governors to re-visit the School Improvement Plan and Strategic Planning Wheel at the next LGB meeting.</p> <p>Governors also recognised the importance of monitoring the implementation of the SIP/SPW through governor visits and that these should capture both the ‘staff’ and ‘student voice’.</p> <p><b>Action: The HT asked Governor leads to contact the relevant School leader in relation to their ‘lead areas’ to set up school visits.</b></p> <p>At 5.45pm, this section of the meeting was concluded and EB, AM, BP, JS and RT left the meeting. Attention then focussed on the re-arranged items of business from the original agenda.</p> |       |  |
| 5. | <p><b>ELECTION OF VICE-CHAIR</b></p> <p>One nomination was received for the post of Vice Chair and so RW is Vice Chair for the academic year 2022-2023.</p>  | Chair |  |

| 6.   | <b>MINUTES OF LAST MEETING</b><br>The non-confidential minutes of the Governing Board meeting held on the 23 <sup>rd</sup> June 2022 were approved. |   |  |      | Chair |  |            |         |   |  |      |  |  |  |           |      |
|--|---|---|--|------|-------|--|------------|---------|---|--|------|--|--|--|-----------|------|
| 7.   | <b>MATTERS ARISING</b><br>To review and update actions from the previous meeting.   |   |  |      | Chair |  |            |         |   |  |      |  |  |  |           |      |
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| 23.06.2022   | 102   | Noted that Amy Rowley had not been at a meeting for some time. The Head (AS) will ask Ms Rowley if she wants to continue as staff governor. | HT                                       | ASAP |       |  |            |         |   |  |      |  |  |  |           |      |
| <p>Update – <b>Carried over to next meeting</b></p>  |   |   |  |      |       |  |            |         |   |  |      |  |  |  |           |      |
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| 23.06.2022   | 109.8   | A MAT Safeguarding Audit took place this term. Clerk to send out to governors.  | Clerk                                    | ASAP |       |  |            |         |   |  |      |  |  |  |           |      |
| <p>Update – <b>To be followed up after this meeting</b></p>  |   |   |  |      |       |  |            |         |   |  |      |  |  |  |           |      |
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| <p>Update – <b>Work underway in Governance Team. To be completed before the next LGB meeting.</b></p>  |   |   |  |      |       |  |            |         |   |  |      |  |  |  |           |      |
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| 23.06.2022   | 114.1   | Skills Audit – recirculate and remind Governors   | Clerk                                    | ASAP |       |  |            |         |   |  |      |  |  |  |           |      |
|  |   |   | Governors                                | ASAP |       |  |            |         |   |  |      |  |  |  |           |      |



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|-----|---|----|--|
|     |   |    |  |
| 9.  | <p><b>POLICY APPROVAL</b></p> <p>The Governors considered the following policy:</p> <ul style="list-style-type: none"> <li>- Safeguarding Policy 2022. Updated in line with guidance from the City Council to reflect new KCSIE as outlined by RT.</li> </ul> <p><b>RESOLVED:</b> the policy was approved.</p>  |    |  |
| 10. | <p><b>DATES &amp; TIMES OF MEETINGS FOR THE 2022 – 2023 ACADEMIC YEAR</b></p> <p>Governors noted the dates of meetings for the academic year, which are aligned with Trust Board meetings:</p> <ul style="list-style-type: none"> <li>● <b>6<sup>th</sup> October 2022; 1<sup>st</sup> December 2022</b></li> <li>● <b>26<sup>th</sup> January 2023; 16<sup>th</sup> March 2023; 11<sup>th</sup> May 2023; 6<sup>th</sup> July 2023</b></li> </ul> <p>All meetings will start at 4.30pm</p> | HT |  |

The meeting closed at 6.15pm and there was no confidential business.