St Thomas Primary School Local Governing Board

Minutes of the Local Governing Board meeting for St Thomas Primary School held at the school (with a virtual joining option) on Wednesday 25th September 2024 at 6pm.

Present:	*Jackie Evans (JE)	Dan Jenkins (DJ) Headteacher
	Martin Bell (MB)	*Tamara Al-Khalili (TA)
	Chris Edwards (CE) Chair	*Totty Brobyn (TB)
	Alice Evans (AE)	
	*Sarah Sukkum (SS)	
In Attendance:	*Anna Cooksey (Clk) Governance Professional	
	Rachel Shaw (RS) Trust CEO	

*Indicates remote attendance via Microsoft Teams

Item	Details of Discussion	Decision or Action
1.	**Welcome, Apologies and Consent** MB welcomed governors to the meeting, which would be the only in person meeting other than the final one of the year. Apologies were received from Evonne Pavey and Georgia Martin. Allan Hart was not present. Governors consented to these absences.	
2.	**Declarations of Interest** There were no declarations of interest pertaining to any items on the agenda. Governors were reminded of the requirement to complete their declarations on the Hub.	
3.	**Local Governing Board Matters** Gaps in Lead roles today following the stepping down of Alice / Jill / Chris. Need to talk about recruiting some new governors. DJ confirmed it could go on the newsletter – not a parent necessarily. CE asked TA about staying on past November 24. TA confirmed yes to staying. The board would be left with 2 community vacancies. Alice asked if any gaps in the trust? DJ will discuss with the HTs from the Trust RS asked if the groups that have worked with the school? Theatre groups? DJ confirmed part of the funding from arts council. CE confirmed this would be positive **3.1 Governing Board Membership changes.** This was AE's last meeting. CE thanked for all her input in the past. DJ reiterated that AE's challenge had been welcome on the GB and would be missed.	

	3.2 Election or re-election of Chair/Vice Chair CE offered to undertake a Co-chair role alongside MB. CE had valued the support of MB to this point, particularly in organising meetings as this can be a lot of work. CE reminded Governors they still would need to consider a permanent chair during this year ahead of next year, when CE will step down. RS – confirmed this to be a good solution and would support succession planning ahead of next September. CE confirmed coaching was taking place and this had been very beneficial. **Governors voted unanimously for the Co-Chair of CE and MB** **3.3 Establish named Governor Roles and Designation for 2024/25 & Consider vacancies to fill and recruitment.** CE highlighted following the resignation of JN the responsibility of lead of curriculum and numeracy and STEM was empty. DJ will ask AH as currently the shadow governor. MB – asked who would be AH's shadow? CE asked if anyone has experience in STEM? No volunteers at this stage. CE confirmed the areas to be allocated – • SEND Shadow • Staff wellbeing and attendance Shadow governor • Governor comms parents and community • STEM and numeracy CE offered to be a shadow in STEM or SEND if necessary. TB offered to be Staff Wellbeing and attendance shadow. MB asked for the short term risks for not filling these roles? CE confirmed no immediate risk as all areas still have at least one governor. RS suggested that Governors are allocated by the school and if they wish to swap around that could be managed by individuals. CE/MB – will circulate the allocated list of responsibilities before the next meeting. **3.4 KCSIE Training** Governors were reminded of the need to complete this training and record on the Hub. This would be tracked by the Co-Chairs prior to the following meeting. **3.5 Safeguarding annual training** Governors were reminded of the need to complete this training and record on the Hub.	**Action:** CE/MB to circulate updated governor lead role allocations.
4.	**Minutes of the previous meeting Wednesday 19th July 2024** The minutes of 19.07.2024 were **approved** as a true record of the meeting.	**Decision:** Minutes 19.07.2024 **approved**
	Matters Arising:	

Agenda item	Action	By Whom	When
5	CE to email SEND Information Report updates to DJ/SC	CE	Complete

5	KS to provide figures for percentage of PP and SEND pupils attending afterschool sports clubs	KS	Complete	
9	DJ to send the latest version of the SEND policy by email and governors would approve remotely.	DJ	Complete	
9	DJ to report the publishing of a governor's email on a policy as a low-level data breech	DJ	Complete	
10	Feedback to local community Hub about lack of facilities for children and teenagers in the area	DJ	Next Meeting	
14	To finalise six meeting dates for the new academic year	RS/CE	Complete	

5. Headteacher's Update

5.1 Headteacher Update

DJ presented a PowerPoint to governors, with a formal update.

- DJ updated the Governors with the results on the Staff Well Being Survey, the detail would be shared at the following meeting. DJ was most pleased with the improvements in communication in a timely manner – from 2.7 to 4 in the period of two years. 50% of staff had completed the survey.

- Regarding the Key Stage 2 results, DJ confirmed that 6 children had joined the cohort within the previous 24 months with no or little English. DJ had tried to disapply these from the SATS – 3 were disapplied and 3 were not, as they were English speaking but not at home. The children were incredibly close to being at standard but just missed out, despite all the interventions undertaken.

- OPAL had been a significant success, there was an upcoming open day for other schools.

- The gap between SEND and disadvantaged children and non-disadvantaged in Reading and Writing had reduced, due to the targeted teaching.

- OAIP was in place to allow the SEND resources for all children e.g. coloured overlays and fidget toys. After a short time the children tended to put the items back if they didn't specifically need them.

- There had been no positive movement in Maths, so this was to be a priority particularly across Key Stage 1.

CE asked why the Pupil Premium statement showed the Gap expanding in writing?
DJ confirmed this was the case. This was linked to the priority of Oracy.

- External suspensions had decreased significantly
- Next steps were to be OPAL, Oracy in School, Maths, OAIP provision, Teaching school and Careers related learning project e.g. dress as your dream job day with people coming in to school to challenge gender stereotypes.
- KS would be on maternity leave as of December

CE asked how the SDP would be actioned during this time?
DJ had spent considerable time understanding the capacities and responsibilities to not lose momentum. This would affect DJ's capacity, but plans were in place.

- 27% of transient pupils was a challenge to the school, this was due to no obvious reason other than logistical change for families not due to families being dissatisfied. It had caused a challenge with tracking data over time.

	CE asked about the national total pupil figures for clarity? RS confirmed this was due to an imbalance of girls and boys. CE asked for the plan to reduce persistent absenteeism? DJ confirmed that two children the previous year had affected the results, they had had significant support and were now at 100% attendance. CE asked why writing was no longer a focus? DJ and RS had met that day and decided the SDP would be updated with a writing lense, including a focus on Oracy. DJ was to undertake learning walks, checking for consistent application. • DJ highlighted to Governors the uptake increase for the after school clubs. Pupils had been invited to the 100th anniversary of the methodist church, Christmas decoration club, school had covered the cost of 4 pupil premium children. AE asked why the clubs are always on a Wednesday, and could it be noted the After School Club was more expensive than others in the area? DJ confirmed the after school club is independent of the school, so could not be swayed on costs. The reason for Wednesdays for clubs is due to staffing, the time is so limited to allow all the staff to work together after schools. RS confirmed parents could be reminded the club is independent, it would be school preference to run the club themselves but had to regard the local company. DJ confirmed the after school club is an outstanding provision. AE asked if school had begun tours around the school, and if the prospective parents questioned why the SATS were lower this year? DJ confirmed in the past two years of parent tours, they had never asked about SATS. The emphasis is on whole child learning and wellbeing. AE asked about the resources for all, and congratulated the school on this. Would it be possible for this to continue for children once they reach high school? DJ confirmed it would be discussed at transition meetings. RS confirmed the Trust is working to strengthen the links with the High Schools, and the Headteachers were beginning to sit on the boards to improve transition work. <u>School Development Plan –</u> CE confirmed the monitoring section was very helpful, and reminded Governors it was their responsibility to keep on top of the governors' visits and reports. CE commented there needed to be an Oracy governor, could it be merged? DJ confirmed it sits naturally in the literacy lead. Governors agreed. **Governors approved the School Development Plan.**	**Decision:** Governors approved the School Development Plan
6.	**Pupil and Staff Wellbeing** Nothing further to discuss. The survey results would be presented at the next meeting.	**Action:** DJ to present wellbeing results.
7.	**Safeguarding Update** TB would be visiting on 27th November 2024, to undertake a Safeguarding Audit and CE would shadow.	

	DJ advised the DSL would like to complete a level 4 complex qualification to benefit the whole school.	
8.	**Sports Premium funding.** Report previously circulated on the Hub. The strategy was published on the school website. CE asked if the formation of the girl's football team had been completed? DJ confirmed yes it had and the team were excellent.	
9.	**Policy Review.** Governors noted the Trust wide policies. Safeguarding Policy – **APPROVED** Schools' admissions policy – **APPROVED** Equality Statement – **APPROVED with the update to KAPOW** Pupil Premium – **APPROVED CE will come in to discuss strategies for reducing the Gap in Writing.** ACTION: Clerks to check the policy renewal sheet each meeting to add the policies to the agenda.	**ACTION:** Clerk to add policies to agendas.
10.	**Governor Monitoring** No reports had been shared. SS would undertake a SEND visit to talk through the plan, had agreed future visits and was keen to consider pupil voice. Learning walks were to be undertaken, there was a plan to be included in the report. SS asked Governors how they felt about an anonymous survey to see what the parents say? DJ confirmed this to be a great idea. Governors noted the requirement to ensure the website was compliant. They noted the DfE list to check against. AE would complete this.	**ACTION:** AE to complete website compliance check.
11.	**Governor Training and Development:** Nothing to report. RS confirmed there had been effective neuro diversity training, very popular and new staff had welcomed this. RS confirmed the values for the Trust, there had been no progress on the potential name change.	
12.	**Communication with Trust Board** CE asked for the Chair's forum dates? RS confirmed the dates would be issued to CE and MB. RS confirmed the Trust was waiting for the government direction to become clear. DJ noted the positive changes by Ofsted were a good sign.	

13.	**Risks and Opportunities** Links with parents and communities DJ would issue a parent questionnaire to increase parent engagement and support, to enhance the ability to measure impact. CE asked for the first meeting to be added to the newsletter. DJ would introduce the SDP priorities and Governor approval.	
14.	**Any other business** DJ thanked AE for all the hard work, the input at meetings had been invaluable.	
15.	**Next meeting date** 27th November 2024 6pm – **VIRTUAL** 22nd January 2025 6pm – **VIRTUAL** 26th March 2025 6pm – **VIRTUAL** 4th June 2025 6pm – **VIRTUAL** 16th July 2025 6pm – **FACE TO FACE**	

The meeting closed at 7.59pm

Agenda item	Action	By Whom	When
3	CE/MB to circulate updated governor lead role allocations.	CE/MB	Next meeting
6	DJ to present staff wellbeing results	DJ	Next meeting
9	Clerk to add policies to future agendas	Clerk	Ongoing
10	AE to complete website compliance check.	AE	ASAP