



Monks Orchard Primary School – Local Governing Body  
The Glade, Croydon, CR0 7UF

Minutes of the LGB Meeting  
Thursday 31 January 2019 at 7.00pm

Governor	Position	Attendance
Bhavik Davda (BD)	Appointed Governor	Apologies
Guy Fairbairn (Head)	Head Teacher	Present
Karen Hart (KH)	Staff Governor	Apologies
Sony Nair (CofG)	Appointed Governor, Chair	Present
Jan Payne (JP)	Appointed Governor	Present
Debi Roberts (DR)	Appointed Governor, Vice Chair	Present until 8.30pm
Kenan Sonar (KS)	Staff Governor	Present
Tanya Williams (TW)	Parent Governor	Apologies
Rosita Wilson (RW)	Parent Governor	Present
<b>Also attending</b>		
Amanda Bennett (AB)	Teacher (Year 5)	Present
Lynn Bruce (Clerk)	Governance Clerk	Present
Ellen Crowfoot (EC)	Assistant Head Teacher, EYFS & KS1	Present
RoseAnne Ellis (RE)	Chair of the Board	Present
Rebecca Green (RG)	Teacher (Year 6)	Present
Ros Sandell (RS)	Executive Head Teacher	Present

Item	Topic	Action
1.	<b>Welcome</b> The Chair opened the meeting and welcomed everyone especially Amanda, Ellen and Rebecca.	
2.	<b>Apologies and Quorum</b> Governors received and accepted apologies for absence from Bhavik Davda (Personal), Karen Hart (unwell) and Tanya Williams (unwell).  The quorum for this meeting is one third of membership therefore the Chair confirmed the meeting to be quorate.	
3.	<b>Declaration of Pecuniary, Business or Personal Interests</b> Governors were asked to declare any pecuniary, business or personal interests they may have regarding this agenda. None were declared.	
4.	<b>Minutes of 27 September 2018 and 18 October 2018</b> Governors agreed and approved minutes of the meetings held on 27 September 2018 (Pre-FACT – Part B) and 18 October 2018 to be a correct record of each meeting.  The CofG signed both sets of minutes and gave them to the Head for the school file.  <b>Action Points</b> The Trust Governor (TTG) profile page to be completed. <b>Action: KH &amp; TW</b>	1



	<p>To complete both skills audit and self-assessment areas on TTG. <b>Action: KH &amp; TW</b></p> <p>DBS to be completed for TW. <b>Action: Clerk to chase school office.</b></p> <p>DBS number to be added to TTG. <b>Action: Clerk</b></p> <p>Governors with same link responsibilities to be linked across the Trust. <b>Action: RS</b></p> <p>Acceptable Behaviour by Parents Policy to be agreed by the Board. <b>Action: Clerk</b></p> <p>All other action points were completed.</p>	<p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>
5.	<p><b>Other Reports</b> There have been two visits since the last meeting.</p> <p>The draft report for the School Link Adviser visit was available for Governors to see. Governors noted targets had been set for years 2, 5 and 6. Year 6 targets are ambitious however they have been set with KS1 data and Fisher Family Trust (FFT) predictions in mind.</p> <p>The SPRM meeting took place with Joyce Lydford and year 5 targets were adjusted as they were ambitious but not entirely realistic.</p> <p>Q: Have the LA yet been into school to moderate EYFS and KS1 and make judgements? A: Yes, last year for EYFS. EC is an LA moderator for other schools.</p> <p>Q: Do Phonics get moderated? A: Yes, in the form of a 'drop in' but it has not taken place at the school for some time. Years 2 and 6 were moderated in the 2016/17 academic year.</p>	
6.	<p><b>Local Governing Body Business</b> There are no changes to LGB's membership.</p> <p>Governors agreed the Link Governor roles for 2018-19 Safeguarding - BD SEND/Inclusion - JP Curriculum - RW Pupil Premium - DR Website – SN <b>Action: Clerk to update TTG.</b></p> <p><b>Website</b> Governors noted the statutory information is on the school website including the Trust's Scheme of Delegation.</p>	7



	<p>Governors noted that Governor details on Get Information About Schools (GIAS) is up to date.</p> <p><b>Training</b> Governors noted the 2018/19 annual training programme can be viewed and booked at <a href="http://sla.octavopartnership.org/Courses">http://sla.octavopartnership.org/Courses</a></p> <p>The CofG reported he attended the course (Supporting Able Learners) with other CofGs from the Trust. The Clerk advised Governors that there is an area on TTG to capture training courses attended and the number of hours each Governor has completed for training each year.</p> <p>Governors noted the bespoke training hosted by Rowdown Primary School on 13 March 2019 at 6pm.</p>	
7.	<p><b>Head Teacher's report.</b> The Head invited questions on the report previously uploaded to TTG.</p> <p>There is now an approved moderator across the Trust.</p> <p>The ongoing teacher peer visits are targeted visits and is not a general programme for all teachers as yet.</p> <p>All staff with leadership responsibilities have attended hubs with their peers.</p> <p>Q: Do staff organise this themselves within their hub? A: Yes, they organise themselves and who will take the weekly lead.</p> <p>The agreed RE syllabus has now been published on the website. Work has started on how RE will look in the future across the Trust. The next twilight meeting will have a curriculum focus.</p> <p><b>Staffing</b> The new Senior Leadership Team (SLT) is up and running and they were complimented at the SPRM meeting. James Taylor has taken the Interim Deputy role.</p> <p>The Year 4 re-organisation is going well, progress shows the children have settled well.</p> <p>The Early Years Educator (EYE) has been replaced by a Teaching Assistant (TA) and this too is working well.</p> <p>The supply teacher for Reception class left. No replacement has yet been found therefore the current Nursery teacher will move to Reception after half-term as the Nursery Team are strong and will be able to cover the change well.</p>	



The Year 3 cohort will be re-organised (due to long term sickness) by reducing classes from three to two. Letters have gone to parents and a consultation meeting is scheduled.

Q: Will TA support be increased?

A: There will be three full time adults in each class (one 1:1). This is accounted for within the budget.

Q: How do the Teachers feel about the support and changes?

A: They are fine with all changes and acknowledge this is best for the children.

Q: Could the LA send more children for these year groups?

A: Yes, only if there are spaces, these classes are over-subscribed.

The parents that have been spoken with are supportive with proposed plans to move children into Year 2 classes. This is ahead of the move planned for September.

#### **Behaviour**

This new behaviour system is working well. EC is monitoring behaviour and will meet with parents should it be necessary. The number of sanctions has reduced since the introduction of the system.

Q: Is it possible to see tracking data for the next meeting?

A: Yes. **Action: EC**

8

Q: Do all teachers apply the same sanctions?

A: Yes, they do now.

#### **Exclusions**

There have been 10 exclusions so far this year (3 children). One child has since left, another will get additional support for specific needs.

The school is looking at employing a Family Liaison Officer (FLO) for four days each week. Early Help thresholds have become higher therefore many applications have been turned down by the LA.

#### **Data**

Current data shows that around 65% to 75% of children are working at age-related expectations. Within the review meeting, it is clear that some children are one point below their target. There will be moderation reviews with teachers to identify clear steps for those children to move on. PPA work will include targets and interventions. Vulnerable groups have been identified (White British Boys-WBB and Pupil Premium Group - PPG). Different ways to target these groups are being looked at. Curriculum topics will be assessed to ensure they are exciting enough to inform writing. Differentiation in Maths is also a focus.





	<p>There has been a lot of work completed for Writing and a greater understanding is now in place. Accuracy sessions have been introduced. Some improvements have been seen already.</p> <p>Years 5 and 6 work together with targeted intervention groups. Maths are grouped by needs and writing with small groups focussing on accuracy. There are some issues around times tables and a challenge was launched across the school. Year one will re-launch their rapid recall scheme to help children below expected levels to grasp what is needed. Raising the profile of reading is also a focus.</p> <p>Q: Are there adequate reading materials available to stimulate and challenge the children? A: Yes, there is an audit in place across the Trust to ensure all schools have the right level of resources.</p> <p>Year 6 attainment is below where it should be at;</p> <ul style="list-style-type: none"> <li>• Reading 55%</li> <li>• Writing 34% and</li> <li>• Maths 52%.</li> </ul> <p>Around 34% of children are working at one point below target. A strategy meeting was held to address the issues. There will be a literacy programme, slowing down writing to ensure it becomes high quality. After school boosters will take place.</p> <p><b>Attendance</b> Persistent Absences (PA) is complex around safeguarding, housing and holidays. Governors noted 20 cases had closed since the last meeting. WPA reports have recently changed from other schools.</p> <p><b>Admission Policy 2020/21 Consultation</b> There was one comment made therefore those consulted are in support of the changes. <b>Action:</b> Head to notify LA of changes.</p>	9
8.	<p><b>Report from the Chair</b> The Chair had no correspondence to share and had not taken any action on behalf of the LGB since the last meeting.</p>	
9.	<p><b>Safeguarding</b> There is still a high case load with the Children’s Services circumstances unchanged. There is a high level of staff turnover within SSD.</p> <p>There is a new safeguarding monitoring system now being used by SLT (CPOMS) for all safe safeguarding issues.</p> <p>All staff will get training however there are different levels for Safeguarding Leads, teachers and other staff.</p>	



Monks Orchard Primary School – Local Governing Body  
The Glade, Croydon, CR0 7UF


	DR left the meeting at this point.																					
10.	<b>Health and Safety and Premises Management</b> The Health and Safety Audit and Fire Safety assessment has taken place.																					
11.	<b>Policy Documentation</b> Governors noted, reviewed and approved <ul style="list-style-type: none"> <li>• Admissions Policy 2020/21;</li> <li>• Attendance Policy;</li> <li>• Curriculum Policy and</li> <li>• Noted Safeguarding Policy will be reviewed in May.</li> </ul> <p>All approved policies will be added to TTG policy section with review dates. <b>Action:</b> Clerk.</p>	10																				
12.	<b>DfE</b> Governors noted the links provided.																					
13.	<b>Future meetings</b> Governors noted future LGB meeting dates <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th>Fairchildes 6.15pm</th> <th>Monks Orchard 7pm</th> <th>Rowdown 6pm</th> <th>FPA/Board 5.30pm &amp; 6.30pm</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">27 Mar 2019</td> </tr> <tr> <td>Joint Training 13 Mar 2019</td> <td>Joint Training 13 Mar 2019</td> <td>Joint Training 13 Mar 2019</td> <td>Joint Training 13 Mar 2019</td> </tr> <tr> <td>30 Apr 2019</td> <td>25 Apr 2019</td> <td>29 Apr 2019</td> <td>15 May 2019</td> </tr> <tr> <td>09 Jul 2019</td> <td>18 Jul 2019</td> <td>15 Jul 2019</td> <td>17 Jul 2019</td> </tr> </tbody> </table>	Fairchildes 6.15pm	Monks Orchard 7pm	Rowdown 6pm	FPA/Board 5.30pm & 6.30pm				27 Mar 2019	Joint Training 13 Mar 2019	Joint Training 13 Mar 2019	Joint Training 13 Mar 2019	Joint Training 13 Mar 2019	30 Apr 2019	25 Apr 2019	29 Apr 2019	15 May 2019	09 Jul 2019	18 Jul 2019	15 Jul 2019	17 Jul 2019	
Fairchildes 6.15pm	Monks Orchard 7pm	Rowdown 6pm	FPA/Board 5.30pm & 6.30pm																			
			27 Mar 2019																			
Joint Training 13 Mar 2019	Joint Training 13 Mar 2019	Joint Training 13 Mar 2019	Joint Training 13 Mar 2019																			
30 Apr 2019	25 Apr 2019	29 Apr 2019	15 May 2019																			
09 Jul 2019	18 Jul 2019	15 Jul 2019	17 Jul 2019																			
14.	<b>Publication of Minutes</b> Governors agreed there were no items declared confidential and recorded under Part B - 'confidential items'.																					
15.	<b>Closure</b> There being no further business to discuss, the Chair closed the meeting at 8.40pm.																					

Item	Action Point	Lead
1.	To complete the 'my profile' page on TTG.	KH & TW
2.	To complete skills audit and self-assessment via TTG.	KH & TW
3.	To chase DBS for TW.	Clerk
4.	To request DBS numbers from the SBM	Clerk
5.	Governors with same link responsibility to be linked across the Trust	RS



Monks Orchard Primary School – Local Governing Body  
The Glade, Croydon, CR0 7UF

6.	Acceptable Behaviour by Parent Policy to be created by the Board.	Clerk
7.	Add Governor Link responsibilities to TTG	Clerk
8.	To provide behaviour tracking data for the next meeting	EC
9.	Notify LA of changes to Admissions Policy	Head
10.	Approved Policies to TTG Policy review section	Clerk

To confirm that these minutes are a true and accurate record of the meeting.	
Chair's signature	
Chair's name	SONY NAIR
Date	25/04/19

