



MINUTES OF A MEETING OF THE COMPTON LOCAL SCHOOL COMMITTEE (LSC)
HELD AT THE SCHOOL ON THURSDAY 8TH JULY 2021 AT 3:30 PM



Members attending: Ali Avery, David Bertwistle (HoS), Richard Christmas, Carolyn Costello, Sarah Hill (chair), Rev Lindsay Yates.

Also attending: Pippa Bass (clerk).

1. Welcome and apologies for absence

SH welcomed everyone to the meeting. Apologies were accepted from Vicky Elms.

2. Declarations of interest

None.

3. Minutes of the last meeting & matters arising

The minutes of the previous meeting held on 20th May 2021 were approved. Members noted the DVSF FGB draft minutes. The outstanding actions were reviewed:

Ref	Who	Action
20.05.2021-4c	NR	Provide AA and LY with an introduction to TTG. Complete for LY but not for AA. The clerk will contact NR.
20.05.2021-6	VE	Circulate a summary of the committee member responsibilities and identify any gaps. Complete, the minutes of the last meeting provided a summary of responsibilities.

4. Members' responsibilities

- a. AA and LY kindly provided their personal details for the clerk to forward to WSCC to record them as Associate members. RC suggested Carol Crews would be a good addition to the committee as a staff member, SH agreed to speak with Carol.
- b. AA and LY confirmed their DBS checks had been done.
- c. CC agreed to arrange an H&S site walk round in September, LY would accompany her.
- d. AA had not yet discussed the website with Ed Platt (DVSF lead governor for marketing/comms). DB reported that Ed had now received quotes from IT suppliers for updating the three school websites, but the c£6k cost was expensive. Members discussed various ways to improve the current website at low cost, for example, adding drone video clips. Everyone agreed that the federation needed a website landing page, which linked to each schools' website. SH confirmed that the subject would be discussed at the next DVSF board of governors meeting

5. Head of school report

DB provided his HoS report – see Annex A. Members thanked DB for his report and raised the following queries:

Q Will the sports coach work with girls as well as boys?

A Yes.

Q Will you pass on our thanks and 'well done' to the teachers following your observations?

A Yes, I will do that.

Q Where will Jackie Brown be based when she is in school?

A She will probably be working in class with the children.

Q Will the new phonics scheme be used across all three schools?

A No, it is just for this school.

Q It was pleasing to hear from interview candidates that one of the reasons they chose to apply was that they were keen to work in a federation. Staff appear to be happy, with a real sense of purpose, the improvement is tangible. Has this had an impact on the children?

- A** Yes. Our LA advisor also asked if the new buzz around the school had impacted the children. We showed her the children's maths and English books to evidence the improvement.
- Q** The most important thing now is to bring in more children, with the resulting increased income and opportunity to increase staffing. What is your strategy for open days?
- A** I always offer individual show rounds so that prospective parents are free to talk about their children.
- Q** What can we do to advertise more widely that we're here? Newspaper articles, for example?
- A** In terms of things we can advertise, such as school trips, the board of governors are considering leasing a minibus, which would be really useful to transport children between the schools and on trips. We could potentially put advertising banners on the sides of the minibus.

6. DVSF vision, values, ethos

SH explained how the governors had been working on a new mission, vision statement and set of values for the federation. The committee reviewed the workshop outputs and next steps. DB explained that the school logos would be adjusted to use the new wording (Excite, Engage, Include), and the vision and values would be permeated throughout the school. Ideas included developing a new school prayer or school song. Everyone agreed the vision and values were good, and LY agreed to incorporate these into assemblies.

7. Policies

- a. The joint Health and Safety policy was approved.
- b. DB proposed that the school's uniform policy is re-worked and agreed to circulate a revised draft for the committee to review.

8. Staff survey

The committee reviewed the survey results and discussed the point about making better use of the outside areas. The garden outside the library needs tidying up and could become a well-being garden. AA offered funding from the PTA to help create a calming space. DB thanked AA and agreed to take this forward with staff.

9. PTA update

AA summarised the various fund-raising activities that had been organised this year, for example the online auction. DB suggested asking staff for their wish list and agreed to provide a list of proposals for the PTA to consider. DB informed the committee that the village shop planned to hold an Xmas Fair on 18th December 2021 with all the proceeds coming to the school.

10. Update on school involvement with church project

LY explained the current ideas for involving the children at Up Marden church. Transporting the children to the church would be easy with a minibus. DB agreed to ask the 'history man' to design a project for LY and trustees to consider.

11. Dates of future meetings

The committee agreed to meet informally on Wednesday 29th September 2021 at 3:30pm to progress the various ideas for marketing and promotion of the school. The next committee meeting is scheduled for Thursday 11th November 2021 at 3:30pm.

ACTIONS:

Ref	Who	Action	By when
2021.07.08-4a	SH	Speak with Carol Crews about joining the committee as a staff member.	11.11.2021
2021.07.08-4c	CC	Arrange an H&S site walk round in September, LY to accompany.	11.11.2021
2021.07.08-7b	DB	Revise the school's uniform policy and circulate to the committee for review.	Start of next term

2021.07.08-8	DB	Discuss with staff tidying up the garden outside the library to create a well-being garden with inputs from the PTA.	11.11.2021
2021.07.08-9	DB	Ask staff for their wish list of improvements and provide a list of proposals for the PTA to consider.	11.11.2021
2021.07.08-10	DB	Ask the 'history man' to design a project for LY and trustees to consider.	11.11.2021

Compton and Up Marden CE Primary School
HoS Report for the Local School Committee Meeting 08/07/21

With only just over two weeks to go until the end of the school year, end of term activities are in full flow.

Continued Covid restrictions after **21st June** have meant that some of the plans that the Friends and the school were putting in place have had to be cancelled. Some smaller events are being held and I was delighted that Buzzards Class were able to make a pilgrimage to **Up Marden Church** on Tuesday. Our (second) Sports Festival will take place on the **9th July**. Parents are invited, but have to remain socially distanced in groups of no more than thirty. I hope it will be drier than Rogate's Sports Day on Tuesday!

Staff, who, at the beginning of term, were initially concentrating on reintegrating the children back into school life, being with their friends, forming relationships and having fun, have continued this but with an eye on transition to the next year group. This is particularly important for our year 6 children, who will be moving to new schools. Richard's focus has been developing their writing and maths skills, sometimes through independent project work, which are aimed at increasing confidence and self-esteem and getting the children ready for year 7. I have been delighted to teach in Buzzard class this half term.

Covid measures in class and school organisation

We are still implementing the Covid measures, as per the guidance. We are, I am delighted to say, allowed to have parents in for our Sports Festival. There have been visitors into school to present history days in some classes and music lessons, provided by outside agencies, have resumed. By the **12th July**, we should know whether we will be fully unlocked for the last two days of term. However, in reality, it will be September at the earliest that the relaxation of the restrictions will be put in place.

Staffing

As you are aware, the decision has been taken by Governors to continue with four classes next year. We must be mindful that the school is currently only funded for three classes and if we are to continue with this structure we must attract more children to the school.

In September the class structure will look like this:

Hedgehogs	Owls	Foxes	Buzzards
Year R	Years 1 and 2	Years 3 and 4	Years 5 and 6
Hayley Smith/Sarah McLachlan Christine Francis	Amy Stevens Jo Valentine	Sam Cain/Andrea Taylor Margaret Jury	Richard Christmas Pauline Scott Jackie Brown
Number in class 13	Number in class 11	Number in class 16	Number in class 22

Neil, Sarah, Paul, Steph and I held interviews for a new teacher for **Fox Class**. I was overwhelmed with the 25 applications we received, and shortlisting was particularly difficult. At the end of the day of interviews we decided that we would continue to employ **Andrea Taylor** to provide continuity for the class and **Sam Cain**, a newly qualified teacher. Sam has just graduated from Chichester University and is passionate about PE and history. He impressed the interview panel with his enthusiasm and creative thinking. He will be a great asset to the school. As an ECT (Early Career Teacher) he is entitled to a day a week to plan, reflect and assess. He will also provide cover for Richard for a day a week.

We have also increased our TA hours by employing an additional Learning Support Assistant for two days a week. **Jackie Brown** is a trained ELSA and a highly experienced TA (who bears a strange resemblance to Paul's wife!). She will provide emotional support and focused interventions in key stage 2.

Ollie Pearce will join the school for a day a week in September to provide additional PE lessons. Ollie is a semi-professional football player and a level 3 coach who has worked at Rake and Rogate for a number of years.

Hayley and Sarah have carried out home visits to all of the new children starting in September. Some parents already have children here and, of those who haven't, only one had been able to come and walk round the school. The others said they had chosen Compton School because of all the good things they had heard about us.

We have now had three out of four class open mornings (Buzzard Class is tomorrow). These have been well received and 88% of children had at least one parent visit. Now that it looks like the Covid-19 restrictions will be lifted I hope to have more opportunities for parents to visit the school.

Miss Jessy has signed the contract for the nursery and has taken possession of Badgers class. She has been cleaning and decorating. In September she will open for breakfast, after school and her nursery.

Quality of the Curriculum

I have continued to monitor the quality of the curriculum, teaching and learning, through classroom observations, learning walks and data analysis. Every teacher has been observed twice this term and at present all lessons observed have been graded as good with 25% being graded as outstanding.

After the success of this term's governor visits, I plan to arrange further dates next term for governors/associates to join me on learning walks and pupil voice sessions.

There has not been the overall coverage of the curriculum that we might have expected in a normal year, but staff have covered a great deal, considering the amount of time lost, and have been filling gaps where necessary.

We have sent out letters informing parents that there will be a residential trip, for year 5 and 6, to Fairthorne Manor in September. This will be subject to further relaxing of the Covid restrictions before then. All three DVSF schools will go at the same time, but will stay in separate or self-contained buildings.

We have decided that the school needs to invest in a new phonics scheme. The government has recently published a list of recommended schemes for schools to follow. It is likely that the cost of a new scheme will be £6,500.

Every subject leader has devised and presented a subject action plan. I have been impressed with the knowledge of the teachers and their commitment to their subject. I plan to share these with Sarah, as the curriculum lead governor, although realistically this will have to be in September. The action plans will form important information for Ofsted.

Assessment

Teachers have used spelling and reading tests and assessment documents to continue to monitor progress in these areas.

Governors have carried out an assessment review today to look at how we use assessment to monitor teaching and learning.

The summer term data will be collected and analysed over the next two weeks. Teachers will have access to the assessment spreadsheets of the other classes, which will show the curriculum coverage over the past two years and highlight any gaps that still need to be filled next year.

SLT

The SLT continues to manage the three schools in the federation. The time that we spend in each school will be reviewed for the autumn term. I am growing increasingly concerned with the health and wellbeing of the heads of school and I will be raising this with the full governing board.

Safeguarding

We have delivered the **NSPCC Speak Out. Stay Safe. Assembly** to all children. This is an alternative to having representatives in school and includes a video presentation, Powerpoint and classroom activities to encourage children speak up about safeguarding issues.

We have no children on Early Help plans and no Children's Services interventions.

The safeguarding audit has been completed by our safeguarding governor (Rita) with some follow-up required, particularly on the SCR and relevant staff training. This has been actioned from records kept.

Christian Ethos Committee

At a recent **Vision and Values** meeting, we began the process of reviewing vision and values for the federation of schools and making them consistent across the schools without each school losing its individuality.

At last week's Christian Ethos committee meeting, we narrowed down about fifteen Christian values to a top five. The vision and values working party then met to add more detail to each of the values so that they can be made relevant for the children and permeate all areas of the school.

Community Links

Lindsay, our rector, has delivered one face to face assembly, which was quite moving. Sadly, Covid restrictions were then tightened and she has not been able to return, but she is still conducting virtual assemblies.

A quick reflection on yesterday: At 9.00am the parents of Fox Class came in for a 'Stay and Play'. The children helped them to make 3D flowers and explained how pollination works. At 9.15am the new reception children and their parents arrived. By 9.20 the parents had left and there were very few tears! At 9.30am we did our 'Move Up Morning' when all children and staff were in their new classes. There was such a buzz around the school.

David Bertwistle
Head of School, Executive Headteacher
July 2021