



**MINUTES
FOR THE MEETING OF THE SMALL SCHOOLS
LOCAL GOVERNING BODY
HELD ON
MONDAY 13 MARCH 2023
at 5.30pm via TEAMS**

Actions from Small Schools LGB on 13 March 2023

Item Reference	Action	Person Responsible	Date raised
1.3	FD to follow up with DH whether he would be interested in undertaking the H&S Link Governor role.	1.3	13/03/2023
1.3	CW/CL/CIW to liaise about arranging for Governors to visit MBPA and getting student feedback on their school.	CW/CL/CXW	13/03/2023
1.3	CXW to undertake website check	CXW	13/03/2023
3.1	CL/AP to arrange a date to meet to review the SCR	CL/AP	13/03/2023



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Members

✓	Claire Winson	(CIW)	(Chair)
✓	Claire Luce	(CL)	(Head Teacher at OPS)
✓	Carl Winch	(CW)	(Head teacher at MBPA)
-	Dan Hunter	(DH)	
-	Deb Wakeman	(DW)	
✓	Ali Pugsley	(AP)	
✓	Anne Constance	(AC)	
✓	Clare Wilson	(CXW)	
-	Flossie McGhee	(FM)	
✓	Bethan Mockridge	(BM)	(Staff Governor)
✓	In Attendance		
✓	Fran Davis	(FD)	(Clerk)
✓	Oscar Davis	(OD)	(potential new Governor)
✓	those present		

1. Procedural Matters

Introductions were given and OD was welcomed to the meeting.

1.1 Apologies for absence and acceptance/non-acceptance

DW and FM gave apologies which were accepted.
 DH no apologies received.

1.2 Declarations of Interest

None

- 1.3 Minutes from the last meeting at MBPA on 8 September 2022, 7 November 2022 at OPS and 23 January 2023.

Minutes were all agreed as accurate.

Actions outstanding:

OPS 23 Jan 23

FD to arrange a Doodle poll to ascertain the most convenient days for Governors to visit the schools – **Completed**.

FD to forward further information on the H&S role to DH – **Completed**. No response from DH regarding undertaking the role. FD to follow up.

FD

PLE to share paper on staff restructuring of MBPA with Governors – **Completed**

MBA 8 Sept 22

CW to forward link to safeguarding quiz to Governors - **Completed**.

- 1.4 Matters arising not contained elsewhere on this agenda.

None

- 1.5 Student Representation

The Chair felt at OPS there were plenty of opportunities to gain pupil voice via surveys, visits from SEN and Safeguarding Link Governors and trust staff visits.

CW summarised that MBA have had very strong links with their students in the past via surveys, student council and visits from Trust staff and Governors. The student council reps would also meet with CW and feedback at assemblies. However this year momentum has been lost and it would be good for Governors to come in and meet with students.

Action CW/CL/CIW to liaise about arranging for Governors to visit MBPA and getting student feedback on their school.

CW/CL/CIW

Overall, it was felt there are sufficient ways to obtain pupil voice rather than pupils being on the LGB, however all were in agreement with the rationale behind the paper and felt it was a good opportunity for secondary aged pupils.

- 1.6 Website check

CXW to undertake website check.

CXW

2 **CEO Reporting Requirements**

- 2.1 Head Teacher Report

OPS

CL suggested that moving forwards the reports would be written with an expectation that they are read and any questions relating to them are raised at the meeting. This was agreed by all.

- Getting a lot of enquiries from parents who wish to bring their children to our school as they are not happy in their current setting.
- Able to secure a temp Yr 6 teacher for next year as our numbers are high.
- We are nearly full which is a big difference to where we were five years ago.

MBPA

- New primary transitions are continuing with phase 2 completed and 4 new classrooms refurbished.
- New curriculum has been developed by RB and ZB which will go to Board shortly.
- Admissions – potentially 37% of children within the town coming to MBPA. With 5 second preferences.
- CW gave some background information on the surrounding schools and the PAN.
- Risk has been raised on staff wellbeing as they are facing redundancies for the third year.
- Reading for pleasure is a focus following the Ofsted inspection.
- Attendance use to hover around 95/96% however we now have 90% and below.
- 2 exclusions this term.
- As mentioned main concern is staffing and personnel.

Governors appreciated it is a very sensitive time for a number of MBPA staff. It was commented that it is a lovely school and the nursery is fantastic with a nice welcoming feel. Parents would be happy to send their children there. Congratulations to everyone involved with that project.

CW added that the outdoor facilities are fantastic and will draw parents to it. Little Beeches has a waiting list even though it has gone through some unsettled times. CL agreed with this and commented they had received a very warm welcome from staff.

Has there been any feedback from parents with reception aged children.

CW advised we had 100% positive feedback in the last survey.

2.2 Update on Primary Data predictions

OPS

- Data has been shared at Trust level.
- Only have eight year 6 pupils, two with an EHCP.
- Best hope is 50% which is disappointing as we have done well in previous years.

- Ofsted did advise that lower outcomes for year 6 for one year will not necessarily trigger another re-inspection. However, a year-on-year trend could.
- We have 15 pupils in year 6 next year.
- Year 2 and phonics are showing good level of development.

MBPA

- It is looking positive to be able to achieve the predictions.
- After two practice SAT's, Combined has increased to 63%, Maths slightly higher. Reading has also showed an increased however Maths at Greater Depth has dropped.
- Biggest barrier is attendance which is disappointing as those children are at ARE.

2.3 Update on ADP

OPS

- ADP and SEF are huge ongoing working documents. It is updated and rag rated frequently.

It was noted that the ADP shows progress through the strands.
CL advised that having had Ofsted part way through the year some of those points highlighted will be taken forward into the next academic year.

MBPA

- Making good progress
- Two red actions – paired reading and liaising with the nursery to align their curriculum with the primary school but this is ongoing.

2.4 Update on SEF

OPS

- Keeping the SEF as it is as truly believe we are outstanding in behaviour and attitudes.

MBPA

- SEF was produced at the end of the summer term.
- Had a visit from Ofsted to judge us as a middle school last year and hope that has given the primary time to establish itself.
- Judged good in all areas with some able to move to outstanding shortly.
- Strong position at the moment despite having gone through such turbulence and change.

It was noted the reports provided were very detailed and made interesting reading particularly MBPA to the OPS LGB.
It was asked if Year 6 writing moderation had happened recently.

CW advised there had been one in 2018 and not expecting another one as our levels were upped by 5%. It was advised OPS was moderated last year. Thanks was given to CL and CW for such informative and detailed reports.

3 **Statutory Reports**

3.1 Safeguarding

OPS

- Both schools use the Trust safeguarding template.
- Have added in that this is one of our strengths as noted by Ofsted. There is a good culture at OPS around safeguarding.
- SP, Trust Lead for Safeguarding, has been away ill and although back now, PLE and AB have been covering.

Action CL/AP to arrange a date to meet to review the SCR.

CL/AP

- Nothing massive - similar number of concerns compared to last year. We do have good procedures in place.
- Attendance is only a small number of children who are persistently absent. However unfortunately no matter what help is available some families are not open to changing. Reception has best attendance in the school.

It was asked those children that are not at an official school age to attend, do you have to report on them. CL advised we always report on them. Parents are advised that if sending their children into school they have to be committed to sending them. We do have high expectations for all children on attendance.

- Concern categories are the similar to last year.
- Actions are aimed at trying to decrease concerns. We are always looking at how we can better inform parents as it is really important to sign post parents as we are early help now. Very fortunate to have Trust support.

MBPA

CW agreed the school is now the first port of call for early help as unfortunately some of the support charities now have waiting lists.

- 41 concerns raised out of 110 children is a lot but they are valid and legitimate.
- Need to make sure there is an allocated training spot in staff meetings for this moving forward.
- Audit raised there was a training need for the teacher responsible for (Looked After Child) LAC.

- SCR needs reviewing.
- Home issues are our biggest category of concern. We are fortunate to be able to refer to the Trust Counsellor and other members.
- 4 students in year 6 where attendance is an issue.

Governors were pleased to see that safeguarding concerns are being actioned as well as having a culture, at both schools, of it could happen here. We always prefer to see concerns listed as there is a worry if there are none or very little.

What is unauthorised holiday looking like.

CL explained we are experiencing some problems with holidays in term time. Ofsted picked up on attendance even though it was better than last year and above national.

3.2 SEN

OPS

- Another child in the nursery got their EHCP finalised this week. We now have 5 EHCP's in a small school which is above average. However, two leave us in July but we are currently gathering evidence for another child.
- Looking at transition into reception for this child.

It is good to see you are able, to start, to put arrangements and strategies in place for this child to go into reception. It will be interesting to see what impact this has on their progress during their time at school.

MBPA

- We have an above average number of EHCP's in reception (4) and it has been good to get them that early help that CL is experiencing now.

CL commented that we are really lucky to have access to S<, Ed Psych etc as meet with other school heads and see the problems they are having gathering evidence and getting cases processed.

4 **Policies**

- 4.1 Admissions – This was sent via email and approved. It is being recorded as being formally approved at this meeting.

5 **Date of next meeting – 26 June 2023 on site**