



**DRAFT MINUTES  
FOR THE MEETING OF THE SMALL SCHOOLS  
LOCAL GOVERNING BODY  
HELD ON  
MONDAY 26 JUNE 2023  
at 5.30pm via TEAMS**

**Actions from Small Schools LGB on 26 June 2023**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date raised</b>
<b>1.3</b>	CL/CIW to liaise about getting MBPA student feedback on their school.	CL/CIW	26/06/2023



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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)	
✓	Oscar Davis	(OD)	
✓	Bethan Mockridge	(BM)	(Staff Governor)
✓	In Attendance		
✓	Fran Davis	(FD)	(Clerk)
✓	those present		

1. **Procedural Matters**

CIW welcomed everyone to the meeting.

1.1 Apologies for absence and acceptance/non-acceptance

DW gave apologies due to being delayed at work. FM was not able to attend as unwell. CW not able to attend due to work commitments.

Apologies were accepted.

1.2 Declarations of Interest

None

1.3 Minutes from the last meeting on 13 March 2023.

Minutes were all agreed as accurate.

Actions outstanding:

FD to follow up with DH whether he would be interested in undertaking the H&S Link Governor role. **Completed**

CL/CIW to liaise about arranging for Governors to visit MBPA and getting student feedback on their school – **Ongoing** – Governors have visited MBPA but waiting until to Sept to gain feedback from students on their school.

CL/CIW

CL/AP to arrange a date to meet to review the SCR – **Completed** but will need to arrange another meeting to review this term.

CXW to take on website check – **Completed.**

1.4 Matters arising not contained elsewhere on this agenda.

None

FD was thanked by CIW and CL for her support with governance and when at OPS when CL first started.

## 2 CEO Reporting Requirements

### 2.1 Head Teacher Report

CL advised reporting on both schools is tricky as CL is not responsible for year 6, only for reception and onwards. However moving forwards reporting for both schools will be kept separate.

OPS

- Assessments have been completed.
- Careers week - managed to get to the Hinkley visitor centre along with Cannington church. Balfour Beatty came in and did a workshop with each class. Busy week ahead planned.
- Reporting to parents will commence shortly.
- Pupil numbers remain constant. We have around 80 for September with only 4 spaces left in the school. This supports the need for a fourth class which will started in September.
- Two children leaving with EHCP's and one child coming into reception with an EHCP already secured.
- LS leaving in July and will not be replaced but we have support in the right places.
- In process of having a new logo. Staff wanted to keep the otter in it. We will be involving the children in the final

decision. It will not be on uniforms until September 24 but signage, letterhead etc will be amended for September.

It was asked if the staff training for the pupil in preschool was different to training offered before.  
CL advised all staff are receiving training on Makaton as it is specified on the child's EHCP. Preschool had a brief introduction to it but a higher level is required therefore we are buying it in through the funding given to the child. We felt it was really valuable for all staff to have this as we will all directly or indirectly have contact with the child.

- We have worked incredibly hard to keep attendance at an average of 95% all year. This is well above the national average. There is a lot of term time holiday taken compared to MBPA. We have had to fine two families which is not something we have done before. Our policy is for pupils not be absent for more than 5 consecutive days and have attended school for no less than 96%.

#### MBPA

- Nursery is continuing to grow with 77 pupils attending.
- There are currently 30 pupils in reception with another 20 due in September. We will have two year one classes of 15 pupils and one reception class from September.
- Appointed two new TA's and a part time job share with RB.
- PJ will provide PPA cover.
- Sounds Write training for new TA's will be given in September.
- Trauma Informed Schools and Team teach training for September.
- RB is currently out visiting preschools.
- Reception class will be starting full time the same as at OPS. CL met new parents for September, who have looked around the classes.
- Couple of transition afternoons organised – stay and play.
- CL splits week between OPS - Mon, Wed and Fri and Tues and Thurs at MBPA.
- Attendance is reported just for reception and it is a concern. Unfortunately, the expectation is not high and there are some children with high needs who are absent a lot. CL will be doing more work on attendance with letters going out to parents outlining our expectations.
- No exclusions for either school this year.

#### 2.2 Update on Primary Data predictions

##### OPS - SATS

- Pupils were amazing – reading was more difficult than before but they have coped incredibly well. However with so few pupils in the year, one pupil can impact on the results.

It was felt that the way the children are prepared by the school impacts on how they feel and approach the tests.

- AC oversaw the administration of the tests and BM/LE did when CL not on site.
- Predictions were the same as reported at the last meeting. However, phonics results have been updated and we were very pleased with them as 6/8 passed. One pupil in year two had to retake the year one test.
- KS1 reading and maths is showing good results but now need to focus on writing. However, we do feel this area has been impacted partly due to the pandemic as it is hard to teach writing when at home.
- Results for Sats are due at the beginning of July.

### 2.3 Update on ADP

Both ADPs were available to governors prior to the meeting.

CL explained the academy development plans are based on reviews and outcomes from last year. It is rag rated in order for progress to be mapped and monitored throughout the year.

For next year it will re-focus on raising standards, SEND and wellbeing.

The Chair noted there had been good progress on a lot of the areas in the ADP and congratulated CL on great work. CL advised the ADP has been focussed on achieving good outcomes for the school and Ofsted. However we are now ready to look at what changes we can make and embed for the future. Writing is a focus and with an additional class we want to think about the outcomes for year 6.

It was asked what is talk for writing. It is an approach for teaching for writing. One unit is based on three weeks of work. There are three strands – you learn the story to start, with story maps and a focus on skills and elements of text. Imitation is next where you change the story and then the final stage is to create your own version for that story. We may use a hybrid model of talk to writing and link it to topic and curriculum but undecided at the moment.

## 3 **Statutory Reports**

### 3.1 Safeguarding

#### OPS

- AP and CL met at the end of the spring term and compared to last year. There are no trends within the categories and term 1 to term 2 nothing much has changed. Have arranged for SP to look at MBPA but not OPS as yet but will sort before end of term.

- Delivering safeguarding training on 1 Sept. The invite is open to Governors to join, it will be online for ease. If Governors are not able to attend, our other schools hold theirs on different days and you can join them. It is a requirement of KCSiE that training is undertaken.
- Training will be given to Little Beeches on the first week back.

It was asked if the training was generic or specific to schools. CL advised we buy into cascade training and it is purchased from the Somerset Local Safeguarding Board. The PowerPoint supplied has to be delivered exactly as it is. We then compliment it with our challenges and local area. We have slight differences to MBPA as they use MyConcern which is an online reporting system whereas we use paper at OPS.

It was noticed that numbers under the neglect category had increased in term 2 but came down in term 3. CL advised they had seen no visible pattern but staff are vigilant and if they have a concern will complete paperwork and it is looked into.

### 3.2 SEN

OPS – covered in Head Teacher report.

#### MBPA

- Four children on the SEN register but none with an EHCP.
- School Entry Plan meetings are taking place this term.
- MBA Trust Consultation meeting
- BTCT SEN Training offered to all staff.
- In September, EM will go on maternity leave and RP (Trust SENCo) will be MBA one day a week.

CL advised AC and EW are meeting with the County Advisor and AC is also in tomorrow all day and do pupil voice.

### 4 Wellbeing Pupil Voice Presentation:

CXW carried out a wellbeing pupil voice questionnaire.

- Met 14 children with two from each year group.
- The questions were made age appropriate.
- Overall pupils are generally very happy with life and school. One thing raised frequently was receiving the certificates made them feel proud. They also like being a wellbeing champion.
- It was a very positive experience and was great to speak to the children.

The Chair liked the format and asked how is the follow up to this going to be managed and the results monitored.

CL advised this was based on well being but as a school we do a pupil survey, which will be carried out in the next couple of weeks. We will ensure the next wellbeing one is carried out with different children to get a good, varied opinion. MD has spent a considerable amount of time on wellbeing and about children looking out for each other. The Trust is funding mental health first aiders every school and MD has been on the training. They are asking for volunteers to undertake the role across the trust. Training and a financial incentive will be given.

It was felt that it is important for school leaders to understand the mood and feel of the school and look at what is being done to support this. It is good the pupils are happy to celebrate one another's successes.

CL advised we have started again having a celebration service for parents for them to see what the children have been doing and to celebrate their success.

5 **Policies**

5.1 None presented

6 **Date of next meeting – 25 September 2023**

The LGB thanked CL and the Chair for running the school and LGB so well and for all their hard work.

AC was thanked for staying on as a Governor even though their child was leaving this year.