

THE SPRING PARTNERSHIP TRUST

Final adopted minutes of a meeting of the Dorset Road Infant School and Castlecombe Primary School Local Committees Held at Castlecombe Primary School at 7pm on Monday 9th July 2018

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| Present: Mrs M Fabian Mr B Hawes (Chair) Mrs R Haig (Head Teacher) Rev C Shelley Mr T Edwards | In attendance: Mrs C Cousins, Director, TSPT Mrs S Lloyd, Acting Deputy Head Teacher Clerk: Miss K Lewis |
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1. Welcome and apologies for absence

- 1.1. Mary Fabian was welcomed to her first meeting of the Local Committee (LC).
- 1.2. Apologies were received and accepted from: Mrs M Baylis, Cllr D Cartwright, Mrs J Covill, Mrs J Nelson, Mrs D Oke and Mrs B Simpson

2. Declaration of Pecuniary Interests

- 2.1 There were no declarations.

3. Membership of the Local Committee – appointments, vacancies/recruitment

2.1 Appointment of Mary Fabian as a LCM

- 2.1.1 The appointment was noted.
- 2.1.2 It was reported that Lee Garwood had resigned as a DRIS parent governor.

2.2 LC Operation 2018-19 - setting up of committees and membership

- 2.2.1 As LC meetings were covering both schools , it had been proposed at the last meeting that to better manage LC agendas, two sub committees should be set up to separately meet and discuss the items linked to teaching and learning and resources, and report back to the main LC meetings. Although it meant additional meetings per term it was agreed that this was a sensible way forward to ensure that there was adequate discussion time for these areas. Membership of the sub committees, items and dates for the first meetings would be agreed at the first meeting of the academic year.
Action: Clerk for September agenda

4. Minutes from the meeting held on 21st March 2018

- 4.1. The minutes from the Dorset Road Infant School and Castlecombe Primary School Local Committee meeting held on the 21st March 2018 were approved and signed by the Chair.

5. Matters Arising

- 5.1. LCMs were referred to the Matters Arising report and discussed the following points:

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5.1.1. Breakfast Club

RH reported that both schools' breakfast clubs would have the same payment structure from September and a flat rate charged across both schools. Times would also be brought into line. **It was asked how many children attended the clubs.** RH said that around 30 attended CPS and DRIS had in the region of 8. **It was asked if these figures were roughly representative of the number of pupils at each school.** It was confirmed that they were.

LCMs asked who ran the clubs. It was explained that it was teaching assistants under separate contracts. **It was asked if there was a point when the clubs would not be considered viable.** It was reported that both were running at a loss, but parents welcomed the availability of the clubs, and both schools try to make it an attractive proposition. **It was asked if there was an educational impact.** It was confirmed that there was, particularly for some pupil premium (PP) children who were provided with free places so as to improve their attendance and punctuality.

RH said that the clubs' activities were being reviewed with regard to ensuring that they provided a more gentle and structured start to the day so that the children were ready for class.

5.1.2. Prevent Procedures

TE said that he had read the policy and checked the training requirements. He had also met with safeguarding lead Sheree Dargavel. He had asked for the training details for both schools but had not yet received a reply from CPS. DRIS had confirmed its training was up-to-date. RH said that she knew the training had been completed at CPS as it was provided to both schools, and would make sure TE received a response.

Action: RH

5.1.3. Parent Governor Vacancy

There had been no response to the advert placed in the schools' newsletter. There was now another parent governor vacancy at DRIS. BH suggested contacting the chairs of both PTAs. RH would provide the contact details to BH.

Action: RH, BH

5.1.4. CPS – data meeting

It was reported that BS had visited CPS to look at data. RH would liaise with BS on a report.

Action: RH, BS

5.1.5 Safeguarding

The Clerk had clarified which designated LC responsibilities were required by the Trust: SEND, Health and Safety and GDPR; these and other areas were agreed by the LC at the first meeting of the academic year.

5.1.6 The Clerk would update the Matters Arising report.

Action: Clerk

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6. Safeguarding

6.1. Reports had been provided for both schools. ***LCMs asked for more detail in relation to the physical security of the building and confirmation that staff training was up-to-date.***
Action: RH

6.2. LCMs were reminded that LC training on safeguarding could be completed via Educare, including safer recruitment.

6.3. ***The fencing around the Forest School area was raised.*** RH said that security of the area was being reviewed during the summer holiday.

7. **Governor Responsibilities: GDPR and IT**

7.1 JN had volunteered for this role and this was agreed.

8. **Local Committee Monitoring Visits**

8.1 Health and safety visit reports had been circulated for item 22.

8.2 It was reported that TE and BH had come in for SATs monitoring and a full report had been provided to the trust.

8.3 LCMs were reminded to write-up reports of any visits and send to the Clerk.
Action: LCMs

9. **Local Committee training and activities**

9.1 A log of member training had been circulated.

10. **LC self assessment**

10.1 BH explained that this had been discussed at a LC chairs' meeting. It was agreed that self-assessment should be carried out on a regular basis, but not necessarily annually. He suggested that one be completed next year for both schools. The Clerk would investigate the NGA assessment tool for this and it would be discussed at the December meeting.
Action: Clerk for December agenda

11. Trust matters

11.1 Chairs' meetings

11.1.1 BH reported that these provided a useful opportunity for chairs to meet and discuss the operation of the Trust and LCs. He provided a report on recently discussed items.

11.2 Trust Board meeting 8th February

11.2.1 The minutes were noted. The minutes of 21st May had also been circulated.

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12. General Data protection Regulation (GDPR)

12.1. A report on Trust working group meetings had been circulated and was noted.

12.2. The Trust had provided encrypted USB sticks to issue all LCMs which they must use for any documents/work they wished to transport from their personal devices.

13. School Development – Pupil Outcomes

13.1 Data reports had been circulated for both schools and RH took the meeting through the information.

13.2 *CPS EYFS*- the data was broadly in line with the national average; achievement of Good Level of Development was at 72%. Boys had outperformed girls which was bucking the general trend.

13.3 *Phonics* – the school was very pleased with the results which were well above the national average and all children had passed the retakes in year two. ***LCMs asked about the results for disadvantaged children which were below the target set.*** RH said that this would need to be investigated.

13.4 *Year 2* - data was broadly in line with national, although reading was slightly below and was in the main due to the move for children from phonics to reading.

13.5 ***It was asked if the SEN children were making sufficient progress.*** RH confirmed that they were.

13.6 The Year 6 SATs results would be issued on 10th July. RH said the school was confident with regard to its predictions; this had been confirmed by the writing results which had been moderated externally. The combined score for R, W and M was looking healthy.

13.7 *DRIS EYFS* – the results were broadly in line with the national average; there were some high-end needs, and therefore the school was slightly below the target. The results had been moderated externally.

13.8 *Phonics* - the school was very pleased with the phonics results at 95%.

13.9 *Year 2* - these results had been moderated at district level and were judged sound. All were above national.

13.10 ***It was asked if the level of attainment was similar across both schools.*** RH confirmed that it was.

14. School Development Plans

14.1. The current plans had been circulated and were in the process of being updated. ***It was asked if RH had identified any specific areas of concern.*** RH replied there were none at present.

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14.2. RH reported that the trust was producing a template to combine both the school evaluation (SEF) and SDP, and this would hopefully be ready for September.

14.3. It was agreed that the relevant sections of the SDP would be allocated to the two sub committees to monitor.

Action: for September meeting

14.4. RH would circulate the updated plans.

Action: RH

15. Consultation on Length of School Day

15.1 RH reported that informal and formal consultations had been issued and were now closed. The proposal had been presented to the LC at the March meeting. It concerned bringing back the end of the school day by 10 minutes; only 15 minutes of teaching time per week would be lost. Only one response had been received which had agreed with the proposal. The consultation had been supplied to the teaching unions and no issues had been raised. Once approved the change would be implemented from September. **LCMs asked if there were any pay issues.** RH said she was not aware of any at present.

15.2 The proposal was **approved**.

16. Opal Play Project Feedback

16.1 BH reported that the project had been approved centrally by the Trust to look at providing more opportunity for children to play and learn outdoors; children would be more refreshed and open for increased learning in class. BH explained the ideas for items that would be provided to encourage creativity through play. Two project meetings had so far taken place and people had been allocated to the project, including LCMs. The schools would begin building on these ideas at the start of the next academic year and were currently looking for donations of resources. There had been a good response from parents.

16.2 Schools will need storage for the play equipment and outdoor wear e.g. wellies, to ensure that children could be outside during most weather conditions.

16.3 It was felt to be a very worthwhile exercise. **LCMs asked what part of the day it involved and how would it be supervised.** It was explained that the aim was lunchtimes. It would be supervised by midday supervisors who were now play leaders. **It was asked if there were any contract implications for staff.** It was explained that midday supervisors were already expected to lead play.

16.4 A draft Play policy had been circulated for review by the Committee. Members felt that it needed to be shorter and more generic so that it could apply across all schools. It was agreed that RH and BH would review the policy.

Action: RH, BH

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17. Annual SEN Report

- 17.1 Reports had been circulated for both schools and were noted. LCMs thanked DO and Jane Golding for preparing the reports.

18. Head Teacher's Report

- 18.1 The report had been circulated and questions were invited.

- 18.2 *Staffing* – The staffing position was discussed. **LCMs raised the impact of the number of staff leaving CPS.** RH reported on the circumstances and how these staff had been replaced. She reported that the school was looking to take on a PE apprentice who would be supported by the sports coach. RH explained the role which would include setting up competitions. It was confirmed that CPS had achieved the Silver School Games Mark, which was awarded to schools for their commitment to the development of competition across their school and into the community.

- 18.3 *Staff attendance* – RH said that the school was looking into an online reporting system. **It was asked if there were any noticeable trends.** RH reported on particular issues. She felt that it would be useful if the Trust implemented a system that could be used across all schools as currently each was doing it differently. LCMs suggested a Trust framework policy to cover this area. RH would establish the Trust's position on this.

Action: RH

- 18.4 *Behaviour* – RH said that a new behaviour procedure was now in place at CPS which was much more robust. **It was asked if relationships were being built up with parents.** It was explained that this was done through the Family Worker and was showing positive results. The termly behaviour comparison charts were noted.

- 18.5 *Attendance* – the data was reviewed and noted.

19. SMSC (Spiritual, Moral, Social and Cultural Development) Reviews

- 19.1. It was agreed that RH would liaise with BS on this as Chair of ACC.
Action: RH

20. Use of PPG (Pupil Premium Grant)

- 20.1 The pupil premium strategies for 2017 to 18 had been circulated. **LCMs asked how the impact of these strategies was measured.** RH referred to page 4 which set out the planned spending breakdown and explained that information would be gathered and collated and the reports would be updated with the progress made by these children.

Action: RH

- 20.2 **It was asked if there were significant gaps between pupil premium and non-pupil premium children.** RH said that this varied between year groups.

21. Use of Sports Premium

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21.1 The reports had been circulated. The positive impact of the 'Daily Mile' was discussed.

22. Health and Safety Including Premises Management Documents

22.1 Reports and premises management documents had been circulated. ***RH was asked if there were any particular concerns.*** RH said that she felt that the schools were on top of health and safety matters. It was agreed that DC and MB should visit in the autumn term.

Action: MB, DC

22.2 ***It was asked if a Health and Safety Rolling Programme of maintenance works similar to that of DRIS could be produced for CPS.***

Action: RH

22.3 ***It was asked if the Trust required external validation of health and safety.*** It was agreed that the Clerk would contact the Trust to confirm this.

Action: Clerk

23. Premises

23.1 CPS

23.1.1 LCMs had been invited to the new build opening on 13th July.

23.1.2 ***LCMs asked what the plan was for the temporary buildings.*** RH said that the school had them on loan until 2019.

23.2 DRIS

23.2.1 Planning permission for the improvements had been delayed and the work was now due to start on 23rd July. RH reported on the work to be carried out. ***LCMs asked if there was a contingency plan if the work to the kitchen was not complete by the beginning of term.*** RH confirmed that there was.

23.3 Summer Holiday Premises Work Plans

23.3.1 There were no major works planned. A sound system would be installed in the CPS hall.

24. Finance - Management accounts and Budgets

24.1 BH reported that he had held a useful discussion with Corrine Sheehan previous week about the finance information.

24.2 BH had reviewed the finance documents circulated for each school and had prepared a summary for the Committee. The report was discussed. Key for both schools in relation to finance was pupil numbers.

24.3 ***It was asked why DRIS curriculum supplies were higher than the original budget and how was the budget for this spending communicated to RH.*** RH explained that because budget reports were produced later in the cycle the actual position would not always be known when items were being purchased. It was discussed how this could be monitored.

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24.4 It had been agreed at the last meeting that it would be useful to be able to benchmark against other schools in the Trust, and a report had been prepared by CS and circulated.

25. Policies and Procedures

25.1 Business Continuity Plan

25.1.2 It was reported that JC had reviewed the plan. It was asked if training on the scenarios envisaged were planned. It was agreed that this would be a useful exercise and that LCMs should be included.

Action: RH

25.1.3 LCMs referred to the level of personal information in the plan and it was suggested that this should be kept separately. It was agreed that the level of detail would be discussed with Verity Bolton.

Action: RH

25.1.4 Subject to the above the plan was **approved**.

25.2 Behaviour Procedure

The procedure had been circulated and was discussed. Reference needed to be made to the Trust's behaviour policy and the title changed to "procedure". The document was **approved** subject to these amendments.

26. AOB

26.1 School Uniform.

26.1.1 A letter had been issued to DRIS parents following further discussions about the wearing of a school tie, which was now optional and could be obtained free of charge. CPS parents were happy with the wearing of ties.

26.1. **Confidential Items**

There were no items.

27. Dates of Meetings

12th September 2018 7pm

19th December 2018 7pm

3rd April 2019 7pm

10th July 2019 7pm

The meeting closed at 9.20pm.

Signed:

Date:

(Jacqui Nelson/Bernie Hawes joint chairs)