

**THE SPRING PARTNERSHIP TRUST**  
**Final adopted minutes of a meeting of the Dorset Road Infant School and Castlecombe Primary**  
**School Local Committee held at Castlecombe Primary School at 7 pm on**  
**Wednesday 12<sup>th</sup> September 2018**

<b>Present:</b> Mrs M Baylis (from item 13) Mrs J Covill (from item 8) Mr B Hawes (Chair) Mrs R Haig (Head Teacher) Mrs J Nelson Mrs D Oke Rev C Shelley (from item 14) Mrs B Simpson Mr T Edwards	<b>In attendance:</b> Mrs J Brinkley, (CEO) Mrs S Lloyd, (Acting Deputy Head Teacher)  <b>Clerk:</b> Miss K Lewis
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**1. Welcome and apologies for absence**

1.1. Apologies were received and accepted from: Cllr D Cartwright and Mrs M Fabian

**2. Declaration of Pecuniary Interests and completion of declaration forms**

2.1 There were no declarations.

2.2 Completed forms were handed to the Clerk.

**3. To confirm chair for 2018/19**

BH was confirmed as chair.

**4. Elect a vice chair**

4.1 As there were no nominations it was agreed to defer the election until the next meeting.

**Action: For next agenda**

**5. Membership of the Local Committee and vacancies/recruitment**

5.1 It was reported that contact had been made with a potential LCM with finance skills.

**Action: BH**

5.2 It was reported that BH and RH were approaching potential parents for appointment to the LC as no nominations had been received following notices in the newsletter.

**Action: BH, RH**

5.3 It was agreed that a staff governor election should take place at CPS and the Clerk would supply the election process.

**Action: Clerk, RH**

5.4 Other potential sources for LC candidates were discussed.

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**6. Allocate areas of responsibility (link) roles**

6.1 Roles

- Safeguarding/Child Protection: TE and CS
- SEN and PPG: BH
- Academic achievement and curriculum: BS
- Attendance and Behaviour: JC
- Health and safety: MB and DC
- Finance/budget: BH
- Local community: CS and DC
- Data protection/GDPR – JN

6.2 A joint role would be discussed with MF

**Action: BH, Clerk**

6.1 Setting up a group to prepare for the next Ofsted visit was agreed and would comprise BH, JN, TE, CS, BS and JC.

**Action: BH, RH**

**7. LCM visits schedule**

7.1 It was agreed that it would be useful for achievement and curriculum visits to be arranged to coordinate with Jo Brinkley's (JB) visits.

**Action: RH, BS to liaise**

7.2 Other governors were invited to attend achievement and curriculum visits with BS.

7.3 LCMs reported on visits arranged: attendance JC, progress and achievement (BH, BS), data/assessment (JN), pupil premium (BH). Visits were being planned for safeguarding (TE/CS), and GDPR (JM).

7.4 JB reported that she was visiting when the next set of data was available to discuss tracking of pupils.

**8. Membership of LCM Sub Committees**

8.1 Achievement and Curriculum: JN, BS, JC, DO, BH - additional members to be confirmed.

**Action: LCMs, Clerk**

8.2 Resources: TE, DC, MB, BH- additional members to be confirmed.

**Action: LCMs, Clerk**

8.3 It was agreed that the Clerk would draw up terms of reference.

**Action: Clerk**

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8.4 Meeting dates would now be arranged.

**Action: Clerk**

**9. Code of Conduct**

9.1 The code had been circulated and was signed.

**10. Acceptable Use Agreement**

10.1 The agreement had been circulated. BH had suggested amendments to clearly state that access to and use of the internet relates only to TSPT systems and equipment. It was agreed that these amendments would be forwarded to the Trust. The agreements would be signed once these amendments had been agreed.

**Action: Clerk**

**11. Trust Business Planner**

11.1 The planner was noted.

**12. Minutes from the meeting held on 9<sup>th</sup> July 2018**

12.1. The minutes from the Dorset Road Infant School and Castlecombe Primary School Local Committee meeting held on the 9<sup>th</sup> July 2018 were approved and signed by the Chair.

**13. Matters Arising**

13.1. LCMs were referred to the minutes and Matters Arising report and discussed the following points:

*13.1.1. Phonics*

***It was asked if Investigation into why disadvantaged children were below the target set had been undertaken.*** It was reported that this had not yet been completed.

**Action: RH**

*13.1.2 CPS – data meeting*

It was reported that a rolling visits report was being prepared and would be sent to the Clerk for the governors' secure area.

**Action: BS, Clerk**

***LCMs asked if evidence of short term progress could be provided.*** It was confirmed that this was in hand.

**Action: RH**

*13.1.3 Safeguarding*

RH reported that the fencing around the school had been inspected and no issues had been identified. ***LCMs asked who had examined the fencing.*** RH said that a company had examined it with the Caretaker during the summer holidays. RH would confirm the name of the company.

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**Action: RH**

*13.1.4 Play Policy*

The OPAL leads from Trust schools were discussing a Trust-wide policy.

**Action: RH and BH to keep under review**

*13.1.5 SMSC Review*

It was noted that SMSC (spiritual, moral, social and cultural development) was relevant to all monitoring areas and therefore should be included in LCM visits.

*13.1.6 Health and Safety Including Premises Management Documents*

It been asked if the Trust required external validation of health and safety. The Clerk reported that only the regular compliance checks that must be carried out by external experts such as PAT testing etc were required. It was therefore important that the health and safety monitoring LCs completed the Educare module to be aware of what needed to be in place.

13.1.7 The Clerk would update the Matters Arising report.

**Action: Clerk**

**14. School Development - data**

14.1 Data reports had been circulated.

14.2 The LC reviewed the updated report on the review of SATs results for CPS. Present at the review were BH, RH, SL, JB and Gulcin Sesli It was noted that most results were well within national and attainment was very strong.

**14.3 LCMs reiterated the need to see evidence of short term progress as discussed earlier.**

14.4 The importance of speaking to children when visiting was emphasised.

14.5 LCMs reviewed the comments in relation to predicted grades and the issues experienced with the tests used to assess pupils and predict progress. **It was asked if the tests were used to govern the way children were taught.** RH confirmed that they were not; they were used for analysis. As stated in the report, these particular tests would no longer be used and the move was towards more challenging testing across the Trust.

14.6 **A LCM raised Years 5 and 6 working together.** It was explained that it was to prepare the Year 5 children for the more intense focus on progress in Year 6 and the benefits of the two years working together had been shown.

14.7 **A LCM raised the number of children affected by social factors.** RH provided examples.

14.8 **It was asked how targets were being set for this year.** It was explained that the same formula would be used across Trust schools which would allow cross school comparisons.

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14.9 It was acknowledged how well last year's Year 6 had done. RH said that she was particularly pleased with the moderation outcomes.

14.10 ***It was asked how it would be ensured that results were maintained this year and were there any operational barriers.*** RH said that two members of year 6 staff would be starting maternity leave after Christmas; however, recruitment was under way to cover these positions. LCMs' concern about a stable teaching environment for year 6 was noted particularly since the achievement of the pupils as year 5 was below average in all data measures.

## 15. School Development

15.1 The completed new format Evaluation and Development Plan had been circulated, together with the revised plans for 2017/18. The documents were reviewed.

15.2 It was reported that BS and BH had attended the Spring Vision Conference and had reviewed the format and proposed content of both schools' Evaluation and Development Plans with DO, RH and SL.

15.3 Allocating the plans' priorities to LCMs/sub committees was discussed. It was agreed that priority areas should be allocated to named LCMs who had responsibility for these areas. LCMs were asked to identify priority areas within their area of responsibility to the Clerk.

**Action: LCMs to identify and notify priority areas within their area of responsibility**

**15.3.1 A LCM raised involving pupils through consultation with the school Council on areas in the plans.**

**Action: RH, SL, DO**

15.4 ***LCMs referred to the 2017/18 plans and asked would any objectives that had not been fully met be dealt with.*** It was confirmed that they would be carried over to this years' plans; even some objectives that had been completed continued to form part of the 2018/19 plans.

15.5 It was noted that DRIS Evaluation and Development Plan was not yet complete.

**Action: RH**

15.6 ***It was asked why the behaviour policy was not being consistently applied at CPS.*** RH explained that it was a new policy and it was a matter of embedding it; strategies were in place to ensure the policy would be consistently followed.

15.7 ***A LCM asked how the Kindle reward scheme operated.*** RH explained that the draw **which** took place once a term was based on pupils' reading at home and the ultimate prize was a Kindle fire.

15.8 ***LCM s noted that the roles of head boy and head girl had been introduced.*** RH explained that Year 6 children had been invited to apply and RH and SL would make the appointments; voting took place for the members of the School Council. It was agreed that the Community link Members should arranged to meet with the head boy and head girl.

**Action: DC, CS**

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15.9 A LCM reported that she had noted that behaviour had significantly improved outside the school. She had also noted the improvement in behaviour during assemblies.

15.10 **A LCM referred to the incomplete targets.** It was explained that the targets had been set after the plans were issued and the figures had been tabled.

15.11 **LCM s referred to the standard of teaching figures and what period did they cover.** It was confirmed it was from the start of this term. **It was asked what was in place to enable the few remaining staff to reach good.** RH explained how teachers were supported. She said that observations had been undertaken in the past week and she was impressed with the progress that had been made. **It was asked how long it would be before these members of staff would achieve good.** RH said that she believed this would be before Christmas. **It was asked how secure the percentage of good teaching was.** RH said it was stable.

**16. PPG report on websites.**

16.1 A meeting was taking place this Friday on the report and it would then be updated.

**Action: RH**

**17. Staffing matters**

17.1 RH reported on staff changes in both schools.

17.2 A staff survey would take place after half term.

**18. Safeguarding**

18.1 Keeping Children Safe In Education

18.1.1 An updated version of this document had been published on 3<sup>rd</sup> September. RH confirmed that all staff had signed to confirm they had read the document.

**19. Prevent Duty**

19.1 It was confirmed that School procedures complied with current guidance. It was reported that the Trust policy had recently been updated and would be provided to directors at the next Trust Board meeting for approval.

**20. Safeguarding/Child Protection Matters**

20.1 This item was deemed confidential and minuted separately.

**21. GDPR**

21.1 DO provided an update. An audit had been undertaken by the Trust Data Protection Officer. Amendments had been made to forms within the trust to ensure that only information that is absolutely necessary is given. Encrypted memory sticks for transport of data had been issued. It was confirmed that Verity Bolton was leading for the Trust on GDPR. LCM s did not need to

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appoint a specific Governor with responsibility for this area but it was required that a representative of the school was able to provide a report to LCMs.

21.2 LCMs were reminded that information concerning LCM and Trust business was no longer being sent to personal emails. It was reported that the Clerk had uploaded all meeting documentation for the last year to the Governor secure area of the CPS website and meeting documents would be uploaded ahead of meetings. It was agreed that there was no need to duplicate this information on the DRIS site.

**22. Communication - Review internal/external communications (parental engagement to promote learning)**

22.1 RH reported on the introduction of *MarvellousMe* at CPS, a system that improved communication with parents in order to engage them in their children's learning. It had significantly improved parental engagement and was well liked by children ***LCMs asked if it would be extended to DRIS.*** RH said that it was being trialled first at CPS.

**23. Communication – Website**

23.1 The new DRIS website went live during the summer. It was reported that a website review was taking place on 1<sup>st</sup> October.

**24. Policies**

24.1 There were no policies for review at this meeting.

**25. AOB**

24.1 Councillor visit

RH reported that two Bromley councillors were visiting the schools on 21<sup>st</sup> September. LCMs were invited to attend.

24.2 Acronyms

A glossary of terms was suggested. The Clerk would provide the link to the Modern Governor app.

**Action: Clerk**

**26. Confidential Items**

Item 20 was deemed confidential.

**27. Dates of Meetings**

19th December 2018 7pm

3rd April 2019 7pm

10th July 2019 7pm

Dates for subcommittee meetings to be confirmed.

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The meeting closed at 9.15pm.

Signed:  
(Bernie Hawes, Chair)

Date: