

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 7pm on
Wednesday 10th July 2019

Present: Mrs M Baylis Mr M Cunningham Mrs M Fabian Mr B Hawes (Chair) Mrs R Haig (Head Teacher) Miss C Mould Rev C Shelley (from item 7) Mrs C Underwood Mrs J Wright	In attendance: Mrs S Lloyd (Deputy Head Teacher) Clerk: Miss K Lewis
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1. Apologies for absence, acceptance of absence and absence

- 1.1 Apologies for absence were received and accepted from Mr T Edwards, Mrs J Nelson and Mrs D Oke.

2. Declaration of Pecuniary Interests

- 2.1 There were no declarations.

3. Membership of the Local Committee

- 3.1 It was agreed that Joanna Wright be appointed as a parent member and she was welcomed to the Committee.
- 3.2 It was agreed that BH be reappointed for a further term from 1 September 2019.
- 3.3 As reported at the last meeting, TE's term ended on 31st of August. He had volunteered to continue until another co-opted Governor could be recruited. This was welcomed and TE was reappointed for a further term until a replacement could be found.
- 3.4 It was reported that J Covill and D Cartwright had resigned and both were thanked for their support and contribution to the LC.
- 3.5 Appointment of link governors
- 3.5.1 The Chair proposed that these appointments be confirmed at this meeting:
Safeguarding - Tim Edwards
SEND - Bernie Hawes
OPAL project - Bernie Hawes
Health & Safety and Premises – Mandie Baylis
Behaviour and attendance – Mary Fabian
Link between the school and parents – Joanna Wright
Data Protection – Jacqui Nelson
Pupil voice – Catherine Shelley (subject to agreement - refer to item 8.6.2)
SMSC – Catherine Shelly (see item 8.6)

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3.5.2 The Clerk would add these roles to the LC membership list.

Action: Clerk

4. Minutes and confidential minutes of the meeting held on 3rd April 2019

4.1 The minutes from the DRIS and CPS Local Committee meeting held on the 3rd April 2019 were approved and signed by the Chair.

5. Matters Arising

5.1 Members were referred to the Matters Arising and Actions report and discussed the following points:

5.1.1 *Safeguarding action plan*

TE to organise a safeguarding visit.

Action: TE

5.1.2 *School evaluation and development plan – monitoring by LCMs*

BH had allocated the objectives to individuals and committees. He would now send to RH to include in the LC monitoring responsibilities section of the plan.

Action: BH, RH

5.1.3 All other actions had been completed or were on the agenda and the Clerk would update the report.

6. Safeguarding/Child Protection

6.1 An update on the safeguarding position was provided in the HT report. The CEO had visited both schools and reviewed their single central registers. There were no major issues identified. It was confirmed that new *Safeguard* system was working well.

7. Governance

7.1 Reports from subcommittees

7.1.1 Teaching and Learning

7.1.1.1 The subcommittee had not met since the last LC meeting but would meet early in the autumn term to review the 2018/19 pupil data.

7.1.2 Finance and Resources

7.1.2.1 The committee had met on 8th July to review the May management accounts.

7.1 LCM Visits

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7.1.1 BH had reviewed the secure storage of the SATs papers and MF, MC and TE had come in to observe the SATs process.

7.1.2 LC chairs had been asked to supply details of LCMs visits on quality assurance and monitoring to the CEO. BH had complied with this request.

7.2 Local Committee training and activities

7.2.1 LCMs who had attended the Trust training on 10th June provided a report.

7.2.2 The LC reviewed the training provision. It would welcome more LC training from the Trust.

7.3 LC Evaluation

7.4 BH and MF had prepared a draft response to the “*Twenty key questions*” document and the rag rating of each question was reviewed. The document would now be circulated to the LC for further comments.

Action: BH, Clerk

7.5 It was agreed that the skills audit should be reissued following recent resignations and new appointments to the LC.

Action: Clerk, LCMs

7.6 **Trust matters**

7.6.1 Chairs’ Meetings

7.6.1.2 There had not been a meeting since the last LC meeting.

7.6.2 Trust Board minutes

7.6.2.2 The minutes from the April meeting had been circulated and were noted.

8. **School Development**

8.1 School Data

8.1.1 RH provided an overview of the SATs results for both schools, which she had discussed with BH.

8.1.2 The detailed attainment and progress data for both schools would be discussed in detail at the next Teaching and Learning meeting.

8.1.3 LCMs thanked staff for all their hard work.

8.1.4 A report on the quality of teaching was contained in the HT report.

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8.2 Updated School Development and Evaluations Plans 2018 – 2019

- 8.2.1 The plans for both schools had been circulated and questions/comments were invited.
- 8.2.2 **RH was asked if there were any issues causing particular concern.** RH said there were none at present. A final review of the plan for the end of the year would be taking place shortly. **LCMs asked if any new objectives had been identified.** RH said that outdoor teaching and learning would be an area to develop, together with the approach to teaching. The plans for 2019/20 should be available for the September meeting.

8.3 CPS Summer term Review

- 8.3.1 The review had been circulated and was discussed. It had been conducted with the CEO and other HTs and was a review of the impact of leaders' school improvement strategies.
- 8.3.2 A review had just taken place at DRIS and RH reported on what had been highlighted.
- 8.3.3 It was confirmed that areas arising from the reviews would be included in the next School Evaluation and Development Plans.

8.4 SEN report

- 8.4.1 This was contained in the HT report.

8.5 Review operation of behaviour procedures

- 8.5.1 An updated procedures document for Behaviour, Anti-Bullying and Exclusions had been circulated which now included the restorative justice (RJ) approach. It was confirmed that SIMS could record when RJ had been used to enable the school to establish how the programme was working. **LCMs asked about the impact of RJ.** RH explained that it had not yet been introduced. Training would be required, including for midday supervisors. **LCMs asked if there was a consent element to the process.** It was explained that it would usually be applied in relatively minor incidents; however consent played a part and would depend on the child involved.
- 8.5.2 The amendments to the procedures were agreed. A report on the impact of RJ would be provided at the December meeting.
Action: RH for December meeting

8.6 SMSC (spiritual, moral, social and cultural development) reviews

- 8.6.1 It was confirmed that development in this area was linked to the PHSE and RE curriculum and school values.
- 8.6.2 It was agreed that this would be added to the link governor roles. CS agreed to take on this role together with Pupil Voice. CS would arrange a visit.
Action: CS to arrange a visit

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8.7 Headteacher's Report

- 8.7.1 The report had been circulated and questions/comments were invited. RH said that the format of the reports would be changing.
- 8.7.2 The behaviour data was reviewed. The reduction in behaviour incidents at CPS was noted. It was confirmed that most incidents were low level. ***LCMs asked what was behind the reduction in behaviour incidents.*** It was explained that children know what the expectations are, and there was also the linking of pastoral care to behaviour.
- 8.7.3 ***LCMs raised the staff well-being days.*** It was explained that all staff were offered an extra leave day during term time which was much appreciated. These days would be covered internally.

9. Health and Safety

9.1 Health and Safety action plan

- 9.1.1 MB was visiting CPS on 11 July and a visit for DRIS would be arranged early in the autumn term.
Action: MB
- 9.1.2 It was confirmed that premises documents were up-to-date. A rolling programme for DRIS had been provided to the last meeting and a programme for CPS had now been developed and issued.
- 9.2 Summer holidays premises work plans
- 9.3 It was reported that there were no plans for DRIS. A deep clean had been undertaken at Easter.
- 9.4 A deep clean would be taking place at CPS. The last class refurbishment would be completed, financed by the balance of the build monies.
- 9.5 RH reported that CPS had received a donation arranged by a parent of a decommissioned double-decker bus. Ideas were currently being obtained from the children as to how it should be used. It would be available to both schools.

10. Equality objectives and progress

- 10.1 These would be considered at the September meeting and RH would review objectives on both schools websites.
Action: RH

11. Risk register

- 11.1 This would be reviewed by the finance subcommittee in September.
Action: Finance and Resources Subcommittee

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12. GDPR update

12.1 JN had visited DRIS and submitted a report which had been circulated and was noted. She would arrange to visit CPS in the autumn term.

Action: JN

13. Finance – Review management accounts and budgets for both schools

13.1 As reported earlier, BH as a member of the Resources Committee had reviewed the accounts for May. CPS would report a small surplus at the yearend whilst DRIS would report a deficit of approximately £34K. (Includes an overspend of £26k on the kitchen capital project). Both schools submitted a balanced budget for 2019/20.

14. Policies and Procedures

14.1 Business Continuity Plan

14.1.1 The plan had been circulated. It was confirmed that there had been no changes from the previous version. The document was approved

15. AOB

There was no other business.

16. Confidential items

There were no items.

17. Dates of next meeting

Local Committee meeting: 24th September 2019 at 7pm

Finance and resources subcommittee: 12th September at 8 am

Teaching and learning subcommittee: 23rd September 8 am

The meeting closed at 8.40pm.

Signed:
(Bernie Hawes, Local Committee Chair)

Date: