



Minutes of a meeting of the Local Governing Board of Croft Church of England Primary School on Tuesday 21st March 2023 held in school and on TEAMS commencing at 4.00pm

Be happy: aspire, believe, achieve

Core Functions of GB:

- Ensure clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money well spent

The Vice Chair opened the meeting with a prayer.

| No. | Summary of Actions from meeting | Who | By when |
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| 4 | Minutes and confidential minutes of 24 th January 2023 be signed by the Chair | AR | ASAP |
| 7 | Future reports on attendance to be broken down | RW | Next meeting report |
| 7 | Note on newsletter to advise parents that they park at Croft Hotel | RW | ASAP |
| | Advise JC of Diocesan Advisor visit in June | RW | Next meeting |
| | Look into horse riding opportunity | RW | Next meeting |

Present: R Wallace (RW, Headteacher), A Russell (AR, Chair), J Clarke (JC, Vice Chair), N Linsel (NL), D Blenkharn (DB), K Billington (KB), D Roberts (DR)

Apologies: None

Absent no apologies: None

In Attendance: Gemma McManus (GM, SENCO), Rev. Alison Cozens (AC via TEAMS), (Louise Flanagan (LA Clerking Service)

Quorum required: 4

Governors present: 7

| Minute No. | | Action and time scale |
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| | <p>A Termly SEND Report was circulated to Governors before the meeting and Gemma McManus highlighted the following points:-</p> <ul style="list-style-type: none"> • 14 pupils are on the SEND register which is 12.7% of the school. 3 pupils have EHCPs and 1 pupil is currently under assessment. The Educational Psychologist visited last month, and their report is due soon. 12 pupils are receiving SEN support. • The report includes a breakdown of the area of need of pupils with SEND, some pupils have more than one area of need. | |

Minutes of Croft Church of England Primary School Local Governing Board Meeting held on Tuesday 21st March 2023

SignedChair.....Date

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| | <ul style="list-style-type: none"> • Speech and Language therapists are working with 2 pupils, 2 further pupils have been assessed and a further 2 are awaiting triage. • The Educational Psychologist has visited the school twice with regards to one pupil. • Specialist teachers from North Yorkshire SEND Hub are working with two staff members to develop intervention based on books without words. This programme will then be used throughout the school. • 12 out of 14 pupils with SEND are on track to meet the end of year targets • SEN funding is mainly spent on TA salary for interventions • Training has taken place for ADHD and Dyscalculia • SEN Link Governor questions and answers were included at the end of the report <p>Governor Question GQ: Regarding question 6 from KB, will the new Synergy system at North Yorkshire Council save time? A. It is a mixed picture for our school as we have some pupils who are registered to Darlington Borough Council, so we have to administer two different methods.</p> <p>Parental feedback regarding SEN was low at 4 replies, however it confirmed the school is offering all it can.</p> <p>GQ Are there any other services the school could benefit from? A.Regarding support from the SEN Hub, we referred a pupil in December and they were refused so we had to request feedback. The new IPM might provide better evidence for assessments.</p> <p>Governors thanked Gemma McManus for her hard work, and she left the meeting at 4.27pm</p> | |
| <p>LGB 1/23</p> | <p><u>Apologies for absence and to determine whether any absences should be consented to.</u> No apologies were required as all Governors were present.</p> <p>The Chair welcomed Mrs Rebecca Wallace to her first meeting as Head Teacher and David Roberts to his first meeting as parent governor and JC shared a prayer.</p> | <p>All</p> |
| <p>LGB 2/23</p> | <p><u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u></p> <p>No interests were declared</p> | <p>All</p> |
| <p>LGB 3/23</p> | <p><u>Notification of urgent other business</u></p> <p>There was no urgent business to be discussed</p> | <p>All</p> |
| <p>LGB 4/23</p> | <p><u>Any Confidential items</u></p> <p>No confidential items.</p> | |

| For Discussion and Agreement | | |
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| LGB 5/23 | <p>To approve as a correct record the Minutes of the meeting held on 24th January 2023 (circulated via TEAMS prior to the meeting) The Chair confirmed Governors had read the minutes and invited any comments/queries.</p> <p>4.1 AGREED That the minutes of the meeting held on 24th January 2023 be signed by the Chair as a true and accurate record of the meeting.</p> <p>4.2 To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Agreed: No further matters arising from the Actions list for which there are no separate agenda items.</p> | Chair |
| LGB 6/23 | <p>Finance and Buildings</p> <p>The Monitoring Statement for January 23 had been shared on TEAMS prior to the meeting.</p> <p>Governors were advised of the following information :-</p> <ul style="list-style-type: none"> • Budget position has improved • Predicted overspend is due to FT teacher, however various changes in expenditure, mostly due to staffing changes, means that overspend has been largely recouped • Pay increases and oncosts have been greater than estimated in budget • Energy and water bills have increased, the latter is being investigated as the bills have been very high with no obvious pattern • Condition survey report has taken place (report is conducted by DfE every five years) Two boilers were identified as needing replacement. School was already aware of this, however replacement cost is extremely high • Roof/fire alarm were not on report, AR will check this with KB • CIF bids will be announced soon | |
| School Improvement | | |
| LGB 7/23 | <p>Headteacher's Report</p> <p>The Headteacher's report was made available on TEAMS before the meeting and questions were invited.</p> <p><u>Number on Roll</u> KS1 is full Lower KS2 nearly full Interest has been expressed by parents of pupils in R, Y4 and Y6</p> <p><u>Attendance</u> Persistent absence is the biggest issue right now. Monitoring report will be run half termly and then RW will then examine further.</p> | |

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| | <p>GQ: Do we have the Trust position on absences and fining parents yet? A.No. Some schools within in the Trust impose fines and some do not. Governors noted that some special circumstances have been granted in other Trust schools.</p> <p><u>Lateness</u> RW advised that late arrival of pupils is a bigger issue then attendance and it has been increasing over this academic year. Any pupil arriving after 9.10am is marked as an unauthorised absence and phone calls are made if the problem is ongoing.</p> <p>Governors requested that future data is broken down into SEN/ disadvantaged/ pupil premium. A reminder will be placed in the newsletter advising parents that they may park at Croft Hotel as car parking issues may be contributing the late arrivals.</p> <p><u>Catch Up Premium</u> Used for additional books, intervention support and whole class music lessons, details are in the Catch Up Premium Statement.</p> <p><u>National Tutoring Programme</u> Funding has been used to provide additional support for groups of pupils by GM. Still waiting an announcement regarding NPQ for SENCOs. CPD has been listed with impact in the Headteacher’s report, a feedback form has been introduced so that staff can share resources and contact details from any courses they attend.</p> <p><u>Pupil Progress</u> Reception is still tracking Good Level of Development but GLD level isn’t recognised anymore. GQ: What are the new levels? A. Emerging and expected</p> <p>EYFS baseline data is used to determine progress when those pupils reach the end of Y6. EYFS data is not published. Investigating how to show data to parents, track/not on track is an option.</p> <p><u>Summary of each year group</u> Y1 Dip in phonics, Reading/Writing/Maths (RWM) combined is ok Y2 Focussing on RWM Y3 Showing a positive improvement Y4 Are doing as expected Y5/6 A tricky cohort with a high number of pupils with SEN. Interventions have been taking place, RW has been teaching maths to one group.</p> <p>GQ: Are there any issues contributing to the results in Y5 and Y6? A. These pupils were the last cohort allowed to return after the pandemic, so they had the longest amount of time away from school. There will be a focus on English as there are some fundamental gaps around grammar.</p> | <p>RW</p> <p>RW</p> |
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| | <p>GQ: Parents do not routinely receive feedback on tests? A. It can sometimes lead to tricky conversations, but it would be useful for parents to be aware of the gaps and they could then work on them at home, Seesaw could be used to notify parents.</p> <p>Other areas of focus are reading in Y5 and writing in Y3, Maths is an issue in Y5 and 6, focus on this next half term and RW will report back at the next meeting.</p> <p><u>Curriculum</u> Staff meeting times over the next two half terms have been mapped out and time has been allocated for subject reviews, beginning with Writing and Maths as a main focus.</p> <p><u>Complaint</u> A complaint has been received; details are not able to be shared as yet. GQ: Do Governors need to provide support to the Headteacher? Not at the moment as I (RW) am not involved, it relates to matters before I joined the school.</p> <p><u>Community</u> Residents of Linden Court joined the school for lunch and plans have been made to join with them again to mark the Coronation.</p> <p>A ‘new look’ newsletter has been launched due to concerns that the previous newsletter was too long which was preventing people from reading it. The new format has been accompanied by a parent survey to gather feedback which has been positive so far.</p> <p>Social media options are being explored to promote the school to the wider community and celebrate successes.</p> <p><u>School Council</u> School Council held a toy sale this term which raised £105. The school council will now determine how they want to spend this money. Worship ministers are actively leading a weekly worship.</p> <p><u>Finance</u> Finance reports have been uploaded to Teams. GQ Do we have plans for the £10k energy efficiency grant? A. Not yet, waiting for CIF bid outcomes. It won't pay for the boiler which will be in the region of £60k.</p> <p>GQ: Have we considered renewables? A. Looked into solar panels but the school roof already has issues so it would not be feasible. Boiler report looked at alternatives, but options were too costly or not practical. Report to be sent to JC.</p> <p>Mrs Wallace was thanked for her excellent and comprehensive report.</p> | |
| <p>LGB 8/23</p> | <p>Church School Distinctiveness</p> <ul style="list-style-type: none"> • Parent drop in following Celebration Worship to take place after Easter break | |

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| | <ul style="list-style-type: none"> Developing a plan to enhance pupil’s understanding of other faiths and beliefs Preparations are underway for Easter and Eucharist Our new Diocesan Adviser, Trudi Garrett - Ward visited on Monday 20th March | |
| LGB 9/23 | <p>SEF and SDP 2022/23 Details of progress on the SEF and SDP are contained within the Headteacher’s Report, RW highlighted the following areas:-</p> <p><u>SEF</u> Debbie Clinton’s report is now on TEAMS and actions are being developed. School development plan has been RAG rated and uploaded. All milestone documents have been completed.</p> <p><u>SDP</u></p> <ul style="list-style-type: none"> One page summaries - some have been completed, but it has proved to be very time consuming, a rota through the year for all foundation subjects is to be completed RW is forming a plan for implementing careers education beginning with a KS2 workshop with NERAP (North East Raising Aspirations in Primary) to ensure curriculum is exemplary. Y6 won debating competition again A progressive oracy framework to support pupils’ oral presentation skills has been written with further staff meeting sessions planned to embed good practice. <p>GQ: Regarding deep dives could we choose another school? A. Yes and it could be outside of the Trust.</p> <ul style="list-style-type: none"> Trudi Garrett Ward, the new Diocesan School Advisor, will be providing up to date guidance to support future SIAMS inspections. RW to advise JC of the visit date in June | RW |
| LGB 10/23 | <p>Curriculum One page curriculum summaries for Foundation subjects will be revisited in Autumn Term.</p> | |
| LGB 11/23 | <p>Safeguarding and Child Protection RW is the new Designated Safeguarding Lead, a handover has taken place. Safeguarding Audit has been completed by RW, KB and AR, this was shared on TEAMS prior to the meeting. AGREED that the audit was completed satisfactorily and could be submitted to the LA.</p> | RW/KB to submit by 31.3.23 |
| LGB 12/23 | <p>Health and Safety The school is continuing to work with Dales Trust to source funds to develop the school’s perimeter fencing. Fire Risk Assessment, completed by H&S Adviser, shared on TEAMS prior to the meeting, – actions are being completed where possible</p> | DB by next H&S visit |

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| | A fire drill is due to be carried out in Summer 1. DB will conduct a premises walkabout after the Easter holidays. | |
| LGB 13/23 | <p><u>Policies</u> The following policies were circulated to Governors before the meeting:-</p> <ul style="list-style-type: none"> • Educational Visits – included updated Local area map • Intimate Care and Nappy Changing <p>The above policies were reviewed by Governors and AGREED.</p> | |
| Governing Board Matters | | |
| LGB 14/23 | <p><u>To review MAT Local GB</u> JC has been assigned to mentor DR, the new Parent Governor.</p> | |
| LGB 15/23 | <p><u>To review Governor Monitoring Schedule Autumn Term</u> SEND Monitoring report by KB circulated to governors</p> <p>GQ.Have movement breaks been introduced to improve sustained focus (see Monitoring Record)? A.No – but more research is being done to assess the kind of movement breaks following the visit from an ed psych. Do the movement breaks need to awaken the child or bring them down to a level so that they are able to release excess energy and focus.</p> <p>GQ. Has LD worked with CH and GM to develop provision for Emotional/Sensory regulation in LKS2 (see Monitoring Record)? A.LD has worked very closely with the child in question as there was a period before half term when he needed the security of an attachment figure to remain in school. LD has since started to move away and has worked closely with CH and LM to continue to support this child.</p> <p>GQ.Does provision in class for children on SEND Register continue to reflect their IPMS? A.Learning walk (06.03.23) shows that the interventions are taking place and children are accessing the additional support outlined on their provision maps. Evidence in children’s books of how teachers and teaching assistants are supporting in class and making progress towards targets.</p> <p>GQ.To what extent have further dyslexia friendly strategies from training been implemented? A.All quality first teaching strategies are being fully implemented. Guidance was also shared with parents during the SEND drop in. Will share the same at the Governors meeting.</p> <p>GQ.Have Widgit resources been developed to support a Total Communication environment/approach, e.g. visuals being developed throughout the school? A.Widgit symbols are being used in the EY setting to support a child with Speech and Language difficulties, although the child is making so much progress they are now only really used as a back-up. We did fill out a survey from NYCC to get a free one year trial, but we have not heard anything back yet. GM is looking into a trust membership.</p> <p>GQ.Have any Annual/Phase Reviews been carried out on Synergy system yet? A.No. just before an annual EHCP review, NYCC contacted schools to say the person in charge of the Synergy roll out had left and had not</p> | |

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| | <p>been replaced, therefore we should revert to the “old way” of carrying out the review process. This was done on 22.02.23 for one child.</p> <p>JC monitored Collective Worship, report was circulated to Governors. GQ.Wow Wall: would you consider using a hybrid model i.e. keep the use of QR codes around the school and on the Wow Wall itself, but ALSO return to a visual display of the children’s actual work, so that the Wow Wall display itself is eye-catching and can inspire children as they walk past. This has been commented on by several parents /carers as they attend for open events – the presence of the actual work is inspiring. A.This will reviewed with staff so that middle ground can be reached, for example using QR codes in newsletter. GQ.Images are sometimes difficult to see on the projector screen because of the sunlight, but I know staff are aware of this. A.Sunlight on screen is difficult, improvements have ben made Wall displays are being refreshed constantly and look great. GQ.The School Council team photos near the office are still for the academic year 2021 – 2022, could these be updated? A.Yes</p> <p>AR monitored Stay and Learn – report distributed to all governors</p> <p>GQ I would be interested to know what parents thought of the Stay and Learn session? Did it help them to gain a better understanding of Internet Safety? GQ.What do parents think of our current SEND provision? A.Parental survey – GM had issued a parent survey but only 4 responses GQ.Is it possible to display some more art in the gallery to celebrate the wonderful work going on in school? A.Yes, TAs have been asked to add to it. GQ.Can we use the information provided at the Drop In session on the website to make it more informative for parents? A.Yes it will be provided on website.</p> <p>AR monitored Science workshop, ten groups of pupils of various ages worked together on science projects, feedback from pupils was positive and it is planned to take place every term. GQDo children follow up their work in the classroom after the activities? GQWhat did children think of the afternoon? A.Pupil survey conducted by GM showed children really enjoyed the workshop and found it very interesting GQCan we share some pictures with the community, so they are aware of the great things happening in school? A.Currently looking at best option for social media to share this type of event GQCan we invite some scientists into school to demonstrate the actual application of science in work and industry? Ayes for future events</p> <p>GQ Are we reverting to actual work on Wow Wall rather than just QR codes?</p> | |
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| | <p>A We will display work when we know parents are coming in, otherwise it can create a lot of work for staff. QR Codes will be shared in the newsletter each week.</p> <p>Governors suggested sharing work directly to parents on Seesaw, or providing QR codes on the school newsletter.</p> <p>Stay and Learn about internet safety was well attended.</p> | |
| LGB 16/23 | <p><u>Correspondence from Dales DfE and Diocese</u> An update from the Board had been received. This was shared on TEAMS prior to the meeting.</p> | |
| LGB 17/23 | <p><u>Evaluation of Governance Impact for January meeting</u></p> <ul style="list-style-type: none"> As a result of the presentation and visit from Debbie Clinton, governors were given an overview of the school and developments since Ofsted. Discussions around pupil data ensured that governors were updated with progress towards targets and support being provided for some pupils in Y5 and Y6 | |
| Personnel | | |
| LGB 18/23 | <p><u>Staffing</u> An advert will be placed at the end of this week for maternity cover in EYFS. An internal advert will be placed for a vacancy in Out of School Club. Health and Wellbeing continues to be a priority and is discussed at every staff meeting. RW advised she has settled in well and feels very supported. RW to find out more about a Horse Riding opportunity that has been raised.</p> | <p>RW/KB End of week</p> <p>RW</p> |
| LGB 19/23 | <p><u>Date of next meeting 16th May 2023</u></p> <p><u>Dates for academic year</u> 11th July 2023</p> | |
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There being no other business, the meeting closed at 5.52pm