



Minutes of the Meeting of the Full Governing Body of  
Loddon Primary School on Wednesday 29 November 2017

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**Present:**

Suzanne Ambaum, Gemma Didcock, Eleanor Gunbie, Jenny Hall,  
Rob Henderson (Chair), Donald MacDonald, Sarah Phillips (Headteacher)

Sue Lunn (clerk)

The Chair welcomed Gemma Didcock as the new staff governor.

17/17 **Apologies for Absence**

Apologies were accepted from John Brady and Katja Strohfeldt-Venables.

18/17 **Declarations of interest in Agenda Items**

There were no declarations.

19/17 **Minutes of the Previous Meeting**

The minutes were agreed.

20/17 **Matters Arising**

There were no matters arising.

21/17 **Committee Updates**

**Personnel**

The committee had been updated on staffing and it was confirmed that a new Assistant Headteacher had been appointed for 3 days per week.

The committee had also discussed the Teaching Assistant Review and the Headteacher was contacting the Local authority for further clarification on contracts. The teachers' pay review had been completed.

The school has now met the criteria to be classified a Group 4 school. As a result the leadership pay scales applicable to the school had been reviewed and the new spinal points applicable for each scale had been agreed.

Subsequent to the meeting, it had been agreed by email that the revised pay scales would apply from 1 September 2017.

**Finance**

The finance committee had reviewed benchmarking reports prepared by the School Business Manager. Comparisons had been made for similar schools which were

achieving good standards.

Percentage comparisons had however proved to be misleading as many schools had higher levels of income.

*Question: Why does this school receive less income?*

The local authority receives less income than others as the area is considered fairly affluent and does not qualify for additional funding for hardship factors such as areas of deprivation.

The benchmarking exercise therefore involves some complex work and there are not many local schools of the same size which can be included in the data comparisons. The committee had also looked at the latest 3 year budget projection which is still showing an expected deficit in the future.

*Question: Is this imminent or a more gradual decline in funding?*

It is expected that there will be difficulties in setting a balanced budget in 2019 but the school is waiting to see the effect of the new funding formula. There is no way to predict the distribution of funding this year.

The local authority will not receive details of funding until later this month and schools will be notified of the allocations a month later than normal.

The Committee Chair and Headteacher confirmed that they had now met with representatives of the local authority to discuss the underfunding of the schools expansion.

At the time that the expansion was proposed, the local authority had indicated that the school would have 7/12 of the new funding levels protected whether the school was full or not. This ensured adequate funding for staffing until the new pupils admitted appeared on the schools census and thus triggered the associated income through the normal processes.

The amount that the school had actually received was not 7/12 of its total relevant income but 7/12 of the pupil unit funding. This meant that the income paid for special factors such as special educational needs, pupils with English as an additional language, mobile families etc had not been increased.

The Headteacher felt strongly that the expansion had been agreed to in good faith and the pupils should not be penalised as a result.

The local authority had accepted that there was an issue but had advised that there was no additional money available.

After discussion the local authority agreed to consult with the schools forum which meets in December and to report back to the Headteacher by 21 December.

**Action      The Headteacher to report the outcome to governors.**

It was noted that should the additional income due be paid, it will delay the prospect of a deficit budget but was not the sole cause of it.

Curriculum

The curriculum committee meeting had included an in depth review of the schools data and the resulting key areas for improvement. The attainment in the school was high and good progress had been made in many areas. The data had showed that

the key issues to be addressed were the progress in writing, the progress made by pupils with special educational needs and to achieve a consistent trend in phonics.

*Question: Has the progress in writing slipped because of the focus on reading this year?*

The Headteacher advised that progress in reading normally came first and then fed through into writing. The focus on reading has been successful and it is anticipated that the writing will follow. In addition a number of the criteria required for greater depth in writing were introduced last year and have subsequently been reviewed at a national level, which will have an impact on the data at greater depth for writing in 2017.

The school was also considering options for support in writing from parents through the Home Learning.

The committee had also reviewed the recent link governor meeting and the format was considered to be working although the meeting would be earlier in the calendar next year. Attendance at this meeting was key.

Governors were asked to complete a written report in respect of the meetings with each subject leader.

**Action      The Chair of Governors to email the latest template for the report.  
Link governors to complete a report and forward it to the Clerk.**

#### Environment

The committee had received updates on the expansion and travel plan and had reviewed several policies.

There had been a strategic review of the hiring and letting of the school premises and the options for the future. Costs are going to be reviewed and the policy and charges will be looked at in detail in the spring.

#### 22/17      Headteacher's Report

The Headteacher submitted her report to governors (attached).

The main emphasis of this report was the evaluation of the School Improvement Plan. The Headteacher and the senior leaders had reviewed the internal data of the school at all ages in addition to the reported data at the end of each key stage.

The evaluation column of the report consisted of updates on the success criteria .

The key points were as follows:

- There has been an increase in teaching standards, the evidence for this having been taken from the standards tracker software that is used for performance management in school. There were several areas that were noted as requiring improvement last year, in some part because there were several inexperienced newly qualified teachers, and the number of these in the current year has significantly decreased.
- The pupils understanding of how to improve their own work had not appeared to make progress. However the new Assistant Headteacher had been asked to conduct a walk round and report on first impressions, to look for strengths and areas that required improvement. During this exercise it was noted that pupils talked about where their work is now and also about where they need to be. This was very encouraging. The Senior Leadership Team will carry out a moderation exercise on the current data held for this

area in January.

- The school's aim is to achieve 85% combined attainment across reading, writing and maths in all year groups by 2019.
- Years 1 and 4 have met the target in 2017. Other year groups have not quite met the target but there is improvement and overall the school is on target to meet its aim.
- With regard to progress, the required six steps had been met in most cases. In maths in years 3 and 4 maths however the attainment level had not been met and less than the six steps of progress had been achieved in 3 of the 4 classes last year. This was being monitored in particular to better understand the transition from key stage 1 to key stage 2 and the teaching in that part of the school.
- The school is engaging in the Schools Partnership programme next year and a presentation is attached. The school was being partnered with two other schools to look at areas of the school improvement plans. The school would be looking at the integrated curriculum with Colleton School and Crazies Hill Primary School was interested in comparing ways of working with a larger primary.
- The school also has established a link with a Teaching School in Bracknell. In the future the school will take Initial Teacher trainees for shared experienced.
- The review of teaching support in the school is ongoing and staff have been invited to join a working party looking at communication and achieving the review's stated aims.
- With regard to Values Based Education, the report from the recent visit is attached for governors. The pupils who are Values Ambassadors have presented 2 assemblies and have visited Hawkedon School.
- Subject leaders have looked at the refreshed integrated curriculum.
- There has been a review of target setting in maths and this has changed slightly. New written records have been introduced for targets and next steps. Specific expectations have been mapped out for teachers and monitoring will take place to establish the required impact.
- The evidence for the schools application for a Parent Partnership Award was being considered and the assessment will take place in the new year.

The Headteacher also advised governors that there were currently 550 pupils on roll and nearly all year groups were full. The numbers in nursery were less than usual but there is a new intake in January.

The attendance across the school is slightly better than last year.

*Question: where there is a reference to a racist incident, the phrase 'consequences' seems at odds with the policy?*

It was agreed that this could be reworded to sanctions.

The Headteacher advised that the report on continuous professional development had not been included in her report on this occasion due to a handover between staff currently being completed. This will be submitted to governors next term.

The Headteacher was thanked for her report.

23/17

### Policies for Review

#### Statement of British Values

There had been no changes to the policy.

*Question: Is this a model policy?*

This policy has been adopted from a model but on this occasion from a Value Based Education policy rather than one provided by the local authority.

All aspects of the policy are taught in class although the children are not consistently referring to the British Values vocabulary e.g. democracy. The language used in the national policy will be reinforced further through lessons in future.

*Question: Does the policy and the teachings alienate pupils from abroad?*

No as many values are the same as those on Values education such as respect for others and many can be attributed to values held in other backgrounds. There is no sense that pupils feel this way.

*Question: Do you talk about the values of other countries?*

Yes, although this is age related. For the older age groups, it is often the children that bring this topic up.

The policy was agreed.

24/17 **Governor Meetings – Site Access**

The Chair of Governors confirmed that in order to improve site access for meetings, particularly during the building work, governors have been given the access code for one of the doors.

In addition door fobs will be given to the committee chairs as they become available.

25/17 **AOB**

The Headteacher advised that she had to report an exclusion.

A pupil had been given a fixed term lunchtime exclusion for 5 days. This will show in the schools data as a half-day exclusion for 5 days.

The incident was in relation to a pupil hurting children at lunchtime. The pupil has had considerable support and a behaviour plan has been in place for some time.

*Question: Is consideration given to the impact on families, particularly working parents?*

Yes, always and in this instance the school has been working with the parents and has held several meetings leading up to the fixed term exclusion and the potential this may happen had been previously discussed.

*Question: Are families able to take pupils home for lunch under normal circumstances?*

This is very unusual but if requested this is allowed.

26/17 **Date and Time of the next Meeting**

The next meeting of the Governing Body will be on Wednesday 7 February 2018 at 6pm.

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Signed by the Chair of Governors

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Date