

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 19th December 2018

Present: Mrs M Baylis Mr M Cunningham Mrs J Covill Mrs M Fabian Mr B Hawes (Chair) Mrs R Haig (Head Teacher) Mrs J Nelson Mrs D Oke	In attendance: Mrs S Dargavel, Acting Safeguarding Lead (for training session) Mr C Lees, Trust Chair (item 4)) Mrs S Lloyd (Acting Deputy Head Teacher) Miss C Mould Year 6 Teacher & Maths Lead 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 Cllr D Cartwright, Rev C Shelley and Mrs B Simpson

2. Welcome

- 2.1 MC, CM and SD were welcomed to the meeting.

3. Safeguarding Training Session

- 3.1 LCMs received training on safeguarding from SD. The slides would be circulated.
Action: Clerk

4. Visit by Trust Board Chair

- 4.1 CL joined the LC to update on Trust developments and take questions.

5. Declaration of Pecuniary Interests

- 5.1 There were no new declarations.

6. Constitution and membership of the Local Committee

- 6.1 The membership of the LC was noted. MC had joined the LC.
6.2 There was one nomination for vice-chair. MB was unanimously elected.

7. Minutes and confidential minutes of the meeting of 12th September 2018

- 7.1 The minutes and confidential minutes from the DRIS and CPS Local Committee meeting held on 12th September 2018 were approved and signed by the Chair.

8. Matters Arising

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

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8.1.1 *Website review*

It was reported that a review of all schools' websites has been undertaken by the Trust Communications Officer. All actions concerning the DRIS and CPS website had been completed.

8.1.2 *Evaluation and development plan – consulting with School Council*

This would be progressed in the spring term with the new School Council.

Action: RH, SL, DO

BH said he had spoken to CS about becoming the link member for pupil voice.

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

9. Safeguarding

9.1 LCM Safeguarding Training

9.1.1 This had taken place.

9.2 Safeguarding action plan

9.2.1 TE's safeguarding visit reports had been circulated and were discussed. His next visit would include speaking to the children and staff.

9.3 Safeguarding/Child Protection Matters

9.3.1 There were no issues to bring to the attention of the LC.

10. Local Committee Monitoring

10.1 LCM Visits

10.1.1 Visit reports on safeguarding, attendance and understanding assessment and data had been circulated. BH had visited to discuss pupil premium and pupil progress and he would prepare a report.

Action: BH

10.2 Local Committee training and activities

10.2.1 Safeguarding training had been received as previously reported. MF had attended new governor induction training.

10.3 Local Committee Self Evaluation

10.3.1 A self-evaluation document containing "20 questions for governors to ask themselves" had been circulated. It was agreed that a small group of LC members would meet to complete the document. BH, MB and MF volunteered.

Action: BH, MB, MF

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10.3.2 It was agreed that a skills audit should also be undertaken and the Clerk would circulate the NGA skills audit document for completion.

Action: Clerk, LCMs

10.4 Local Committee Sub Committees – agree setup

10.4.1 It was agreed that the Teaching and Learning Subcommittee would meet on 18 January 2019 between 8 and 9.30am.

Action: RH, BH, JC, JN

10.4.2 It was agreed that the Finance Subcommittee would meet on 24th of January 2019 between 8 and 9.30am.

Action: RH, BH, MC, MB

11. Trust matters

11.1 Chairs' Meetings

11.1.1 BH reported that a meeting had taken place in October which had discussed health and safety, introduction of new safeguarding software, IT strategy and the staff induction programme.

11.2 Board and committee meetings –FARCO (Finance and Resources Committee) meeting 2nd October

11.2.1 The minutes had been circulated and were noted.

12. Local Committee Monitoring and School Development

12.1 School Data

12.1.1 The data for both schools had been circulated and was reviewed. JN's report on understanding assessment and data was referred to as a very useful guide and it was suggested that it was shared with other LCs.

12.1.2 ***It was asked how many adjustments had been made for children who had not performed in tests as expected.*** RH said that she would provide this information at the January subcommittee meeting.

Action: RH

12.1.3 ***It was asked if there were any areas of concern in relation to gender gaps.*** RH highlighted reading at CPS; reading in Year 1 at DRIS had been addressed.

12.1.4 ***It was asked if KS1 results across both schools were in line with National levels.*** It was confirmed that they were.

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12.1.5 ***LCMs asked for the results of the Hertfordshire reading tests for the January T&L meeting.***

This was agreed.

Action: RH

12.1.6 The data would be discussed in detail at the January meeting.

12.2 Updated School Development and Evaluations Plans 2018 – 2019

12.2.1 The plans for both schools had been circulated and questions/comments were invited.

12.2.2 It was agreed that the objectives set out in the plans should be allocated to individual LCMs to review as part of visits, or to the sub committees. BH would circulate a plan for comment.

Action: BH

12.2.3 ***It was asked why the behaviour policy was not being consistently applied.*** It was explained that this has been actioned as a result of a behaviour audit and the perception of children that behaviour was not applied consistently in all classes. Plans had been put in place to address this.

12.3 Headteacher's Report

12.3.1 The report had been circulated and questions/comments were invited.

12.3.2 ***MarvellousMe training was referred to with regard to staff development at CPS.*** It was explained that this was training on the use of the MarvellousMe software used to engage parents. The introduction of the programme, in the form of an app, had resulted in a significant increase in parental engagement with the school. Rolling out to DRIS parents was being looked at for the spring term.

12.3.3 ***It was asked how the schools undertook self-evaluation.*** It was explained that they evaluated against Ofsted descriptors and external reviews.

12.3.4 ***It was asked what was in place to help staff to improve their performance.*** It was explained that all teaching staff are currently part of the lesson study program. In addition to this, some teaching staff receive additional planning and in class support to improve performance.

12.3.5 LCMs congratulated the school on its attendance figures.

12.3.6 BH said he had attended a Christmas celebration and the children's behaviour had been excellent. He commended staff for all their hard work.

12.4 Review procedures to move children to alternative provision/dual roll and progress of dual roll children

12.4.1 It was explained how children's progress was monitored, which included meetings with parents. Staff from school attend review meetings for dual registered children at their current provision. These meetings include looking at academic progress as well as behavioral targets.

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12.4 SEN review

12.5 Review the extended school offer, including before and after school clubs, school performances and school journeys

12.5.1 Contained in HT's report.

12.6 To review the provision for RE, collective worship and social, moral spiritual and cultural (SMSC) development

12.6.1 This item was not discussed and would be an agenda item for the next meeting.
Action: for next agenda

12.7 Review home-school links and links with School Councils

12.7.1 Contained in HT's report

12.8 Ensure reward systems are in place to recognise students efforts and achievements

12.8.1 Contained in HT's report.

12.9 Review of accident/near miss statistics

12.9.1 Contained in HT's report.

13. Health and Safety

13.1 Review Health and Safety Management Reports

13.1.1 An external fire risk assessment had been circulated and was discussed. RH confirmed that actions had been addressed. It was raised that the details of named individuals in the report needed to be updated.

Action: RH

13.1.2 It was agreed that follow-up health and safety visits for both schools should now be arranged.

Action: MB

13.2 Review of Lockdown Procedures

13.2.1 RH reported on the practice session that had taken place at CPS. A practice session would also be undertaken at DRIS.

13.2.2 It was agreed that RH would provide the procedures to MF to review.

Action: RH, MF

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14. GDPR updates – audit reports from June and November 2018

14.1 The reports had been circulated. It was agreed that JN would review the reports and completion of actions.

Action: JN

15. Review Budgets of Both Schools

14.2 BH had reviewed the finance documents and prepared a summary for both schools which was reviewed. The position was noted.

16. Policies and Procedures

16.1 Trust Play Policy

16.1.1 The policy had been circulated. Two amendments were suggested and subject to these the policy was approved.

17. AOB

17.1 Self Evaluation meeting

17.1.1 RH reported on a self evaluation visit to CPS by the Trust CEO and a HMI in November. A follow-up visit would take place in January. A copy of the report would be circulated.

Action: Clerk

18. Confidential items

There were no confidential items.

19. Dates of next meeting

3rd April 2019 at 7pm

10th July 2019 at 7pm

The meeting closed at 9.30pm.

Signed:
(Bernie Hawes, Local Committee Chair)

Date: