

THE SPRING PARTNERSHIP TRUST
Final adopted minutes of a meeting of the Dorset Road Infant School and Castlecombe
Primary School Local Committees
Held at Castlecombe Primary School at 7pm on Monday 11th December 2017

Present:

Mrs J Nelson, Joint Chair
Mrs J Covill (from 7.15)
Mr T Edwards
Mrs R Haig, Head Teacher
Mrs D Oke
Mrs B Simpson

In attendance:

Clerk: Kathy Lewis

1. Apologies for absence, acceptance of absence and absence

Apologies for absence were received and accepted from Mrs M Baylis, Mr B Hawes, Cllr D Cartwright and Mr L Garwood

2. Declaration of Pecuniary Interest

There were no declarations.

3. Constitution and membership of the Local Committee

3.1 The membership of the LC was noted. It was reported that an advert for a parent LCM had been placed in the schools' newsletters.

4. Minutes from the meetings held on 11th September 2017

4.1 The minutes from the DRIS and CPS Local Committee meeting held on 11th September 2017 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:-

5.2 DRIS

5.2.1 *4.4 Review the extended school offer, including before and after school clubs, school performances and school journey and wraparound care survey*

The first part of this action was on the agenda. With regard to a wraparound care it was confirmed that whilst both schools had breakfast club and curriculum clubs there was no after-school facility. The HT reported that a survey had been issued to parents asking if they were interested in an after-school club and an earlier start for the breakfast club. However, only two parents had responded.

It was asked how many children attended the DRIS breakfast club. It was confirmed that there was approximately 4 children; the CPS breakfast club attracted a high number of children. The charges were raised. It was agreed that the levelling the cost between the two schools should be investigated.

Action: RH

The HT confirmed that before school session for maths and reading were provided.

5.2.2 *9.2.3 Member Visits Reports - safeguarding*

It was reported that a visit had been made by John Cliff from the Trust and TE. There had been no major issues and the report would be circulated.

Action: RH

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5.2.3 *9.2. 4 and 5.3.5 Spending on special educational needs*

This information was contained in the latest financial report. The areas of expenditure were quite large, but adjustments had been made elsewhere. It was agreed that a report on SEN interventions and the cost should be made available for the end of year meeting.

Action: RH for July meeting

5.2.4 *9.2.5 Equality compliance- equality objectives*

RH would review the schools' objectives to bring in line with the Trust document

Action: RH

5.2.5 *9.2.7 Business Continuity Plan*

It was reported that BCP for both schools were being finalised by the HT. It was agreed that JC would then review it and circulate to LCMs.

Action: RH, JC

It was asked if the schools had lockdown procedures. It was confirmed that there was a procedure for both schools.

5.2.6 *6.3 Commonality of safeguarding systems across the Trust*

RH said that online system across the schools had been discussed at the last HTs' meeting.

5.2.7 *9.3.6 and 9.3.7 Gap between Boys and Girls and SMSC*

It had been agreed that these should be the focus of the next ACC visit which would take place next half term and the following half term.

Action: BS, LG

5.2.8 *9.3.8 Strategic plan for improving attendance*

It was reported that an attendance officer had been employed. Regular fortnightly meetings were taking place and a list of actions prepared. It was agreed that JC would sit in on some of these meetings; RH would supply the dates.

Action: RH, JC

5.2.9 *9.3.10 Health and Safety*

MB had prepared a report which would be circulated.

Action: MB, Clerk

5.2.10 *14.1 Building work update*

It was asked if there was any news on plans for DRIS. It was confirmed that there had been no further contact from the local authority. RH would raise with Jo Brinkley.

Action: RH

5.2.11 *17.2 Prevent procedures*

Members were asked if they had undertaken training; it was confirmed that there was a module on educare.

Action: LCMs

It had been asked at the last meeting how members could be certain that schools' procedures were in line with current guidance. It had been suggested that TE, as part of his safeguarding role, be asked to undertake a visit to look at the schools' policies in this area and ask staff what they understood about the duty and what training they had received.

Action: TE for next term

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5.2.12 *Item 19 parent surveys*

RH said that paper surveys has been undertaken at parents' evenings at both schools and the responses were being collated

Action: RH

It was confirmed that Ofsted were satisfied with paper surveys.

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

6. Safeguarding Review

6.1 A report had been circulated for DRIS and RH would find out about the Castlecombe review report.

Action: RH

6.2 It was asked when the review had been undertaken and by whom. The HT said that it had been completed after the trust audit and by the HT, DO, TE and JB. It was agreed that if this information should be inserted into the review report.

Action: RH

7. School Data

7.1 DRIS

7.1.1 The data for autumn 2 progress and attainment had been circulated. It was confirmed that the data had been moderated internally by the trust. ***The gender gap in the Year 2 data was raised.*** DO said that a number of boys in year 2 were on the SEN register and the girls were high achieving; interventions were in place. It was agreed that there should be further discussion around the SEN group at the next LCM visit.

Action: BS, LG

7.1.2 ***It was noted that there were also gaps in Year 1.*** It was confirmed that this was an issue across both schools. It was agreed that case studies should be provided.

Action: RH

7.1.3 ***The overall combined figure was raised.*** RH said it was being reviewed.

7.1.4 ***The reading figures in year 1 were raised and was there an issue.*** It was confirmed that there were a good number of parent volunteers who came in to listen to children read. There were a high number of children who were above and also below.

7.1.5 ***It was agreed that greater depth and the gender gap would also be the focus for a LCM visit, including book looks.***

Action: BS, LG

7.2 Castlecombe

7.2.1 ***The Year 6 figures were raised.*** RH said that she had every confidence in this year; the children had come up from a low level and were making very good progress. All were being carefully tracked. It was agreed that greater depth and writing would be a focus for the next LCM visit.

Action: BS, LG

7.2.2 ***Year 5 results were raised.*** RH said that the assessment results were being reviewed.

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- 7.2.3** It was suggested that reading and writing should be moderated with one of the Trust schools.
Action: RH
- 7.2.4** *It was asked if the LC could be provided with combined figures for GLD for EYFS i.e. those on track for GLD.*
Action: RH
- 7.2.5** *It was asked if there was an issue with Year 4 maths.* It was confirmed that attainment was good but not progress and this was being addressed.
- 7.2.6** It was confirmed that the Trust was looking a gender gaps across all schools.
Action: BS
- 8. Review procedures to move children to alternative provision/dual roll and progress of dual roll children**
- 8.1** It was confirmed that there were currently no children on dual role.
- 9. School Development Plans 2017 – 2018**
- 9.1** DRIS
- 9.1.1** The SDP had been circulated and questions/comments were invited.
- 9.1.2** It was agreed that there should be a strategic overview of the assimilation of Year 2 children from DRIS to CPS.
Action: RH, JN
- 9.1.3** *It was asked who had had input put into the writing of the plan.* The HT confirmed that she and SLT had prepared the plan; LCMs were invited to provide their comments at this meeting following the draft circulated to the September meeting. *It was asked if there had been any input from pupils.* It was confirmed that there hadn't as yet. It was suggested that certain areas could be provided to the School Council for their comments.
Action: RH
- 9.1.4** *RH was asked if she had any particular areas of concern.* RH highlighted assessment in EYs, particularly exceeding, and she was working with staff on this.
- 9.2** Castlecombe
- 9.2.1** The SDP had been circulated and questions and comments were invited.
- 9.2.2** LCMs is said that the plan needed more detail in places as provided in the DRIS plan.
Action: RH
- 9.2.3** *It was asked what the current attendance figures were.* RH confirmed that for this term they were above 95% and that persistent absence was improving. RH would provide a copy of the data.
Action RH
- 10. School self-evaluation (SEF)**
- 10.1** CPS
- 10.1.1** The document had been circulated.
- 10.1.2** RH provided an update on Challenge Partners (CP). She said it had been a very positive experience and the CP team had highlighted the school's strengths. The team had agreed

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with the school's judgement, i.e. that there were areas that still required improvement but that by the summer the school should achieve good overall. RH would circulate the report once received.

Action: RH

10.2 DRIS

The document would be completed shortly and would be circulated.

Action: RH, DO

11. Headteacher's Report

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

11.2 The staffing position was discussed. It was noted that a high number staff had been recruited to CPS since September. The HT explained that they were mainly replaced those who had left. It asked what additional roles had been created. The HT explained which roles were new and included the new attendance officer.

11.3 It was agreed that RH would prepare a report for the next meeting on behaviour (CPS).

Action: RH

11.4 It was also agreed that a monthly data report would be useful.

Action: JC, RH

11.5 JC would arrange a visit to look at how behaviour is monitored.

Action: JC, RH

11.6 *It was asked what was in place to ensure that all teaching was good or better.* The HT explained that there was robust monitoring and target setting; Jo Brinkley was coming in for learning walks with the HT and this would be combined with book looks and speaking to children.

12. Local Committee monitoring visits

12.1 A report of a visit by DC to look at safety and risk assessment had been circulated.

13. Local Committee training and activities

13.1 LCMs were reminded to notify the Clerk when training was attended, whether online or face-to-face. It was agreed that a log of training completed would be prepared for LCM meetings.

Action: LCMs, Clerk

14. Local Committee recruitment

This had been discussed under item 3.

15. Trust matters

15.1 Chairs' meetings

A meeting of LCM chairs and the Trust Chair had taken place on 18th October and the minutes had been circulated.

15.2 Minutes of Board and Committee Meetings

For the next LCM

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16. LCM Monitoring

16.1 SEN reviews

16.1.1 LCM visits to be arranged for both schools.

Action: BH

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

16.3 It was stressed that SMSC should be brought into each LCM visit as it formed part of every area.

Action: LCMs for visits

16.4 Review home-school links and links with School Councils

16.4.1 School Council links would form part of JC and BS's visits.

Action: JC, BS

16.5 The Trust would be asked to review inclusion of the remaining items under this section on agendas.

Action: JN, JC

17. Health and Safety

17.1 Review Health and Safety Management Reports

17.1.1 A rolling programme of maintenance/works for DRIS had been circulated. It was agreed that a similar programme should be prepared for CPS.

Action: RH

17.1.2 The notes of the Trust health and safety accountability meeting in November had been circulated. DC had attended. He had raised with JN and BH the decision not to appoint a caretaker for DRIS given that the role is becoming increasingly important in relation to H&S. He wanted to ensure that all the H&S responsibilities would be transferred to another member of DRIS staff. The HT reported on the current caretaking arrangements and that an advert had been placed for caretaker to cover DRIS and Midfield.

17.1.3 It was agreed that a follow-up visit by LCMs should be arranged in relation to the report.

Action: MB, DC

17.1.4 The visit report from DC had been noted under LCM monitoring visits. The Clerk would check that there were no other reports for circulation.

Action: Clerk

18. CPS Building Work Update

18.1 The report prepared by Sue Impiazzi had been circulated. It was noted that the requirements of the school had changed since the original designs were drawn up and rather than a Library/Studio/Learning room layout, it has been agreed to provide a Nurture Room/Library /Learning Room. It was explained how the funds for the work had been allocated.

18.2 One matter was deemed confidential and minuted separately.

19. Review Budgets of Both Schools

19.1 Management accounts had been circulated. No concerns had been brought to the Committee's attention.

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20. Staff and Parent Surveys

- 20.1** The results of staff surveys for both schools had been circulated. **Members were concerned about the level of response.** It was explained how the surveys were conducted and the number of responses. It was agreed that other methods of obtaining staff feedback should be explored e.g. on inset days.
Action: RH

- 20.2** The latest parent survey had been discussed under matters arising.

21. Policies and Procedures

- 21.1 DRIS Lettings Policy – amendments to application form and charges for approval**
21.2 The changes to the policy were approved.

22. Schedule of policies

- 22.1** A list of Trust statutory policies and policies specific to both schools had been circulated. A useful Trust list had also been circulated of Trust-wide policies and those that would become Trust policies. JN and the HT would review the school specific policies.
Action: JN, RH

23. AOB

Length of the school day at CPS

The HT proposed a review. This was agreed and RH would prepare a proposal.

Action: RH

24. Confidential items

Item 18.2 had been declared confidential.

16. Dates of next meeting

Wednesday 21st March 7pm at DRIS
Monday 9th July 7pm

The meeting closed at 9pm.

Signed: Date:
(Jacqui Nelson/Bernie Hawes joint chairs)