



**Kelford School Local Governing Body  
Quality of Education Meeting  
Monday 24<sup>th</sup> January 2022 at 10:00  
Central Trust Office - Unit A06, 34 Magna Business Park**

<b>Those Present:</b>		
Kari Anson	Headteacher	KA
Pamela Smith	Governor - Chair	PS
Samantha Crookes	Parent Governor	SC
Simone Heald	Governor	SH
Lynn Heeley	Parent Governor	LH
Philip Knight	Finance Link Governor	PK
Rachael Leach	Teaching Staff Governor	RL
Callum Overfield	T&L Governor	CO
<b>Also Present:</b>		
Joel Hardwick	Assistant CEO – Strategy & Partnerships	JH
Catherine Bentley	Deputy Headteacher	CB
<b>Apologies:</b>		
Warren Carratt	Chief Executive Officer	CEO
<b>No Apologies:</b>		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from CEO.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from CEO.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>None.</p>	
<p>2.2. Appointment of Vice Chair &amp; Link Governors - Samantha Crookes (link to Early Years) &amp; Lynn Heeley (Vice Chair). The appointments were confirmed.</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
4. KELFORD SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 29<sup>th</sup> November 2021 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker</p> <p>The action tracker was reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>None.</p>	
5. ITEMS TO BE CONSIDERED	
<p>5.1. SIP priorities – Deep Dive Review of Specific Curriculum Area(s)</p> <p>KA reported that the SIP, SDP &amp; RAG rating has been updated and gave an overview.</p> <p>The Assistant Head has been appointed to the Trust wide phonics lead role, but work is retaining pace around reading as a priority. Phonics training is booked for all staff for February and reading training in process of being booked.</p> <p><b>A governor asked about family involvement in phonics schemes to help them support.</b> KA confirmed that there would be communication with families about the way phonics will work, to make sure that families can support and do so in a way that is right for each child. <b>Governors discussed the challenges, particularly for pupils with SEND, in ensuring that a single phonics scheme is used</b> whilst also providing the right offer to meet each individual child’s needs and support their progress.</p>	

<p>The literacy lead is (COVID-absence permitting) being released to undertake the quality assurance</p> <p>Following discussions with the Trust School Improvement lead, other Trust leaders, and the B11 review outcomes, work is underway to review the curriculum to ensure the topics are the stimulus to drive the outcomes and to reflect this in the SDP. This includes work to look at other schools in other regions to review and learn. <b>ACTION: KA to update SDP to reflect the review of how the curriculum drives outcomes.</b></p> <p>KA reported that the impact of the independent Speech &amp; Language therapist had been brilliant and that the commission had been extended as a result.</p> <p>CB gave a short presentation on the Positive Behaviour Support ethos and programme. The presentation described the approach, the current position with staff knowledge &amp; training, and the questions that were being asked by staff so far. <b>A governor described how the approach had worked for their child, although it takes time.</b> CB gave an overview of current staff expertise and training underway across the school and some examples were given of pupils who had been supported in this way. A staff governor described the views of staff and the benefits.</p> <p><b>A governor asked about monitoring of behaviours of concern and how plans change to reflect the understanding gained from monitoring.</b> KA described an example of where plans had changed to reflect individual needs and the improved outcomes that were being seen as a result. <b>A governor asked about whether families were on board with the overall approach.</b> KA replied that it was early days in communicating with families about the approach, but it was clear that some families would find it more of a challenge and that would require more work. It would also be part of the induction process for new families from now on. CB added that part of the approach is to be flexible, to understand what is and is not working. <b>A governor asked about the importance of reflecting and understanding themes, and how this is then reflected in individual risk assessments.</b></p> <p>KA highlighted to governors an issue around a reduction in funding for EYFS students. Governors expressed concern around the issue and offered support. <b>KA/JH to continue work with ESFA and RMBC to seek a resolution and way forward that is sustainable for Kelford and meets the needs of children.</b></p> <p>KA updated on positive work around diversity and equality.</p>	<p style="text-align: center;"><b>KA</b> <b>16/5/22</b></p> <p style="text-align: center;"><b>KA/JH</b> <b>07/03/22</b></p>
<p>5.2. B11 School Review Report</p> <p>KA welcomed the report, gave an overview, and described the work ongoing around each of the recommendations and actions identified in the report.</p> <p>The Chair suggested that governors have a session at a future meeting to look at the SEF and aim to have a good understanding.</p>	
<p>5.3. Annual Self-Assessment – NGA Skills Audit</p> <p>The pro-forma will be circulated following the meeting for LGB members to complete and return to Clerking Services.</p>	

<b>6. GOVERNANCE MATTERS</b>	
6.1. Governors to complete Activity Log	
Governors were reminded to complete the log and PK agreed to join the panel for the Assistant Head interviews, scheduled for 16 <sup>th</sup> February, and SC offered to take part. After half-term the aim would be to open up to more governor visits in school.	
6.2. Trust Verbal Update of Key Issues	
JH updated on the new Trust Clerk that has been appointed and will be clerking the next meeting and described the situation across the Trust in terms of staffing absence and COVID.	
<b>7. ANY OTHER URGENT BUSINESS</b>	
7.1. To consider any other urgent business agreed by the Chair	
JH confirmed that the non-teaching staff governor was vacant and we now will start a process to elect to that vacancy.	
<b>8. CONFIDENTIALITY &amp; RISK</b>	
8.1. To consider the confidentiality of any items discussed during the meeting	
None.	
8.2. To consider any areas of risk discussed during the meeting	
None.	

<b>9. DATES OF NEXT MEETING</b>
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Monday 7 <sup>th</sup> March 2022	10:00 – 12:00	A06 Central Trust Office	Business Meeting
Monday 16 <sup>th</sup> May 2022	10:00 – 12:00	A06 Central Trust Office	Quality of Education
Monday 27 <sup>th</sup> June 2022	10:00 – 12:00	A06 Central Trust Office	Business Meeting
Tuesday 28 <sup>th</sup> June 2022	16:00 – 19:00	Crags School	Leadership Summit

**Minutes approved**

CHAIR	SIGNATURE	DATE