

**A MEETING OF THE GOVERNING COMMITTEE OF
HORSINGTON CHURCH SCHOOL
HELD ON 14th JULY 2022**

The meeting started at 6:40pm.

Present: M. Alexander (MA), H. Barker (HB), M. Holden (MH), J. Mortarotti (Chair) (JM), K. Rogers (KR).

In attendance: K. Barge (KB Headteacher from 1st September 2022), S. Elvish (SE SENCO), R. Jacques (Clerk).

AGENDA ITEM	DECISION/ ACTION
1 JM welcomed the governors to the meeting and led the opening prayer.	
2 Apologies Accepted. J. Evans (JE), C. Hurt (CH), P. O’Gorman (PO’G),	
3 Conflicts of Interest. Non-declared.	
4 Election of Chair and Vice-Chair 22/23: 4.1 Election of Chair/s. JM had previously indicated that she was willing to continue as Chair of the Governing Committee. MH proposed JM to be the Chair for 22/23 and KR seconded. There were no other nominations and she was duly elected unanimously by the governors.	<i>JM elected as Chair</i>
4.2 Election of Vice-Chair. MH proposed KR to be the Vice-Chair for 22/23 and JM seconded. There were no other nominations and he was duly elected unanimously by the governors.	<i>KR elected as Vice-Chair</i>
5 Minutes of Last Meeting 19 th May 2022. The minutes had been circulated prior to the meeting. The minutes were approved unanimously.	
6 Matters Arising. A paper had been circulated prior to the meeting:	
6.1 Follow-up concerns re CIVICA and the SCR: JM reported that she had discussed the concerns with MA and that the problems had been resolved. JM will arrange a visit early next term to check the SCR again as several new staff will have joined the School.	<i>JM to meet with JH/KB next term to check the SCR.</i>
A governor expressed concern about the software issues as Safeguarding is an Ofsted priority. MA agreed, but assured the governor that the problems have been resolved. As well as Ofsted, Safeguarding processes are also a priority for the MAT. CPOMS (software used by all staff to register any	

Safeguarding concerns) although expensive to the School, has proven to be a very useful tool for recording low level concerns. **A governor asked** if the MAT had mandated that all of its schools use CPOMS. MA confirmed that it had. The MAT also has access to the information on the system so it can monitor Safeguarding concerns across all of its schools. The information can be transferred to secondary schools for the transition from Year 6 to Year 7 if the schools have the same software. If they do not, then the information is provided in a written format.

6.2 JM to carry out a Safeguarding Monitoring visit: The visit took place on 29th June and the report had been circulated. JM reported that there are currently no concerns.

6.3 Health and Safety Meeting – MA, MH and CH: The visit did not take place. MA reported that a Health and Safety audit had been carried out 13th July by the MAT. The audit only revealed some minor concerns. The report of the audit will be available in September and she will arrange for it to be shared with MH.

*MA to arrange
for the report
of the H & S
audit to be
shared with
MH*

A governor asked if the School uses a maintenance checklist for Health and Safety purposes. MA confirms that she does and that the MAT sends reminders, by email, constantly to check various things on the School site.

A governor wanted to know if all the responsibility for Health and Safety falls with MA? MA confirmed that it does, although the workload is shared with JH.

6.4 Clerk to apply revised format to Committees Terms of Reference: The Clerk confirmed this had been done and that the documents had been circulated.

6.5 Clerk to produce analysis of the skills audit and forward to JM. The Clerk confirmed that the analysis had been done, and indicates the board has a high level of skill in all areas, but, in error, had not sent it to JM. It will be sent without further delay.

6.6 Clerk to check with the MAT re the Arson Prevention Policy: The Clerk reported that the MAT confirmed the policy to be the most up to date and also provided a checklist that the School might find useful. The Clerk has sent the information to MA.

A governor asked if the School had been the subject of an arson attack. MA replied that although there had not been an arson attack, the sun reflecting on the mirrors in the outdoor area had burned the decking. The mirrors have now been removed.

7

Headteacher's update: Progress data. The report had been circulated prior to the meeting. She summarised the main points:

- EYFS: Good Learning Development (GLD) at 57% is broadly in line with some other local schools and better

than others but will probably be below the national average. 1 child did not achieve 1 Early Learning Goal (ELG) and 2 children did not achieve 2 ELGs. 1 child did not achieve 15 ELGs and is being monitored by the SENCO.

- Year 1 Phonics: Since the assessment, which was disappointing, the children have been re-tested and all have improved. Although Phonics was low at 28%, 85% of the children are assessed at ARE in reading.
- KS1: 2 Year 2 children did not take the SATs. The Reading, Writing and Maths results all are in line with the expected national average.
- Year 4 Multiplication Check: The results were disappointing as the teachers know that the cohort is 66% ARE in mathematics.
- KS2 SATs: The results are good and as expected.
- Whole School Data: The attendance is very good but not as good as it usually is.
- The School has 64% boys. The uneven split has affected the data.
- Overall the progress data on ScholarPack looks good.

The governors asked the following questions which were answered by MA or HB.

Why are the Year 1 results quite weak? HB replied that there has been a big improvement since that assessment with all but 1 child making good progress.

How many of the reception children will move up to the next class in September? HB Confirmed that it will be about half of them.

In view of the data, will the focus change for September? MA replied the focus will remain the same, phonics will still be a priority.

Does the data confirm what we knew? MA agreed that it does.

MA emphasised that because the number of pupils is small, the use of percentages when analysing the data gives a misleading picture.

The Chair requested a change in the agenda order. The governors all agreed to the request.

SEND Report to Governors: SE the SENCO presented 'SEND in a Nutshell'. She explained that the report is created by a software system that she uses. There are 13 children on the SEND register with an additional 4 children being monitored. Of the 13 children, 4 are in Year 6, 3 in Year 5, none in Year 4, 2 in Year 3, 3 in Year 2 and 1 in Year 1. For the majority (63.6%), the SEN Broad Area of Need is Cognition

and Learning which can include dyslexia, difficulty with processing information etc.

A governor wanted to know if the number of children on the SEND register is higher than the national average. SE said that at 14% it is slightly higher than the national average of 12.6%.

A governor wanted to know if it is easier to identify that a child needs support at an early age. SE explained that issues are often identified as children progress through the school and the difficulties they are experiencing become clearer.

SE reported that dyslexia diagnosis, which is identified through a County assessment, currently is free of charge to the School, however, in the future it will cost £700.

The governors expressed great concern at this as the cost to the School may mean that fewer assessments can be carried out. MA shared their concern and said that it reflects, yet again, the issues facing small school budgets.

A governor wanted to know how a teacher can provide the level of support needed to each child if there is a high percentage of children with SEND in a class. MA explained that the TAs in each class are excellent and provide very good support.

SE emphasised that at the School the children with SEND are taught well and the teachers are very receptive to the support she provides. She added that she has enjoyed her year in the School; everyone has been very welcoming. She tabled the targets for next year and briefly highlighted 3 main areas:

- To introduce the new Somerset Core Standards to staff.
- To continue to assess children with the School in order to remove barriers to learning.
- To carry out a survey of skills and confidence to all staff before the end of the summer term 2022.

SE provided examples of some of the issues that the children have and how they have responded to the support that she and the teachers have given them. MA provided further examples. They agreed that the improvements in the children are not always quantifiable through an exam.

A governor was concerned to know if it is possible to record and store anecdotal evidence about the children. MA replied that teachers record it on ScholarPack.

A governor wanted to know if SE has much involvement with the parents of the children with SEND. SE confirmed that she does, through regular meetings for the IEP, informal chats in the playground and on the telephone, by email and through meetings with external agencies.

SE concluded her presentation by saying that she loves working at the School and feels welcome in all of the classrooms. The governors thanked her for presentation. She left the meeting at 7.50pm.

- 8 **Marketing Strategy.** JM explained to KB that marketing is a regular agenda item as the need to maintain or increase the number of children in the School is always important. She reported that the School held an Open Afternoon recently but only 2 parents with young children attended which was disappointing. The 2 parents attending did stay for quite a while and were definitely interested in the School. A governor was able to provide feedback from one of the attendees who was very positive about the visit. Both JM and KR assisted with the Open Afternoon.

JM reported that she has liaised with the PTFA and organised 2 more Open Afternoons for next term.

A governor wanted to know if any progress had been made with finding someone who could manage the social media aspect of publicising the School. MA said that she has been talking to a member of staff who may be prepared to manage the School's Instagram account.

JM reported that she has been approached by the Treasurer of the PCC about the starting up of a Toddler Group in the village Church. KR explained that a group has been running in the Church at Henstridge and it's been very successful. It had been suggested that Horsington village would also be a good location. The governors discussed the role of the School within the setting up of the Toddler Group. It was decided that the School would simply promote the group through its correspondence with parents but not be actively involved in the running or setting up of it.

- 10 **Lead Governor Visits:**
10.1 Safeguarding: Report had been circulated to all governors.
10.2 (i) PP (ii) SDP: Reports had been circulated to all governors.

- 11 **Committees: Terms of Reference and minute.**
11.1 The Terms of Reference for all of the Committees had been circulated.
11.2 Committee Annual Reviews: The Annual Review for the Strategy Committee, Curriculum and Assessment Committee and the Ethos Committee had been circulated.
11.3 Curriculum and Assessment Committee minutes from the 7th July meeting had been circulated.

*School's
Resources
Committee
Annual Review
for September
meeting*

There were no updates.

12 **Governor Training:** JM attended the Safeguarding training in June and the Chairs Briefing in July. All governors were reminded that courses available on Educare.

13 **Chair's Update.**

13.1 MAT Briefing: JM highlighted the following points from the briefing:

- Safeguarding continues to be a priority. KCSiE has been updated for the new academic year.
- Online safety and information continue to be a concern.
- Staff recruitment process now includes a social media check.
- Ofsted – the MAT thinks that it is due an Ofsted inspection as it meets most of the criteria. Some of its schools will be part of the inspection process when it takes place.
- Ofsted – some schools within the MAT have been inspected recently and provided useful information about their experience.
- Attendance – across the MAT schools has dropped, especially the long-term absences. However, attendance continues to be very good at Horsington School.
- Admissions – The MAT will be assisting schools with recruitment as the admission number for September 22 is down by 20%.
- Very soon the MAT will be introducing Multi-factor Authentication for its Office 365 accounts.

With regard to the Safeguarding point, MA reminded governors of the new Low Level Concern Policy and form that had been circulated.

A governor asked if the form is easily available on the School website. MA confirmed that it is with the policy and paper copies are available in the School office.

13.2 Skills Audit: See section 6.5 of these minutes.

13.3 LGC Annual Review: The review had been circulated prior to the meeting.

13.4 Governance Self-evaluation: JM had completed the evaluation, circulated it and asked for feedback. She had not received any to date.

14 **Policies:**

School Policies to Review:

14.1 Arson Prevention.

14.2 Business Continuity/critical incident plan. *A governor noted that JM's contact telephone number is required.*

14.3 Remote education provision (Covid-19).

14.4 Low Level Concern Policy and Form (Safeguarding).

*MA to insert
contact
number for
JM.*

The policies, with the amendment to the Business Continuity /critical incident plan as above, were agreed by the governors.

15

Dates of Next Meetings:

The Clerk tabled a draft schedule of meeting dates prior to the meeting. Discussion followed regarding start times. It was decided that with the agreement of the School's Resources Committee Chair (CH) the start time would be changed to 9.00am. The first LGC meeting of the year will start at 6.00pm on 29th September and will be reviewed during that meeting.

16

Any Other Business:

16.1 A Governor enquired if the staff had noticed a decline in either the quality or the quantity of food provided by the supplier of school meals. MA reported that there has been no change and feels very fortunate to have a school meal supplier. The government has increased the amount for each meal that is provided by just 7p to cover the rapidly increasing costs. The increase is much lower than the actual increase. The additional 7p applies to the UFSM and FSM meals provided. The other meals supplied are paid for by parents and it is likely that these will increase in price from the beginning of September.

A governor asked if there has been an increase in packed lunches this term. MA confirmed that has not been.

JM thanked HB for being a staff governor for several years and thanked KB for attending the meeting.

MA thanked all the governors for their work and contribution to the School.

The meeting closed at 8.45pm