



# HORSINGTON CHURCH SCHOOL

'That they may have life, life in all its fullness' John 10:10

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HEADTEACHER: Mrs Kelly Barge

## MINUTES OF THE MEETING OF THE LOCAL GOVERNING COMMITTEE HELD ON 18<sup>th</sup> MAY 2023

The meeting started at 5:35 pm.

Present: K. Barge (KB), E. Hardwill (EH), M. Holden (MH), C. Hurt (CH), J. Mortarotti (JM) by video link, P. O'Gorman (PO'G), S. White (SW).

In attendance: R. Jacques (Clerk).

### AGENDA ITEM

### DECISION/ ACTION

- 1 It had been arranged previously that PO'G would Chair the meeting. She welcomed everyone and opened the meeting with a prayer.

#### **Apologies Accepted**

J. Dickinson (JD), C. Hurt (CH) for late arrival, K. Rogers (Vice-Chair) (KR).

- 2 **Declarations of Interest.** Non-declared.

- 3 **Minutes of Last Meeting 23<sup>rd</sup> March 2022**

The minutes (including confidential) had been circulated prior to the meeting. The minutes were approved unanimously.

*Minutes  
approved*

#### **Matters Arising**

Safeguarding Training modules to be completed by CH: See section 10 of these minutes.

- 4 **Headteacher's Report**

The report and the Accelerating Plan Review (AP) had been circulated prior to the meeting. KB explained that the colours on the (AP) refer to the RAG rating. Red means that no progress has been made, amber means that work is in progress and green that the action has been completed.

**A governor wanted to know** why the Behaviour Policy had needed to be re-written. Was it because it was not fit for purpose or that it just needed some amendments? KB reported that during the Safeguarding Audit it became apparent (when the review team spoke with the children), that various safeguarding measures and support provided by the staff in school were not mentioned in the policy. The review team also identified some inconsistencies amongst the staff in the way issues were dealt with. It was considered necessary therefore to write a new policy which accurately reflects the processes and procedures in school. The policy is currently in draft form and has involved all staff. It should be completely finished by July 2023.

*Behaviour  
Policy  
agenda  
item July  
LGC  
meeting*

CH arrived at 5:50pm

### **Phonics Update: EH**

EH reported she had been analysing phonics data and tabled a report detailing the level of progress made since the Autumn term of the children in Water and Air Classes who had been identified as not making expected progress. Data is collected for all children – every child takes an assessment. In the Autumn term all of the children in Water Class and the children in Air Class who did not reach the required standard in the phonics screening in Year 1 completed a phonics assessment and those with gaps in their knowledge were given additional support. All children take an assessment half termly regardless of whether or not they have gaps in their learning. In the Spring term all children were assessed again and most of them had made significant progress - providing evidence that Little Wandle is working well.

**A governor asked** EH to explain what the data represented. EH replied that each row represents one child, who has been identified as needing support and that the same children are shown for both the Autumn and Spring assessments, with the exception of a new child starting in Year 3 who had been added to the Air Class data. All children took the assessment regardless of whether they were falling behind or not. Oral Blending was assessed in the Autumn term in Water Class and as all children achieved 100% it was not included in the Spring assessment.

**A governor wanted to know** if the assessments are carried out termly. EH replied they are carried half-termly.

**A governor asked** if it is useful to have data on the individual children. EH confirmed it is and the assessments also indicate which individual sounds have not yet been grasped and this enables the teachers to provide targeted support. She noted that one child had moved from 26% to 54% in their assessment which is very good progress.

EH reported that phonics screening will take place in June for the Year 1 children and the 8 Year 2 children that did not meet the required standard last year. KB added that the School is hopeful of 63% passing this year which, although below the national average, is an improvement on last year. She emphasised that the staff are working very hard to close the gaps. EH reported that Precision Teaching is having a significant effect on phonics and a 5-minute daily intervention on sounds for the children needing the extra support has also been very effective. An evening workshop had been held to explain the phonics screening for the parents of Year 1 children and the parents of the Year 2 children re-taking the screening. It was very poorly attended with only five parents of Year 1 children attending.

**A governor was interested to know** how the teachers manage the intervention sessions when teaching the whole class. EH explained the 5-minute daily interventions are carried out by TAs. The children are taken out of the class individually to work on a sounds sheet. When a child is confident with those sounds they move on to the next sheet.

**A governor asked** if EH had informed the parents about the phonics screening during the parents' evening. EH answered that she had and it had also formed part of the parents' workshop. She had spoken directly with the parents of the children needing intervention.

**A governor wanted to know** if the parents of the children needing more support had been asked to provide more help at home. EH confirmed that the only support asked of the parents had been with reading practice.

**A governor asked** if the observations of TAs supporting phonics had taken place on 15<sup>th</sup> May as detailed on the AP. KB confirmed it did not happen. There had been various things happening that day and the TAs had expressed they would like more time to observe the teachers delivering phonics to feel more confident before being observed. This is in the process of being organised. However, KB did express confidence in the phonics work the TAs are doing as she sees it every day when visiting classes.

#### **School List Mime Report:**

The report had been circulated prior to the meeting. KB explained the report, compares the performance of the school with the BWMAT average. The data is taken from Scholarpack once the teachers' assessments have been entered. However, the data of 7 children was omitted because they were unwell during the assessment period. She met with JD to discuss the report and JD's record of the meeting had been circulated.

**A governor wanted to know** what the Trust thought of the report. KB confirmed she had not received any comments from the Trust as yet but they are continuing to find ways still to improve the format, then hopefully there will be some training on interpreting the document. Other data from phonics and SATS gives an indicator on pupil progress and performance to the Trust and school. The data used mostly by the Trust comes from the Phonics Screening and the KS2 SATs.

Referring to the attendance data, **a governor wanted to know what the percentage is for persistent absence.** KB replied that when a child's attendance falls below 90% it becomes persistent absence. **The governor asked** if the persistent absence is for the same children, also if the persistent absence, as it is going up, is a concern. KB explained that some children have been very unwell with various illnesses including chicken pox and that the rate is still quite low. There have been some requests for holidays but they are not authorised and there may be a need for some attendance letters to be sent home this term.

**A governor wanted to know** what type of assessments take place. KB explained that the staff use their own assessments, PIRA and PUMA and SATS. **The governor asked** if the Mime report provided any different information than the other assessments. KB reported it doesn't. **The governor asked** if the school has access to the scores of the other schools within the trust. KB confirmed she does not see the scores of the other schools. **The governor commented that** feedback from the Trust could therefore be quite important.

Referring to the 'New Complaints' section, **a governor wanted to know**, if it is something that the governors should be concerned about. KB reassured the governor that it had not become a full complaint and the issue had been resolved.

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#### **Safeguarding**

The Safeguarding Audit Review and Action Plan had been circulated prior to the meeting:

**A governor wanted to know** what the implications are for making the school site more secure and how much it will cost. KB explained the main issues relating to the site are 1) the security at the rear of the site and 2) the front entrance. Both issues will be very expensive and she has asked the Trust for financial support.

**A governor asked** if the boundaries at the rear of the school are open to the public. KB replied that the fields behind the school are not public, but could be accessible if someone wanted to access the school.

## Chair's Report

### Proposed new structure for 23/23:

JM proposed that the governors consider implementing a different meeting structure. Instead of having a half termly LGC meeting and termly committee meetings the Governing Committee move to monthly LGC meetings and no committees. Other schools within the Trust have moved to a similar meeting pattern and it has been successful. The monthly meetings should last for 1.5 to 2 hours and would feature a different area for consideration e.g. finance, each meeting. She also suggested holding the meetings at different times of the day to ensure that governors have equal access throughout the year as it would provide greater flexibility for governors' personal commitments.

**A governor asked KB** if the new structure would add to her work load as she would need to attend all meetings. KB replied that she considered it would result in slightly fewer meetings to attend and so she would gain some time.

*Agreed to move to monthly LGC meetings from September with no committees*

The proposal was well received and all agreed that it would be beneficial – it would enable all governors to be aware of all aspects that are monitored which would assist when planning succession.

### Parent Survey:

JM reported that a Parent Survey had been conducted and the results had been very positive overall. Also, a coffee afternoon had been held on Friday 12<sup>th</sup> May hosted by herself and KB to provide parents with an opportunity to discuss the results of the survey, particularly the areas that had been mentioned where the school could do better. But, it was very poorly attended. The results will be going out to parents on Friday 19<sup>th</sup> May by newsletter and JM will send a copy to the governors. The questions were mostly similar to Ofsted questions for parents and 48 families had returned responses. KB reported that 46 of the parents would recommend the school with just 2 saying they would not. **A governor observed** that using the statistics and some of the quotations in the school publicity material could be of benefit. **The governor suggested**, in future asking parents to offer dates when they are available could result in a higher turnout for events such as the coffee afternoon.

## 7 Pupil Premium Strategy Impact

KB reported she had met with CH in March to discuss Pupil Premium Strategy and directed the governors to CH's comprehensive report on how the funding is being used. The impact of the strategy will not be known until the end of the summer term at the earliest.

## 8 Governor Visit Reports

Visit reports from the following Lead Governors were circulated prior to the meeting: SEND (PO'G), Phonics - AP monitoring (JD), AP Review – Staff meeting (MH), Health and Safety (MH), Easter Service (JD). The visit reports were noted by the governors. The following update was provided:

SEND: PO'G reported that the SEND Review had taken place during the day and had been very positive. The review was carried out by Trust personnel who, as part of the review, talked to staff, parents and children. The governors agreed the review feedback was very positive.

## 9 Committees

Minutes from the School's Resources Committee meeting had been circulated prior to the meeting and was noted by the governors.

CH provided the following update: She reported that the budget forecasted for this year had originally been a deficit of £3,000 but with careful management the final balance is now likely to be between £1,000 and £2,000 surplus which is similar to previous years. However, the 23/24 budget is forecast to be £22,000 deficit. The school has reserves which means the overall balance will be 15.2% of GAG funding – higher than the 7% recommended by the Trust.

**A governor asked** if the deficit has arisen because of fewer children. CH confirmed it is – the 23/24 budget is based on 81 children and 22/23 was based on 91. **The governor asked** what the deficit is forecast to be in 24/25. CH confirmed it to be £30,000.

CH reminded the governors of the need for complete confidentiality. She reported that because of the forecast deficits the Trust requires the school to suggest initiatives that will reduce those deficits. As a result of this, next year the school will move to having 4 classes in the mornings and 3 in the afternoons and will not be employing the sports coach. The SENCO time will be maintained at 1.5 days per week as there is a high-level need in the school. The savings will be quite small and the deficit forecast of £22,000 includes them. Initiatives to reduce the 24/25 forecast deficit are still being considered, but the deficit of £30,000 is forecast if no efficiency measures are taken.

CH explained that if the pupil numbers stay the same the deficit is likely to increase each year because of rising costs. To improve the budget the school needs to increase the number of children. **A governor added** that fund raising could also be used to provide much needed funds for the school.

#### 10 **Governor Training attended**

MH confirmed that he had reviewed the Health and Safety Lead governor slides; SW confirmed that she had viewed the New Governor training recording; CH confirmed that she has completed the KCSiE Refresher and the Online Safety Educare courses.

JM reminded the governors of the LGC training with Steve Bassett on 19<sup>th</sup> June. It is very important that they attend particularly in the morning. The afternoon focus will be the monitoring cycle and involve KB, JM and any interested governors. She added that the training for governors on asking effective questions which was offered by Rachel Morgan has been very difficult to organise and may now be replaced by the training delivered by Steve Bassett on 19<sup>th</sup> June.

#### 11 **Policies**

11.1 Safeguarding Policy (School appendices 1 and 2): KB reported that there may be Trust changes to the appendices and asked for them to be on the agenda for the next meeting. This was agreed.

Appendix 3 – Record Keeping and Record Retention had been reviewed by JH and no changes are required.

*Agenda item for the next meeting.*

*Appendix 3 approved.*

#### 12 **Dates of Next Meetings**

- LGC 13<sup>th</sup> July 5:30pm

CH offered her apologies for that meeting.

#### 13 **Any Other Business**

JM thanked PO'G for Chairing the meeting.

***The meeting closed at 7:25pm***



BATH & WELLS  
Multi Academy Trust

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