



# 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 31<sup>st</sup> OCTOBER 2023

The meeting started at 4:10 pm.

Present: I. Andrews (IA), K. Barge (KB), E. Hardwill (EH), M. Holden (MH), J. Mortarotti (JM) (Chair), S. White (SW).

In attendance: R. Jacques (Clerk).

Non-attendee:

AGENDA ITEM		DECISION/ ACTION
1	<p>JM opened the meeting and welcomed IA to this her first meeting of the LGC. The governors introduced themselves to her.</p> <p>JM led the opening prayer.</p> <p><b>Apologies Accepted</b> J. Dickinson (JD), C Hurt (CH), J. Weston (JW).</p>	
2	<p><b>Declarations of Interest.</b> Non-declared.</p>	
3	<p><b>Minutes of Last Meeting 26<sup>th</sup> September 2023</b> The minutes had been circulated prior to the meeting. Referring to item 4, SW advised she had not volunteered to sit on the Pay and Remuneration Committee. Subject to the change being made, the minutes were approved unanimously.</p> <p><b>Matters Arising</b> There were none.</p>	<p><i>Minutes were approved</i></p>
4	<p><b>Quality of Education</b></p> <p><b>4.1 Accelerating Plan (AP)</b> KB reminded governors the School was placed on an Accelerating Plan (AP) in March of this year. This involved being monitored on a 6-weekly cycle during the summer term. She was pleased to report that, this term, the Accelerating Board has found that an AP is no longer required as the School has made good progress against the actions of the AP. Work should now continue on working towards the priorities of the SDP. KB explained the focus will be on the School maintaining a consistent approach to those priorities and the ADE will be monitoring progress</p>	

made. JM added, the AP process had been both very positive and stressful. The Trust provided a lot of support and training for staff and governors. EH agreed, saying, at first, the AP seemed overwhelming but, as it was broken down, it quickly became more manageable. The training provided for the staff was excellent, especially from the Educational Consultant, Steve Bassett. JM added he had also delivered the training for the governors, which every governor who attended found very useful.

**A governor asked if** the School is due an Ofsted inspection this year. KB confirmed the School is in the 'window' this year. The last inspection took place in January 2019. The Trust is providing training and support in preparation for the inspection.

JM, referring to the meeting of the Accelerating Board, said the members were very enthusiastic and positive about the School and the progress that has been made.

**A governor wanted to know** about the AP section relating to the governors which was outstanding at the last meeting. JM replied, the only item outstanding is the observation of an LGC meeting. It had been suggested that the ADE will observe a LGC meeting in the future but no date has yet been suggested.

#### **4.2 Headteacher's Report**

The report had been circulated prior to the meeting.

The following questions had been sent in advance of the meeting and were answered by KB:

**MH: *Firstly, my thanks to you and the rest of the team at the School for all the hard work and dedication shown.***

***My question relates to the Mime report - and specifically the Progress and Attainment summary shown in section 8 of your report.***

***I note there are significant improvements achieved in the 2023 results when compared with the previous year in many areas (well done!). In terms of building upon that success, I'd like to know whether when you consider any particular areas (i.e. KS2 / Maths - Greater depth etc) to be available for further improvement, and, if so, how that might be achieved.*** KB explained the Trust data for 22/23 indicated a significant decline in the number of children achieving greater depth (GD) across its schools. The Trust is now using the data analysis system Fischer Family Trust (FFT) Aspire which will be used when setting aspirational targets for the children. These targets are entered on ScholarPack. The results of the teacher assessments which take place at the end of each half term will be uploaded to ScholarPack. One focus of the regular Progress Check meetings, which take place between KB and the teacher of each class, will be to compare the assessment results with the targets that have been set and analyse any differences.

**A governor asked** if the School provides a support group for gifted and talented (G&T) children as well as supporting the children who require additional help. In the past the support group for the G&T children was very effective. KB replied the support for those children should come through with Quality First Teaching however, but there may be some funding in the Tutoring funding which could be used for GD support. This would be in addition to the help already provided by the class teachers. However, it will depend on the funding available.

**A governor, who had recently attended the Trust training on data, commented that the Mime report raised more questions than answers.** The governors

agreed that the data as currently presented by the Trust is complicated. **The governor also observed that with a small cohort the results of one child can make a significant difference to the data.** KB agreed and reminded the governors that the current Year 6 has only six children. JM added that the recent training session on understanding data was good and attended by herself, MH, JD and JW.

**JD: Eight children have joined the school since September and another two are expected. How is the school dealing with the children joining part way through the term?** KB explained the children who joined during the last half term have settled really well and their parents have been welcomed by the parents of children already in the School. There will be a requirement for additional support for one of the children who has recently joined; the School is looking into hopefully securing extra funding to cover some of the cost of that.

**A governor wanted to know** why there have been so many unexpected children joining mid-year. KB replied that Wincanton school is full which may explain the reason in part, but some children have joined because of word of mouth recommendation which is very positive.

**What impact has there been so far using the 'zones of regulation'? Are staff seeing a change in students through using this?** KB explained, there are four zones – blue, green, yellow and red. Children say which zone they feel they are in and, if not in the green zone, discuss possible strategies they can use to help them move to the green zone which is 'ready to learn'. Each class teacher has their own way of using the zones of regulation with the children. EH added that she has seen and heard children talking about the zones in a positive way and their attitude towards them has been very sensible and mature.

**A governor was interested to know** if the purpose of the zones or regulation is to address mental health issues? EH explained it is to help children identify how they feel and to be able to use strategies to get into a happy, learning zone, green. KB added, the children have received some input on the zones and how to recognise which zone they are in. Various initiatives have been introduced e.g. 'Keen Bean, Ready and Green', stickers, posters etc. The staff are currently carrying out 'Walkthrus' to see how many 'Keen Beans' are in each class. A governor who is a parent of a child in the School commented that the concept had been very well received.

**Can we hear a little more from the inset training which Anna brought and what whole school focus was decided upon (SDP goal 2)?** See paragraph above. KB confirmed the whole School area of focus for the 'Walkthru' was the zones of regulation.

**Is The Literacy Tree being used and is there any impact seen yet? How/when will this impact be measured?** KB explained that staff are in the early stages of becoming familiar with The Literacy Tree. All staff attended training on how to use the platform and this week met to discuss how it could work for them. Currently the staff are completing their own research on the content of the website to familiarise themselves with the support and resources available. The basic principle being two texts to study each half term, each one lasting three to four weeks. There is also a whole school unit to be delivered over a three-week period. The initial feedback from staff is positive.

#### **4.3 SEF**

KB explained, she has written the SEF but is waiting for the ADE to agree it. The next ADE's visit is planned for mid-November and the SEF will be available for the next LGC meeting on the 28<sup>th</sup> November.

*Agenda  
item for the  
next  
meeting*

#### 4.4 SDP 2: Quality of Teaching (Reading and Phonics) : EH

EH reported the following updates:

- The School will be receiving support this year from the English Hub which is a government initiative. The support is provided by a literacy specialist and is free. EH will have six face to face and six online meetings with the specialist over the year. To date, there has been one meeting which provided guidance on completing learning walks. During the learning walks, the specialist was very impressed with the teaching of phonics in the School and with the improvement in the data. A plan for future meetings has been made. EH said that the meeting was valuable and provided excellent support. Cover costs are paid by the Hub and the School will receive funding to support reading at the end of the year. Very little CPD has been available for a long time and this initiative is welcomed.
- The Little Wandle assessments are looking good for the first half term with a few children being identified for the rapid catch-up sessions.
- EH and another teacher organised a workshop for parents with children in Reception, Years 1 and 2 but the turnout was disappointing. The Hub specialist suggested offering the workshop again but during the school day so another has been arranged for Thursday 16<sup>th</sup> November at 3:00pm. The emphasis of the workshop is about supporting children with reading at home.
- EH delivered training to TA's on rapid catch-up and keep-up sessions.
- EH led a session during a staff inset day on the updated reading framework.
- EH will visit a Little Wandle Champion school to observe how LW is managed and delivered.

KB commented, during the Accelerating Board meeting, a point was made about the success of Little Wandle and they emphasised how important it is to keep the success going. The English Hub will help with that.

**A governor asked** if the staff are managing the framework changes. EH confirmed they are.

#### 5 **Safeguarding**

KB reported the new safety doors have been installed inside the front entrance. MH confirmed he has arranged a monitoring visit next week to look at the SCR. **He commented that the KCSIE policy on the school website makes reference to the 2022 guidance and queried if the policy should be or has been updated.** KB agreed to check.

*KB to check if KCSIE policy has been updated to reflect 2023 guidance.*

#### 6 **Ethos**

##### **6.1 Harvest Festival visit report**

The report had been circulated prior to the meeting. SW added she was very impressed with the children's performance and with how much the younger children had learned. People from the local community also attended the service which was good to see. **She asked** if there could be some photos of the Harvest Festival on the school website. KB explained, the school is currently looking at making improvements to the website which is estimated to cost around £1,300. **A governor asked** if the Trust has a template which the schools could use. KB replied that a discount is available if the school wishes to use the template of another school within the Trust.

##### **6.2 Policies relating to Ethos**

*Clerk to send policies*

SW reported she had looked at the Ethos related policies on the website and all seemed in order, although she was unsure when they are due for review. The Clerk agreed to send SW a copy of the Policies spreadsheet which is updated by JH.

*spread  
sheet to SW*

### **6.3 Values Information as published on School website**

SW had written a report, including recommendations, prior to the meeting; the report had been circulated. JM added it is important that all governors and staff are aware of the School Ethos and Values and that governors should have a greater knowledge and understanding of them than they do currently. She requested that the School RE Lead attend a future meeting to provide more information. KB replied it has been planned for a meeting later in the year.

## **7 Governor Visit Reports**

**SEND:** Visit report (JM) had been circulated. JM explained her visit had been arranged by the SENCO to coincide with an informal discussion group with parents who have children with SEND. Unfortunately, no parents attended which was very disappointing.

**A governor wanted to know** how many children are on the SEND register. KB confirmed it to be 12.

JM reminded all Lead governors they should arrange a monitoring visit before the next meeting and write a visit report.

*All Lead  
governors  
to arrange a  
monitoring  
visit*

## **8 Chair's Report**

JM reported she and KB had discussed including a section about governors in the School newsletter. It would include a photo and a short article. This would raise awareness of what the governors do and, hopefully, address the comments from some parents that they don't know who the governors are. All agreed with the suggestion.

## **9 Governor Training attended**

The Clerk noted the training attended by governors.

The Clerk informed the governors she has received confirmation from the Trust that all are required to complete the KCSIE Refresher on Educare even if they completed the module in 2022/2023 as a new governor.

*All  
governors  
except JM  
and MH to  
complete  
training*

With the School being in the Ofsted window, the Clerk explained there may be a need for an urgent conversation between the Headteacher and/or the Chair with other governors about the inspection. The Clerk asked for the governors' consent for her to share their telephone numbers with KB and JM so they can be contacted. It was suggested that the information could be shared with all governors. All governors present agreed with the suggestion. The Clerk will contact those governors not in attendance to confirm their views and if they agree will circulate the telephone numbers.

*Telephone  
numbers to  
be  
circulated  
to all  
governors*

## **10 Policies**

### **Local Policies (School):**

10.1 Critical Incident Plan (attached)

School website:

10.2 Food

10.3 Online Safety  
10.4 Remote Education Provision  
10.5 SEND

**A governor made the following comments:**

Critical Incident Plan – needs to be updated.  
Online Safety – refers to the KCSIE 2022 guidance.  
SEND need to be updated with new Lead governor name.  
Remote Education Provision – needs to be updated.

*Agenda  
items for  
the next  
meeting*

The policies will be an agenda item for the next meeting.

11 **Pay and Remuneration Committee – Set meeting date.**

JM advised that as the membership had not yet been confirmed, the date cannot be set.

*Agenda  
item for the  
next  
meeting*

12 **Further Business**

JM reported the Trust has offered the opportunity for another governor training session with Steve Bassett. The governors agreed it would be beneficial, with one suggesting that the focus could be preparing for Ofsted especially with answering inspectors' questions. JM agreed to gather more information and email governors directly.

*JM to get  
more  
information  
about  
another  
training  
session*

13 **Date of Next Meeting**

28<sup>th</sup> November 2023 4:00pm

***The meeting closed at 5.42pm***