

LALEHAM GAP SCHOOL GOVERNING BODY FULL GOVERNING BODY MEETING

Minutes of the Meeting of the Full Governing Body held at 1800 hours on Wednesday, 24 January 2024 face-to-face and via Microsoft Teams

Present: Daniel Chantler (Chair), Lisa Dixon (via Microsoft Teams), Danielle Dunn, Lesley Game, Tina May, Les Milton (Headteacher)

In Attendance: Mrs Val Woodin (Governance Professional), Ruth Jones (Assistant Headteacher until 1840 hrs)

The meeting was quorate and finished at 1955 hours.

No.	Item	Action
Procedural		
1.	Welcome and Apologies for absence The Chair welcomed those present to the meeting. He welcomed Ruth Jones in her new capacity as Assistant Headteacher. Apologies for absence were received and accepted from Vicky Acors, Joanna Arnold and Lesley Collins. The meeting was quorate.	
2.	Declaration of Business Interests Governors confirmed that they had no business interests to declare against any agenda items. Governors were reminded to declare business interests which become relevant during the meeting.	
3.	Minutes and confidential minutes of the previous meeting held on 1 November 2023 The minutes and confidential minutes of the previous meeting held on 1 November 2023 were approved and signed as an accurate record.	
4.	Matters arising Governors received the action sheet from the last meeting and the following were updates of items not completed or not separate items on the agenda. <u>Year-on-Year Data Comparisons</u> Governors received the year-on-year data comparisons for the last three years. EYFS – the cohort across the three years remained consistently small at 7, 6 and 7 and the small number of pupils significantly impacted the average. There were 4 pupils in the current academic year. The percentage of pupils achieving their Early Learning Goals was dependent on pupil starting points due to their specific needs. Governors noted that the 2022/23 cohort of pupils was anomalous in that the starting points for all pupils was in the 0-3 range. The expectation was that all pupils would make 3 or more points progress during their EYFS year and this had been achieved in 2021/22 and 2022/23. In 2020/21 and 2021/22 64% and 78% respectively achieved the Early Learning Goals, however, in 2022/23 none of the pupils achieved these. It was noted that	

	although the admissions criteria had not changed, the Local Authority were sending pupils with much lower ability into the school. KS2 Results – in 2020/21 three out of eight pupils reached national expectations in reading and in 2021/22 seven out of seventeen pupils had reached national expectations in reading. In 2022/23 only one pupil had taken the KS2 SATs. This was due to a cohort of pupils with relatively low prior attainment and no year 6 pupils had achieved the national standard at KS2. Secondary – There was a three-form entry in year 7 with pupils from 17 other primary schools. The current year 7 pupils were much lower academically than the previous year 7 pupils. Year 11 Attainment – Comparison over the last 5 years showed that Laleham Gap performed very well against other similar schools in Kent (same Cognition and Learning designation with similar cohorts on entry to the school) with 57% of pupils in 2023 achieving five 9-1 GCSE grades and 29% achieving five 9-4 GCSE grades. Pupil Progress – although actual KS2 results were below the national average, this was to be expected taking into account the pupils' prior attainment, pupil progress was positive in all areas. In addition, from the start point in year 7 GCSE results are showing a higher-than-expected progress (contextual value-added). A Governor asked what changes were being made to the curriculum to meet the needs of pupils coming into the school who have been working significantly lower than expected. <i>It was not just EYFS learning goals that were used, the birth to 5 structure and portage assessment were also used and it was broken down into small steps. The curriculum had changed to a play-based curriculum. The low ability of the pupils became apparent during the last year and adaptations had been made. Over the last two years in EYFS there had been a big drop in child ability coming into Laleham Gap.</i> A Governor asked how the curriculum in KS1 was being adapted for the pupils. <i>An extra play area had been put in and the facilities in the year 1 class had been changed. It depended on the pupils and how far they moved up as to what changes to the curriculum were required. There had been a change to learning through play in the last academic year.</i> A Governor asked whether there was a significant impact on the school's budget in terms of adaptations needed. <i>There had been £15,000 (fifteen thousand pounds) spent on physical changes and £10,000 (ten thousand pounds) on curriculum materials.</i> The Assistant Headteacher stated that the staff had interactive training and Makaton training. A Governor asked whether a child would be significantly disadvantaged if they were of a higher ability in a particular age group.	
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	<i>The Headteacher stated that they were now in the minority, however, the curriculum had always been and would always be adapted to meet their needs. He stated that it was necessary to ensure staff were supported in the changes that were happening and whether having lower academic cognitive ability was a trend, whether it was a one-off or whether it would continue to reduce over time.</i> A Governor asked the Assistant Headteacher if she had settled into her role based in the school. <i>The Assistant Headteacher stated that she was enjoying spending more time in school and getting to know the children. She had always spent a lot of time with schools and nurseries.</i> 1840 hrs – Ruth Jones left the meeting. <u>Role of the Vice-Chair</u> The Chair explained the role of the Vice-Chair and explained that the term of office of the current Vice-Chair would end on 22 June 2024. A Vice-Chair would need to be appointed wef 23 June 2024. The Chair would write to Governors with a description of the role and asked Governors to contact him if they wished to have a discussion. This would be discussed further at the next Governing Board meeting.	Chair All Governors
Governance		
5.	Membership There was one Local Authority Governor vacancy. Taking into account the Governor skills audit, the skills being sought were business and finance or an HR background. There had been no response to the advertisement for a Governor. As reported at the last meeting the term of office of Lisa Dixon (Staff Governor) was due to finish on 12 May 2024 and the term of office of Danielle Dunn (Parent Governor) was due to finish on 22 June 2024. The Headteacher would conduct the Staff Governor election process and Parent Governor election process taking into account the timeframes for these.	Headteacher
6.	Safeguarding An update on safeguarding was included in the confidential minutes. <u>Governor Safeguarding Monitoring Report – Daniel Chantler and Vicky Acors – 10 November 2023</u> The Governing Board received the Governor Safeguarding monitoring report in advance of the meeting, following a visit on 10 November 2023. Governors were very impressed with the school and the processes in place. Included in the report were questions asked and the responses from the Senior Leadership Team (SLT).	
7.	Governor Monitoring The Governing Board received and noted the following Governor monitoring reports: • Governor Monitoring Report – Health and Safety (H&S) – Danielle Dunn – 8 December 2023	

	• Governor Monitoring Report – EYFS and Secondary – Lesley Collins – 30 November 2023 • Governor Monitoring Report – 6-month review – Lesley Game – 8 November 2023 • Governor Monitoring Report – Key Stage 5 – Tina May – 18 January 2024 The Chair reminded Governors that following a visit Governors should send their draft report to the relevant SLT member who would then include their response to the questions raised by Governors. Governors should include on the report the link to the School Development Plan. When SLT had completed the response to the questions the Headteacher would send the final report to the Governance Professional for uploading on to GovernorHub for the next Governing Board meeting.	All Governors Headteacher
School Improvement		
8.	Headteacher's Report The Governing Board received the Headteacher's report in advance of the meeting. The Headteacher highlighted the following: <u>School Context</u> The number of Children in Need had increased to 7. There were currently 225 pupils on roll. <u>Quality of Education</u> The report included an update on the level and extent of our interventions being delivered in terms 1 and 2. There had been an increase in the sensory and intensive interaction programmes. Targeted interventions were delivered by teaching assistants and teachers whereas the specialist interventions were delivered by qualified therapists. To date there had been 134 targeted interventions and 101 specialist interventions. <u>Leadership and Management</u> The Headteacher reported on the KCC review of special schools across Kent. He explained that this was driven by the safety valve agreement the Local Authority holds with the Department for Education. Ultimately significant savings need to be found within the SEND budget. The consultation included a proposal to cluster eight to fourteen schools within an area based on the primary school network. The funding that currently goes to individual schools would go into a post and those Heads and Special Educational Needs Co-ordinator would discuss what was best for that individual area. The expectation was that the cluster would come up with a more cost-effective way of meeting the needs of those children. <i>A Governor asked why Kent had gone for a geographic model and how would it work in some areas that have more deprived schools.</i> <i>The Headteacher responded that KCC had stated that they would devise a formula for those issues. The proposal included KCC 'top-slicing' some money for 'exceptional needs' but that had not yet been defined.</i>	

	Further discussion on the Special Schools review was included in the confidential minutes. <u>Specialists Teacher and Learning Service (STLS) Update</u> The Governing Board noted the STLS update and the very positive work being undertaken. <u>Staff Survey Results 2023</u> The Headteacher would send the staff survey feedback to the Governance Professional for uploading on to GovernorHub. This would be discussed at the next meeting and Governors were asked to let the Headteacher have any questions on the survey.	Headteacher All Governors
9.	School Development Plan (SDP) The Governing Board received the updated SDP for 2023/24 and noted the minor updates.	
10.	Finance The Governing Board received a verbal report from the Chair of the Finance Committee following their meeting preceding the Governing Board meeting. The Committee had reviewed the 9-month budget monitoring in detail. the predicted surplus was now £17,145 (seventeen thousand one hundred and forty-five pounds), however, £35,000 (thirty thousand pounds) of that related to TISS and Laleham Gap had an in-year deficit of £18,577 (eighteen thousand five hundred and seventy-seven pounds) which had reduced from £55,000 (fifty-five thousand pounds). KCC had agreed to fund the new boiler at a cost of £34,000 (thirty-four thousand pounds). The anticipated rollover was now £362,051 (three hundred and sixty-two thousand and fifty-one pounds). The Committee had also reviewed benchmarking and there were no significant variances taking into account the different structures of the schools and had reviewed contracts and licences. The Governing Board received the voluntary fund audited accounts and noted that the recommendations from the auditors were being actioned. The Governing Board received and approved the Risk Register which was very comprehensive. The Schools Financial Value Standard (SFVS) would be reviewed at the next Finance Committee meeting and submitted to the March Governing Board for approval. Thanks were recorded to the School Business Manager for her expertise and detailed analysis.	
11.	Headteacher's Performance Management (HTPM) Panel The Chair of the HTPM reported that a very successful HTPM had been undertaken and thanked the Headteacher for his continued work and commitment.	
12.	Pay Panel The uplift this year for teachers and leaders was 6.5%.	

	The Pay Committee agreed pay progression recommended by the Headteacher. The total, including salary and oncosts for the academic year 2023/24 was £6,341 (six thousand three hundred and forty-one pounds and the total cost for the financial year 2023/24 (7 months) was £3,699 (three thousand six hundred and ninety-nine pounds). The specific details are in the confidential minutes.	
13.	Policies The Chair asked for a Policy Schedule, in chronological order, for the next Governing Board meeting. The Governing Board reviewed and approved the following policies: • LGS 30 – SEN Policy • LGS 27 – CEIAG Policy (Careers, Education, Information and Guidance • LGS 33 – Children with Health Needs who cannot attend school Policy	Headteacher
Other		
14.	TEP Governance Monthly Bulletins – December 2023 and January 2024 Governors received and noted the TEP Governance monthly bulletins for December 2023 and January 2024. The Chair drew attention to the following: • Ofsted – updates to the school inspection handbook • Safer Recruitment training • Website check • Training available	
15.	Governor Training Following review of the Governor Skills Audit, the Chair had sent to Governors individually some suggestions for training. The Chair would be undertaking training on the role of the Training and Development Governor. Tina May had some training booked for 25 January and Danielle Dunn had undertaken Governor Safeguarding annual review training. Governors were reminded that they should ensure that their training was recorded on their profile on GovernorHub. The Chair asked the Headteacher to obtain information from Joshua Payne on what online safety training Governors had accessed.	All Governors Headteacher
16.	Co-operative Foundation Trust The Chair had asked Camilla Etheridge the date of the next KSent meeting but had not yet received a response. <i>Post Meeting Note: KSent meeting date confirmed as Thursday 7 March 2024 and the Chair would be attending.</i>	
17.	Chair's Actions/Correspondence There had been no Chair's action or correspondence.	
18.	Any Other Urgent Business There was no other business to discuss.	

19.	Confidentiality The following were confidential items: • Safeguarding • Special Schools Review	
20.	Dates of Future Meetings <u>Finance Committee Meetings 2023/24</u> • Wednesday 27 March 2024 at 5 pm • Wednesday 22 May 2024 at 5 pm <u>Full Governing Board</u> • Wednesday 27 March 2024 at 6 pm • Wednesday 22 May 2024 at 6 pm • Wednesday 10 July 2024 at 6 pm	
21.	Impact of Meeting The impact of the meeting had been: • Meeting with Ruth Jones, Assistant Headteacher • Five Governor Monitoring Reports • Discussion of Headteacher's report and safeguarding update • Updated SDP • Report from Finance Committee on 9-month budget monitoring, approval of Risk Register, review of contracts and licences and benchmarking • Review and approval of policies • Discussion on Governance bulletin and training available. <i>The meeting closed at 1955 hrs.</i>	

Signed Date
Chair of Governors