



MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY (LGB) OF SPRINGFIELD PRIMARY HELD ON 7 OCTOBER 2021 AT 1.00PM

PRESENT: Darren Gibbons (Chair), Claire Andrews (Headteacher), Michelle Barnes, Tilly Bartens

ALSO PRESENT: Neil Mills, Chiltern Learning Trust (CLT), Julie Brasier (Clerk)

Text in bold and italics indicates comments/questions from LGB Members

		Action
1.	Welcome and Apologies Neil Mills was welcomed to the meeting. The Chiltern Learning Trust (CLT) was providing support and challenge to the school. The transfer to CLT may happen for 1 January 2022. NM would visit the academy once a week. CA advised that CLT staff were visiting the academy regularly and she had a weekly meeting with the CLT CEO.	
2.	Declarations of Interest No new interests were declared. The forms were circulated to be completed and the returned to the office.	ALL
3.	Election of Chair It was agreed to elect Darren Gibbons as Chair.	
4.	Election of Vice Chair It was agreed to elect Michelle Barnes as Vice Chair.	
5.	LGB The LGB discussed its membership. Leaders in other schools might be interested in joining the LGB. Staff and parent Governor elections would be held. Community and Co Opted governor positions would be reviewed in the summer term.	CA
6.	Minutes The minutes of the meeting held on 15 July 2021 were agreed as a correct record and signed by the Chair. They would be recirculated to MB and TB. MB would make arrangements for a safeguarding visit and TB would attend the SEND coffee morning.	JB MB TB
7.	Headteacher report CA presented her report which had been circulated prior to the meeting	
7.1	The priorities for the coming year were standards, particularly in EYFS and phonics in Years 1 and 2. The academy was also focussing on the performance of specific groups and closing the gaps. Targets would be set based on FFT 20. Individual targets are set for each child and kept under review.	

7.2	<p>Year 6 was a tricky cohort. Pupils were working hard. A lot of strategies were in place, with strong targeted intervention. The KS1 data for the current Year 6 would be the first official CMAT data. It was important to show good progress and attainment. Most FFT benchmarks for Springfield are at FFT5. The academy was confident about attainment and progress at KS1 and will be working hard for these at Year 6.</p> <p><i>Are SATS being done this year?</i></p> <p>Yes</p>	
7.3	<p>Year 2 phonics screening was about to be completed. SEND was also an improvement priority. A new SENCO was in post. The academy were working with CLT SEND consultant. A provision map had been introduced which was being honed and adapted. SLT were doing walk throughs to ensure that the SEND register was accurate. The support needed was being updated.</p>	
7.4	<p>Some pupils had Educational Health and Care (EHC) plans. The academy was working to set up a provision for SEND pupils. CA was working with SLT and the LA on a Service Level Agreement. The provision was working well with good feedback from the Educational Psychologist and the LA as well as an independent therapist on impact.</p>	
7.5	<p>In EYFS there was a new national framework. The academy was an early adopter of the framework. The Early Learning Goals have changed. Gaps in learning have been identified and there has been a change in staffing for this cohort. There was a positive environment.</p>	
7.6	<p>There was clear evidence in EYFS of the academy's work. CA continued to push hard for a EYFS outside area and was looking to secure ring fenced funding for this. It was hoped the work would start after Christmas.</p>	
7.7	<p><i>Did the £25,000 academy conversion funding come back to Springfield?</i></p> <p>There is an agreement that a proportion of funding will come back to the academy once the transfer to CLT has taken place – this will be in the region of £145,000.</p>	
7.8	<p>Safeguarding – the report set out the work being done. The academy was increasing its community links. Coffee mornings were being held. Part of the school improvement priorities covered sexual harassment, as set out in the KCSIE guidance. The academy was working with CLT on this and preparing information for parents. This would be an area covered by Ofsted.</p>	
7.9	<p>Curriculum – middle leaders were being held to account and there was a growing capacity to lead. SC was taking the lead on the curriculum and was very positive. He was also supporting Early Careers Teachers – this required 2 to 3 days of work per week. The first year involved a lot of intensive support, with less in the second year.</p>	
7.10	<p>The consultant for Resilient Reader had visited the academy and his report showed the programme had had a great impact on reading standards.</p> <p><i>Where are the groups for KS1?</i></p> <p>FFT relies on census information and this had not been done for Pupil Premium because of Covid. FFT was therefore unable to report on this group.</p>	

	The DfE view on verifying groupings was awaited. The academy does have information but was awaiting DfE verification. Covid has increased the number of pupil premium children.	
7.11	<i>Do parents get asked annually to complete pupil premium forms?</i> Yes – this is done every January in time for the census. The LA then does the assessments. Often pupil premium entitlement is not taken up in lower age groups. This will be mentioned at parents evening.	
7.12	<i>What is the position on staffing?</i> The academy is in a strong place – there is a good atmosphere. Teaching staff have settled in well and are holding teaching assistants to account. CLT are supporting on HR procedures. There is quite a lot of staff absence. Attendance reviews are held as appropriate. <i>Are teaching assistants consulted about which year groups they work in?</i> Yes, and expectations on the role are being made clear. Careful thought is given as to how the pairings are put together.	
7.13	<i>Is there any staff unease about the transfer to CLT?</i> Yes. CA has given reassurance that if staff are performing their role well, there is no need for concern. <i>Does this have any impact on the pupils?</i> No. <i>Does the proportion of support staff align with CLT ratios?</i> NM would check this	NM
7.14	<i>What is morale like in the classroom – is there any tension between teaching and support staff?</i> No. CA leads a weekly training session to better empower teaching assistants, looking at the use of resources and ensuring that they are working with the pupils and are not engaged in other tasks.	
8	Curriculum Changes in Response to Covid	
8.1	Specialist programmes had been introduced. These included NELI in EYFS, Master in Number for Maths and Central Letters and Sounds for phonics. <i>How do these respond to Covid?</i> These programmes were launched in response to Covid. Springfield were already working with the organisations developing these programmes.	
8.2	The Global Curriculum was developed with catch up in mind. The academy is building on the use of resources through IT. Assessments will be done first. These will be reviewed and interventions will be put in place after half term. <i>Is the media suite being used more?</i> Yes. There are also now 4 lap top trolleys and a visualiser in every classroom so responses can be given straight away.	
9	Behaviour and Attitudes	
9.1	There were no bubbles operating. Staff remain in the classroom. Lunchtimes and breaktimes are staggered. There are 2 sittings for lunch because of the size of the hall. Children are outside for 30 minutes and then in classrooms for	

	down time where there is a choices of activities. Children are offered internet access where they do not have this at home.	
10	Attendance	
10.1	Currently there were 3 cases of Covid in the academy. Attendance stood at 95.45%. PHE Covid thresholds for additional measures had not been met. A cautious approach was being taken if pupils were absent with Covid symptoms. Families are responsive to testing requests. Staff were continuing to test regularly. The vaccination status of staff was known to CA.	
10.2	<i>Are rooms ventilated?</i> Yes and there are also CO 2 monitors in every classroom. Face masks are not worn in the classroom. Staff are asked to wear masks when on gate duty. <i>How are traffic measures working with everyone arriving at the same time?</i> There were some initial grumbles at the start of term, but parents are now used to the system and are happier to leave their children at the gate because they know it is safe to do so.	
11	Policy Reviews	
11.1	There were no changes to the CMAT policies other than the policy on Safeguarding. CA would circulate the relevant form for each governor to sign to confirm that they had read the updated KCSIE guidance. CA would also circulate the on line safety training details.	CA CA
12	Governor Visits	
12.1	Governors would do a walk through after this meeting on the Global Curriculum. This would be an agenda item for the next meeting	Agenda
13	LGB membership	
13.1	Nothing had been heard from Kim Davenport and Ann Robertson for some time. It was agreed that they should now be deemed as having resigned from the LGB	
14	Date and Time of Next Meeting	
	2 December 2021 – 1pm	