

MIDFIELD PRIMARY SCHOOL

Final adopted minutes of a meeting of the Local Committee held at The School on Wednesday 6th December 2017 starting at 7.30pm

Present:

Cllr J Ellis, LA LCM
Mr T Cross, Appointed LCM (parent)
Mrs L Elliott, Appointed LCM
Mrs J Barton, Acting Headteacher
Mrs L Sokoloff, Chair and Appointed LCM
Mrs T Mebitaghan Parent LCM (until item19)
Mrs A Hughes, Appointed LCM
Mrs N Long Staff LCM
Ms A Hail Staff LCM

In attendance:

Mrs N Cafferkey, School Business Manager
Mrs K Kick, Inclusion Manager and Designated
Safeguarding Lead

Clerk:

Miss K Lewis

1. Welcome and apologies for absence, acceptance of absence, absence

1.1 There were no apologies.

1.2 Ms Hail was welcomed to the committee as a staff elected LCM.

2. Declaration of Pecuniary Interests

There were no declarations of interest.

3. Annual business Planner

The school business planner was noted.

4. Minutes of 10th October 2017

4.1 The minutes of the meetings held on 10th October 2017 were approved and signed by the Chair.

5. Matters Arising Report

The matters arising and actions report was reviewed.

5.1 6.2 Appointed LCM vacancy

It was reported that details had been circulated to parents. Two responses had been received and the applicants would be interviewed as soon as possible.

5.2 8.1 Annual Budget for 2017/18

The budget had just been received by JE. She had a query regarding the amount of SEN funding and this would be discussed at the next resources meeting.

Action: JE

5.3 15.2 Director visits – Trust audit visit

AH said that she was preparing a monitoring visit report

5.4 16.1 Keeping Children Safe in Education

LCM s confirmed that they had read the document.

5.5 16.4.2. Lockdown procedure – drill

It was asked if a drill had been carried out. It was confirmed this was being planned by the SLT.

5.6 16.5.3 Health Action Plan

It was asked if there were any financial implications with regard to implementing the plan. KK confirmed the implications related to time rather than finance. It was pointed out

MIDFIELD PRIMARY SCHOOL

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that under data protection legislation the school must have permission before displaying information about a child with medical needs. KK confirmed that permission was sought. The meeting discussed the safekeeping of children's medication.

- 5.7** All other actions had been completed or were on the agenda and the Clerk would update the matters arising report.
- 6. Ofsted**
- 6.1** The Committee expressed its delight with the decision to categorise the school as outstanding. It gave LCMs much pleasure to see the comments about staff and what they had achieved. Everyone should feel very proud and congratulations were offered to all. It was very pleasing to see that pupil premium (PP) and SEN children were almost on a par with non-PP and non-SEN pupils. The challenge for the school would be to retain the outstanding status and the Committee had every confidence in the current team.
- 6.2** The potential implications for the school of the Ofsted grading and managing these were discussed.
- 7. Chair's Action**
There were no actions to report.
- 8. Local Committee Monitoring Visits**
- 8.1** A number of visit reports had been circulated (Teaching and Learning review day, performance indicators, lunch visit, H&S audit, school ponds, new reception parents, HT performance management, book scrutiny)
- 8.2** The Chair referred to her visit to the school ponds in response to the Ofsted Inspector's concern which had now been addressed. The pond areas would continue to be closely monitored.
- 8.3** AH reported on visits she had made (curriculum review, inclusion monitoring, website, outdoor learning, performance indicators, Safeguarding audit, EYFS open morning) and would circulate reports on these.
- 9. Local Committee Training and Activities**
- 9.1** LE had attended training on the General Data Protection Regulation (GDPR), which would be incorporated into UK data protection legislation next May. The changes included the requirement to appoint a data protection officer and at Trust level this would be Joe Brinkley and Corrine Sheehan. There was a specific educare training module for this subject. The Committee discussed the implications for the storage of documents particularly in relation to child protection cases. TC said that he had had involvement in this area through his work and would come into school to speak to JB with LE.
Action: TC, LE
- 9.2** Prevent training had been held before the LC meeting.
- 10. Review of membership/vacancies**
- 10.1** Vacancies had been discussed under matters arising.
- 10.2** The Chair announced that she would be resigning from the LC at the end of this academic year and she had made the Trust aware of this. Succession planning

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was discussed. Members who were interested in the role of chair were invited to email LS.

Action: LCMs

11. Report from the Resources Committee

11.1 The minutes of the meeting held on 9 October had been circulated and were noted.

11.2 JE highlighted the nurture centre plans and the significant cost of converting the caretaker's former house. It was discussed whether this refurbishment was an economically viable project and if it would be more cost-effective to demolish and rebuild. This would be investigated.

12. Report from the Pupil Support Committee

12.1 The minutes of the meeting held on 13th of November had been circulated and were noted.

13. Report From Trust Chairs' Meeting

AH had attended the meeting on 18th October and had circulated a report. She thought it an excellent forum for chairs to ask questions of Chair of the Trust and vice versa.

14. Minutes of Board and Committee Meetings

14.1 There were no minutes available for this meeting.

15. Child Protection and Safeguarding

15.1 KK provided a report. There no significant changes since the last LC meeting. The school was investigating an online recording system with regard to safeguarding concerns. There was some concern expressed about being able to produce hard copies of documents if everything was online.

15.2 The Pupil Support Committee had reviewed the safeguarding action plan.

16. Health and Safety

16.1 Health and Safety matters

A report had been circulated on the school ponds as referred to earlier.

17. Prevent Duty – matters arising / actions

17.1 Some staff had had not yet received appropriate training as it had been delayed due to the Ofsted inspection and this would now be addressed.

Action: KK

18. Headteacher's Report

18.1 The report had been circulated and questions were invited.

18.2 Members were pleased to see how much boys' writing had improved. It was reported that this was a focus across the Trust. JB reported on what action the school had taken. It was confirmed that Ofsted had been impressed with what the school had in place for outdoor learning in relation to boys' writing.

18.3 School data

18.3.1 Reports had been circulated and were reviewed. JB said that the focus for schools was on progress. She explained the areas the school was concentrating on and what was being put in place, particularly for low achieving groups. ***It was asked if parents and carers***

MIDFIELD PRIMARY SCHOOL

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would be communicated with about what the school was putting in place. It was confirmed that parents would be involved.

- 19. Review of Teaching and Learning**
- 19.1** The Teaching and Learning Review report had been circulated and was noted. AH and LE had been present.
- 20. Review of SEN**
This had been undertaken by The Pupil Support Committee.
- 21. School Improvement Plan update**
The plan had been circulated and was noted.
- 22. LC 3 year plan update**
The plan had been circulated and was noted.
- 23. LC Impact Plan**
The plan had been circulated and was noted.
- 24. Procedures to move children to Alternative Provision/dual roll and their progress**
This had been discussed by the Pupil Support Committee.
- 25. Review of Accident/Near Miss Statistics**
These had been reviewed by the Pupil Support Committee.
- 26. To review the provision for RE and Collective Worship Social, Moral, Spiritual and Cultural (SMSC) development,**
A review had been undertaken by the Pupil Support Committee
- 27. Ensure reward systems are in place to recognise students efforts and achievements**
This had been discussed by the Pupil Support Committee.
- 28. Review of home-school links**
This had been undertaken at the October LCM.
- 29. Review support of charities**
The school supported a number of charities and a list could be found on the website.
- 30. Review of crossing patrol**
This had been reviewed by the Pupil Support Committee.
- 31. Finance – budget update**
This would be discussed by the Resources Committee.
- 32. Policies/Document Approval**
Policies had been discussed by the Pupil Support Committee.
- 33. AOB**
There was no other business.

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34. Confidential Items

There were no confidential items or items discussed deemed confidential.

35. Meeting Impact on Midfield School, its children and staff

- The Ofsted result had been celebrated
- Decision taken on the conversion of the caretaker's house to a nurture centre.
- Considered implementation of GDPR, and storing child protection information.
- Prevent training had been undertaken

36. Date of Next Meeting

8th February 2018 at 7pm

The meeting ended at 21:15

Signed: Date:

Mrs Linda Sokoloff, Chair, Midfield Primary School Local Committee