

Minutes of the meeting of the Local Governing Body

held on Wednesday 22nd Nov at 6.15pm



Present:

Nichola Irwin	Head teacher
Philip Owen	Community Governor
Janet Wilson	Community Governor
Nick Johnson	Community Governor (Chair)

In Attendance:

Lauren Boulton	Minute taker
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		Action
1	<p>Apologies for absence</p> <p>Apologies of absences were received from governors LR and MT prior to the meeting due to work commitments. Staff governor HT is currently off sick and therefore was unable to attend the meeting. These were accepted by the board who agreed they still met with quorum numbers.</p>	
2	<p>Business Declarations</p> <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p>	
3	<p>Approval of minutes from last meeting and matters arising:</p> <ul style="list-style-type: none"> - PO attendance – governor PO was in attendance and is happy to continue as a governor but explained that some meetings may conflict with work commitments. - MT Governor Induction Training – The HT advised governor MT had started this. - Collective worship MSR uploaded – this has been completed. - Governors to re-evaluate the governor’s section on the website and governor newsletter – The Chair will write a letter to parents. - Headteacher will also be distributing out leaflets to nurseries locally to advertise – this has been advertised through twitter and the newsletter but still needs to distribute locally. - Headteacher has created the governor roles document and will distribute – the HT still needs to complete this action. <p>Governors wanted an update on the governor vacancy situation, the Chair advised he has had one parent sign up who will go on to apply. This person has a finance and safeguarding background and is a current parent. The HT advised the closing date is Thurs 30th Nov so if they did get anymore they could then look to see whether they fill them as a parent or community governor, dependant on who else applies the HT will approach the secondary school to advertise.</p> <p>All other actions from the previous minutes had been completed and the minutes were approved and subsequently signed by the Chair.</p>	<p>NJ</p> <p>NI</p> <p>NI</p> <p>NI/NJ</p>
4	<p>HT Report</p> <p>Key areas discussed:</p> <p>School’s Priorities for this year which were highlighted in either green/amber or red. Governors asked what the challenges for this year would be? The HT advised writing is a key area and explained why and highlighted plans in place.</p>	

	<p>The HT mentioned that the Trust are organising an Art event which is a focus subject for this year.</p> <p>The Chair reminded governors to ensure they are up-to-date with safeguarding training and KCSiE.</p> <p>SEND – The HT advised they have submitted an AFN high level funding bid which has been approved for 3 children which covers two terms in answer to a governor question.</p> <p>Governors asked whether the school had children who should be pupil premium but who haven't signed up? The HT claims there are and they do push pupil premium through the newsletter, parent evenings etc and that the numbers for PP have increased.</p> <p>Attendance was also highlighted. Governor PO visited the school before the half term and was positive with the overall attendance of 96.15%. Unauthorised absences were shown (half of which were due to holidays) however the school do fine to try and tackle this issue. Persistent absenteeism figures aren't representative in terms of the percentages, there have been illnesses such as chicken pox within school however there has been some improvement in the numbers, governor PO was satisfied with the measures the school take regarding attendance.</p> <p>Governor were assured by the HT report.</p>	
5	<p>Health & Safety review including the Maintenance Plan This has been moved to the next meeting Spring 1.</p> <p>Accident Report This was shown to governors which included actions. The number of accidents were explained further with no serious incidents to highlight and no concerns.</p> <p>Single Central Record Monitoring The Chair discussed his report from the findings of his visit to school and advised they are compliant with 2 actions to note, 2 of which had now been completed.) The Chair also showed governors the new safeguarding monitoring timetable which was produced by an ex-governor.</p>	
6	<p>Monitor expenditure against the Budget Plan & Annual Account Key areas to point were to do with staffing and other staff costs which mainly included TA holiday pay, support pay awards etc. The school currently have around a £100k carry forward which will reduce throughout the year. The budget over 3 years will take the school into a deficit. However, this is a national problem which the HT has spoken to the trust's CEO about therefore the governors have noted this and will continue to closely monitor the budget.</p> <p>Monitor Pupil Premium Funding, expenditure and Action Plan This was highlighted within the HT report. The Chair has looked at the school's PP strategy with actions shown and recommendations explained. The HT advised PP is contained within new student packs for parents, on the newsletter and website in answer to a governor question. The Chair was reassured by what he had witnessed during his visit but asked the HT if she could have a look to see how many parents were visiting the PP page on the website.</p>	NI
7	<p>Review plans for Staff training & ensure that they are in line with the current SDP The staff training document was available on governor hub. Governor LR who produced this document had advised the Chair that although the budget was low with regards to training that she was happy by what the school are doing (free online training, 'how to' for Little Wandle, etc) and staff development meetings taking place</p>	

	<p>throughout the year. The Chair was assured by what he had seen from the report and advised the HT that if there was any support they needed from governors to let him know.</p> <p>Update on Teacher Appraisals CONFIDENTIAL ITEM.</p>	
8	<p>Review admissions arrangements The admissions document was circulated for 25/26 with the closing date being 15th January 2024. The admission arrangements are standard across the county with the oversubscription criteria staying the same. Governors approved the admission arrangements as set out.</p>	
9	<p>Monitor standards of teaching The HT highlighted how they do lesson observations and what lesson observations she has planned in the next few weeks with writing being a focus in line with the SDP. This will be feedback in further detail at the next meeting Spring 1.</p> <p>Review school Self Evaluation (SEF) The Latest SEF is available on governor hub with an SLT meeting booked in for next w/c 27th Nov to review the SEF further looking at the progress and quality of education.</p> <p>SEN Report The Chair went through what he covered in his latest meeting with school including absence of SEN children and persistence absenteeism due to medical appointments, he explained what he plans to do in his next visit and his plans to meet with the school SENCO.</p>	NI
10	<p>Policies <u>Admissions Policy 2023-24</u> This has already been approved.</p>	
11	<p>Agenda items for next meeting:</p> <ul style="list-style-type: none"> • Review Policies checklist • GDPR monitoring • Budget monitoring • Review appraisal progress • Review attendance • Review SDP • Curriculum review SRE • Behaviour monitoring • Health & Safety review including the Maintenance Plan <p>The HT does the HT report at then end of each term in answer to a governor question.</p>	
12	<p>Confirm next meeting Weds 31st January 2024 – confirmed.</p>	
13	<p>Evidence of GB impact on School Improvement</p> <ul style="list-style-type: none"> - Questions on the HT report - Budget shown - Absenteeism records - Teacher appraisal discussions 	

14	Determine confidentiality of business Item 7 - Update on Teacher Appraisals	
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Meeting Closed at 19.45pm

Signed: (Chair of Governors)

Date: