

Minutes of the meeting of the Local Governing Body

Held on Wednesday 9th October 2024 at 6.15pm



Present:

Nichola Irwin	Head Teacher
Janet Wilson	Community Governor
Nick Johnson	Community Governor (Chair)
Helena Tooth	Staff Governor
Sarah Baryayanga	Community Governor
Carly Allen	Community Governor
George Marshall	Parent Governor
Laura Radford	Community Governor
Philip Owen	Community Governor 'A'

In Attendance:

Louise Pearson	Minute taker
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A = Absent

		Action
1	<p>Apologies for absence</p> <p>Chair shared there is a new Chair and Deputy Chair of the Trust, and also a new Governance Executive. They will be carrying out a structure review of the Trust.</p> <p>Apologies of absence were received from PO, due to a council meeting.</p> <p>HT shared with Governors that PO feels that his attendance has been poor, and he will review his position on the Governing Board.</p> <p>The Chair shared the action from previous meeting to review if there is a role as an Associate Governor. The Trust confirmed that this is not a role that is part of the LGB.</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> <p>The Chair reminded all Governors to complete the business declaration forms from the Trust.</p>	
3	<p>Approval of minutes from last meeting and matters arising:</p> <p>The minutes from the previous meeting were agreed as a true and accurate record and signed by the Chair.</p> <p>Summer 2 minutes:</p> <p><u>To check if there is an associate Governor role LP</u></p> <p>This has been completed and has been taken forward with the Governance Executive at the Trust.</p>	

	<p><u>Jane to provide access to the school app for non parent Governors NI</u></p> <p>HT confirmed she has requested Jane to do this, although Governors confirmed they don't believe this has been actioned yet.</p> <p><u>Can Dave be the key holder for the infants school LGB</u></p> <p>HT shared that Dave does not want the role as key holder.</p> <p><u>Governors to read schools self evaluation (SEF) CA</u></p> <p>HT confirmed front page has been updated, and the format will be changing going forward.</p> <p><u>SEND information report CA</u></p> <p>See above item.</p> <p><u>Review Annual Planner NI/NJ</u></p> <p>This has been updated on GovHub.</p>	
4	<p>Maintain inventories and Assets (including disposals)</p> <p>HT shared they are due to move children into a new class room and will need to write off the tables and chairs from the old one. SB to approve the disposals of these assets.</p> <p>Safeguarding Monitoring</p> <p>Chair came into school yesterday to review safeguarding and shared report in meeting with Governors. Chair reviewed the checks school makes for recruiting new staff, and the recording of safeguarding incidents. Chair happy with the standards in the school.</p> <p>Chair also reminded Governors to read the KCSIE part 1 and appendix A.</p>	LGB
5	<p>Monitor Sport Funding expenditure & Action Plan</p> <p>SB was due to come into school on Monday, but due to issues with current building work, SB and HT were unable to review sports funding.</p> <p>HT shared school gets the same amount each year. This cost is spent on various sports teachers. This year the HT shared they have noticed an increase in the cost of transport. HT shared they want to spend money on boxes for lunch time, although not OPAL.</p> <p>Currently they are creating a books and blankets, and dressing up boxes.</p> <p>The Chair asked how they monitored how successful the sports expenditure is. The HT explained they use data to see how many children are accessing activities.</p> <p>LR declared her interest during this item and HT declared her interest in the nature club.</p>	

	<p>CA asked if the dressing up boxes could be created from donations from parents. HT shared they have a meeting with the school council to see what they want, but they will be asking parents for donations.</p>	
6	<p>Assurance around staff and support staff appraisal process <i>(moved from Summer 2)</i></p> <p>Chair came in yesterday to visit HT to review appraisal process. They shared there is a rigorous process in place with staff to understand how progress is monitored. Chair shared the process has moved from paper based to online, and is a comprehensive process.</p> <p>CA asked if HT did all the staff appraisals. HT explained this is shared with other staff due to the amount of paperwork. All objectives are complete, although slight change to one objective.</p> <p>The Chair shared teachers' pay increases will be funded by the Government.</p>	
7	<p>Staff wellbeing and mental health provision</p> <p>GM shared they have started report, but wanted to have discussion in meeting, as this is a new role for Governors. GM has included in report a survey completed by staff last term. GM asked Governors when would be the best time to monitor this, and how are the outcomes from the survey being actioned and are they making a difference.</p> <p>GM felt it was best placed for Governors to monitor the actions and their impact.</p> <p>HT raised the she is also staff and often gets forgotten.</p> <p>GM and CA to get together to discuss in more detail, and to bring back in the Spring Term.</p> <p>HTo shared staff are now getting together at lunchtime, which is making a difference, as they feel part of a bigger team.</p>	
8	<p>Monitor and Review Annual Attendance</p> <p>HT shared they was nothing major to highlight from report and attendance is good and sits above national average. JW asked if none attendance was down to holidays. HT explained it was a mixture of different reasons.</p> <p>GM asked if there was an issue with late arrivals, HT shared most children who were previously late have now left primary school. HT shared this has been difficult to monitor due to roadworks in Kimberley.</p> <p>HT shared the school has two SEN children which are on part time timetables. These have to be reported as absent, although it is reported as a different code.</p> <p>CA asked about moving some of the SEN children to special schools, HT shared most are likely to remain at school until KS2.</p> <p>Chair highlighted free school meal attendance has improved. HT shared this is likely because they have improved tracking, and quality.</p>	

9	<p>School Development Plan NI</p> <p>HT shared school development plan with Governors in meeting.</p> <p>Plan has 5 priorities:</p> <p>To sustain reading, and to look at SEND program to support children that are pre-verbal. The school will also increase home reading, and sustain elements of reading for pleasure.</p> <p>Writing will focus on the deliver stage, and include the content of the curriculum, using assessment and gap analysis.</p> <p>The school will also focus on teaching and learning, including marking feedback, and will review the marking policy.</p> <p>The HT explained there is too much in the curriculum to cover in a school year. The priority for this year will be to focus on a few subjects. This will include, RE to ensure it reflects all children at the school. Music, as in September 2025 the school needs to publish a music strategy. Art & Design following the EMET showcase, and to sustain science to make assessment more impactful for teachers.</p> <p>The HT shared they have 2 staff trained on ELSA, but due to demand they are having to timetable children.</p> <p>HT shared they are completing their training on trauma and mental health provision. They are now looking at what information can be passed on to staff.</p> <p>They have already asked if another member of staff can go on the training and the Trust have agreed.</p> <p>The final focus for the school will be on AI, and the impact of this in school. This will start with a working party and creating the aims.</p> <p>Chair asked if the HT feels the school has enough time to dedicate to priorities. HT shared that reading and writing are the key priorities.</p> <p>SB asked if they needed to include cost in budget for AI training. HT shared they are only looking at exploring this year. Teachmate is being pushed as an option and will need a subscription, but this will be for next year's budget if they go down this route. The focus of AI will be to look at how it can help to reduce workload and to prepare children for a world with AI in it.</p>	
10	<p>Review arrangements for Collective Worship JW</p> <p>JW shared this is difficult to do at the moment due to limited space in school.</p>	
11	<p>Policies:</p> <p>➤ Safeguarding Policy (in line with new KCSIE) KCSIE Part 1 read</p> <p>See item 4</p>	

15	<p>AOB</p> <p><u>Budget update</u> HT shared that a balanced budget has been set.</p> <p>Last year school projected to carry forward some budget into this year. They have been able to carry forward more than expected, and estimate they will carry forward a similar amount next year. For the first time, they have a 3 year budget that is not in the red. HT raised that will need to keep some back to cater for the increase in children with SEN.</p> <p>The school has increased one care assistants' hours to cover lunch period. And, a TA in early years has increased their hours to full time. The school has also invested in the online booking for NEST, with the hope to roll out in January.</p> <p>See confidential minutes.</p> <p>The Chair ran through the agenda items for the next meeting.</p> <p>To add standards of teaching and attainment plan to agenda for next meeting -LR</p> <p><u>Parent Governor role</u> GM asked if there was any update on new parent Governor. HT shared 3 people had raised an interest, but not put themselves forward. GM suggested the school could put something out to parents that there is still an open vacancy.</p> <p>Chair asked Governors if they are around at upcoming parents evening, to see if there were any potential parents that may consider the role.</p> <p>GM raised that did not feel it was critical to fill the role due to current Governor numbers.</p>	
16	<p>Evidence of GB impact on School Improvement</p> <ul style="list-style-type: none"> • School development plan • Assurance around staff appraisal process • Assurance around wellbeing 	
17	<p>Determine confidentiality of business</p> <p>See item 15</p>	
18	<p>Date of next meeting:</p> <p>4th December 2024</p>	

Meeting closed at 7.53pm

Signed: (Chair of Governors)

Date: