

Minutes of the meeting of the Local Governing Body

Held on Thursday 23rd May 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

In Attendance:

Louise Pearson	Minute taker
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		Action
1	<p>Apologies for absence</p> <p>Apologies of absence were received from PO. This was accepted by the board.</p> <p>The Chair welcomed Governor LR back from maternity leave.</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>Membership</p> <p>The Chair informed Governors that Parent Governor MT has resigned due to work commitments. A replacement will be advertised in September.</p>	
	<p>Approval of minutes from last meeting and matters arising:</p> <p>Chair to physically sign off the minutes.</p> <p><u>Health & Safety review including the Maintenance Plan (MT)</u></p> <p>Not completed by MT. Trust Estates Manager visited school and carried out a walk around, and external H&S audit is due on the 5 June.</p> <p>Ideally need to appoint a H&S Governor in September. Chair asked if someone wanted to be H&S Governor. GM confirmed that they were happy to pick up this role, on an interim basis.</p> <p>A Governor asked if they were able to advertise for a Governor with certain skills. The Chair confirmed they were able to welcome people with certain skills to apply.</p>	JR

	<p>HT shared they will run through what school has done regarding H&S in Summer 2 meeting, and pick up the H&S audit in September.</p>	
4	<p>To review the effectiveness of the governing body (FBG)</p> <p>The Chair shared that effectiveness to be measured partly from the skills audit.</p> <p>The Chair asked Governors for one thing the FGB is doing well, and what can be improved.</p> <p>HT shared monitoring is tighter and more effective. Although struggle with recruitment and retention of Governors. JW agreed with monitoring and shared that Governors need to prioritise role.</p> <p>A Governor shared they like that everything is accessible before meeting on GovHub, and feels they have a strong Governing Board at the moment. CA shared school were very welcoming when they came in to visit.</p> <p>SB shared the newsletter to parents was good, and felt well supported in her new role.</p> <p>GM agreed with CA, organisation is good and runs efficiently. If OFSTED asked felt would be able to find information quickly.</p> <p>JW fed back the positive report from OFSTED on the Governing Board.</p> <p>LR shared that she felt group worked collaboratively, and have been able to reflect as a group. Felt the group has got stronger, but maybe need to go into school more. HT agreed and felt perhaps missing opportunities for Governors to come in.</p> <p>Chair reflected that MT induction could have been better.</p> <p>Chair welcomed feedback from Governors at any time of the year to help with continuous improvement.</p> <p>SB asked if a Governor needs to travel for the role would they consider online as an option for meetings. HT and Chair shared they both had positive experiences from online meetings.</p>	
5	<p>Safeguarding & Prevent Annual Review (NJ)</p> <p>The Chair shared the safeguarding report with Governors in meeting. The Chair updated that Trust has provided 14 different lines of inquiry, which HT and NJ have split into five different categories. These will be spread throughout the year rather than an annual review.</p> <p>The Chair shared that robust systems in place, with staff training and the use of 'my concern', and how this links to weekly reviews.</p> <p>Next stage to come in and talk to staff.</p> <p>Chair highlighted to Governors, they need to read KCSIE part 1 and confirm this on GovHub.</p>	

	<p>HT raised that in September will email Governors with KCSIE and annual safeguarding training, which is on modern Governor. HT keeps track of Governor training and renewal dates. All training is moving over to EVERY.</p>	
6	<p>Summer Maintenance Plan (NJ/MT)</p> <p>The HT shared the summer maintenance plan, this is on GovHub.</p> <p><u>Extension Plan & impact on September</u></p> <p>HT shared that they have appointed contractors NRA to do the extension.</p> <p>Pre-site meeting to be held on 5 June to understand impact on school. Estimate is to complete all work by end of September. First week of August tarmacking and drainage to be done in playground. HT to share impact of extension work at next meeting.</p> <p>HT shared that ash tree at front of school needs to be removed, this will need to come from school funds.</p>	NI
5	<p>Approve Annual Budget Plan (SB/FGB)</p> <p>HT shared with Governors that budget meeting held today with Trust. Originally forecasted £11k deficit, which includes £40k carry forward from this year.</p> <p>After meeting with Trust, school budget balances, and takes £1.5k carry forward to the following year. This assumes an increase to breakfast and afternoon costs for Nest.</p> <p>Kitchen is currently making a £10k loss. HT has made decision to reduce the hours by 10 hours per week. JW asked if it would make a difference if more children took a school meal. HT explained that uptake is good for school.</p> <p>HT shared that will need to make tough decisions next year if there is no additional funding.</p> <p>A Governor asked what carry forward was from last year. HT confirmed budget had £90k carried forward into this year.</p> <p>Governor asked how many new children were coming in September. HT confirmed that 58 new admissions, and 59 leaving.</p> <p>The HT shared with Governors that Nest has suffered this year from the Harpur Brazel payments. Although currently still making a small profit, it is likely to make a loss, due to long term sickness.</p> <p>22 children currently take breakfast with same numbers in afternoon, capacity is 24 with 3 members of staff.</p> <p>HT raised they are proposing 50p increase for breakfast and 50p increase for afternoon cover. GM shared that felt that this was reasonable, and could even increase afternoon costs further.</p>	

	<p>HT confirmed this was last raised in September. CA asked if there was an option to increase by a percentage. HT to look at this.</p> <p>GM asked if they were able to ask parents if any were tree surgeons by trade. HT shared they would need to go through Trust for an approved supplier.</p> <p>HT raised they will need to ask parents to help with dismantling the climbing frame, as do not have the funds available to pay for this.</p> <p>The Chair asked about budget approval. HT will share once this is available.</p> <p>All Governors agreed with HT's approach to budget for this year.</p>	<p>NI</p> <p>NI</p>
8	<p>Pupil Well-being and Mental health provision (CA)</p> <p>CA shared with Governors the approach school is taking with wellbeing and mental health.</p> <p>PSHE and wellbeing Trust policies are in place. The wellbeing strategy is broken down into four stages.</p> <p>Checking on children's wellbeing is really strong in the school.</p> <p>CA shared that school SENCO is well being lead, this will be reviewed in September.</p> <p>Low level concerns are well managed and embedded into weekly meetings.</p> <p>Wellbeing is embedded well throughout the year groups.</p> <p>CA shared weekly briefings, ELSA and staff knowledge in spotting signs of anxiety, and poor mental health are working well. Stages 3 and 4 can in practice be harder to manage due to staffing and needs of children.</p> <p>SBAP and has suggested employing a grade 5 TA who can work as a family support worker. Due to budget challenges the school is unable to have any additional staff on payroll.</p> <p>HT shared plans for further staff training in this area next year, and to incorporate staff wellbeing. The HT wants to understand how decisions they make, impact on wellbeing and mental health. This is to be Included as a development target next year.</p>	
9	<p>Review the School Development Plan (LR/NJ)</p> <p>LR shared the school development plan in the sessions. Early years is on target, although the area in the playground still needs to be repaired. HT shared this is due to be resolved in the summer.</p> <p>LR shared that reading is amber, as some children have been reluctant to take on new books. This has been improved with the new library area. LR shared reading at home is an area for improvement. HT felt that they had been over ambitious with plan. Would</p>	

	<p>normally get parents into school, but this will be a challenge this year with building work.</p> <p>JW shared reading from home is a challenge. HT has tried to understand from parents why they are struggling to read at home. CA raised that it could be difficult for parents to get hold of books at a reasonable price.</p> <p>GM asked if online books were being used and is it worth having the online facility available if they are not.</p> <p>GM asked if a different format of the reading diaries would help. JW shared that she didn't feel that this would help.</p> <p>HT and GM shared that the drawing club has been very effective.</p>	
10	<p>Review the range of extracurricular offer & its quality (GM)</p> <p>GM shared the offer matches and is well balanced across subjects and year groups.</p> <p>New ideas from staff on after school clubs, which is positive. Little uptake for paid for clubs due to costs.</p> <p>GM raised parent attitudes to trips, plan in place to do a parent survey. Recognised this can be a challenge due to costs and getting volunteers. HT shared that most parents are working or looking after children.</p> <p>GM also reviewed play-based curriculum. Positive ideas from staff although some feedback on challenges of how this would be resourced.</p>	
11	<p>Review Behaviour monitoring records & policy (JW)</p> <p>JW shared report with Governor in meeting. Feedback on behaviour is superb.</p>	
12	<p>Policies:</p> <p><u>Medical Needs (Administration of Medication)</u></p> <p>HT confirmed this is a Trust policy.</p> <p>JW raised that Section 8 – 1.5 of policy was unsuitable for infants. HT explained all medication is kept in a cupboard so all staff know exactly where it is kept. Policy has been discussed by school to provide best outcome.</p> <p>HT confirmed that do have some children who have EpiPen's, but do not know the severity of child's allergies from parents.</p>	

12	Confirm dates for next meeting 10 th July 2024 Changes to agenda items for next meeting: <ul style="list-style-type: none"> • Manage the annual salary review for teachers & support staff: Process will not be completed by the next meeting in July. Agreed to move to Autumn 1 • Looked After Children (LAC) Annual Report (NJ): Remove as school does not have any LAC. • Review curriculum coverage & provision (GM): Agreed to move to Autumn 1 • Policies: Remove Health & Safety Policy as EMET policy 	
13	Evidence of GB impact on School Improvement <ul style="list-style-type: none"> - School development plan - Overall wellbeing and mental health - Extracurricular offer & its quality - Quality of monitoring from Governing body accurate and higher standard 	
14	Determine confidentiality of business No items	
15	AOB Proposed dates for 2024 – 25: <div> 09/10/2024 12/02/2025 14/05/2025 04/12/2024 02/04/2025 16/07/2025 </div>	

Meeting Closed at 8:10pm

Signed: (Chair of Governors)

Date: