

Minutes of the meeting of the Local Governing Body

Held on Wednesday 10th July 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>Apologies of absence were received from PO. This was accepted by the board.</p> <p>The Chair raised that an individual has shown an interest in becoming a Governor in the area.</p> <p>LP to check to see if Associate Governors are an option with the Trust.</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> <p>The minutes from the previous meeting were agreed as a true and accurate record and signed by the Chair.</p> <p>Summer 1 minutes:</p> <p><u>Impact of extension work</u></p> <p>The HT discussed that the building work will be in two phases. From now until summer holidays building work is taking place at the side of the building, and is not impacting school.</p> <p>The building work in September will mean that one year group will need to be educated in the hall. PE and music will have to be outside. Assemblies will be held in classrooms. Builders to provide school with storage. Staff room is due to be completed on 30th August.</p>	

	<p>HT will be onsite with builders, while they break through the building walls.</p> <p><u>Budget</u></p> <p>The Chair and Trust have approved budget. Budget is currently set at Amber. See item 5.</p>	
4	<p>Appoint chair and vice-chair of governing body & decide term of office & to appoint designated governors</p> <p>NJ shared that happy to carry on with role as Chair, but may need to review this depending on work commitments. Chair raised that if anyone is interested in the role in the future to let the Chair/HT know and they can set plans in place. HTo nominated NJ and HT seconded. HT nominated LR to continue as Vice Chair and HTo seconded.</p>	
5	<p>HT report</p> <p>The HT shared report with Governors in the meeting.</p> <p>The school currently has 170 children. SEND funding comes from the family of schools and the local authority.</p> <p>Sports day was held today, and LR has returned to teach Dance to children.</p> <p>The Chair asked about school events for Governors that are not parents of children at the school, and how they can find out about these. JW raised that details are on the school's website. HTo raised that it might be worth Governors having access to the app as this has the most up to date information. HT to see if Jane can provide access.</p> <p>The Chair highlighted priority 2 in the school improvement plan has moved from Green to Amber. HT shared that school ran out of time, and there will be more focus on this next year.</p> <p>Attendance is still above national average. JW asked about the attendance process for children that are late. HT shared they are unable to get outside support if a child is persistently late. HT spoke with another school, and they explained that if they have written to parents, and documented all the communications they have sent. They can contact the parents and raise that any further lateness will be marked down as unauthorised. HT clarified that 10 minutes after the register closes is classed as late. If a child is over 30 minutes late this is classed as an unauthorised absence.</p> <p>The Chair raised the gender gap between boys and girls across different year groups. The school will look to focus on this gap next year.</p> <p>CA asked if reading had improved since Little Wandle. The HT shared that this has really helped children with their reading.</p> <p>The HT shared the data on KS1 standard, and shared the improvements that KS1 have made across all areas.</p>	HT
6	<p>Health & Safety Annual Audits GM</p> <p>GM shared the report with Governors in the meeting.</p>	

	<p>The main concern was with the move over to a new system, as many items are showing as overdue. There are a few outstanding issues with the tree at the front and the cladding on the building. Although provisions are in place to address both of these.</p> <p>The HT informed Governors that Maddie has spoken with NCC, as part of the cleaning contract they will do some compliance and small maintenance checks at no additional cost.</p> <p>The HT shared with Governors that an official H&S audit had been carried out in June, although the report can take a while to come through. Overall, they were happy with approach the school was taking and were understanding in that it can take time for new systems to settle in.</p> <p>Accident Reporting GM</p> <p>The HT shared the figures on accidents for Summer 1. With one serious incident where child fell into nettles. These have been cut back since the incident.</p>	
7	<p>Monitor expenditure against the Budget Plan</p> <p>SB shared the budget with Governors in the meeting.</p> <p>SB highlighted that reserves were expected to be £40k, but may be higher as not able to spend any money apart from salaries. At the end 24/25 academic year predicting this to be £22k.</p> <p>SB raised about the letting policy, and if there was an option to drive income from letting the building. The HT shared that would need to have a site manager, who can lock up at the end of the day.</p> <p>HT to ask Maddie whether Dave could be the key holder for the Infants as well as Juniors.</p> <p>Approve the writing off of Debts</p> <p>SB shared the items for write off with the Governors. There are a number of uniforms that school has been unable to sell.</p> <p>In the future parents will order direct from supplier, and collect from school. HT raised that some schools have a pop up shop for the uniforms. This will also save on school admin for invoicing of uniforms.</p> <p>SB informed Governors that debts from two families who have paid for breakfast and after school club are currently being chased by the school. Parents have explained that they did not use the clubs on the specific dates the debt is for. School has been unable to find any records to verify this.</p> <p>HT raised that they have put an admin charge for chasing debt. Other Governors raised that they pay in advance for school clubs. GM raised that payment terms could be shorter, as parents do know that payment is coming.</p> <p>See confidential minutes</p>	HT

	SB happy to approve the write off of debt.	
8	Review 1st Admissions data See confidential minutes	
9	Monitor standards of teaching (<i>moved from summer 1</i>) LR shared the review in the meeting with Governors. LR shared that current process for monitoring will change next year with slots allocated to individuals, rather than individuals booking their own slots. Feedback from staff has been positive. A new teacher will be coming in that will bring a lot of experience. He will focus on the Voice 21 project, where lessons will be more interactive with more activity based learning.	
10	Review school Self Evaluation (SEF) The HT shared the SEF with Governors in the meeting. Next year this will be in a new format. The HT shared that this report is prepared for Governors and OFSTED. Action for Governors to read report.	LGB
11	Review Equality objectives JW carried out a review, and shared that a new document that will run for the next three years has only just been set up. The school has applied for a grant for new sensory equipment. When new SENCo starts they will ensure that inclusion is embedded into the curriculum, and further work is required to improve staff's understanding of EAL.	
12	SEN Annual Review (CA) CA shared review with Governors in the meeting. CA raised that the number of SEN children on the register has increased nationally. This appears to be particularly difficult for infant schools as often issues are not picked up in nursery. 52% of children on register have communications and interaction needs. Needs are becoming more complex, and need personalised targets. Next year the school will focus on making sure all staff are aware of what is available.	

	<p>Going forward the school is looking at a class target tracker, that would analyse the needs of the whole class.</p> <p>CA shared about the amount of time children are spending on tablets and mobiles that causes issues with focusing in class.</p> <p>CA asked the SENCo what the strength was with SEND. They felt that staffs understanding of SEN is strong and everything starts with the child. Although the SENCo's time can be taken up with paperwork and referrals.</p> <p>CA also shared that the school SENCo Catherine asked to pass on thanks to Governors and shared that she has loved teaching at the school for the last 17 years and will be very sad to leave at the end of the academic year.</p> <p>LR asked if as Governors they were responsible for ensuring the wellbeing of staff. The Chair shared that GM and CA were the wellbeing Governors. LR shared that felt with challenges for next year this needs to be a focus.</p> <p>GM raised that they would like to gather the views of the whole staff, to build a picture of their wellbeing.</p> <p>LR asked if there was support for staff to access help. HT shared that there was a SAS app that can provide support, and they encourage staff to use it.</p> <p>The HT explained that they try to be as flexible as possible with staff. HT felt that the challenge was that the school had a small number of staff and not all tasks could be shared.</p> <p>HTo shared that 'Thank you's' always go down well with staff.</p>	
13	<p>Policies</p> <p><u>SEND Information Report</u></p> <p>Move to next meeting.</p>	
14	<p>Teaching and learning standards</p> <p><u>Headline data</u></p> <p>Included in HT report.</p> <p>HT praised staff for their work, as school above national average. Although the disadvantaged gap is increasing, due to complex needs of children, and TAs that previously provided support to some children will be moving away to focus on 121 support.</p>	
15	<p>AOB</p> <p>Chair and HT to review planner in September.</p> <p>HT reminded Governors that they will receive a link from Trust to register their business interests.</p>	NJ/NI

	<p>The Chair raised that they visit school each half term to review safeguarding, and will share report at each meeting.</p> <p>They also raised that it would be good for Governors to see the school council in practice, when they come in for visits.</p>	
16	<p>Evidence of GB impact on School Improvement</p> <ul style="list-style-type: none"> - KS1 results - Budget discussions - Debt write off - Objectives - School improvements 	
17	<p>Determine confidentiality of business</p> <p>7 & 8</p>	
18	<p>Date of next meeting:</p> <p>9th October 2024</p>	

Meeting Closed at 8:22pm

Signed: (Chair of Governors)

Date: