

Minutes of the meeting of the Local Governing Body

held on Wednesday 27th March 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
Philip Owens	Community Governor

In Attendance:

Louise Pearson	Minute taker
----------------	--------------

		Action
1	<p>Apologies for absence</p> <p>Apologies of absence were received from MT, due to illness in family. This was accepted by the board.</p> <p>Governor LR absent, due to recent birth.</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 Chair to send newsletter to parents to introduce new Governors after Easter.</p> <p>HT informed Governors that junior school looking to start parent visits from October.</p> <p>One Governor raised that with the low birth rate, school needs to make it as convenient as possible for parents to visit. Another challenged that evenings would be more convenient for parents. Another Governor felt that they would want to feel assured that the transfer between infants and juniors would be well supported.</p> <p>The HT explained that currently appointments for visits are made both in the day and evening, and most of October, some of November, December and January will be taken up showing parents around the school.</p> <p>Chair confirmed that annual planner has been updated.</p> <p>All other actions from the previous minutes had been completed and the minutes were approved. The Chair to electronically sign off the minutes.</p>	<p>NJ</p> <p>NJ</p>

	<p><u>Review of Cyber Response Policy</u></p> <p>HT shared with Governors meeting with IT Director of Trust. The HT raised that there are gaps in current policy, and waiting on new version which will sit alongside the business continuity plan.</p>	
4	<p><u>Governor Development Plan review</u></p> <p>The Chair shared the new Development Plan with Governors in the meeting, and confirmed that the development plan covers one year, rather than three. Chair highlighted the move to Lines of Enquiry to ensure governors focus on the key strategic areas they are tasked to cover and get effective assurance from their visits.</p> <p>The Chair shared they are trying to get guidance from Trust on the areas that they want local Governors to focus.</p> <p>The Chair raised that plan also covers new Governors once successfully onboarded, and raised that all governors should complete a new skills audit focused on local governing bodies in a MAT by the end of year.</p> <p>Chair to send out skills audit to Governors.</p> <p>Chair highlighted where the annual planner can be found on GovHub.</p> <p><u>INSET DAYS Agreement</u></p> <p>The chair shared the planned INSET days, these are:</p> <p>Day 1 - 2nd September Day 2 - 4th November to launch Voice 21 project, TA's to attend SEND conference. Day 3 – 2nd June 2025 – Long term planning Day 4 – 28th July 2025 Day 5 – 29th July 2025</p> <p>The Governors approved these inset days.</p> <p>The chair raised the proposal of a 6th inset day had been raised with the Trust, due to the amount of training that staff need. However, this was turned down as it is not in line with Secondary Schools, although Secondary Schools in the Trust finish ½ day early at the end of each term.</p> <p><u>HT Report</u></p> <p>See Confidential Minutes</p>	<p>NJ</p> <p>LGB</p>
5	<p><u>Health & Safety review including the Maintenance Plan</u></p> <p>The HT raised that Governor MT is still trying to arrange time with HT to visit school to carry out review. Move to next meeting.</p> <p><u>Accident Report</u></p>	<p>MT</p>

	The chair shared the accident analysis report in meeting.	
6	<p><u>Review Lettings Policy, payments & agreements</u></p> <p>The HT confirmed that this is a standard Trust policy, and currently do not let out any premises.</p> <p><u>Monitor School Records (GDPR)</u></p> <p>The Chair shared the report completed by SB, and the new format Trust Assurance report, including the lines of inquiry, that need to be agreed prior to report.</p> <p>The Chair shared that the lines of inquiry can be driven from previous reports, policies including HT report.</p> <p>The Chair shared that the lines of inquiry should be shared with HT and Chair before review.</p> <p>SB summarised that due to changes in the admin team, there needs to be a focus on record keeping and reporting on the measures in place. SB shared with Governors that the privacy notice was clear, and there is a school lead assigned to GDPR.</p>	<p>SB</p> <p>SB</p>
7	<p><u>Monitor expenditure against the Budget Plan</u></p> <p>The Chair shared a review of the budget plan with Governors in meeting.</p> <p>SB highlighted the areas of overspends for support staff.</p> <p>A Governor asked why there was overspend for office admin. The HT explained that this was due to hand over between staff in November and December, and additional costs from the Harper Bruzel ruling. Overall this will be a saving compared with previous cost.</p> <p>New budget to be agreed in May and to be approved at next meeting.</p> <p>A Governor asked on the figures for the kitchen. The HT explained that this is funded based on data that is pulled on census day. The HT explained that looking to make some cuts with kitchen hours and changes to menu. A Governor raised that it would be good for children to be made aware of alternative food choices, such as vegetarian.</p>	<p>SB</p> <p>LGB</p>
8	<p><u>Determine the staffing compliment & review the structure</u></p> <p>See Confidential Minutes</p>	NJ
9	<p><u>Monitor progress & attainment</u></p> <p>The Chair shared the review in meeting.</p>	

English and writing is **on track** for year 2. For year 1, reading and maths are slightly below predictions but reading/phonics interventions and TA support within maths lesson for individuals who are not on track, is in place. Writing is above the predictions due to the positive impact of the changes made to the Year 1 writing curriculum.

The PP money is having an **impact** on progress, but more needs to be done for it to significantly impact attainment. The **challenge** is that the PP money helps to fund TA support and keep up groups, with vulnerable groups prioritised before other groups.

A **strategic** aim is to ensure that TAs are not spending all of their time in 1:1 supervision, while also ensuring the school is providing the care and assistance the high-level pupils need. There are plans to create a space in school where 1:1 children can go and be looked after by a couple of staff members, so that not all the TAs' time is being used.

Review curriculum coverage & provision

GM carried out a **review** of the curriculum, which was previously well received by OFSTED. GM shared the plan is to declutter to remove repetition between infants and junior schools. Aim is to have a play based curriculum. Governor **impressed** with how much of curriculum is built on evidence based research, which is designed to address specific issues.

The HT **shared** that looking to start a pilot for the play based curriculum, with the aim of a free play afternoon once a week. Already started with an hour of free play, this has increased to an hour and half. **Challenge** with being able to do this with TA support.

Positive **results** from free play, as children are really engaged and improvements seen in behaviour.

SEND report (CA)

The Chair **shared** the SEND report in meeting. CA summarised, how well HT knew all children, their needs and their parents. CA **shared** the challenge the school has funding SEND children, and **challenge** of funding children that need additional support. CA **impressed** with the amount of support the school is able to provide with the staff they have.

CA **raised** that as school has empty places this can leave school quite vulnerable, that school may not be able to meet child's needs.

The HT **shared** the **positive** progress that SEND children are making in the school and is hopeful that they will need less support as they continue to progress.

Governor CA **shared** feedback from parents following visit to school. The feedback was very **positive** from parents. With comments such as:

- Staff are attentive
- Love the warmth from staff
- Good communication
- Like the wrap around provision
- Teaching is great

	<p>The Chair asked if feedback was being shared with staff. HT confirmed that this was shared with staff.</p>	
10	<p>Policies</p> <p><u>Accessibility Plan</u></p> <p>The Chair shared the accessibility plan in meeting.</p> <p><u>Equality Plan (and evaluation)</u></p> <p>The Chair shared the Equality Plan in the meeting. The HT confirmed that this is reviewed every three years.</p> <p>The Chair asked who would be the best Governor to monitor this. CA happy to monitor.</p>	
11	<p>Agenda items for next meeting:</p> <p>The Chair shared the agenda items for the next meeting.</p> <p>The HT confirmed that the budget needs to be approved by 4th May but will be shared with SB before deadline.</p> <p>The Chair and HT suggested that the lines of inquiry for the range of extra curriculum offer and its quality, should cover a better understanding of school trips, with an appreciation of acceptable costs, and whether parents are willing to come on trips to support.</p> <p>The HT requested an update on the extension plan and the impact on September be included in the next agenda. The HT confirmed that the plan for extension is currently held with the Project Manager.</p>	
12	<p>Confirm dates for next meeting</p> <p>23rd May 2024 10th July 2024</p>	
13	<p>Evidence of GB impact on School Improvement</p> <ul style="list-style-type: none"> - Challenges on budget - Attendance - Behaviour - Staff well being - Financial difficulties 	

14	Determine confidentiality of business Item 4 - HT report Item 8 - Determine the staffing compliment & review the structure	
15	AOB Proposed dates for 2024-2025:	LP

Meeting Closed at 8:25pm

Signed: (Chair of Governors)

Date: