



BURTON GREEN PRIMARY SCHOOL LOCAL GOVERNING COMMITTEE
Minutes of the meeting held on Monday 9th January 2017 at 3.45pm

PRESENT: Paul Black (Chair)
 Anna Calderwood
 Joan Lock
 Corrine Naylor

IN ATTENDANCE: Charlotte Smith-Lynch (Assistant Headteacher)
 Jess Swarbrick (Governor Support Officer – Clerk)

		ACTION
1.	<p><u>Welcome, Apologies for Absence and Declarations of Interest</u></p> <p>The Chair welcomed everyone to the meeting, and extended a particular welcome to Charlotte Smith-Lynch, Assistant Headteacher who was attending on behalf of the Headteacher.</p> <p>Apologies were received, with consent, from Karen Tatham, Alison Cole and Steve Cooke.</p> <p>The Chair reported that Hilary Nightingale had resigned from the Local Governing Committee (LGC). Governors recorded their thanks to Hilary for her work and commitment to the school over a number of years.</p> <p>There were no declarations of interest.</p>	
2.	<p><u>a) Minutes of the meeting held on 26th September 2016, Action Plan and Matters Arising</u></p> <p>Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p> <p>With reference to the Action Plan:</p> <ol style="list-style-type: none"> 1. The Clerk agreed to re-circulate the skills audit to all governors for completion. 2. Governors noted that they had not received the information regarding changes to school assessment. It was agreed that this action would be carried forward. 3. Joan Lock reported that she had not received login details for the Key website. The Chair proposed that all governors be provided with a single sheet containing all access information as required (including NGA and The Key). The Chair agreed to discuss this with the Headteacher. 4. Completed. 5. The Chair reported that Steve Cooke and Alison Cole had met to discuss the Governor Monitoring Calendar, and proposed that they feed back on this at the next meeting. 6. Completed. 7. It was agreed that this item should be carried forward to the next meeting. 8. Completed. 9. See item 3. 	<p>Clerk HT</p> <p>Chair</p> <p>SC</p>

	<p>Matters Arising</p> <p>With reference to item 4, Corrine Naylor provided an update on the Blue Sky management information system. She reported that staff were now starting to work with the system, inputting details of training and CPD, and other evidence to be used for performance management. The Assistant Headteacher advised that individual staff and the Senior Leadership Team (SLT) could access and update the system, which provided a central point for the storage of information. The Assistant Headteacher further advised that there would eventually also be a governor section where governors could view anonymised examples of progress and performance. It was noted that this would take some time to develop. The Chair noted that the Blue Sky system was also in use in other academies within Hope Learning Trust York (HLTY), and would hopefully provide consistency in reporting across the trust for management purposes.</p> <p>Governors noted that since the previous meeting, the result of the Butterflies Nursery Ofsted inspection had been published as good. Governors expressed their congratulations on this positive result, and the Chair agreed to write to the Nursery on behalf of the LGC. It was suggested that a member of Nursery staff could be asked to join the LGC, to strengthen links further. The Clerk agreed to check regulations on appointments and advise the Chair on this matter.</p> <p>With reference to the proposed joint governance sessions, the Chair reported that more training would be taking place through HLTY, based on the information contained in the newly produced Governors' Handbook. It was noted that this handbook, which had been previously distributed for information, had been developed with significant input from Steve Cooke. Governors expressed their thanks to Steve for his work on this document.</p> <p>The Chair advised that further thought needed to be given to how best to move forward as a Local Governing Committee, following the school's conversion. He noted that the powers set out within the Scheme of Delegation from HLTY meant that on the surface, little had changed in terms of responsibilities. However, the Chair emphasised that there was a clear opportunity for the LGC to review its practice. He explained that the HLTY Central Team had their own internal monitoring systems which provided an audit trail for finance and standards, meaning that the role of the LGC in terms of monitoring and scrutiny was now different to that of a governing body. The Chair suggested that the key question to ask the Headteacher and staff as an LGC was how governors could best help the school – through further challenge, support or strategic focus. He noted that there was a real opportunity for a more creative approach to governance, in order to make it as productive as possible for the school.</p> <p>A question was raised about whether more funding would enable a more strategic approach. The Chair noted that at other schools within the trust, governors were taking a business approach to fundraising using their own particular skills, and this could be something to explore further.</p> <p>It was noted that the next Governor Briefing Workshop held at West Offices would take place on Wednesday 18th January, and would include a presentation on the new national funding formula. The Chair agreed to ask Steve Cooke if he would be available to attend. If not, Joan Lock agreed to represent the LGC and report back at the next meeting.</p>	Chair
	<p><u>b) Updates and Actions from the Hope Learning Trust Board</u></p> <p>There were no updates or actions to report. The Chair noted that the change management process and growth of the trust was ongoing, and the CEO was working with academy principals to develop this. It was agreed that the alignment of meetings was crucial to allow opportunities for effective reporting.</p>	

	<p>The Chair provided an update on the conversion process for Canon Lee School for information. He reported that the proposed conversion date of 1st January 2017 had been delayed due to legal issues around the land transfer from the LA. It was expected that the conversion would now take place on either 1st February or 1st March 2017. It was noted that the change of name to Vale of York Academy had been approved by the DfE and had now taken effect.</p> <p>The Chair reported that very positive developments were already in place and continued change was expected, with both the Principal and the CEO of the trust committed to creating an outstanding school.</p>	
3.	<p><i>Holding the Headteacher to Account</i></p> <p>The following documents had been provided for information:</p> <ul style="list-style-type: none"> - RAISE Online Report (previously distributed) - Ofsted Inspection Dashboard (previously distributed) - School Improvement Advisor Note of Visit reports 21/09/16 and 14/11/16 (tabled) - Headteacher's Report (tabled) - LA Risk Rating letter (tabled) <p>The Assistant Headteacher presented the Headteacher's Report, noting that this linked with the two Note of Visit reports from Mike Smit, School Improvement Advisor for HLTY.</p> <p>The report noted that the leadership structure in school had embedded during the autumn term, though capacity remained an issue, in terms of the balance of leadership development time and time in the classroom. Governors asked for further detail on this. The Assistant Headteacher advised that planned leadership time was very often interrupted by the need to deal with issues within the classroom, due to the high needs of the pupils. It was agreed that consistency was essential for the children, but there was a struggle to find supply teachers who would stay due to the high level of challenges. Governors asked whether there was TA provision in place which would be able to cover leadership time. The Assistant Headteacher advised that from 9th January, there was a TA in post short-term to support interventions and group works, though this was only in the mornings.</p> <p>It was noted that Mike Smit had pointed out within his report the struggles faced by staff in carrying out interventions, due to the constant need for crisis management and fire-fighting. It was recognised that because of this, additional interventions were not being put in place as they should due to issues of capacity.</p> <p>Governors asked whether there were additional funds available to address this issue of capacity, in order to enable intervention work. The Chair advised that the CEO was looking at accessing additional funding for support, and was hopeful of obtaining this, though no confirmation had been received as yet. Governors emphasised the need for any funding to be consistent and long-term, in order for the effect to be sustainable.</p> <p>Governors asked for further detail of how leadership time was managed in school. The Assistant Headteacher advised that last term she had had two days out of class, but this had been reduced to one day for the spring term (taken over time, rather than one full day). In addition, the Assistant Headteacher advised that she and the SENCo were providing cover for each others' leadership time as a trial. She explained that it was hoped this would enable greater consistency and less disruption for pupils.</p> <p>Governors asked whether there was a clear solution to this issue, whether additional funding or the provision of reliable cover. The Assistant Headteacher noted that there was a difficult</p>	

balance between the class teaching and leadership role, and the transition of balancing the two was tricky. She added that there was a feeling of vulnerability about capacity issues, but staff were working to find solutions to the situation with the resources available.

The Chair noted that there was a need to develop leadership within the school, but it was important to look at how to create a system to enable this to happen without putting children's learning at risk.

A question was raised about behavioural support services, as the school would be charged for this provision as an academy. The Chair advised that the CEO of HLTY was actively thinking about provision and the possibility of setting up behavioural support across the trust. He added that there was a clear awareness of the need for this in a number of academies. Governors asked how this concern could be raised with the CEO. It was noted that he would receive a copy of the minutes, but governors felt that it needed to be highlighted more directly due to the importance of the issue.

Governors discussed the potential wider opportunities for cohesive working across all sectors. It was agreed that the need for intervention spread across education, health and other services, with all being responsible for helping to support the reduction in behavioural issues. It was noted that a new Local Area Team committee had been established which included the police and other services, which the Headteacher was a member of. Governors queried whether this could be raised here. It was suggested that a number of governors could work with the Headteacher to determine what the school needed, and then look at whether this could be tracked through collaboration with other services as well.

School Improvement Advisor visits

Governors noted the two reports from Mike Smit, which had followed on from visits to the school in September and November 2016. The Assistant Headteacher reported that these visits had provided external validation of the school's judgements, and enabled effective scrutiny and monitoring on behalf of the trust board. The Chair noted that this also provided an audit trail of validation for governors. In response to a question about how staff had received the visits, the Assistant Headteacher advised that they had been very positive, and Mike Smit had been very supportive to staff.

The Assistant Headteacher advised that the school would be receiving a further two day quality of teaching and learning visit in January, at the request of the trust board. It was noted that this had been requested following receipt of a letter from the LA placing the school in a category of potential risk following the 2016 results. Governors further noted that all academies within the trust who had been given this category of risk would be subject to a quality of teaching visit. The Chair noted that this would ensure rigorous monitoring across the trust. Governors agreed that it was important not to see this visit as a concern, but rather an opportunity to drive improvement further.

The Assistant Headteacher advised that this quality of teaching visit would take place on Monday 23rd January and Monday 30th January. She explained that the dates had been scheduled a week apart to allow the school to start to put in place any recommendations from the first day immediately. Governors were encouraged to attend one or both of the visits and participate in them. The Clerk agreed to email the dates of the visits, and governors were asked to confirm to the Headteacher whether they would be available to attend.

With reference to the staffing update within the Headteacher's Report, governors noted their congratulations to the two teachers who had now completed their NQT year and would be taking up subject leadership in science and computing.

**Clerk /
All**

4.	<p><u>Local Governing Committee Strategic Issues</u></p> <p>It was noted that a number of the key points for discussion under this item had been raised earlier in the meeting.</p> <p>With reference to the School Development Plan, the Assistant Headteacher advised that this was currently being updated, with key priorities focusing on Maths and Reading. Governors asked that a copy of the plan be circulated as soon as possible by the Headteacher.</p> <p>With reference to appraisals, it was noted that the Pay Committee had met and carried out a review of staff performance management on 7th November, and had agreed recommendations based on this meeting. The Chair further reported that the Pay Committee had also met to carry out the Headteacher's appraisal on 14th November, along with the CEO of HLTY and Mike Smit.</p>	HT
5.	<p><u>Policy Update</u></p> <p>It was noted that in July 2016, the governing body had agreed to adopt all existing policies until such time as new trust-wide policies were in place to supercede them. However, due to amendments made since September 2016, the Charging and Remissions policy and Behaviour policy were being presented for approval at this meeting.</p> <p><i>i) Charging and Remissions</i></p> <p>Tabled. It was noted that this policy had been updated to reflect the 30 hour nursery funding provision. Governors approved the policy unanimously.</p> <p><i>ii) Behaviour</i></p> <p>Tabled. It was noted that the policy had been updated following input from the School Council. Governors approved the policy unanimously.</p> <p>The Chair advised that he had discussed the issue of challenging behaviour in school with the Headteacher the previous year, in particular questioning the limit of acceptance for this. The Chair noted that it had been felt that the school needed to make a stronger stand regarding this limit of acceptance, and he anticipated that there would be an increase in interventions and managed moves as a result of this.</p> <p>Corrine Naylor reported that she was working as SENCo on a number of EHCP (Education, Health and Care Plans) for pupils in school, which would enable additional funding to support individuals. She explained that each application took a considerable amount of time to complete, including paperwork and meetings with different agencies and stakeholders, and therefore there was an issue of capacity in how soon these could be processed as she only had one day per week SENCo time to undertake this. Governors asked whether there was anything that could be done to support this process, perhaps by providing additional resources to assist with paperwork, or backfilling. Corrine advised that she and the Headteacher were looking at feasible options for this, including the possibility of two days per week cover.</p> <p>Governors asked what the outcome of the application would be for individual pupils. Corrine reported that it would enable one to one funding, though the school would still need to cover the first fifteen hours of this. It was noted that whilst the process was underway, the school still needed to manage the children in the setting who needed this high level of support.</p> <p>Governors asked about the effectiveness of early intervention. Corrine advised that additional funding was available in Nursery to enable one to one support for children with a high level of need, but this was not continued in Reception. She further advised that the Headteacher had therefore made the decision to put additional funding into Reception to enable this additional support to continue. It was noted, however, that children did not always display indicators of</p>	

	<p>future challenging behaviour earlier in the school, so this could not always be planned for.</p> <p>Corrine further reported, however, that the school did have an assessment programme in place which could provide early identification of dyslexia, which was officially not assessed until the age of 7. Corrine advised that Val Lewis, who worked with the school on Phonics interventions, was working proactively with the Dyslexia Centre at St Oswald's Primary School to identify children who needed additional support.</p> <p>Governors provided a challenge on how the school was working to identify children who were gifted and talented, and asked what support was being accessed and put in place to support them. The Assistant Headteacher reported that a lot of work was being done within the cluster around evidencing and developing gifted and talented children. She explained that early identification was often possible from looking at outcomes at the end of Reception, where children were exceeding age related expectations.</p> <p>The Assistant Headteacher further reported that external moderation was important to ensure that assessments being made based on end of Reception outcomes were accurate. Governors asked whether it was possible to spot a gifted and talented child who was not displaying the expected level of performance within the assessment framework. The Assistant Headteacher advised that this was down to the expertise of the practitioners, and their ability to unlock all children's potential. She further advised that the school tried to ensure that the curriculum provided the opportunity to fill any gaps in the experience of the children. The Chair noted that the evidence for work around the support for gifted and talented children did not seem to be as forthcoming, and he emphasised the importance of not losing sight of these individuals.</p>	
6.	<p><u>Any Other Business</u></p> <p>Following on from discussions on behavioural support, Corrine Naylor reported that she had carried out some initial research into the possibility of a school dog. Corrine explained the rationale behind the idea, and the benefits to the school in terms of nurture and support, which were well documented. Governors agreed that they would support further investigation in the options around this.</p>	
7.	<p><u>Date and Time of Next Meetings</u></p> <ul style="list-style-type: none"> * Thursday 2nd February 2017 at 3.45pm * Monday 13th March 2017 at 3.45pm * Monday 24th April 2017 at 3.45pm 	

Signed: _____

Date: _____

Paul Black, Chair of the Local Governing Committee

**ACTIONS FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
MONDAY 9TH JANUARY 2017**

Action no.	Detail	Item no.	Who	By date
1	Re-circulate skills audit to all governors	2a(1)	Clerk	Completed
2	Forward information to governors about changes to school assessment	2a(2)	Headteacher	31/01/17
3	Production of single sheet with all required access information for governors	2a(3)	Chair / Headteacher	31/01/17
4	Feedback on visit to school to view the close-down budget	2a(7)	Steve Cooke	02/02/17
5	Write to congratulate Butterflies on their Ofsted result	2(a)	Chair	ASAP
6	Email out dates of quality of teaching visit, for governors' information – governors to confirm attendance with Headteacher if available	4	Clerk / All	ASAP
7	Circulate School Development Plan and key priorities	5	Headteacher	31/01/17

FUTURE AGENDAS

Admissions Policy?

Feedback on proposed Governors' Monitoring Calendar (SC / ACo)

HEADS/CHAIRS HLTY

Joint Governors session within HLTY