

# BURTON GREEN PRIMARY SCHOOL



## LOCAL GOVERNING COMMITTEE

Minutes of the meeting held on Monday, 25<sup>th</sup> September 2017 at 3.45pm

**PRESENT:** Kelsey Clark-Davies (Interim Headteacher)  
Steve Cooke (Chair)  
Corrine Naylor  
Nick O'Keeffe

**IN ATTENDANCE:** Mervin Bradish (Associate Member)  
Charlotte Smith-Lynch (Deputy Headteacher)  
Sarah Brownhill (Office Manager)  
Sandra Cox (School Business Officer) [till 4.30pm]  
Jennifer Carter-Shaw (Observing)  
Liz Andrews-Wilson (Governance Support Officer - Clerk)

		ACTION
1.	<p><b>Proposal for LGC Chair (to be approved by the Board) and election of Vice-Chair</b> Mr Cooke welcomed everyone to the meeting, and extended a particular welcome to Jennifer Carter-Shaw, who was attending her first meeting as a prospective Sponsored Local Governor. Attendees went around the table introducing themselves.</p> <p>The Clerk advised that the LGC needed to appoint a Chair of the LGC for 2017-18. Mr Cooke had indicated that he would like to retain the role of Chair. The Clerk asked if there were any other nominations. No further nominations were received. The Clerk asked Mr Cooke to leave the room.</p> <p><i>3.55pm – Mr Cooke left the meeting</i></p> <p>Mr O'Keeffe proposed Mr Cooke for the role of Chair and the Interim Headteacher (Mrs Clark-Davies) seconded this motion. All governors with voting rights unanimously voted in favour of Mr Cooke remaining as Chair.</p> <p><i>3.57pm – Mr Cooke re-entered the meeting</i></p> <p>The Clerk advised Mr Cooke that he had been duly elected into the role of LGC role for a further one year term. The Chair asked if any of the governors present would like to be nominated for the Vice Chair role. It was decided that as a number of governors had sent their apologies this discussion would be held over until the November meeting.</p>	Agenda
2.	<p><b>Welcome, introduction apologies for absence, consent and declarations of interest</b> Apologies for absence had been received from Anna Calderwood and Elaine Boyes. Joan Lock was absent. There were no declarations of interest. The Chair reminded those present that the discussions which were about to take place were confidential.</p> <p><u>Annual register of Business Interests</u> The Clerk had circulated Business Interest forms to the governors and the completed forms had been returned to her. She advised that she would post the forms out to the governors who were absent.</p>	
3.	<p><b>Minutes of the meeting held on 18<sup>th</sup> July 2017</b> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	

4.	<p><b>Action Plan and Matters Arising</b></p> <table border="1"> <thead> <tr> <th>Action</th> <th>Detail</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Chase up access details for governors to new "RAISE" site with Sarah Brownhill</td> <td>2.2</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Communication with staff regarding staff survey results</td> <td>9.1</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>Confirm decision on staff training day for 26<sup>th</sup> July</td> <td>9.2</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>Forward recommendation of new governors to Trust Board</td> <td>9.3</td> <td>Completed</td> </tr> </tbody> </table>	Action	Detail	Item	Status	1.	Chase up access details for governors to new "RAISE" site with Sarah Brownhill	2.2	Completed	2.	Communication with staff regarding staff survey results	9.1	Completed	3.	Confirm decision on staff training day for 26 <sup>th</sup> July	9.2	Completed	4.	Forward recommendation of new governors to Trust Board	9.3	Completed	
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5.	<p><b>Resources (Overseeing Financial Performance)</b></p> <p><b>Budget Monitoring Report</b></p> <p>Sandra Cox (School Business Officer) was in attendance to provide the LGC with the up to date Monitoring Report data. She advised that there was quite a high outturn but the monitoring report was not great at showing a forecast. She explained that the Chair had asked her for some notes to explain why there were so many discrepancies. She tabled a document entitled, 'Major Variances' (Tabled Item 1). One of the expenditure items was of a confidential nature so it was agreed that the observers would return their paper copies after the item was discussed.</p> <p>The Chair expressed great frustration at the lack of a clear and robust set of financial details coming from the central team in the Trust.</p> <p><b>Income</b></p> <p>Ms Cox explained that the income listed under GAG Funding and Other Government Grants had already been received for 2017-18, but some of the monies possibly relate to 2018-19. She reported that she was seeking to get confirmation on this and expected that the final outturn budget would include the correct figures. She advised that £43,434 had been inherited upon conversion and this had not been included in the original budget. Further clarification of the Staff Absence Insurance was needed, although she noted that the £9,600 that had been paid in as a result of Staff Absence had been partially offset by Agency Costs.</p> <p><b>Expenditure</b></p> <p>Ms Cox advised that there had been significant overspending relating to Teaching staff salaries and Agency staff costs. The Interim Headteacher advised that she had done some work on a staffing re-structure and more should be known about how this will affect the budget by Christmas. The Chair asked if the school had to wait until Christmas to find out what the true financial position was to enable the interim Headteacher to make staffing changes. Ms Cox advised that there are three budgets per year, so different scenarios and changes can be plotted and predicted. She added that this was because of the need to be flexible owing to the changes in the number of children on roll (not including the Nurseries numbers). Ms Cox advised the LGC to monitor this closely.</p> <p>Ms Cox advised that there had been an under spend of £10,844 on Educational Support Staff. The Interim Headteacher advised that the SLT were now aware of this and were working to further utilise this part of the budget. The Chair of Governors, Interim Headteacher and SBO were to meet to discuss the current budget.</p> <p>Part of this item was recorded as a Confidential item.</p> <p>Ms Cox advised that Maintenance of Premises also showed an under spend against the budget. Mr Bradish (Site Manager) advised that the heating system would soon be facing a repair bill of circa £4,000 - £5,000. He reported that he had been maintaining the premises to the best of his ability but</p>	<p>CoG to meet HT and SB to discuss current budget</p>																				

<p>wanted to see a rolling week schedule of maintenance. It was agreed that Mr Bradish and the Interim Headteacher would meet to devise a three year plan.</p>	<p>HT &amp; MB</p>
<p>Ms Cox advised that Other Occupational Costs showed an overspend of circa £20,000, but it was possible that £14,632 (Cleaning &amp; Caretaking) could be claimed back from CYC. She was investigating this variance to see if this expenditure should have formed part of the CYC settlement figure during the conversion process. Ms Cox was also investigating a circa £6,700 over spend on insurance premiums to see if the school had been over paying.</p>	
<p>Ms Cox reported that Educational Services and Supplies showed an overspend of £14,876. This figure had been partially off-set by income in Other Income but additional consultancy fees had not been budgeted for. <b>A governor challenged Ms Cox asking her for confirmation about whether the grant money which had been obtained to pay for the consultancy fees had been used correctly.</b> Ms Cox reported that the new Financial Controller, working in the central team was looking into this to ensure that the funds had been used correctly.</p>	
<p>It was reported that Other Supplies and Services showed an under spend (catering and drinks) of £8,720. It was also noted that an investigation was on going looking at whether the school had overpaid for the HLTy top slice. In answer to a question, Ms Cox confirmed that the purchasing of the Chrome Books was to be assigned to the 2016-17 budget under budget code F0.</p>	
<p>Ms Cox reported that the budget code for Other GAG Expenses had been adjusted to provide the school with an allowance for the writing off of some of the dinner money debts (£2,919). Over £4,500 was owed in dinner money debt. Ms Cox advised that the school still needed to pursue the debtors. A governor asked what process there was in place for the collection of these monies. The Office Manager advised that she has sent text messages to the debtors and moved parents, onto Parent Pay in May/June. The LGC discuss the ethical issues around withdrawing a child of a debtor from receiving a lunch, it was agreed that the LGC did not want that to happen, as it was not the child's fault that the monies had not been paid. The Interim Headteacher advised that the school could look at providing a low budget emergency lunch. It was agreed that a policy/procedure needed to be drawn up on how to progress the debt and how to feed the children in the meantime. It was also agreed that the Chair of Governors would meet with the parents to discuss individual payment plans.</p>	<p>HT &amp; SB CoG</p>
<p><b>[NB: Later in the meeting it became apparent that some of the parents who had not been paying for school dinners might have children who come under the umbrella of Pupil Premium and therefore be entitled to a free school meal. The SLT were working on ways to establish a more robust system for checking which families were entitled. ]</b></p>	
<p>It was noted that the Finance Director did not want to absorb the debt into HLTy's accounts. Ms Cox advised that they could choose to use the School Fund account to help clear it. The general consensus was that the debtors needed to be pursued, parents needed to know that there would be follow up and the SLT were to check on Pupil Premium entitlement.</p>	<p>HT &amp; SB</p>
<p>Ms Cox apologised for the list of unanswered questioned, but stated that she would endeavour to rectify as many as possible, as soon as possible. She noted that no monitoring reports had been issued to the LGC last year but going forwards she advised that monitoring reports would be available at each meeting. Ms Cox confirmed that monthly monitoring reports would be issued to the Interim Headteacher, the Chair of Governors and the Office Manager.</p>	
<p><b>National Funding Formula Update</b></p>	
<p>Ms Cox tabled a document about the NFF (Tabled Item 2). She highlighted that page 1 referred to the</p>	

	<p>Government's announcement and page 2 indicated how the NFF would affect Burton Green. She reported that the school currently attracts funding of £4,419 per pupil (NFF = £3,500) and CYC provide a lump sum of £150,000 (NFF = £110,000). She explained that if the NFF is adopted for 2018-19 (based on DfE figures), the school would see an increase of 2.5% between 17/18 and 18/19; and then 3.1% between 17/18 and 19/20 (0.6% increase that year). Ms Cox advised that the Schools Forum had met earlier in the day and had agreed to adopt the NFF in full for 2018/19. It was now open for consultation and governors were able to have their say. In answer to a question, Ms Cox confirmed that the per pupil funding figure would increase. She added that none of the figures would be confirmed until after the consultation period had ended.</p> <p><i>4.30pm – Sandra Cox left the meeting</i></p> <p><b>Submission of any exceptions for pay review</b>  <i>4.31pm - Mervin Bradish, Jennifer Carter-Shaw and Corrine Naylor left the meeting</i>  This item was taken as a confidential item.  <i>4.37pm - Mervin Bradish, Jennifer Carter-Shaw and Corrine Naylor re-entered the meeting</i></p> <p><b>Review of restructure proposals (if required)</b>  The Interim Headteacher advised that the SLT were working on clarifying their roles and responsibilities within the SLT. She noted that there was not an Assistant Headteacher post due to the size of the school, but the Office Manager sat within the SLT.</p> <p>The Interim Headteacher advised that two Phase Leaders had been appointed from in-house. Corrine Naylor was covering EYFS/KS1 and Kirstie Blything KS2. They each had been given clearly defined tasks and responsibilities. A governor raised concern about the pressure placed onto these two roles. Ms Naylor commented that working in a small school was different to a bigger school and that staff were accepting of this. The Interim Headteacher explained that teachers and non-teaching staff had all been given clarification on what their roles were. She added that appraisals were to be carried out by the SLT and the Phase Leaders, and targets were to be linked directly to the Academy Development Plan. A governor asked if the Phase Leaders needed training on this. It was noted that they were to be supported by the Deputy Headteacher.</p> <p><b>A governor challenged the support network, asking what support was being provided by HLTY.</b>  The Interim Headteacher advised that the Principal at Poppleton Ousebank Primary Academy (Estelle O'Hara) had been appointed as Executive Headteacher and that the CEO was being very supportive. She added that a meeting had been arranged between Ms O'Hara, Mrs Clark-Davies, Mr Crosby (CEO) and Claire Gomez (Specialist Leader in Education). Support would also be coming from Shan Brough-Jones an external consultant who would be working in the capacity of a School Improvement Partner. She was from Mike Smit's team. The Interim Headteacher advised that the SLT were accountable to her. The SLT were to look at how Shan Brough-Jones could update the governors. It was also noted that support was coming from CYC and Maxine Squire (Assistant Director, Education and Skills) was due to visit.</p> <p>The Interim Headteacher advised that HLTY had secured some funding through the Strategic Schools Fund which would be covering the cost of Ms O'Hara and Shan Brough-Jones. It was noted that a School Improvement Panel had been scheduled in October. The Interim Headteacher and the Office Manager were to liaise with Ms Cox about the account variances and check that the grant funding would be accounted for.</p>	<p>HT &amp; SB</p> <p>HT &amp; SB</p>
6.	<p><b>Standards (Holding the Headteacher to Account)</b>  <b>Principal's Report</b>  The Interim Headteacher tabled her Headteacher's report (Tabled Item 3). She noted that the draft</p>	

ADP had been sent out, an overview was to be made and then an action plan would be written. A governor asked how the LGC can best help the SLT to implement the ADP. The Interim Headteacher advised that they needed to be aware of the key priorities and how these were being developed. She added that the overall aim of the ADP was to improve pupils' outcomes. Governors noted three key priorities for development:

- 1) Improving pupils' outcomes
- 2) Improving pupils' attendance and behaviour
- 3) Addressing the key issues arising from the external audits of the school, including improving:
  - the effectiveness of Leadership and Management
  - the quality of Teaching & Learning the quality of behaviour throughout the school and to develop new systems for supporting the most challenging pupils
  - staff morale and well being

She highlighted that the budget had a predicted carry forward of £65,000 (to be confirmed), any monies available would be used to match actions on the ADP.

The Interim Headteacher reported that in recent weeks she had received positive feedback from visitors, notably:

- marked improvement in uniform
- behaviour policy was evidently being applied more consistently which was leading to an improvement in behaviour
- an improvement in staff morale

The Staff Governor commented that the explicit Behaviour Charts were helping and staff had received training on how to use the system. The Interim Headteacher noted that 90% of the children were consistently on 'green' or above, while 10% were, at times, not – with a small number of pupils regularly being involved in serious incidents. She acknowledged that the biggest barrier for learning was the level of need in the school. She also noted that she was aware that the previous SENDCo had been classroom based and was not always given the time to progress paperwork, so some high need children had not yet been given EHCPs. This has hopefully now been resolved through the appointment of a Trust-wide SENDCo who is focussing on ensuring the right support is in place for pupils.

The Interim Headteacher advised that the SEF had given the outcome of an overall effectiveness grade of 3-4. She noted that direction was now in place with a robust SLT to head up leadership and management. She advised that teachers were now aware of the SLT expectations and these had been clarified and challenged. The SLT were checking that expectations were being implemented through the use of learning walks and book scrutinies. It was agreed that the recorded expectations would be passed to governors so that they can also check this, when they conduct their link governor visits.

The Interim Headteacher reported that the school website was currently not compliant in some areas, so work had begun on updating it. This was however being delayed because the school has to send updates to the provider as staff are not able to update the website themselves yet.

The Interim Headteacher reported that the school was undertaking a review of the pupils receiving Pupil Premium grant to consider whether additional pupils were eligible. She noted that the school only received the grant for 29% of the pupils. The Home School Support Worker was working with the families to see if any more were entitled to PP. In response to a question the Interim Headteacher advised that CYC can help with this process. At this point it was noted that the dinner money debtors could be entitled to free school dinners under the Pupil Premium grant.

The Interim Headteacher advised that while she agreed in principle with charging for After School Club, she wanted to check the provision before parents are charged. A governor asked if it would be possible for the school to look at getting corporate sponsorship. The Interim Headteacher advised that the SLT were researching various avenues including the IDACI (income deprivation affecting children index) and other funding streams. She noted that the PTFA can apply for local Council money. She asked that governors support these ventures and help at events and with advertising and marketing.

	<p><b>2017 Outcomes / Results</b> The Deputy Headteacher tabled a Results Summary 2017 (Tabled Item 4), which was an updated version of the document that had been previously circulated. Governors were asked to review this after the meeting. She advised that there was to be pupil progress meeting each half-term to look at those on track and those who weren't. It was noted that Year 1 had maintained a good level in the phonics screen.</p> <p><b>Update on School Improvement Plan 2017-18</b> The Interim Headteacher reported that the SLT would be providing the governors with some guidance on how the school was to implement the teaching and learning aspects of the School Improvement Plan.</p> <p><b>Behaviour and Attendance</b> The Interim Headteacher advised that behaviour in the school needed to stabilise before real changes would be seen in teaching and learning, but an increasing number of children were becoming proud of their school and respectful of the teaching staff. She reported that HLTY had appointed a new part-time SENDCo (Sarah Cope) who was working across the Trust and this was already having a huge effect on the support the pupils were receiving. She also highlighted that attendance was still an issue at 93.9%; the national average was 96%. In response to this Corinne Naylor was heading up an attendance action plan.</p>	
	<p>Some items were taken out of order to allow Mrs Clark-Davies to leave early.</p>	
9.	<p><b>Safeguarding</b> <b>Feedback on Safeguarding Audit</b> The Interim Headteacher reported that Mike Smit had conducted an assessment of Safeguarding and she felt confident that an in-house audit could now be carried out.</p>	SLT
8.	<p>ii) <b>Risk Register – three main risks</b> The Interim Headteacher was to send the school's three main risks to the Trust Board for inclusion on the Risk Register.</p>	HT
7.	<p><b>Local Governing Committee Strategic Direction</b> <b>Chair's report</b> The Chair reported that the Friends of Burton Green (formerly the PTFA) were speaking to the Council Ward about the potential of sourcing some funding for the development of the allotments.</p> <p>The Chair reported that the main area of work he had been focusing on over the summer was departure of the previous Headteacher and the rapid appointment of the Interim Headteacher. The LGC discussed the recent leadership developments. The Chair outlined that the CEO and the Trust had stepped in to help provide the school with an Interim Headteacher. He added that he had taken a lot of advice about a full recruitment process and he had concluded that an appointment could be problematic at this time. He explained that if an advert was rushed the school might not get a person with the experience needed, as the people applying were likely to be Deputy Headteachers, who would bring lots of enthusiasm to the role but would potentially require a lot of support. He advised that the Trust Board want the LGC to tell them what the school wants.</p> <p><i>5.30pm - Kelsey Clark-Davies and Charlotte Smith-Lynch left the meeting</i></p> <p>The Chair reported that he had suggested to the Board that they bring in a recently retired Headteacher, and then run a full recruitment process for a September 2018 appointment.</p> <p><i>5.32pm - Charlotte Smith-Lynch re-entered the meeting</i></p> <p>The LGC discussed whether this decision should be driven by the Trust or by the LGC and what the school needed from the structure. The Office Manager expressed the opinion that an Executive Headteacher would not be able to drive the day to day changes that would be necessary to turn the school around. The LGC acknowledged the need for continuity and consistency. <b>The LGC challenged the Trust Board to clarify how they would like to move forward on this issue and to engage in</b></p>	MAT Board



	<p><b>the conversations as to how to progress.</b> It was agreed that the Chair would speak to the CEO about this. The Deputy Headteacher advised that the staff need consistency and raised concern about the effect that leadership instability was having on the workforce.</p> <p><b>Working Party arrangements (Staff Wellbeing survey &amp; Parent survey)</b> The Chair outlined that two task and finish working groups were to be set up to look at the key points that had come out of the Staff and Parent surveys. The aim being to look at what can be done to make improvements. The Chair was to allocate governors to each working group and circulate the two surveys to governors.</p> <p><b>Governor Code of Conduct</b> The LGC agreed to adopt the updated 2017 Governor Code of Conduct, with the school specific additions.</p> <p><b>Annual Skills Audit</b> The Clerk reminded all governors to complete their Skills Audit forms and return them to her ASAP.</p> <p><b>Change in Governing Body constitution</b> To be addressed at the November LGC meeting.</p> <p><b>Parent governor election</b> It was reported that one parent had expressed an interest in one of the Parent Governor roles. Letters were to go out to all parents about the election, advising that there were two vacancies.</p> <p><b>Link Governors for 2017-2018</b> The Chair was to allocate governors to each Link Governor role, based on conversations he'd had with individual governors. He explained that one of the aims of setting up a Link Governor system was to build relationships in the school and get to know the school and the staff.</p> <p><b>SEND report by Sarah Cope</b> Sarah Cope was to be invited to the November LGC meeting, to give a report.</p> <p><b>Appointment of Sponsored Local Governor</b> The Chair advised that Jennifer Carter-Shaw had been introduced to the LGC via Rev J Doyle-Brett (Trustee to the HLTY). Jennifer was invited to tell the LGC a little bit about herself. She advised that she was a retired person with time to give to the school. She was involved with St Luke's Church and helped to run the children's activities; she had also been a Brownie Guider for 26 years. Mr Cooke proposed that Jennifer Carter-Shaw be co-opted into one of Sponsored Local Governor roles; this motion was seconded by Mr O'Keeffe. All governors with voting rights unanimously voted in favor of this appointment. The Office Manager handed Ms Carter-Shaw a DBS form. The Clerk was to arrange for Jennifer's proposed appointed to go to the MAT Board for ratification.</p> <p>The Clerk advised that when at least one of the Parent Governor vacancies was filled, Mr Bradish could be proposed as a Sponsored Local Governor. The delay in his appointment was due to that fact that the number of people sitting on the LGC who are employed by the Academy (including the Principal) shall not exceed one third of the total number of persons on the LGC.</p>	<p>Chair</p> <p>Chair</p> <p>Agenda</p> <p>Chair</p> <p>Chair</p> <p>Clerk</p>
8.	<p><b>HLTY Update</b> <b>Board minutes (19.07.17) / Central Team Update</b></p> <p><b>Board minutes 19.07.17</b> The LGC noted the Board minutes from the meeting held on 19.07.17</p> <p>The Office Manager asked to be forwarded a copy of the Board minutes which discuss the Butterflies staffing and finances.</p> <p><b>Central Team update</b></p> <ul style="list-style-type: none"> <li>Staffing changes in the central team were noted. Jo Brighton (HR Manager), Jo Lynch (COO) and Sue Dixon (PA to the CEO) had all moved on</li> </ul>	<p>Clerk</p>

	<ul style="list-style-type: none"> <li>• Jerri Ryder had been appointed as the Executive Administrator</li> <li>• Mick Waring had been appointed as the Financial Controller</li> </ul> <p><b>Health and Safety Group Update</b> The Clerk advised that the HLTy's Health and Safety Group had been the responsibility of the Chief Operations Officer and with no replacement in post, it had been agreed that Wendy Munro (VoYA) and Karen Forrester (MCEA) would take on this responsibility and continue the COO's work. Part of which would be reviewing policy documents. The Office Manager highlighted that Burton Green still buy into CYC's Health and Safety.</p> <p><b>Risk Register – three main risks</b> Covered above.</p>	
10.	<p><b>LGC Training</b> The LGC noted the Governor Training Programme that had been circulated. The Clerk provided the LGC with further detail about the Meeting Management Software Demonstration. She explained that the Governance Service were trialling a software package, which enabled governors to log into a secure portal in order to access papers and correspondence about governance. It was noted that sending governance papers out to personal email addresses would not be allowed under the new General Data Protection Regulation (GDPR) which comes into effect in May 2018, replacing the Data Protection Act 1998. It is the hope that this software will enable Schools, Governors and Clerks to be compliant with this law.</p>	
11.	<p><b>Policy Updates</b></p> <p><b>Admissions Policy (consultation opens 16.10.17)</b> The LGC NOTED the HLTy Admissions Policy and the consultation period that begins on 16.10.17.</p> <p><b>Statutory Policy tracker</b> <b>Child Protection Policy (including PREVENT)</b> <b>Staff Code of Conduct</b> <b>Charging and Remissions Policy</b> <b>Safeguarding Policy</b> All of the above were to be addressed at the November LGC meeting. The Interim Headteacher was in the process of reviewing the policies and the SLT needed to ensure that they were fit for purpose.</p>	Agenda
13.	<p><b>Any Other Business</b> <b>Dinner money debt</b> Discussed above.</p> <p><b>Meeting times</b> Governors agreed to keep the meeting time of 3.45pm for the foreseeable future.</p> <p><b>Confidentiality</b> The Chair reminded the governors that the discussions and papers derived from this and all governor meetings were to be kept confidential.</p> <p>The Chair and the LGC wished to thank Kelsey Clark-Davies, Charlotte Smith-Lynch and all the staff for their contributions, work and support - adding that it had been a positive start to the new year. The Chair also offered thanks to the previous Headteacher.</p>	
14.	<p><b>Date and Time of Next Meeting</b> - Monday 20<sup>th</sup> November 2017, 3.45pm</p>	

The meeting closed at 6.10pm



Signed: 

Date: 20/11/17

Steve Cooke, Chair of the Local Governing Committee

**ACTIONS FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE  
MONDAY 25<sup>th</sup> SEPTEMBER 2017**

Action	Detail	Item	Who	Deadline
1.	The Chair of Governors, Interim Headteacher and SBO were to meet to discuss the current budget	5	CoG, Headteacher and SBO	20.11.17
2.	Mr Bradish and the Interim Headteacher to meet to devise a three year plan for maintenance	5	Headteacher and Mr Bradish	20.11.17
3.	A policy/procedure to be drawn up on how to progress the dinner money debt and how to feed the children in the meantime	5	Headteacher and SB	20.11.17
4.	Chair of Governors to meet with the parents to discuss individual payment plans for school dinner debts	5	Chair	20.11.17
5.	SLT to check on Pupil Premium entitlement	5	Headteacher and SBO	20.11.17
6.	The SLT to look at how Sian could update the governors	5	Headteacher and SBO	20.11.17
7.	The Interim Headteacher and the Office Manager to liaise with Ms Cox about the account variances and check that the grant funding would be accounted for	5	Headteacher and SBO	Oct 2017
8.	SLT to share the recorded expectations with governors so that they can also check this when they conduct their link governor visits	6	Headteacher	Oct 2017
9.	SLT to conduct an in-house safeguarding audit	9	SLT	20.11.17
10.	The Interim Headteacher to send the school's three main risks to the Trust Board for inclusion on the Risk Register	8ii	Headteacher	Sept 2017
11.	The Trust Board to clarify how they would like to move forward with HT recruitment and to engage in the conversations as to how to progress	7	MAT Board	Oct 2017
12.	Chair to speak to CEO about Action No.10	7	Chair	Oct 2017
13.	The Chair to allocate governors to each working group and circulate the surveys, and allocate governors to each Link Governor role	7	Chair	Oct 2017
14.	The Chair to invite Sarah Cope to the November LGC meeting, to give a report	7	Chair	Oct 2017
15.	The Clerk to arrange for Jennifer's proposed appointment to go to the MAT Board for ratification	7	Clerk	Completed
16.	The Clerk to send the Office Manager the Board minutes which discussed Butterflies	8	Clerk	Completed

**NEXT AGENDA**

- Election of Vice Chair
- Update on School Improvement Priorities and Action Plan
- Financial Monitoring Report
- Policy Review –Charging and Remissions Policy
  
- Statutory Policy tracker
- SEND Update
- Change in Governing Body constitution
- Implementing the Teaching and Learning aspects of the School Improvement Plan

