

BURTON GREEN PRIMARY SCHOOL



LOCAL GOVERNING COMMITTEE

Minutes of the meeting held on Monday, 20th November 2017 at 3.45pm

PRESENT:

Kelsey Clark-Davies (Interim Headteacher)	
Steve Cooke (Chair)	
Jennifer Carter-Shaw	Anna Calderwood
Corrine Naylor	Joan Lock (until 5.45pm)
Nick O'Keeffe	Elaine Boyes

IN ATTENDANCE:

Mervin Bradish (Associate Member)
 Charlotte Smith-Lynch (Deputy Headteacher)
 Sarah Brownhill (Office Manager)
 Ashlene Cooper (Observing) (until 6.06pm)
 Sarah Cope – (SENCO) (until 5.09pm)
 Liz Andrews-Wilson (Governance Support Officer - Clerk)

		ACTION									
Classroom Presentation The Governors visited one of the classrooms to talk to the teacher and look at the displays and the children's work.											
1.	<p>Welcome, apologies for absence, consent and declarations of interest There were no apologies and no declarations of interest. The Chair reminded those present that the discussions which were about to take place and the papers enclosed were confidential.</p> <p>The Chair introduced Ashlene Cooper, who was hoping to be successful in the Parent Governor Election. The Chair also introduced Sarah Cope - SENCO. A round the table introduction took place.</p> <p>Outstanding Business Interest forms Business Interest forms were handed to governors for completion, governors were asked to return them to the Clerk ASAP.</p>										
2.	<p>Election of Vice Chair to the LGC Nick O'Keeffe stated that he would be happy to stand as the Vice Chair. Proposed by: Joan Lock Seconded by: Elaine Boyes The governors all voted in favour of this.</p>										
3.	<p>Minutes of the meeting held 25th September 2017 <i>(including two confidential minutes)</i> Previously distributed. The minutes (including the two confidential minutes) were agreed to be a true and accurate record and were signed by the Chair.</p>										
4.	<p>Action Plan and Matters Arising</p> <table border="1"> <thead> <tr> <th></th> <th>Detail</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mr Bradish and the Interim Headteacher to meet to devise a three year plan for maintenance</td> <td>5</td> <td>Completed (see matters arising)</td> </tr> </tbody> </table>		Detail	Item	Status	1.	Mr Bradish and the Interim Headteacher to meet to devise a three year plan for maintenance	5	Completed (see matters arising)		
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1.	Mr Bradish and the Interim Headteacher to meet to devise a three year plan for maintenance	5	Completed (see matters arising)								

2.	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	(see matters arising)	Chair
3.	Chair of Governors to meet with the parents to discuss individual payment plans for school dinner debts	5	Carried forward	
4.	SLT to check on Pupil Premium entitlement	5	Completed (see matters arising)	
5.	The SLT to look at how Sian could update the governors	5	Completed (see matters arising)	
6.	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	Completed (see matters arising)	
7.	SLT to share the recorded expectations with governors so that they can also check this when they conduct their link governor visits	6	Carried forward	
8.	SLT to conduct an in-house safeguarding audit	9	On going (see matters arising)	
9.	The Interim Headteacher to send the school's three main risks to the Trust Board for inclusion on the Risk Register	8ii	Carried forward	
10.	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	Closed	
11.	Chair to speak to CEO about Action No.10	7	On going	
12.	The Chair to allocate governors to each working group and circulate the surveys, and allocate governors to each Link Governor role	7	Completed (see matters arising)	
13.	The Chair to invite Sarah Cope to the November LGC meeting, to give a report	7	On the agenda	
14.	The Clerk to arrange for Jennifer's proposed appointment to go to the MAT Board for ratification	7	Completed	
15.	The Clerk to send the Office Manager the Board minutes which discussed Butterflies	8	Completed	
<p>Matters Arising</p> <p>Action 1 - The Office Manager advised that the school might get some money from the EFA, having sought some advice about the roof and the boiler. She informed governors that CYC and an independent contractor had been out to assess the works. The funding bids had been submitted. It was noted that there should have been a three phased roof repair, but these works were halted when the school joined the Trust. The Interim Headteacher advised that CYC had indicated that they might help cover these costs, and that she had been looking at structural work and other issues. It was noted that the school still had a CYC Care Plan.</p> <p>Action 2 - Dinner money debt. The Office Manager advised that the debt remained the same. She explained that the school can not fund this long term, as the children are not entitled to free meals. A more robust approach to the collection of monies was needed. It was noted that the LA set the criteria to decide who gets free school meals. The governors were keen to not penalise the children of debtors.</p> <p>Action 4 - The SLT reported that the school had targeted families, at parents evening and individually to identify any additional Pupil Premium pupils. The Pupil Premium percentage had increased to 30.5% from 29%. It was noted that new admissions fill out the paperwork as the children start at the school.</p>				

	<p>Action 5 - Shan Brough-Jones (School Improvement Partner) was coming in to do a report for the Trust Board and for governors. Her first visit was scheduled for 28.11.17. This was to be discussed at the next LGC.</p> <p>Action 6 - A governor commented that the budget report seemed to be constantly changing and it didn't seem fair to the SLT to have to manage this. The Chair advised that he was in contact with Sandra Cox (School Business Officer) and they were trying to iron out the financial issues. The Chair advised that the Trust had asked the school to work to a maximum deficit of £20,000 in this financial year. He added that this will impact on the expenditure.</p> <p>The Chair advised that in his opinion the finance reports were not 100% robust, and a meeting with the School Business Officer, the Interim Headteacher and the Chair had been arranged to discuss the budget when the figures for the first three months were available. The budget might need to be adjusted. It was noted that BGPS had received a lot of support and the Trust were applying for financial support from CYC. The Interim Headteacher advised that all school budgets are fluid and this was the accepted norm. It was noted that BGPS's per pupil funding meant that BGPS was one of the best funded primary schools in York as it was in one of the most deprived ward in the City.</p> <p>Action 8 - There was to be a Whole School Safeguarding INSET day on 24.11.17, delivered by the Safeguarding Lead at CYC. The Safeguarding Lead was going to be spending the afternoon on site conducting a safeguarding audit, by way of providing external validation. It was noted that the Safeguarding and Child Protection policies had been reviewed and were awaiting LGC approval and the Single Central Record would be audited.</p> <p>Action 9 - The Interim Headteacher had asked the Central Team for a Risk Register template, nothing had been forthcoming.</p> <p>Action 12 - The Working Parties were to meet to look at the Parent survey and the Staff survey as soon as possible. Link governors were asked to check in on their staff links during link visits. It was noted that Parent View was being run again. The Chair was to re-circulate results of the surveys to both working parties.</p> <p>The Interim Headteacher reported that she had not been able to review the After School Club provision. She agreed to contact the LA for some support on reviewing the provision and setting the charges.</p>	<p>Agenda</p> <p>Agenda</p> <p>Chair</p> <p>Head</p>
6v)	<p>SEND Update by Sarah Cope Sarah Cope had been invited to the LGC meeting to provide the governors with a SEND update. She was working across the Trust supporting the three primary schools, based at BGPS on Mondays and Tuesdays.</p> <p>Sarah reported that she had spent much of her time at BGPS looking at entitlement and allocation. Sarah tabled a termly report and advised the governors of the processes that are used to categorise the SEND children, and how to recognise an EHCP. She explained that there were a high number of high need children in the school. The Interim Headteacher stated that the school would meet the children's needs regardless of being awarded an EHCP, but it helps to have the funding. A governor asked if the EHCP funding was based on set amounts. Sarah explained that set amounts are used but each case is different depending on the child's needs; and allocations were based on the evidence and the level of need that the child presents.</p> <p>A governor asked if the school had to pay for children to attend the Kestrel class. The Interim Headteacher advised that there was a charge of £50 per pupil per day, but funding was available to help to fund this. In answer to a question the Interim Headteacher advised that not having the correct entitlements in place historically had caused numerous problems. She noted that the previous SENCO had not been given the time out of class and the support or training to progress the role.</p>	

	<p>The Interim Headteacher advised that the school could benefit from having Sarah at site for an extra half day per fortnight, to provide additional support. She explained that much of Sarah's time had been spent on strategic development and getting the children into the places that they needed to be in. She had completed lesson observations and had been supporting teachers. Sarah had also been training the staff, with the aim of building on whole class strategies and reviewing how the school can support more of the children. A governor asked Sarah if she was able to support the families to help the school to achieve better school outcomes overall. Sarah listed some of the initiatives she had been working on: parent mentoring scheme, signposting parents to other organisations, organising visits from Limetrees, doing group work and 1:1 work, supporting the children and the families, and she advised that she can help to organise respite care.</p> <p>Governors approved the proposal of using Sarah's services for the additional hours every other Friday. The Interim Headteacher noted that external specialists had been commenting on the successes of the recent changes. The SEND Policy had been updated and would be on the next agenda for LGC approval.</p> <p><i>5.09pm – Sarah Cope left the meeting</i></p>	Agenda
5.	<p>Resources (Overseeing Financial Performance) Budget Monitoring Report Carried forward to the next LGC.</p>	Agenda
6.	<p>Standards (Holding the Headteacher to Account) Headteacher's Report The Headteacher's report had been circulated prior to the meeting and was taken as read. The Interim Headteacher summarised the three Whole School Priorities:</p> <ol style="list-style-type: none"> 1) Pupil outcomes 2) Improving pupil attendance 3) Responding to the external audits <p>The key headlines were:</p> <ul style="list-style-type: none"> • The Interim Headteacher reported that 12 new pupils had joined the school, BGPS was becoming a school of choice • The Interim Headteacher advised that she would like Butterflies pre-school to become part of the school but the due diligence process was yet to start • The SLT were creating funding bids which, if successful, would be used on premises development • The Interim Headteacher had proposed to the CEO that delivery of consultancy hours (via the Interim Headteacher providing consultancy to other schools) could be a potential income generator • The Appraisals process for staff was on going • Governors were invited to join the January INSET day • The SLT were mindful of staff well-being and morale, and were trying to balance school improvement with staff well-being • The Interim Headteacher Performance Management meeting was scheduled for the 28.11.17. The SIP, CEO and Chair of Governors would be in attendance and targets would be set <p>Validated Data Report The Interim Headteacher tabled a document for governors to review after the meeting 'Pupil Outcomes' (tabled item 1). She briefly explained that the graphs show the trend from the previous three years. She advised that school leaders were considering whether assessment was secure in the school before this year, and the Interim Headteacher and Deputy Headteacher had been re-checking and re-validating the data and reviewing what assessment looks like. She reported that a data capture had been done and pupil progress meetings had been held with all staff, and interventions had started. A governor asked how the staff had been reacting to the changes. The Staff Governor stated that staff felt relieved and positive about the changes.</p>	

	<p>The Interim Headteacher advised that the KS2 – writing assessment was based on teacher assessment, other areas are tested. The Interim Headteacher was therefore looking at how robust these assessments were. A governor asked if there were any areas that were a real concern. The Interim Headteacher advised that she would have a much clearer picture once ASP (the new RAISE online) was available. She added that the SLT would be working on this over the next few weeks.</p> <p>Update on School Improvement Priorities and Action Plan The Interim Headteacher advised that the SLT were clear about what the school needs to do to improve attainment and progress. This work remained on going.</p> <p>Implementing the Teaching and Learning aspects of the SIP The Interim Headteacher reported that there had been rigorous monitoring of Teaching and Learning, supported by two external consultants. Two Phase Leaders had been appointed. She noted that there had been some real change with areas moving into Good. She added that it may however take longer to see these improvements translate into the pupil outcomes in data.</p> <p>A governor queried the attendance figures, noting that holidays in term time and medical needs were the main causes of absence. The Interim Headteacher reported that one penalty notice had been applied and a number of pupils had been fast tracked. The school had seen a halving of the number of lates. Governors were informed that SLT and Home School Support workers have a presence at the front of the school in a morning and there were systems in place whereby a whistle is blown and children line up. The Interim Headteacher reported that this seemed to be having a significant impact on punctuality and had been seen as a positive development.</p> <p>The Interim Headteacher reported that members of the Trust Board had recently visited the school and had given some very positive feedback. She noted the need to champion the positives and the increased number of positive remarks from parents.</p> <p>Governors thanked the Interim Headteacher for her report.</p> <p>SEND Update Covered above.</p>	
7.	<p>Local Governing Committee Strategic Direction</p> <p>Working Party Updates The LGC agreed to set up and run the Working Parties to review the Staff and Parent surveys by the end of term with a response to be provided to staff and parents.</p> <p>SLT changes Nothing further to report.</p> <p>Confirmation of Link Governor allocations It was noted that the Link Governor allocations had been sent out. The Interim Headteacher thanked the Chair for helping to drive change and dealing with School Improvement issues, all of which was helping to bring about some really significant changes.</p> <p>Link Governor reports The Interim Headteacher tabled the 'School Governor Visit Report' form (tabled item 2). She advised that the form provides governors with a focus and structure. This was to be re-circulated. She asked governors to use the form going forwards, and send to the Clerk who will include them in the LGC agenda pack.</p> <p><i>5.45pm - Joan Lock left the meeting</i></p> <p>Get Information about Schools (GIAS) It was reported that the Office Manager had this in hand.</p>	<p>All</p> <p>All</p>

	<p>Chair's Business and update from HLTY Chairs' Group The Chair reported that all stakeholders he had met were very supportive of the school. The Interim Headteacher had put together a bid for circa £80,000, to CYC, to fund a Nurture Group at BGPS. She advised that the cost was high but in the long term would be less expensive than having to deal with ongoing exclusions.</p> <p>The Chair had been on the Year 6 residential trip to Kingswood and said it had been highly beneficial.</p> <p>The Chair reported that he had attended the Clifton Ward committee meeting. The Councillors had been very supportive and the Chair was looking at how to harness this. Governors discussed the benefits of having a link with the Clifton Residence Association.</p> <p>Parent Governor Election Two parents had been nominated. The Office Manager was to send the Clerk their contact details.</p> <p>Appointment of Mervin Bradish Mervin Bradish had been attending LGCs as an Associate Governor, but had been keen to become a full governor. The ratio of governors not-employed by the Trust had increased following the appointment of Jennifer Carter-Shaw, so Mervin Bradish was permitted to join the LGC. Proposed by: Kelsey Clark-Davies Seconded by: Steve Cooke All governors voted unanimously in favor of this appointment. The Clerk was to arrange for Mr Bradish's proposed appointed to go to the MAT Board for ratification.</p> <p>Change in Governing Body constitution These changes were no longer needed since the LGC had increased in size.</p> <p>Skills Audit Governors with outstanding Skills Audit forms were asked to complete them as soon as possible and return them to the Clerk.</p> <p>Web audit checklist – (for information) It was agreed that the SLT would use the 'Website Compliance Audit and Checklist' to complete an internal audit.</p>	<p>SB</p> <p>Clerk</p> <p>CN & AC</p> <p>SLT</p>
8.	<p>HLTY Update</p> <p>Board minutes 27.09.17 The LGC noted the Board minutes from the meeting held on 27.09.17</p> <p>Central Team update The LGC noted the Central Team update.</p> <p>Health and Safety Group Update No report was given.</p> <p>Risk Register – three main risks Covered above.</p>	
9.	<p>Safeguarding Safeguarding had been discussed above.</p>	
10.	<p>Governing Body Training A governor commented that the governor training sessions at CYC were a good opportunity to speak to other governors across the City.</p> <p><i>6.06pm - Ashlene Cooper left the meeting</i></p>	

11.	<p>Policy Updates</p> <p>Policies and documents required by academies 2017 This document was noted and would be reviewed by the SLT.</p> <p>HLTY Policy Tracker – (for information) This document was noted. The MAT Board had advised that the policies that had been approved would be disseminated to all settings.</p> <p>Health and Safety Statement of Intent - APPROVED Charging and Remissions Policy - APPROVED Attendance Policy - APPROVED</p>	SLT
12.	<p>Items to Raise with the Trust Board</p> <p>1) Risk Register template to be provided to the Headteacher, to provide clarity on what is needed from the school</p> <p>2) Is the MAT Board progressing the appointment of a new Chief Operations Officer to support the CEO?</p>	
13.	<p>Any Other Business The PTFA were requesting raffle prizes, please drop them into school.</p> <p>Confidentiality The Chair reminded the governors that the discussions and papers derived from this and all governor meetings were to be kept confidential.</p>	
14.	<p>Date and Time of Next Meeting Tuesday, 23rd January 2018 at 3.45pm</p>	

The meeting closed at 6.10pm

Signed: 

Date: 23/1/18

Steve Cooke, Chair of the Local Governing Committee

**ACTIONS FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
MONDAY 20th NOVEMBER 2017**

	Detail	Item	Who	Deadline
1.	Chair to meet with the parents to discuss individual payment plans for school dinner debts (carried forward from 25.09.17)	4	Chair	Jan 2018
2.	The Interim Headteacher to follow up with CYC re: roof repairs	4	Head	Jan 2018
3.	SLT to share the recorded expectations with governors so that they can also check this when they conduct their link governor visits	4	SLT	Before Christmas
4.	The Interim Headteacher to send the school's three main risks to the Trust Board for inclusion on the Risk Register	4	Head	Jan 2018
5.	The Chair to re-circulate the Pupil survey and the Staff survey	4	Chair	Before Christmas

6.	Chair to re-circulate results of the Parent and Staff surveys	4	Chair	Before Christmas
7.	The Interim Headteacher to contact the LA for some support on reviewing the After School Club provision and setting the charges	4	Head	Before Christmas
8.	The LGC to set up and run the Working Parties to review the Staff and Pupil surveys by the end of term	7i	All	Before Christmas
9.	The Interim Headteacher to circulate the School Governor Visit Report form	7iv	Head	Before Christmas
10.	The Office Manager to send the Clerk the contact details of the two nominated parent governors	7vii	SB	Before Christmas
11.	The Clerk to arrange for Mr Bradish's proposed appointment to go to the MAT Board for ratification	7viii	Clerk	Completed
12.	Skills Audit forms to be complete and returned to the Clerk	7x	CN & AC	Before Christmas
13.	SLT to complete the Website Compliance Audit and Checklist	7xi	SLT	Before Christmas
14.	SLT to review the Policies and documents required by academies 2017 checklist	11	SLT	Before Christmas

NEXT AGENDA

- School Improvement Priorities and Action Plan (School Improvement Partner report)
- Financial Monitoring Report
- SEND Update
- Discuss changing the time of the LGC meetings to later in the day / early evening to accommodate those governors who are working

Policy Review:

- Child Protection Policy (including PREVENT)
- Staff Code of Conduct
- Safeguarding Policy
- SEND Policy