

BURTON GREEN PRIMARY SCHOOL



LOCAL GOVERNING COMMITTEE

Minutes of the meeting held on Tuesday, 23rd January 2018 at 3.45pm

PRESENT:

Kelsey Clark-Davies (Interim Headteacher)	Mervin Bradish
Steve Cooke (Chair)	Tom Button
Jennifer Carter-Shaw	Joan Lock
Corrine Naylor (<i>until 5pm</i>)	Elaine Boyes
Nick O'Keeffe	

IN ATTENDANCE:

Charlotte Smith-Lynch (Deputy Headteacher)
 Sarah Brownhill (Office Manager)
 Sandra Cox (Finance Manager) (*until 5.15pm*)
 Sarah Jackson (Governance Support Officer – Cover Clerk)

		ACTION
1.	<p>Welcome, apologies for absence, consent and declarations of interest The Chair welcomed everyone to the meeting. The new parent governor, Tom Button, was introduced.</p> <p>Apologies for absence were received from Anna Calderwood and Ashlene Cooper, with consent. There were no declarations of interest.</p> <p>The Chair reminded governors that they would not be going through each document in detail as they had been previously distributed for governors to read prior to the meeting. Instead comments and questions were invited for those agenda items.</p> <p>Outstanding Business Interest forms There was one outstanding Business Interest Form still to be completed.</p>	
2.	<p>Minutes of the meeting held 20th November 2017 Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	

3.	Action Plan and Matters Arising		
	Detail	Item	Status
1.	Chair to meet with the parents to discuss individual payment plans for school dinner debts (carried forward from 25.09.17)	4	Ongoing (see matters arising)
2.	The Interim Headteacher to follow up with CYC re: roof repairs	4	Ongoing (see matters arising)
3.	SLT to share the recorded expectations with governors so that they can also check this when they conduct their link governor visits	4	Completed
4.	The Interim Headteacher to send the school's three main risks to the Trust Board for inclusion on the Risk Register	4	Completed (see matters arising)

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

Matters Arising

Action 1 – Governors discussed in detail the issue of outstanding debts for school lunches. The Chair advised that this was a bigger issue than he had previously realised. There was -£4,500 historic debt from last year, and another -£2,000 owed for the first term of the current academic year. The school could not continue to let this build up.

The Chair confirmed that the Office Manager had identified a policy that could be used, and would need to be enforced, by the school. Governors did not want to penalise children, however they could not afford to provide free school meals in those cases where the children were not entitled to FSM.

The issue had two sides: i) Actions being taken or that could be taken such as sending a letter and calling parents, which the school already did, had made little impact; ii) Not wishing any children to go without food. The ultimate sanction would be passing parents' details to HLTY to formally pursue the debt. An interim option is to advise the parent that the school would no longer be providing a meal and the parent should therefore provide a packed lunch.

One governor suggested that the school could provide a basic lunch such as a sandwich and piece of fruit for those children where parents had not paid. The Deputy Headteacher added that they also needed to cap the debt for individual parents i.e. not continue to provide FSM and allow the debt to increase.

The Chair stated that, looking at what was owed in detail, there were a lot of people who owed varying amounts. A governor enquired how other schools dealt with this issue. The Chair responded that having enquired, he understood other schools within the Trust did not encounter the same level of debt; and the Finance Director at HLTY had advised that a policy needed to be created and implemented.

The Office Manager added that it would be time-consuming for HLTY to formally chase the debts and BGPS needed to take action.

One governor considered that parents would pay if they were pursued but other governors were unsure. The Interim Headteacher confirmed that the school could not afford to continue in this way and suggested approaching HLTY to obtain cross-Trust support.

<p>Governors learnt that it was not just lunch money but also school trip and nursery fees that were owed. The Interim Headteacher added that some parents could afford to pay, but chose not to. Some parents had been contacted and would be followed up.</p> <p>A governor queried the debts in terms of the percentage of the overall budget. The Chair confirmed that it was less than 1%; however, as would be seen under the Finance item, the budget was very tight. The same governor questioned the amount of money in the School Fund. The Office Manager stated that it was c.£4,000.</p> <p>Governors discussed the impact on children: pupils performed better in the afternoon if they ate properly at lunchtime; behaviour deteriorated without proper food; and for some pupils, the school lunch was their only hot meal of the day.</p> <p>The 'Ever 6' figure stood at 35%, however there were more families in deprivation that were accounted for in that figure.</p> <p>Governors agreed that the school needed to give the pupils something to eat. The Interim Headteacher advised that, in a previous school, pupils in this situation were given a sandwich.</p> <p>Governors agreed that action was needed and that it was vital that the culture was changed from those starting in Early Years upwards. The Chair requested that the school reviewed the identified policy, and then sent it out to governors for comment.</p> <p>Action 2 – The Office Manager confirmed that she had chased feedback on the roof situation. A bid had been submitted to the Continuous Improvement Fund in December and the outcome would be learnt in April.</p> <p>Action 4 – The Interim Headteacher advised that there were three identified risks: i) the uncertainty over the Headteacher's position; ii) pupils' attendance and how this affected school performance; and iii), the quality of teaching and pupil outcomes as they were not yet consistently good or better.</p> <p>A governor asked whether the Headteacher appointment process was any further forward? The Chair advised that he had spoken to HLTY about the timing and they needed to advertise in February. Estelle O'Hara at Poppleton Ousebank had supported the process prior to Kelsey Clark-Davies being appointed Interim Head. At that time the Chair and HLTY had agreed that continuity was the paramount issue for the school which was why an Interim Headteacher was in post.</p> <p>In response to a further governor question, the Interim Headteacher confirmed that an existing Headteacher would need to give one term's notice to their existing school if they were leaving. Consequently an advert needed to be put out after the February half term holiday as 30th April was the deadline for a successful applicant to hand in their notice in their current school.</p> <p>The Chair confirmed that he would speak to Estelle O'Hara as he would need some support with putting the application pack together. It was possible that two or three governors would be required to form a panel. Mrs Brownhill added that the advert would be put together by HLTY and governors and a recruitment pack collated. The Chair confirmed that he would pass on information to governors as the process progressed.</p> <p>Action 7 – The Interim Headteacher advised that someone would visit to assess their After School provision with the aim of making improvements and being able to charge for it.</p> <p>Action 13 – The Headteacher confirmed that Jerri Ryder had checked and most website requirements were in place. The remainder were being worked on.</p> <p>Action 14 – The Headteacher advised that Karen Heywood was taking the lead on this.</p>	<p>SB</p> <p>SB</p> <p>Chair</p> <p>Head</p>
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4. **Headteacher's Report**

The Interim Headteacher's report had been previously distributed and was taken as read.

In response to a question, the Interim Headteacher confirmed that the Whole School Vision day had been a powerful process with everyone contributing and staff had been very positive afterwards. The results – the 'dream' for the school – would be on display in the hall.

A governor asked whether the results of this process would be added into the School Development Plan (SDP). The Interim Headteacher explained that the SDP had already been written; however, the feedback was relevant in terms of developing an immersive curriculum for pupils that encouraged a more creative learning environment.

A governor who had attended the vision day explained that she had been very impressed with staff as everyone had their input and there were lots of ideas generated. It had been great to see the level of confidence and empowerment in the staff. All comments had been taken seriously and, overall, it had been an exciting and refreshing experience and would move the school forward. The Interim Headteacher responded that it was a real strength to have such a strong team who were "raring to go". The Interim Headteacher explained that extra-curricular activities had been discussed with staff who were asked to sign up to deliver aspects of the vision.

A governor asked how they could learn about the way that the school spends the Pupil Premium grant. The Interim Headteacher confirmed that each school had to report on this. The SLT had almost finished the report and it would then be added to the website. The Interim Headteacher would distribute a copy to governors. The Deputy Headteacher added that the impact report would be on the website from next week, too.

A governor queried the term 'targeted intervention' in the report. The Interim Headteacher explained that, following the teacher's assessment of the class, any pupils struggling would be given specific additional support e.g. time out with the TA in the afternoon on a 'catch-up' programme.

A governor asked whether the attendance figures were an anomaly. The Interim Headteacher responded that attendance had been as expected in the autumn; there had been a lot of sickness and mostly it was genuine. This year was particularly bad for illnesses. The ongoing issue in school was families taking term-time absence for holidays.

With reference to child A, B and C on the table in the report (page 3); a governor queried the content of the last columns. The Interim Headteacher explained that these referred to attainment levels in Reading 'R', Writing 'W' and Maths 'M'. At the start of each year, each year group started at level 1B. The term W1 referred to 'working towards Level 1'. Pupils then either were 'at' the level or 'greater depth'. In total it was a 6 point linear progress for each year group. At this time in the academic year, the school would want each child to be at W2 i.e. 'working towards Level 2'. The Interim Headteacher went through an example with governors.

In response to a further question, the Interim Headteacher explained that ELSA referred to Emotional Literacy Support Assistant and most of this was delivered by Mrs French and focused on feelings and behaviour.

The Chair stated that it would be advantageous for two-three governors to meet with SLT to get a better understanding of the data. All governors needed a general overview, but at least one governor needed to have more expertise in this area. Another governor added that it was understanding the narrative behind the data that was crucial so that the risks were known.

The Interim Headteacher explained that, historically, the school did not have confidence in the accuracy of the data input into the system. Work had been done to rectify this and some moderation was planned with other schools; in addition, there were now regular pupil

	<p>progress meetings. Improvements in the data would take more than a year, but the school was now on an upward trend.</p> <p>A governor agreed that the data reflected the upward trend but pointed out that Year 6 was a concern. The Interim Headteacher explained that, in Reading, they had progressed from 22% in the autumn term up to 58%. One of the difficulties was that there were only 20 pupils which had an impact on the percentages e.g. 4 pupils represented 20% of the figures. Last week the pupils had undertaken a mock SATS test and this had provided clear areas for targeting. There would be another one after Easter to help improve the children's resilience to testing.</p> <p>The Deputy Headteacher added that the pupils had tried hard and taken the test seriously i.e. there had been a noticeable change in attitude. The Interim Headteacher stated that they did not want to 'over-promise' on results.</p> <p>A governor questioned whether there were problems in Early Years. The Interim Headteacher replied that the teachers were being cautious and this week the new starters were vulnerable. In response to a further question, the Interim Headteacher confirmed that this would be explained in any external reporting.</p>	
6.	<p>Standards (Holding the Headteacher to Account) Headline data and action plan See previous discussion. Governors were asked to advise the Chair if they were interested in meeting to discuss headline data.</p> <p>York Schools & Academies Board: Request for school improvement support The Interim Headteacher explained the changing support mechanisms that had been arranged for her. More recently this had taken the form of support from Shan Brough-Jones (School Improvement Partner, SIP) and Sarah Clarke (Director of Ebor Teaching School Alliance). Based on a consideration of what each teacher at BGPS needed, a bespoke package had been put together. As a result, since September, there had been good progress and an additional package would now take staff further.</p> <p>The Chair questioned whether, as this was funded by the City of York Council, would they be monitoring progress with the plan. The Interim Headteacher confirmed that this would happen through the School Improvement Panel as the Council in York, unlike in some authorities, still considered all pupils to be their responsibility. The Chair added that Shan Brough-Jones was supporting the governors hugely with the monitoring work she was undertaking and that HLTy continued to be very supportive.</p> <p>School Improvement Priorities & Action Plan (School Improvement Partner Report) Priority 2 was for 40% to achieve their Reading, Writing and Maths (R, W & M) targets in 2018. In response to a question, the Deputy Headteacher explained that the targets were set with the SIP in line with national figures. The Interim Headteacher added that CYC had asked for a three-year target for a combined figure for R, W & M. Last year attainment had been 29%; the target next year was 40% and 50% the following year.</p> <p>The Chair questioned whether this was realistic. The Interim Headteacher replied that only 20% (4 pupils) were currently hitting this target, so it was challenging.</p> <p>A governor stated that the Shan Brough-Jones' report was excellent and very useful. It identified a lot of actions, particularly for the Deputy Headteacher, and so support was needed for her to deliver on this. The Interim Headteacher added that the SIP was very thorough, did challenge the school but was also very supportive. In response to a question, the Interim Headteacher explained that what the SIP identified in her report was already in the School Development Plan, but in a more generic format.</p> <p>The governor questioned whether the burden on the Deputy Headteacher was manageable. The Deputy Headteacher responded that a lot of what was in the SIP report was being done already, but it was good for her to be able to communicate issues to staff</p>	All

and to build confidence.

The Chair asked how long the school would receive the SIP's support. The Interim Headteacher replied that the SIP had been appointed by HLTY for this academic year, but in due course HLTY would like to appoint its own School Improvement Primary School Lead working across the Trust.

SEND update and termly report

Corinne Naylor (SEND Link Governor) reported on the SEND document and explained that, since Sarah Cope's arrival in September, she had worked with staff to identify SEN pupils. Staff provided evidence and ensured that the support package was appropriate to each child. Currently Sarah Cope was working with staff on differentiation; and there were some year groups, particularly Year 1 and Year 3, which had a high level of need with lots of children on the My Support Plan programme. One child was on an Education, Health and Care Plan (EHCP) and there was another in the application stage.

A governor asked for clarification about the difference between the two plans. Corinne Naylor explained that 'My Support Plan' was not a statutory document and involved the school giving as much support as it could. Once a pupil was on this plan, the school could then apply for an EHCP which was statutory. If the latter was approved, then a school would receive funding to deliver support. An EHCP remained with a child until 25 years of age and replaced the previous 'statement'. With an EHCP, a parent could choose which school their child should attend. PPP1 represented the plan at school level.

A governor added that the work being done with families by Lisa Summerscales and Yvonne French (Home-School Workers) was provided huge value to the school.

Another governor questioned what the idea was behind 'sanctuary' for pupils. The Interim Headteacher explained that this was linked to the 'nurturing' mentioned at the previous LGC meeting. A proposal for an early intervention Nurture Room had been submitted to the Council who were conducting a review across the local area. The school was awaiting a response, but Maxine Squire (Assistant Director of Education and Skills, CYC) had asked the Interim Headteacher to speak to the key SEN person in the Council. The Interim Headteacher was cautiously optimistic.

[Corinne Naylor left the meeting at 5pm]

5. Resources (Overseeing Financial Performance)

The Chair advised that the Finance Manager had taken him through the budget. At the start of the year the projected budget for 2017-2018 stood at a deficit of -£27,000; the Trust had requested that the school worked to a maximum deficit of £20,000. The key points from their meeting were:

- It appeared that when the Start Budget was formulated, the budgeted income had been overstated
- Expenses were higher than originally forecast

Therefore, although the budget was tight to start with, it was even tighter now.

The management accounts for Period 2 and 3 had been circulated ahead of the meeting and taken as read. The Finance Manager explained that the Period 4 accounts, which would be issued ahead of the next Governors meeting, were in a different format to the Period 2 and 3 accounts. They now gave a more accurate forecast of the outturn. The Chair and Finance Manager have reviewed the new accounts and the predicted deficit shows a worsening situation. However next year, BGPS should have a greater income due to the National Funding Formula. The Chair, Finance Manager and the Interim Headteacher were to meet to look at how to meet the -£20,000 target from HLTY over the remainder of the academic year.

	<p>The Chair added that HLTY required schools to hold 5% of the budget as a contingency sum. This equates to around £35,000. Having looked at the figures it seems that the school potentially needs to save between £25,000 - £30,000 or obtain additional income. However next year, BGPS should have a greater income. All in all, there were challenging decisions ahead; this was why the earlier school lunch money discussion was hugely important. The Chair continued that other schools were able to raise some funds through PTA activity; however this did not really happen at BGPS. Other schools also successfully applied to their local Council and Ward for funds and this was something for the school to look at.</p> <p>Part of this item was recorded as a confidential minute.</p> <p>Governors discussed the Clifton Residents' Association and the Interim Headteacher advised that she would be meeting Margaret Wells (Local Councillor) next week. The governor stated that they needed to be more forward-thinking and to seek funding from third parties such as local charities and organisations for what was needed.</p> <p>The Chair explained that decisions would need to be made relating to the budget. The Interim Headteacher confirmed that a Year 5 teacher on a job share contract had just resigned, and the Deputy Headteacher would cover those two teaching days from half term onwards which would help with costs.</p> <p>A governor suggested looking at some of the building leases and whether to increase rent when renewal periods came through e.g. Salvation Army. The Interim Headteacher explained that the school could put together a proposal for increased rents due to inflation and would seek help from Wendy Munro (Operation Director) at HLTY.</p> <p>The Office Manager added that she would be meeting one potential new lessee; and Jennifer Carter-Shaw was asked to follow up her suggestion to ask a dieting group whether they might be interested in renting space.</p> <p>Grant application experience The Interim Headteacher explained that she had a list of 50 potential funding streams that the school could access and asked whether any governors had bid-writing experience. A governor added that there was also the Grantfinder online resource which would give plenty of opportunities for a primary school with a vulnerable cohort. Two governors had some previous experience.</p> <p>The Interim Headteacher would shortly be meeting with an individual who had previously worked in outstanding schools and had offered some bid writing support. Governors agreed that this should be taken forward.</p> <p><i>[Sandra Cox left the meeting at 5.15pm]</i></p>	<p>JC-S</p> <p>Head</p>
7.	<p>Local Governing Committee Strategic Direction</p> <p>Working Party Updates The Interim Headteacher reported that the Working Party had met to follow up the staff surveys, the results of which had included:</p> <ul style="list-style-type: none"> • Positive feedback on the Deputy Headteacher, pastoral support and the new cornerstone curriculum • Negative feedback on Leadership & Management, no relationship with governors, lack of clarity and communications, behaviour issues, no formal appraisal, little training or CPD and a poor work/life balance. <p>Since then, there had been much more positive staff feedback including:</p> <ul style="list-style-type: none"> • Meetings with governors • Approachable SLT • Calm school 	

	<ul style="list-style-type: none"> • Breaks take place • PPA is mostly protected • Fewer pupils in the corridors • Rewards for pupils • Unrecognisable increase in staff morale • Regular meetings and feedback. <p>The Interim Headteacher added that there were still areas to work on, including: i) the work/life balance issues which was virtually impossible because of the nature of the job; ii) the impression that KS2 was supported more than KS1; iii) the struggle with lunchtime behaviour; iv) some improvements still needed in communications.</p> <p>The Chair confirmed that staff he had spoken to felt they were being listened to. The Interim Headteacher added that staff did feel able to comment on issues. A governor pointed out that staff were now proud to say that they worked at BGPS whereas previously this had not been the case.</p> <p>Mervin Bradish reported that the Parents' Survey had highlighted bullying and communication as issues and that: i) there were now improved communications with parents e.g. a regular newsletter from the interim Headteacher; ii) SLT were approachable; and iii) more governors were seen in and around school. The negative issues from the survey were being addressed. The Chair added that a letter had gone out to parents to provide feedback on the survey about the key issues and to date; no further feedback had been received.</p> <p>Review of Skills Audit The Cover Clerk briefly went through the Skills Audit outlining the areas with lower overall scores and pointing out where support from HLTY was now in place.</p> <p>A governor pointed out that it appeared that a governor may have misunderstood the survey and as a consequence the results may not be 100% accurate. The Clerk would investigate further.</p> <p>Link Governor reports The Link Governor reports had been previously distributed and were taken as read. There were no questions from governors. The Interim Headteacher added that the school would be flexible in welcoming Link Governor visits.</p> <p>The Chair confirmed that Corinne Naylor was the SEND Link Governor and Nick O'Keeffe the Safeguarding Link Governor.</p> <p>Confirmed appointments The Chair advised that appointment acknowledgements had been received from HLTY for Tom Button and Ashlene Cooper.</p> <p>Vision Day report Previously discussed – see item 4.</p>	Clerk
8.	<p>HLTY Update</p> <p>Board minutes 08.11.17 and 13.12.17 / Central Team Update The Board minutes had been previously distributed and were taken as read. The Chair confirmed that the LGC could feedback to HLTY. The LGC noted the Central Team update.</p> <p>There were no governor questions.</p> <p>HLTY Scheme of Delegation The HLTY Scheme of Delegation was not completely clear to all governors present and a governor asked if it could be revisited. The Interim Headteacher explained it in broad terms. The Chair added that it did not need to be understood in full by all and that the Clerk would</p>	Agenda

	<p>provide guidance as issues arose.</p> <p>Risk Register The Risk Register had been previous mentioned (see Item 3, Action Point 4)</p> <p>Health and Safety Group Update The Interim Headteacher confirmed that, at present, there was no governor with the Health & Safety responsibility and this post needed to be appointed. Mervin Bradish advised that, as Site Manager, he was accountable in this area and would work with an appointed Link Governor on this.</p>	Agenda
9.	<p>Safeguarding Nick O’Keeffe reported that Lisa Summerscales had a lot of success building up a relationship with families who did not trust what they considered to be ‘authorities’. The needs and wellbeing of the pupils came first in her role; however issues such as school lunch money should lessen as Lisa continued building the relationships. Lisa also undertook a huge amount of work with agencies in relation to the pupils on the vulnerable list. Both external agencies and staff were beginning to value Lisa’s role and input.</p> <p>Overall, Nick O’Keeffe stated that it had been a very useful visit to see all the good work taking place.</p>	
10.	<p>Governing Body Training Governors’ Termly Workshop, 31st January 2018 The Chair, Joan Lock and Jennifer Carter-Shaw advised that they would all be attending this session.</p> <p>Governors portal The Chair explained that various policies and documents would keep being added to the governor portal. Regarding the document ‘Keeping Children Safe’, all governors were asked to read Part I by the end of term.</p> <p>Governor training Mervin Bradish stated that he was booked in for the Welcome to Governance training session on 6th June.</p> <p>The Chair highlighted to governors that each had a responsibility to improve their knowledge.</p>	ALL
11.	<p>Policy Updates</p> <p>HLTY Complaints Policy – ADOPTED HLTY Appraisal Policy – ADOPTED Child Protection Policy (including PREVENT) – APPROVED</p> <p>Staff Code of Conduct – The school currently had a CYC version of the Staff Code of Conduct. Governors queried whether HLTY would be creating a specific trust version.</p> <p>Safeguarding Policy – APPROVED SEND Policy – APPROVED Educational Visits Policy – ADOPTED</p> <p>The Interim Headteacher advised that the Anti-bullying Policy was currently being amended. The Chair asked to see this, and the Equality Policy, before they came to the LGC for approval.</p>	Agenda Head
12.	<p>Items to Raise with the Trust Board</p> <p>1) Are HLTY creating a specific Staff Code of Conduct policy?</p>	

	The Chair confirmed that the Trust Board did look at questions raised by each of the LGCs.	
13.	<p>Any Other Business</p> <p>Governors discussed this issue as some found the 3.45pm start time difficult; however, starting at 8.30am was equally difficult for some governors.</p> <ul style="list-style-type: none"> o It was agreed that, for the remainder of this academic year, the LGC meetings would remain at 3.45pm. o A decision would be made at the September meeting as to whether to alternate the start times during the next academic year. <p>Part of this item was recorded as a confidential minute.</p> <p>The Chair thanked governors for their time and input.</p>	Agenda
14.	<p>Date and Time of Next Meeting</p> <p>Monday, 19th March 2018 at 3.45pm</p>	

The meeting closed at 5.55pm

Signed: 

Date: 19/3/2018.

Steve Cooke, Chair of the Local Governing Committee

**ACTIONS FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
TUESDAY 23rd JANUARY 2018**

	Detail	Item	Who	Deadline
1.	School to review the identified school dinner debt policy and send out to governors	3	SB	Feb 2018
2.	The Office Manager to follow up with CYC re: roof repairs	3	SB	April 2018
3.	The Chair to gain further advice on the Headteacher appointment process and to inform governors	3	Chair	Feb 2018
4.	The Interim Headteacher to contact the LA for some support on reviewing the After-School Club provision and setting the charges	3	Head	Feb 2018
5.	Skills Audit forms to be complete and returned to the Clerk	3	All	Feb 2018
6.	SLT to complete the Website Compliance Audit and Checklist	3	SLT	March 2018
7.	SLT to review the Policies and documents required by academies 2017 checklist	3	SLT	March 2018
8.	The Interim Headteacher would send out the report on Pupil Premium grant spend	4	Head	Feb 2018
9.	Governors to advise the Chair if they were interested in meeting to discuss headline data	6	All	Feb 2018
10.	Feedback on potential new leases for school premises	5	SB JC-S	March 2018
11.	Grant-finding opportunities to be explored further	5	Head	Feb 2018
12.	Clerk to check over the Skills Audit responses	7	Clerk	March

				2018
13.	All governors to read Part I of the report 'Keeping Children Safe'	10	All	Easter 2018
14.	Anti-bullying and Equality policies to be sent to the Chair	11	Head	Feb 2018

NEXT AGENDA

Health & Safety Link Governor appointment
 Feedback on the Governors' Termly Workshop, 31st January
 HLTY Scheme of Delegation

FUTURE AGENDA

LGC meeting start time (review in September)

Policy Review:

- Staff Code of Conduct (HLTY?)
- Anti-bullying
- Equality policies

