

BURTON GREEN PRIMARY SCHOOL



LOCAL GOVERNING COMMITTEE

Minutes of the meeting held on Monday 19th March 2018 at 3.45pm

PRESENT: Kelsey Clark-Davies (Interim Headteacher) [to 5.30pm] Elaine Boyes
 Steve Cooke (Chair) Nick O’Keeffe
 Joan Lock Tom Button [to 5.35pm]

IN ATTENDANCE: Charlotte Smith-Lynch (Deputy Headteacher)
 Sarah Brownhill (Office Manager)
 Sandra Cox (Finance Manager) (to 5.20pm)
 Jess Swarbrick (Governance Advisor – Cover Clerk)

		ACTION
1.	<p><u>Welcome, apologies for absence, consent and declarations of interest</u></p> <p>The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Ashlene Cooper, Corrine Naylor and Jennifer Carter-Shaw. Late apologies were also received from Tom Button.</p> <p>The Chair reported that Anna Calderwood and Mervin Bradish had stepped down from the LGC and governors recorded their thanks for their support and contribution. The Chair reported that he had published an advert through an online recruitment site to look for new governors.</p> <p>There were no declarations of interest.</p>	
2.	<p><u>Minutes of the meeting held on 23rd January 2018</u></p> <p>Previously distributed. The ordinary and confidential minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
3.	<p><u>Action Plan and Matters Arising</u></p> <p>With reference to the Action Plan:</p> <p>1. The Office Manager reported back on the ongoing process of chasing debts relating to school trips, dinner money and outstanding nursery fees. She reported that the Headteacher had sent out letters to parents and carers explaining the impact of the debt on the school’s budget, and inviting them to come in and talk to the school if they were experiencing issues with paying this off. The Office Manager reported that of the £463 owing for the October 2017 Residential, £60 had been recovered so far, and £43 of the outstanding £1,000 nursery fees from the previous year. She advised that considerable time was going into chasing these debts, but with little response. The Office Manager noted that letters would be sent out to the parents and carers of Year 2 children, to remind them that they would have to pay for school meals from September 2018, once they were in Key Stage 2. It was hoped that by ensuring awareness, this would enable closer management of potential debt in the next academic year.</p> <p>The Chair advised that there was a need to agree on a policy about how to manage existing debt, and whether non-payment should result in the school no longer providing meals for children where payments were in arrears. Governors noted that this issue had been discussed in detail at a number of previous meetings, and there was an agreement that there was an issue of morality</p>	

around not providing meals for children whose parents had a debt with the school.

A question was raised about whether local companies or charities could be approached to sponsor the cost of school trips. It was agreed that this could be a potential way forward for this element, though the question of dinner money debt was still an issue.

In response to a question about practice in other schools, the Office Manager advised that schools usually did have a policy in place, with a limit to the amount of debt which was allowed to be accumulated. The Headteacher advised that the issue for a number of families was that they were not entitled to Free School Meals but were still living in poverty, meaning that the affordability of school meals was a genuine problem.

Governors agreed that there needed to be a clear policy in place regarding how the school would take action to chase debt. However, it was also agreed that they felt it was morally wrong to deny a school dinner to a child in any situation.

[Tom Button joined the meeting at 4pm]

The Headteacher agreed to investigate whether Pupil Premium funding could be used in some degree to address this issue. She advised that breakfast and after school clubs were currently subsidised through the funding, and it could be argued that the provision of a school dinner would also have a clear impact on learning.

The Office Manager agreed to formalise a policy and circulate to governors for review, comment and approval at the next LGC. It was noted that this should include reference to the support available through school should parents find themselves in difficulty.

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2. The Office Manager reported that a CIF bid had been submitted to cover the cost of repairs to the roof, and the outcome of this would be known in April. It was noted that this was not currently an urgent health and safety issue, but needed to be addressed as it would deteriorate over time.

3. The Chair reported that four applications had been received for the Headteacher post, and short listing was due to take place on Thursday 22nd March. The interview date was set for Wednesday 11th April. In response to a question about who would sit on the interview panel, the Chair advised that this would include himself, the CEO, Simon Barber (Principal at Manor CE Academy) and Shan Brough-Jones (Primary Advisor for the Trust). The Governance Advisor noted that in line with the Scheme of Delegation, another Trustee should also be involved in the interview process, and the Chair agreed to follow this up with the CEO.

Chair

The Chair noted that he had been surprised and disappointed with the level of support and guidance from the Trust's HR team regarding the recruitment process. He advised that he had emailed the team and the CEO to express this disappointment and provide suggestions that might assist a similar process in future.

4. The Headteacher reported that a representative from the LA had visited the school to look at the current After School Club set-up, and would be providing an audit report on what was being done well and areas for development. The Headteacher noted that the provision was currently being offered free of charge to a small number of families, and this audit would be used to make a decision about what actions needed to be taken to review the provision if it was to be offered more widely on a charging basis.

The Headteacher further advised that if a decision was made to charge for the provision, the recommendation from the LA would be for the school to have a member of staff who would take on the management of both the Breakfast and After School Club, in order to oversee policies and compliance requirements. The Headteacher advised that governors would need to consider job descriptions for this role, and look at whether the provision would be cost effective.

	<p>5. Governors were asked to complete and return their skills audits to the Clerk if they had not already done so. The Chair noted that he would review the results of the skills audit in light of the current vacancies on the LGC.</p> <p>6 & 7. The Headteacher reported that the website compliance audit was almost complete, with only a couple of items now outstanding. She confirmed that all policies were now in place on the website. Governors requested an update on progress against this at the next meeting.</p> <p>8. The Headteacher confirmed that the Pupil Premium report for this year was now published on the school's website, along with an impact review from the previous year. Governors noted that a review of the current year's expenditure and impact should be considered at the September LGC meeting.</p> <p>9. The Chair reported that he and Joan Lock had met with the Deputy Headteacher to discuss headline data. A copy of this report had been circulated with the meeting papers for information.</p> <p>10. It was noted that this item had been raised by Jennifer Carter-Shaw, who was not in attendance. A question was raised regarding the potential to increase lettings costs for the Salvation Army. The Office Manager reported that the current contract had lapsed, and the new version was currently with the Trust's solicitors, who were creating a generic document which could be used with other organisations in the future. Governors asked whether the Trust was responsible for raising the marketing profile of the school for lettings or whether this stayed with the school. The Office Manager noted that it was likely that this would remain the school's responsibility.</p> <p>11. The Chair reported that Tom Button's father in law had offered his expertise in supporting the school with grant finding opportunities and applications. The Headteacher advised that she had compiled a list of potential grants, and would forward this on. Governors thanked Tom and his father in law for this offer of support.</p> <p>12. Completed.</p> <p>13. All governors were reminded of the statutory requirement to read the "Keeping Children Safe in Education" report. The Chair asked governors to advise him when this had been completed, so that he could maintain an audit trail.</p> <p>14. It was noted that the Anti-Bullying policy had been circulated with the agenda and would be discussed under item 11. The Chair agreed to circulate the Equalities policy for the next meeting in June.</p> <p>There were no other matters arising.</p>	<p>Head</p> <p>Agenda</p> <p>Head</p>
<p>4.</p>	<p><u>Headteacher's Report</u></p> <p>The Headteacher advised that the Academy Development Plan (ADP) had been reviewed by the Senior Leadership Team (SLT) in February, and self-evaluation judgements had been updated. A copy of the updated ADP had been circulated with the meeting papers, and questions were invited from governors.</p> <p>With reference to Pupil Premium, governor asked what the time-lag was between identifying pupils and receipt of the funding. The Office Manager advised that figures were based on the spring census in January/February, with funding being received at the start of the next academic year. She confirmed that if Pupil Premium numbers increased between these dates, the funding would be linked to the following September.</p> <p>Governors asked whether there was any indication from the Trust about how the application to bring Butterflies Nursery into the school was progressing. The Office Manager reported that Karen</p>	

Forrester in the Central Team was taking the lead on this, and was putting together a detailed business case for the Trustees' Resources Committee meeting on 9th April. She advised that it was hoped that approval would be given at this meeting to progress the application.

Governors asked whether the judgements within the self-evaluation had been externally validated. The Headteacher confirmed that they had, and that all judgements were in line with those of the Trust's Primary Advisor. (The Chair has seen a copy of the most recent report from Shan Brough-Jones).

A question was raised regarding the line management of education support staff. The Headteacher advised that it would be usual practice for this to be done by either the SENCo or the Deputy Headteacher. She noted that the process of appraisal support and development had been planned for the spring term but had only just begun due to other issues arising. She confirmed that further work was needed to define and clarify the role.

Governors asked whether comments on the quality of TAs were included within lesson observation feedback. The Headteacher confirmed that they were, but this was usually provided to teaching staff, and related to the deployment of TAs within their lessons. She added that the SLT were aware that this was a piece of work which needed further consideration.

Governors asked for more information about the newly introduced Pupil Parliament. The Headteacher advised that this had been developed in response to the school's statutory obligation to look at modern British Values in school, particularly relating to democracy. She advised that expressions of interest had been invited, with 12 application forms received from Years 2 to 5, which was really encouraging. Governors noted that next term, local councillors and MPs could be invited to visit school and speak to the children about key issues.

Governors noted the predicted Year 6 outcomes from January data, which had been based on mock SATs and teacher assessment for writing. The Headteacher reported that Year 6 pupils had recently completed another round of mock SATs, which had resulted in the following predictions:

Reading 75% expected progress with 25% at greater depth

Writing 55% expected progress, with a potential 80% (the Headteacher noted that due to the short half term, there were a number of children who were close to reaching the point at which they would be on track to make expected progress. She advised that 55% were definitely on track, with a potential 80% in total based on current data). 15% were on track to reach a greater depth.

Maths 60% expected progress, with 0% at greater depth. The Headteacher advised that the school would continue to focus on intensive support after Easter to increase this figure if possible.

SPaG 62% expected progress, with 0% at greater depth.

Governors agreed these predictions were very positive, and expressed their thanks to the SLT and to the Year 6 teacher for their continued hard work in striving to achieve the best outcomes for pupils.

Governors asked whether attendance was improving in school. The Headteacher advised that this had been a clear focus for this term, with a challenge for all pupils to come to school every day involving incentives and prizes. She reported that just over 50 children had achieved this challenge, and this would be celebrated before the end of term. However, she reported that the total attendance figure was on average between 94.3 and 94.5%, below the national figure of 96%.

With reference to behaviour, governors asked how this was being dealt with in school, and whether a stronger stance was needed in relation to persistent issues. The Headteacher advised that the new behaviour policy was now embedded, and was very clear on expectations and consequences. She added that there were some issues with a small number of children in Year 6 in

	<p>particular, and the school was taking a tough stance whilst not giving up and trying to provide creative solutions. The Headteacher further reported that the school was working with the transition lead at Vale of York Academy on behaviour interventions for Year 6.</p> <p>Governors asked whether there had been any issues of bullying in school, noting the reference in the ADP about the discussions on anti-bullying with children in school. The Headteacher reported that there were some allegations of bullying reported, though there was often an issue with individuals' definition of the term. She confirmed that in line with the school's anti-bullying policy, all allegations were taken seriously, and any concerns raised were monitored closely. Governors asked the Headteacher whether she was concerned about bullying in school. The Headteacher advised that she was not, though there was sometimes concern about children's ability to get on with their peers. She highlighted an ongoing piece of work which was being undertaken with a group of girls regarding friendship in order to raise awareness of unkindness.</p> <p>Governors thanked the Headteacher for her report.</p>	
5.	<p><i>Resources (Overseeing Financial Performance)</i></p> <p>The Finance Manager provided an update on the budget, referring to the monitoring reports for periods 4 and 5, which had been circulated along with explanatory notes. The Finance Manager advised that the newly updated report template provided a clearer overview of the budget and the predicted final year position than governors had received previously.</p> <p>The Finance Manager reported that the report for period 5 showed a forecast outturn of £63,705 deficit, against an approved budget deficit of £20,000.</p> <p>She advised that one of the reasons for this increase was due to an over-estimation of funding for Pupil Premium and 3 & 4-year-old nursery funding at the start of the last financial year. The Finance Manager reported that there was no clear reason for this, but it appeared that there was an over-optimistic approach to these predictions.</p> <p>The Finance Manager further reported that staffing expenditure was also higher than expected at the start budget for a number of reasons.</p> <p>The Chair advised that he had discussed the current budget situation with the Trust's Finance Director, who was very supportive, but who was also keen for the school to reduce the deficit as far as possible.</p> <p>The Chair noted that in terms of staffing, expenditure had increased for pastoral support, which had previously been covered, in part, through an external grant that had now ceased. Funding had also been included for the new SENCo role and for supply cover, which was higher than anticipated at the start budget. Governors noted, however, that this expenditure was absolutely necessary to the school, and there had been no overspending on non-essential areas.</p> <p>The Chair proposed writing to the Trust Board to advise that the LGC were aware of the budget situation, and to set out the reasons for the increase in deficit. He advised that the school and governors would also need to start looking at what actions could be taken to reduce this figure between now and the end of the financial year. Governors agreed this proposal and the Chair confirmed he would draft and send this letter in conjunction with the Headteacher.</p> <p>Governors noted that the new style of report now enabled a clear overview of the forecast outcome, where previously this had not been visible in the monthly management reports. Governors noted their frustration about the amount of time it had taken to produce a report which provided this clear picture, meaning that it was very late in the financial year to be able to recognise and try to address the issue.</p> <p>It was noted that the new National Funding Formula would see an increase to the school's income of</p>	Chair / HT

	<p>around £18,000 next year. The Finance Manager reported that she had now received the GAG funding statement for 2018/19 and would be using this to build next year's budget, which would be brought to the next LGC meeting in June for discussion before being submitted to the Trust Board for approval.</p> <p>Governors agreed that expenditure was likely to continue to increase year on year, meaning that some difficult decisions would need to be considered.</p> <p>The Headteacher advised that she had discussed this issue in detail with the Chair, highlighting the continued problem of balancing budget concerns against the need for investment in school improvement. She noted that the Deputy Headteacher would be returning to some class teaching, which would provide some savings for the budget.</p> <p>The Headteacher advised that governors and the Trust would also need to consider combining classes in Key Stage 2, where there would be only 87 children in the next year. She advised that this would be possible in theory without losing any member of staff, as one teacher would be leaving at Easter and would be covered by supply in the summer term. If the school did not recruit to this post, this would result in a saving in staffing costs.</p> <p>However, the Headteacher advised that the decision was not straightforward, as consideration also was needed in whether mixed classes were conducive with school improvement. In addition, the Trust's plan involved growing the school, and combining classes would not allow space for this to happen.</p> <p>Governors asked whether the school should be considering more strategic long term plans to facilitate development and growth. The Chair reported that he had raised the question of developing a through school with Vale of York Academy, which had been discussed in the past, at a recent meeting with the LA. He further reported that this had been rejected as not viable at the current time, due to there not being enough pupils to make it a sustainable option.</p> <p>Governors agreed that the Headteacher and Office Manager should seek HR advice about any potential restructure as soon as possible.</p> <p>A question was raised regarding the overspend at E0 "Other Supplies & Services". The Finance Manager reported that this related to an overspend on Catering of £8,220. She explained that £5,915.40 should have been accrued in 2016/17 but had not been put through, and was therefore showing as expenditure for 2017/18. The Finance Manager further reported that this left a remaining overspend of £2,305 for Catering, £1,375 of which would be offset against income for Universal Infant Free School Meals.</p> <p>Governors thanked the Finance Manager for her report.</p> <p><i>[Sandra Cox left the meeting at 5.20pm]</i></p>	
6.	<p><u>Standards (Holding the Headteacher to Account)</u></p> <p>6.1 Headline Data and Action Plan</p> <p>Governors noted the report from the data meeting attended by the Chair and Joan Lock with the Deputy Headteacher, which had been previously distributed. It was agreed that as discussed within the Headteacher's Report, current data was looking positive.</p> <p>It was noted that concerns had been raised regarding Year 3. The Headteacher advised that the next data capture would be done this week, and there would be a clearer picture of the current position once this had been received.</p> <p>The Chair agreed to arrange a follow-up meeting once the most recent data capture had been completed and to send an invitation out to all governors to attend.</p>	Chair

	<p>6.2i) York Schools & Academies Board: update on request for school improvement support The Chair reported that members of Ebor MAT had visited the school that day to review and report on what support they would be able to provide. He advised that a report and proposed areas of support would be provided from them very soon. The Chair advised that a discussion had taken place during the day about whether to implement support as soon as possible, or whether to wait until a new Headteacher was in place, which would hopefully be by September 2018.</p> <p>The Headteacher reported that the visit had been very thorough, with Ebor spending the whole day in school. She advised that their findings and feedback validated the SLT's current evaluation of the school, and all areas for development were ones which had already been identified.</p> <p>With reference to the cost of this support, the Headteacher advised that the £30,000 was being funded through the YSAB, and was not taken out of the school's budget. She further advised that this funding had been bid for twice previously during the academic year, and there was considerable frustration that it had taken such a long time for the school to school support package to actually be implemented. Governors supported the Headteacher's feelings of frustration.</p> <p>6.2ii) Update on School Improvement Priorities and Action Plan It was noted that this had been discussed under item 4. Governors expressed their thanks to the Headteacher, SLT and all staff for their continued hard work and commitment to the school.</p> <p><i>[The Headteacher left the meeting at 5.30pm]</i></p> <p>6.3 SEND update and termly report Governors noted the Chair's report from his meeting with the SENCo, which had been previously distributed. There were no issues to report.</p>	
7.	<p><u>Local Governing Committee Strategic Direction</u></p> <p>7.1 Chair's Update - The Chair had provided an update on the Headteacher recruitment process earlier in the meeting.</p> <p><i>[Tom Button left the meeting at 5.35pm]</i></p> <p>- The Chair reported that he continued to hold regular meetings with the Headteacher, and notes from these were available on the governors' portal online. It was noted that these were password protected but available to governors if required.</p> <p>7.2 Governors' Response to staff well-being survey The outcomes and response from the staff survey had been previously distributed.</p> <p>7.3 Review of Skills Audit It was noted that this had been discussed under item 3. The most recent results from the governors' skills audit had been circulated for information.</p> <p>7.4 LGC Reconstitution Proposal Previously distributed. The Governance Advisor reported that she had been working to align LGC constitutions across the Trust as far as possible, and proposals would be taken to the Board of Trustees' meeting in May for approval. The proposals for Burton Green included a reduction from 12 to 11 governors, and the change of some governor category names. Governors noted the proposed changes.</p> <p>7.5 Scheme of Delegation The Governance Advisor noted that the Scheme of Delegation would be reviewed annually, with the next planned review taking place before the end of the summer term. Governors were asked to forward any comments and feedback to the Governance Advisor as necessary.</p>	

	<p>7.6 Link Governor Report Governors were asked to arrange a link governor visit to school if they had not already done so this term.</p> <p>7.7 Appoint Health & Safety link governor The Chair advised that the LGC had a responsibility to review and monitor health & safety in school on an annual basis. It was suggested that experience in health & safety could be highlighted as a key skill in recruitment to the current governor vacancies. The Chair and Headteacher will arrange for a review to take place before the end of this academic year.</p> <p>The Governance Advisor reported that the Trust was currently reviewing the Health & Safety Policy, along with associated procedures. She noted that this was a trust-wide policy, which would be in place across all academies within the Trust. The Governance Advisor agreed that it would be advisable to appoint a governor with responsibility to monitor health & safety issues in school.</p>	Chair / HT
8.	<p><u>HLTY Update</u> 8.1 Board of Trustee minutes 10/01/18 Previously distributed. Noted.</p> <p>8.2 Risk Register It was agreed that more clarity was needed regarding the requirement of the LGC to report and monitor risks. The Governance Advisor stated that this had been raised as an issue at other LGCs within the Trust, and a request had been sent to the Trust Board to provide more information about how this should be done.</p> <p>8.3 Health & Safety Group Update There were no updates to report.</p>	
9.	<p><u>Safeguarding</u> There were no new safeguarding issues to report.</p> <p>Governors noted the confidential, anonymised report which had been circulated by Nick O’Keeffe, safeguarding governor. Nick advised that he had provided the report to provide an insight into the complexity and the emotionally tasking nature of some of this work in school. He emphasised the value that the school could bring in becoming the trusted partner for a family, in helping other agencies gain access and provide support. It was agreed that consideration was needed about how this vital pastoral care function could be funded in the future. A question was raised as to whether funding support should be sought from other agencies, as it supported the outcome of their own work with families.</p>	
10.	<p><u>LGC Training</u> The Chair provided a verbal update from the Governors’ Termly Workshop 31st January. He noted that topics had included an update on Local Area Teams, new arrangements for Ofsted short inspections and an update on the Apprenticeship Levy. Governors agreed that opportunities from the Apprenticeship Levy should be highlighted to staff.</p> <p>The Chair reported that Peter Cannings, National Leader of Governance, would be coming to school on 24th April to discuss governor development and training. All governors were strongly encouraged to attend.</p>	
11.	<p><u>Policy Updates</u> 11.1 HLTY Reserves Policy Previously distributed. Noted.</p> <p>11.2 Behaviour Policy</p>	

	<p>It was agreed that this item would be carried forward to the next meeting.</p> <p>11.3 Staff Code of Conduct The Governance Advisor noted that the HR team were developing a trust-wide document, which would be submitted to the Trustees' Resources Committee for approval on 9th April.</p> <p>11.4 Anti-Bullying Policy Previously distributed. Agreed</p> <p>11.5 Equality Policy It was agreed that this item would be carried forward to the next meeting.</p>	
12.	<p><u>Items / Actions for the Trust Board</u></p> <ul style="list-style-type: none"> - The Chair wished to record concern and disappointment regarding the level of support from the HR team in relation to the Headteacher recruitment process. - Clarification was requested on the reporting required by the Trust from the school for both the risk register and health & safety monitoring. 	
13.	<p><u>Any Other Business</u></p> <p>13.1 The Office Manager reported that the school had taken place in a Community Talent Show on Friday 16th March, with a number of pupils getting through to the final at Vale of York Academy. The winner had been a pupil in Year 4 who was a self-taught pianist who played his own composition. Governors offered their congratulations, and agreed this was a fantastic piece of news.</p> <p>13.2 Governors recorded their thanks to the Chair for his continued dedication and hard work over this term and beyond.</p>	
14.	<p><u>Dates and Times of Next Meetings</u> Monday 12th June 2018 at 3.45pm</p> <p>The Chair noted that the LGC may need to consider an additional meeting in July to look at the SATs data when it was released on 9th July. The Chair agreed to liaise with the Governance Support Officer before confirming a date for this single item meeting.</p>	Chair

The meeting closed at 5.50pm

Signed:



Date:

12/6/18

Steve Cooke, Chair of the Local Governing Committee

**ACTIONS FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
MONDAY 19TH MARCH 2018**

	Detail	Item	Who	Deadline
1.	Develop and circulate policy on parent/carer debt	3	Office Manager	30/04/18
2.	Request additional Trustee for the Headteacher interview panel	3	Chair	ASAP
3.	Update on progress against website compliance checklist	3	Headteacher	Next Mtg
4.	Forward list of potential grant application possibilities to Tom Button	3	Headteacher	ASAP
5.	Letter to Trust Board regarding current budget position and planned actions	5	Chair / Headteacher	ASAP
6.	Arrange meeting to look at latest data capture and circulate date to all governors	6.1	Chair	After Easter
7.	The Chair and Headteacher to review the governor vacancies and look at the need to recruit a governor with H&S skills before the end of this academic year	7.7	Chair / Headteacher	July 2018
8.	Agree and circulate date for additional meeting in July to look at SATs data	14	Chair / GSO	ASAP

NEXT AGENDA

Health & Safety Link Governor appointment
Update on line management of educational support staff (Item 4 – HT report)

FUTURE AGENDA

LGC meeting start time (review in September)
Pupil Premium Impact Review (September 2018)

Policy Review:

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