

# BURTON GREEN PRIMARY SCHOOL



## LOCAL GOVERNING COMMITTEE

Minutes of the meeting held on 12<sup>th</sup> June 2018 at 3.45pm

**PRESENT:** Kelsey Clark-Davies (Interim Headteacher) (until 5.33pm) Elaine Boyes  
 Steve Cooke (Chair) Nick O'Keeffe  
 Joan Lock Ruth Poyser  
 Tom Button (until 6.09pm)

**IN ATTENDANCE:** Charlotte Smith-Lynch (Deputy Headteacher)  
 Sarah Brownhill (Office Manager)  
 Ash Atherton (Observing - New Headteacher from September 2018) (until 5.53pm)  
 Sandra Cox (Finance Manager) (from 5.24pm to 5.40pm)  
 Shân Brough-Jones (HLTY)  
 Wendy Munro (HLTY) (until 4.23pm)  
 Sarah Cope (HLTY SENDCo)  
 Rachel Cerowski (Observing)  
 Liz Andrews-Wilson (Clerk - Governance Support Officer)

		<b>ACTION</b>
	ITEMS TAKEN OUT OF ORDER to allow staff members to leave the meeting	
2.	<p>The Chair welcomed everyone to the meeting. As there were multiple attendees present round the table introductions followed.</p> <p><b>GDPR - a governors' role</b></p> <p>The Director of Operation for HLTY (Wendy Munro) had been invited to talk about GDPR and what HLTY had done and are in the process of doing to ensure compliance with this new law.</p> <p>WM used a presentation to guide governors through their responsibilities and tabled copies of the slides as hard copies (tabled item 1). WM highlighted the following:</p> <ul style="list-style-type: none"> <li>• GDPR has replaced the Data Protection Act to reflect the way that data is now shared</li> <li>• GDPR protects individuals, not businesses and it applies to everyone</li> <li>• WM has been appointed as the Trust's Data Protection Officer (DPO) and it is her role to provide advice, support and guidance</li> <li>• The Office Manager is BGPS' designated Data Processor</li> <li>• There is a legal duty to protect and control data</li> <li>• Schools generally keep data safe, the biggest risk comes from the practices used by some teachers</li> <li>• GDPR protects an individuals identity and well-being (staff, pupils, parents and volunteers)</li> <li>• Governors need to be aware of the implications of GDPR</li> <li>• Consideration needs to be made about why data is being requested, what are you going to do with it and how long are you going to keep it</li> <li>• HLTY has a Retention Policy - please refer to this for guidance</li> <li>• Individuals have to 'opt in' to share their data; an 'opt out' choice on any form is now illegal. The school needs to have a clear way to allow individuals to 'opt out'</li> <li>• Data processors have to collect certain types of data, if it is legally required and there is no</li> </ul>	

<p>alternative (i.e.: bank account details to process payroll, admissions etc)</p> <ul style="list-style-type: none"> <li>• The penalty for a data breach could be up to €10m or a serious breach could be €20m</li> <li>• Any data breaches have to be reported</li> </ul> <p>A governor asked if Governing Body minutes, papers and emails on their home devices were covered and what action should be taken. WM advised that going forward the Trust would be using MinutePad (via the Governance Service) to facilitate all governor meetings. MinutePad would be used to circulate agendas and minutes. The Office Manager had also created school email addresses for all governors and this was to be the way that the school would correspond with governors from this point on. Governors were asked to delete any governance paperwork, electronic files and emails from their personal PCs, devices and email accounts. Paper copies could be returned to either the school or the Clerk for secure disposal.</p> <p>WM advised that consent needs to be sought from parents to ensure that the school is allowed to do certain activities (data collection) outside of the 'normal' and if a person leaves the school there should be a data cleanse. The Office Manager advised that the school had the parental consent forms in place, for things like photo permission but they were to be reviewed to check they contained the correct language.</p> <p>WM outlined how GDPR covers an individual's internal data - knowledge and beliefs; and their external data - behaviour, sexuality, financial, social and tracking cookies etc. She reported that the Trust has a cookie statement which makes it clear what the Trust does with a person's data; she explained that tracking cookies track what internet sites a person visits in order to inform which adverts pop up in their email account/Facebook feed.</p> <p>WM highlighted the key risks that the SLT and the governors need to be aware of:</p> <ul style="list-style-type: none"> <li>- Staff taking pictures of pupils on personal devices</li> <li>- Opening work emails on a mobile phone</li> <li>- Staff are not to use personal devices for work</li> </ul> <p>The Interim Headteacher stated that she needed to make governors aware that the school would have to buy additional devices for staff (despite the difficult budget position), as it was current practice for staff to use their own devices (which they have to register with the school). It was common practice for staff to operate the 'snap, tweet, delete' process in order to capture things that are happening in the classroom or out on trips and visits. WM confirmed that the staff needed to be issued with school laptops and phones and that the school needed to move away from snap, tweet, delete, as there was too much risk associated with this. The LGC discussed how to manage this in the meantime with the suggestion that staff should be made aware that their phone or device could be checked if a governor or member of the SLT had any concerns.</p> <p>WM summarised the key things that governors should be aware of:</p> <ol style="list-style-type: none"> <li>1) Understanding what GDPR is and what the school is doing with it and how to review it</li> <li>2) Nominate a link governor for GDPR - this person would be expected to visit school and do spot checks on data storage and usage and check for compliance</li> </ol> <p>The Office Manager advised that she had produced a Data Audit, which the GDPR governor could go through and check. Governors asked if a checklist could be developed so that the GDPR governor knows what to check. WM agreed to action this, by developing a 'How to check what should be in place' guidance sheet. <b>The Chair challenged why the Trust had not undertaken this piece of work already.</b> WM advised that she would take on the action to develop a simplified checklist, but she highlighted that GDPR is not a simple law and a great deal of preparation had been taking place in the background. It was agreed that the link governor should be visiting the</p>	<p>All</p> <p>Agenda</p>
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	<p>Office Manager regularly to make these checks.</p> <p>Wendy Munro was thanked for her presentation.</p> <p><i>4.23pm - Wendy Munro left the meeting</i></p> <p>The Interim Headteacher reassured governors by informing them that the Office Manager had attended a significant amount of training to be GDPR ready and a review of the data held in school had found that it was secure. She added that the school had been using HLTy's Bring your own device Policy which had now been superseded by the new requirement for staff to use school devices only. She highlighted that the Bring your own device Policy still stated that staff were not to take pictures of children on their own devices. It was agreed that school devices needed to be purchased in order to avoid any risks.</p> <p><b>MinutePad</b></p> <p>The Clerk provided some further information about how MinutePad can be used to keep data secure and support efficient governance. She advised the governors that whenever they finish a session in MinutePad they MUST remember to Log Out of MinutePad, via the 'My Account' tab. If governors do not Log Out, there is a risk that MinutePad accounts could be accessed again via the Back button on a web browser.</p>																																					
1.	<p><b>Apologies for absence, consent and declarations of interest</b></p> <p>Apologies were received from Jennifer Carter-Shaw with consent. There were no declarations of Interest.</p> <p><b>Appoint Ruth Poyser</b></p> <p>Ruth Poyser was welcomed to her first LGC meeting, having been appointed by the Trust Board.</p>																																					
2.	<p><b>Minutes of the meeting held on 19<sup>th</sup> March 2018 - Previously disturbed.</b></p> <p>The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p> <p><i>4.32pm - Tom Button stepped out of the meeting</i></p>																																					
3.	<p><b>Action Points and matters arising</b></p> <table border="1" data-bbox="204 1346 1305 2036"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Develop and circulate policy on parent/carer debt</td> <td>3</td> <td>On this agenda</td> </tr> <tr> <td>2.</td> <td>Request additional Trustee for the Headteacher interview panel</td> <td>3</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>Update on progress against website compliance checklist</td> <td>3</td> <td>The CEO's PA had done a compliance check with staff, recommendations had been put in place</td> </tr> <tr> <td>4.</td> <td>Forward list of potential grant application possibilities to Tom Button</td> <td>3</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>Letter to Trust Board regarding current budget position and planned actions</td> <td>5</td> <td>A letter had been sent and had been acknowledged</td> </tr> <tr> <td>6.</td> <td>Arrange meeting to look at latest data capture and circulate date</td> <td>6.1</td> <td>Completed</td> </tr> <tr> <td>7.</td> <td>Chair &amp; Headteacher to review the governor vacancies and look at the need to recruit a governor with H&amp;S skills before the end of this academic year</td> <td>7.7</td> <td>On this agenda</td> </tr> <tr> <td>8.</td> <td>Agree and circulate date for additional meeting in July to look at SATs data</td> <td>14</td> <td>Meeting to be held 18.07.18</td> </tr> </tbody> </table>		Action	Item	Status	1.	Develop and circulate policy on parent/carer debt	3	On this agenda	2.	Request additional Trustee for the Headteacher interview panel	3	Completed	3.	Update on progress against website compliance checklist	3	The CEO's PA had done a compliance check with staff, recommendations had been put in place	4.	Forward list of potential grant application possibilities to Tom Button	3	Completed	5.	Letter to Trust Board regarding current budget position and planned actions	5	A letter had been sent and had been acknowledged	6.	Arrange meeting to look at latest data capture and circulate date	6.1	Completed	7.	Chair & 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	On this agenda	8.	Agree and circulate date for additional meeting in July to look at SATs data	14	Meeting to be held 18.07.18	
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	<p>4.36pm - Tom Button re-entered the meeting</p> <p><b>Matters Arising</b> Since the LGC meeting held on 19.03.18, Ashlene Cooper and Corrine Naylor had resigned from the LGC.</p> <p><b>Staff Governor Election</b> - A Staff Governor Election was to be held as soon as possible. The Interim Headteacher reported that a number of staff had expressed an interest in being nominated for the vacancy. Rachel Cerowski (Year 6 teacher) was observing this meeting.</p> <p><b>Item 6.1</b> - (page 6 of the LGC minutes 19.03.18) Mrs Lock advised that this minute should also have referred to the concern that had been raised about Year 1, not just Year 3.</p> <p>Governors asked for an update on the assessment of the After School provision. The Interim Headteacher reported that this had gone out to consultation with parents, asking for feedback on charging for After School Club from September. The recommendations to improve the provision had been put in place.</p> <p>The Interim Headteacher reported that she was still looking at the possibility of having phase leaders to pull the Key Stages together so that staff can support each other. Further discussions were to be had in the autumn term.</p>	<p><b>Head</b></p> <p><b>Agenda</b></p>
7.	<p><b>Standards (Holding the Headteacher to Account)</b> <b>Part 1</b></p> <p><b>Headline data and action plan</b> The Interim Headteacher informed governors that another data capture would be available from the 25<sup>th</sup> June. This data would be looked at along with the KS2 result at the EO LGC on 18th July. The Clerk advised that governors may find it beneficial to attend the CYC / Trust specific training session on Understanding Data, which was due to take place on Tuesday 10th July 2018, 6-8pm (at Vale of York). Governors can book their place by emailing <a href="mailto:governance.service@york.gov.uk">governance.service@york.gov.uk</a>. The Chair added that all governors need to have an understanding of the data and that a few interested governors could drill into the detail.</p> <p>Shân Brough-Jones suggests that the Deputy Headteacher presents the data to all governors and then a smaller group 'standards working party' get to know the more in depth detail. SBJ explained the importance of being able to independently validate the data using external sources. She explained that internal data comes from lesson observations, teacher assessments, internal moderation and governor visits. Independently validation comes from School Improvement reports, external moderation, external assessment and national results.</p> <p>The Chair outlined his proposal for the LGC to work with two working parties, with one to focus on resources and the other on standards. Governors discussed if the data capture which had been circulated in the agenda pack was fit for purpose and provided them with the detail that they need. A governor noted that teacher assessments can be subjective; the Interim Headteacher countered this by advising that the data is combined with test results, to provide a more accurate picture. In order to clarify how these data captures are used the Interim Headteacher advised that they are used to inform the end of year predictions. SBJ informed the governors that they should be looking at and challenging if the predictions go way off target. Asking questions like - is this a cause for concern? She added that governors do not need to go into real operational detail, but need to consider what governor can do support the staff.</p>	<p><b>Agenda</b></p>
4.	<p><b>Headteacher's Report</b> The Headteacher's report had been circulated with the agenda and was taken as read. Governors commented that the exclusion report was concerning, both in terms of the number that were</p>	

having to be applied and the reasons for the exclusions. The Interim Headteacher advised that a lot of the exclusions were based on physical violence and she asked governors to be mindful of the ramification of keeping these children in school. SBJ and Ash Atherton concurred with the Interim Headteacher that an improving school often sees the number of exclusions increase before they start to plateau. The Interim Headteacher noted that most of the issues were being seen in Year 6 and this cohort was due to move on.

The Chair stated that on behalf of the governors he wanted to thank the staff and the SLT for the work that they do and the support that they put in place for the pupils. Governors commented that it was helpful to see the context which surrounds exclusions and the how the school's financial situation and the limited support from other agencies are impacting this. In light of the rate of exclusions governors agreed to review the Behaviour Policy.

In response to a question the Interim Headteacher stated that 88-90% of the pupils were well behaved and were comfortably sitting in the green part of the behaviour chart. Only a small number were hitting red, but this was normally due to their complex additional needs. She added that about 10 pupils were at risk of exclusion, as they hit red regularly.

**Part of this item was recorded as a confidential item.**

Governors asked how the new class structure, with a mixed Year 3 and 4 and a mixed Year 5 and 6 would be dealt with and if this would add to the challenges faced by the teachers. The Interim Headteacher advised that there would be 27/28 children in each class and the staff had been looking at personalities and trying to link friends in order to made the class structure successful. She added that the challenge for the staff would be to pitch the curriculum at the right level. A letter had gone out to parents to consult them on the changes, only one response had been received. The Chair noted that this was the first impact of the budget cuts which were publically visible.

In response to a question the Interim Headteacher stated that these changes will impact on the number of children the school can take in. She highlighted that there will be 88 across KS2, which meant that there were only five places left in the key stage, any more and an additional teacher would be needed. She added that she was less concerned about this when the KS1 move up to KS2 as there were more children coming through the school, but at this time this was about saving money and bringing the budget back into line.

A governor asked how leadership and management is validated. SBJ advised that external validation is sought for this purpose.

*5.15pm - Rachel Cerowski stepped out of the meeting*

**Part of this item was recorded as a confidential item.**

*5.15pm - Rachel Cerowski re-entered the meeting*

In response to a question the Interim Headteacher advised that the SEF is written by the SLT with SBJ's input. **Governors challenged the level of information about governance in the SEF.** The SLT agreed to include more detail about governance in the SEF notably that governors are committed to training and receive timely reports.

*5.19pm - Sarah Cope stepped out of the meeting*

The Chair reminded governors about the importance of link governor reports and the fact that the governors need to evidence that they were coming into school. It was noted also that the school and the governing body where so much further forward compared to where it was last year.

Agenda

SLT

	<p>A governor asked the Interim Headteacher if she had completed the performance management reviews for the TAs. The Interim Headteacher advised that these were delayed but she had been advised that it would be better for them to be done at the same time as the support staff. The process was to start in September in line with the Autumn programme for the teaching staff.</p> <p><i>5.21pm - Sarah Cope re-entered the meeting and Rachel Cerowski stepped out of the meeting</i></p>	
7.	<p><b>Standards (Holding the Headteacher to Account) Part 2</b></p> <p><b>Update on the School Improvement Priorities and action plan</b> SBJ advised that it was difficult to say with any confidence how the leadership and management element of the SEF would be judged. She added that by September there will be increased capacity to make these judgements and the KS2 results should place the school in a better position.</p> <p><i>5.24 pm - Rachel Cerowski and Sandra Cox entered the meeting</i></p> <p>SBJ outlined that the journey that BGPS had been on had been massive. She stated that while the school was still vulnerable there had been a big shift since September. She reflected that it was now time to establish what has been put in place and await the impact of the leadership capacity, when the new Headteacher is in post.</p> <p><b>The Chair challenged SBJ to state if she thought that the school was moving in the right direction at an acceptable pace.</b> SBJ stated the some of the changes are time dependant and that it takes time for people and processes to become embedded. She did state that what had been achieved this year had given BGPS more stability, placing it in a position of strength for September. Governors noted that the school was still vulnerable because of the budget and the low numbers of higher ability children within the cohorts.</p>	
6.	<p><b>Resources (Overseeing Financial Performance)</b></p> <p><b>Finance Manager's Report</b> Governors had received multiple Management Accounts and variance reports prior to the meeting. The Finance Manager advised that she was going to focus on Period 8.</p> <p>The Finance Manager noted the following headlines from the Management Accounts:</p> <ul style="list-style-type: none"> <li>• A great deal of savings had been applied to the budget</li> <li>• The budget was still in deficit by £69,000, which was an improvement, but it was still way above the £20,000 target deficit that had been asked for by the Trust</li> <li>• The carried forward amount was reflected in the Start Budget</li> </ul> <p>The Chair advised that the LGC and SLT knew that the target would not be reached. It was noted that the change to the format of the accounts had been a challenge and that the delays in receiving an accurate budget position had added further difficulties.</p> <p>The Finance Manager highlighted the caution which has been exercised over the PE and Sports Grant. There was potentially £13,000 of this fund which may be able to be used to fund Total Sports. The Interim Headteacher had produced a plan which has been forwarded to the Finance Director. The decision lies with him with regards to if the suggested explanation meets the condition of the grant funding. If this is allowed it will improve the outturn position by this amount.</p> <p>The Interim Headteacher pointed out the IT equipment was notably some of the oldest in a York school. The Finance Manager confirmed the devolved capital from this year will be carried forward and used together with next years allocation to fund new IT for the school to the value of</p>	

	<p>approximately £12,000.</p> <p><i>5.33pm - The Interim Headteacher left the meeting</i></p> <p>The Finance Manager drew governors' attention to the Start Budget. She explained that the positive outturn of £68,000, which was brought forward from last year (2016/17), together with the predicted in year deficit from the P8 Management Accounts (£69,500), implies a carry forward opening balance of £1,500 in deficit to the 2018/19 accounts. The savings that had been made to the 2018/19 budget has produced an in-year surplus of £13,500 for 2018-19. She added that with the 2017/18 carry forward included it takes the 2018/19 end of year position to £12,000 surplus. She went on to explain the figures for the subsequent two years and pointed out the downward trend in the finances, which was not sustainable in the longer term. The Finance Manager again applied caution to this forecast due to any pay raises and inflationary rates above the assumptions already in the budget, in particular the possible increase in teacher's pension rates. She explained that although the budget was not sustainable, it was in a much better place than it had been. A governor asked how BGPS' budget compares to the other schools in the Trust / City. The Finance Manager advised that it was not uncommon for schools to present deficit budgets. Governors commented that the funding for education was not keeping up with demands. The Chair commented that the school cannot continue to reduce the number of classes. The LGC asked the Trust Board to provide some information on what they have in mind for BGPS' future, while acknowledging that the LGC needs to manage the budget in the meantime. SBJ noted that the Trust Board are committed to the school, having just appointed the new Headteacher.</p> <p>The LGC agreed to recommend the Start Budget to the Trust Board. The Finance Manager was thanked for her report and her work on the budget.</p> <p><i>5.40pm - Sandra Cox left the meeting</i></p>	Trust Board
7.	<p><b>Standards (Holding the Headteacher to Account)</b> <b>Part 3</b></p> <p><b>York School and Academies Board</b></p> <p>Shân Brough-Jones advised that the CEO had been in attendance at the York School and Academies Board meeting on the 11<sup>th</sup> June and he had been informed that the YSAB monies had been spent elsewhere. She reflected that the school would benefit from having some time to allow the new Headteacher to settle in and for the processes that have been put in place this year to become embedded. Then the Trust can reassess what external support is needed. The Chair asked who measures the success of the YSAB Plan. SBJ advised that the school is assessed against a series of milestones and the Teaching School Alliance do a progress report. SBJ agreed to circulate a copy of the latest progress report.</p> <p><b>SEND update and termly report</b></p> <p>The SEND Report had been circulated with the agenda and was taken as read. Sarah Cope (HLTY SENDCo) reported that since September she had been working on embedding the new procedures and ensuring that there is a robust support plan in place. She noted that BGPS quickly used up its Educational Psychologist allocation, due to a backlog of children who needed to be seen. She reported that there was one child with an EHCP at the start of the year, which had since increased to four.</p> <p><i>5.47pm - Sarah Brownhill stepped out of the meeting</i></p> <p>In response to a question, SC advised that additional Educational Psychologist time can be bought-in but it is very expensive, as the allocations are worked out by the LA based on census data. SC stated that she had a clear idea of what the priorities are for next year notably that reviews need to be in place before an EHCP application is submitted.</p>	SBJ

	<p><i>5.49pm - Sarah Brownhill re-entered the meeting</i></p> <p>SC advised that the school's profile and register is now very different because of all the changes, so the LA had been asked to take this into consideration. A governor asked SC how the school manages these additional costs. SC advised that the money has to come out of the school budget, in order to meet the needs of the pupils. She added that the SENDCo has to reassure parents that their child is on her radar and that school are doing what they can.</p> <p>The Chair summarised that the SENDCo had spent the last year trying to put everything in place and the next step is for procedures to be embedded.</p> <p><i>5.53pm - Ash Atherton left the meeting</i></p> <p>A governor informed the LGC that there are resources available for whole school training which could really help to increase the understanding of EHCPs. Ruth Poyser agreed to become the SEND link governor and liaise with SC about this and other SEND matters. SC advised that she had been officially appointed as the Trust's SENDCo for the primary schools. Governors noted that this was a positive step as it gave consistency across the primary schools.</p> <p><b>Teacher workload survey and Parent's survey</b> The staff survey and parent survey were both being repeated at this time.</p>	RP
7.	<p><b>Local Governing Committee (Strategic Direction)</b></p> <p><b>Establishment of Working Parties</b> The Chair reported on the training run by Peter Cannings (a national leader of governance). Governors had found this to be a very useful training session and had benefited from discussing the role of a governor.</p> <p>The Chair reiterated his proposal to introduce two working parties to the LGC, each one to meet once a term. Governors were to be asked which working party they want to sit on, while being mindful of Headteacher's attendance and other commitments.</p> <p>The Clerk advised that under the governance structure of the Trust working parties can operate without the need for Terms of Reference, with no quorum requirements. The working parties can be responsive to the needs of the School Development Plan. The Chair confirmed that the meetings would probably need to be clerked in-house to keep costs down and the minutes would come into the LGC agenda pack to be accepted into the record.</p> <p><b>Chair's Report</b> The Chair had nothing further to report.</p> <p><b>Link Governor report</b> No Link Governor reports had been received.</p> <p><b>Appointing a Health &amp; Safety link governor and GDPR link governor - carried forward</b></p> <p><b>Strategic plan to link the School's Vision and the School Development Plan</b> No further report was given.</p>	Agenda
8.	<p><b>HLTY Update</b> <b>Trust Board minutes from the meeting held on 7<sup>th</sup> March 2018 and the Central Team Update</b> The LGC noted the Trust Board minutes and the Central Team update.</p>	



	<p><b>Risk Register and Health &amp; Safety Group Update</b> No report was given.</p>	
9.	<p><b>Safeguarding</b> The Deputy Headteacher advised that there had been no safeguarding concerns for governors to be made aware of.</p>	
10.	<p><b>LGC Training</b> The Chair advised that he had attended the Governors' Termly Workshop session on 25<sup>th</sup> April 2018. He reported that the session had focused on GDPR but he felt that the content was pitched at the wrong level for the audience.</p> <p>Governors noted the CYC / Trust specific training session on Understanding Data, which was due to take place on Tuesday 10<sup>th</sup> July 2018, 6-8pm (at Vale of York). The Clerk advised governors to book their place by emailing <a href="mailto:governance.service@york.gov.uk">governance.service@york.gov.uk</a></p>	
11.	<p><b>Policy Updates</b></p> <p><b>First Aid Policy - APPROVED</b></p> <p><b>School meal payment &amp; arrears Policy - APPROVED</b> Governors asked for an update on what effect this policy was having on the debt, at the next meeting. The Office Manager reassured governors that no child would go hungry, but if they arrive without a packed lunch and they are on the debtors lists a phone call would be made home to ask the parents to bring in a packed lunch. Governors asked that the Trust make sure that someone takes action for the largest debts, with the ultimate sanction being that the matter would be referred to the Small Claims Court. A copy of the policy had been sent to the Trust's Finance Director.</p> <p>The total debt for the last year had been circa £3,000, with the largest debt being circa £300. The school were publicising the policy and making Year 2 parents very much aware of it as their children transition into Year 3.</p> <p><i>6.09pm - Tom Button left the meeting</i></p> <p><b>Positive Handling Policy - APPROVED</b></p> <p><b>Sex and relationship Policy - APPROVED</b></p> <p><b>Equality Policy - carried forward</b></p>	<p><b>Agenda</b></p> <p><b>Trust Board</b></p> <p><b>Agenda</b></p>
12.	<p><b>Items to Raise with the Trust Board</b></p> <ol style="list-style-type: none"> <li>1) The LGC asked the Trust Board to provide some information on what they have in mind for BGPS' future</li> <li>2) Governors asked that the Trust make sure that the Central Team take action against some of the largest dinner money debts</li> <li>3) Governors wished to raise their concerns that communication from the Trust Board / Central Team was sometimes lacking and could be improved</li> <li>4) How does the Trust Board agree the remuneration package of the CEO? Can the package be justified in this age of austerity? (A governor asked this question in light of the severe budgetary concerns that the school was facing and the fact that the school was having to make staffing cuts and join classes together. It was also their understanding that the CEO is paid more than two other Trust CEOs in the City and the Trust published accounts appear to show an increase in CEO</li> </ol>	

	remuneration of circa 25%.) The governor clearly stated that this query was not related to the current post holder personally, with whom the school has a good relationship. The question is to do with remuneration for the role of CEO.	
13.	<b>Any Other Business</b> The LGC agreed to accept the proposed dates for the LGC meetings for 2018-19. The start time of the meetings was to be discussed.	<b>Agenda</b>
14.	<b>Next meeting</b> Wednesday, 18th July 2018 at 3.45pm Monday, 17th Sept 2018 - time TBC	

The meeting ended at 6.17pm



Signature of the Chair

18/7/18

Date

**Action plan following the LGC meeting held on 12<sup>th</sup> June 2018**

	Action	Item	Person	Date
1.	Governors were to delete any governance paperwork, electronic files and emails from their personal PCs, devices and email accounts. Paper copies could be returned to either the school or the Clerk for secure disposal	2	All	July 2018
2.	WM to develop a Trust-wide a 'How to check what should be in place' - GDPR guidance sheet	2	WM	Autumn 2018
3.	Interim Headteacher to run a Staff and Parent Governor Election as soon as possible	3	Head	July 2018
4.	SLT to include more detail about governance in the SEF	4	SLT	Autumn 2018
5.	Shân Brough-Jones was to circulate the latest Teaching School Alliance progress report on BGPS	7	SBJ	July 2018
6.	Ruth Poyser to liaise with SC about whole school EHCP resources and other SEND matters	7	RP	July 2018

**Future agenda items:**

- Nominate a link governor for GDPR
- Data capture from w/c 25<sup>th</sup> June
- Report on what effect the School meal payment & arrears Policy was having on the debt
- Equality Policy
- Start time of the LGC

**Autumn term agenda items:**

- Discussion on the effectiveness and possible installation of Phase Leaders
- Review the Behaviour Policy (when the new Headteacher is in post)
- Appoint a Health & Safety link governor and GDPR link governor
- Strategic Plan