

Burton Green Primary School
Minutes of the Meeting of the Local Governing Committee held on
Monday 17th September 2018 at 5.30pm

Present:	Ash Atherton (Headteacher) Steve Cooke (Chair of Governors) Jennifer Carter-Shaw Elaine Boyes	Tom Button Joan Lock Nick O'Keeffe
In Attendance:	Charlotte Smith-Lynch (Deputy Headteacher) Sarah Brownhill (Business Manager) Jess Swarbrick (Governance Advisor – Clerk) Isabella Kvist-Hansen (Governance Support Officer – Observer)	

The meeting began with a tour of the school. The Headteacher showed governors the changes to the classroom organisation and decoration throughout the school. Governors noted the calm and clean atmosphere in the school, and the Headteacher noted that the changes had already shown a positive effect on behaviour throughout the school. Governors expressed their thanks to all staff who had given up their time over the summer to help.

		Action
1.	<p><u>Welcome, Apologies for Absence and Declarations of Interest</u> Apologies for absence, consent and declarations of interest Apologies were received, with consent, from Ruth Poyser. There were no declarations of interest.</p> <p>The Headteacher was formally welcomed to her first official Local Governing Committee meeting. Governors also welcomed Isabella Kvist-Hansen, who would be taking on the role of Governance Support Officer for the school.</p> <p>It was noted that Lisa Summerscales would be leaving the school to take up a new role sometime before half term, and would therefore be stepping down from the staff governor position. The Headteacher agreed to seek clarification from Ms Summerscales as to whether she would be remaining on the LGC until she left, or stepping down with immediate effect. The Governance Support Officer agreed to forward the Trust's guidance documents on staff and parent governor elections to the Headteacher.</p>	AA IKH
2.	<p><u>Election of LGC Chair and Vice-Chair</u> Steve Cooke was unanimously elected as Chair of the LGC for a term of one year. It was noted that this appointment would be subject to the ratification of the Board of Trustees at their meeting on 24th October.</p> <p>Nick O'Keeffe was unanimously elected as Vice-Chair of the LGC for a term of one year.</p>	
3.	<p><u>Minutes of the meeting held on 18th July 2018</u> Previously distributed.</p> <p>It was noted that Elaine Boyes had not attended this meeting, and her name was subsequently removed from the attendance list.</p>	

	<p>With reference to item 13, Butterflies Update, it was agreed to remove the word “TUPE” as this process had not yet started. The sentence would now read: “...there had been some difficulties derived from the [TUPE] process and the finalisations of the arrangements...”</p> <p>Subject to the above amendments, the minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
4.	<p><u>Action Plan and Matters Arising</u> With reference to the Action Plan:</p> <p>1. SLT to include more detail about governance in the SEF (carried forward from June 2018) The Headteacher advised that the Senior Leadership Team (SLT) were currently looking at key priorities for the coming year, and would be producing the first draft of the updated SEF by October half term. It was noted that this would be brought to the LGC meeting in November. It was agreed there needs to be a section detailing quality and effectiveness of governance.</p> <p>2. Headteacher to follow up on the meeting with TalkTalk The Chair reported that despite chasing this up there had been no further response from TalkTalk about potential funding opportunities.</p> <p>3. The Chair was to re-circulate the template form for governor visits alongside the guidance notes Completed. The Chair reported that Shan Brough-Jones, the Trust’s Primary School Improvement Lead had offered to come into school to meet with governors and conduct a Learning Walk. It was noted that this would provide governors with more information and guidance on what questions they should be asking during their link visits to school, and could improve governor challenge. It was noted that the proposed dates were 20th September from 9am to 10am and 25th September from 11am to 12pm.</p> <p>4. Ruth Poyser to draft a template pen portrait for governors The Chair agreed to check with Ms Poyser that this had been done.</p> <p>5. All governors to bring in/email a photo of themselves to the Office Manager Governors were reminded to complete this action if they had not already done so.</p> <p>6. Parent Governor election to be re-run Governors discussed ways to try to increase engagement in parent governor elections. The Deputy Headteacher advised that there would be an open classrooms afternoon held in school this week, which would provide an opportunity to speak to parents about joining the LGC. It was agreed that the skills audit, which was due for review, would help to identify where there were skills gaps on the LGC.</p> <p>7. Lisa Summerscales to circulate the changes to the Keeping Children Safe in Education DfE guidance document The Deputy Headteacher advised that Ms Summerscales had run a training session for staff on this at the start of term, and agreed to forward this information to governors.</p> <p>8. Nick O’Keeffe to pass the Chair the slides from the Protecting Social Mobility through Education Conference Mr O’Keeffe agreed to forward this information to the Chair.</p> <p>9. Lisa Summerscales was to check if the Equality Policy needs to be reviewed more frequently than every 3 years The Governance Advisor noted that the Equality Policy was usually reviewed every three years, though the Equalities Action Plan should be updated annually.</p> <p>Matters Arising With reference to page 2 item 3, governors requested an update on the After School Club. The Business Manager advised that charges were now in place as discussed, and this was working well.</p> <p>With reference to page 2 item 3, governors requested an update on the issue of staff using their own</p>	<p>SC</p> <p>CSL</p>

	<p>devices for work. The Business Manager advised that all staff were now required to sign a declaration which had been issued by the Trust’s Central Team if they were using their own device. Governors asked whether this covered the school in terms of compliance, and the Business Manager confirmed that it did.</p> <p>Governors asked who would take up the role of Designated Safeguarding Lead (DSL) when Ms Summerscales left. The Headteacher confirmed that she would take this, with the Deputy Headteacher as Deputy DSL. The Headteacher advised that she felt as this was such a key role, it was appropriate to keep this within the SLT. However, it was noted that all staff and governors still had a joint responsibility for safeguarding throughout the school, not just the DSL and the Safeguarding Link Governor</p> <p>With reference to items which had been raised with the Board of Trustees, the Chair noted that he had not received a response from any of these. The Chair requested that the Trust look again more closely at their communication with LGCs, as it was felt so far this had been disappointing.</p>	Item for the Board
5.	<p><u>Headteacher’s Report</u> The Headteacher provided a verbal report to governors.</p> <p><i>Leadership & Management</i> The Headteacher stated that her first weeks at the school had been a smooth transition, helped by the fact that she had been able to come into school and get to know staff before the summer, as well as taking them across to her previous school to demonstrate some of the changes she intended to make.</p> <p>The Headteacher advised that there had been some changes to the room allocation throughout the school, which had already had an impact. For example, the Deputy Headteacher’s office was now situated at the end of the Key Stage 2 corridor, meaning that SLT were spaced around the school, rather than all in one place. In addition to this, there was now a dedicated Nurture Room, which could be accessed across the school.</p> <p>The Headteacher advised that subject and phase leaders were now clear and accountable in their roles and their area of leadership. She added that this would all be linked to the performance management cycle and targets for the coming year. It was noted that TAs would now be part of the performance management process as well , which had not happened previously.</p> <p>The Headteacher reported that there was now a consistent approach throughout school to classroom displays and visual behaviour charts in each class. She advised that children and families were responding positively to this, as expectations for behaviour were now clearly set out and were the same across all year groups.</p> <p>Staff meetings were now also scheduled in a consistent manner, with SLT meetings on Mondays, Phase Leader meetings on Tuesdays feeding in from this, Whole Staff meetings on Wednesdays and a briefing on Fridays for the following week. In addition, assemblies were being held each morning at 9am by a member of SLT, which allowed teachers and TAs an hour a day to carry out interventions for children targeted for additional support, and this was having a significant impact.</p> <p>The Headteacher reported that the behaviour policy was working well, with very few children still resisting it. She advised that where children got to “red” stage, a member of SLT would come and speak to the individual and work out next steps. In most cases, children returned to class following these conversations. The Headteacher advised that there was also now improved communication with parents/carers about the system and the reasons and consequences, and this had also been received positively. In addition to advising parents of poor behaviour, teachers were also phoning to let them know when behaviour had improved, and this communication had also been welcomed.</p> <p>The Deputy Headteacher advised that compared with this time last year, there was a higher number</p>	

of “reds” recorded in school (19 compared with 9). However, she added that the level of incident was lower in all cases this year, and overall behaviour in school was the best it had ever been.

The Headteacher advised that a Higher Level Teaching Assistant (HLTA) had been appointed, and was now doing scheduled Planning Preparation and Assessment (PPA) cover teaching science cross the school. It was noted that all teachers now had a scheduled PPA period each week, which had had a really positive impact on morale.

In addition to this I2I Sports coaches were now coming in to school each week, meaning that staff had additional time out of class to carry out interventions. It was noted that this was not PPA cover, and therefore met the criteria for the primary sports grant, which covered the cost.

Governors asked whether teachers were also receiving training from the sports coaches about how to deliver PE. Specifically, **governors asked if the grant funding was not available next year, would the school still have the resource to deliver an effective PE programme.** The Headteacher confirmed that the PE subject leader was putting planning in place for staff to observe the sports teaching and gain more expertise here.

Financial Management

The Headteacher advised that the school had been successful in their bid to the York Schools and Academies Board (YSAB) for £15,000, to raise attainment in Early Years. She advised that the funding would cover the cost of a TA in Early Years for 0.5 FTE (full time equivalent), as well as release time for CPD for staff. It was noted that the TA post was currently being advertised.

Governors asked how the Local Authority (LA) monitored expenditure against the funding. The Headteacher advised that the school had to provide regular updates through a RAG rating of the action plan on a termly basis. It was noted that if the objectives of the plan had not been achieved by the end of the agreed period, there was a risk that the funding would be clawed back.

The Headteacher reported that Derek Sutherland, Head of Early Years at the LA, was also visiting school regularly to undertake teaching and learning reviews alongside the Trust’s Primary School Improvement Lead. She advised that this provided a really great opportunity for the school to have external review and validation. **Governors asked whether they would be receiving copies of these reports.** The Headteacher advised that reviews were scheduled for October and December, and reports would come to the next LGC meeting following that date.

The Headteacher reported that she had met with Vital over the summer, who currently provided the school’s ICT equipment. She advised that the school would be moving to a managed contract with Vital, where they would have equipment on a lease basis rather than buying outright, and would have access to a repairs and maintenance service which had not been in place previously. The Headteacher advised that it had been agreed to provide one Chromebook for every Key Stage 2 child, iPads for Key Stage 1 and laptops in each classroom. In addition, the Headteacher advised that admin computers also needed to be looked at – the age and condition of these meant that there was a serious risk of vital information being lost should they stop working.

The Headteacher advised that she was also looking at the provision of interactive whiteboards in each classroom. She advised that these cost around £3,000 each, and the school would be looking to fundraise for these on a rolling programme through the PTA.

The Headteacher advised that Vital had agreed to come in and upgrade the school’s equipment over half term. Governors agreed that replacement of the hardware was a top priority in the improvement of teaching and learning, as teachers needed effective resources to be able to deliver this.

Governors noted that the start budget had included £12,000 for upgrade of ICT equipment, and asked what the actual cost was likely to be. The Headteacher advised that the expected cost would be around £15,000. It was noted that the Resources Working Group would look at this in more detail.

With reference to the Family Support Worker (FSW) roles, the Headteacher advised that one had made the decision to leave to take up another job outside of school. She advised that the improvement in behaviour in school meant that there was no longer a need for two full time FSWs, and she would be looking at how and where the role and responsibilities of this post could be allocated to other members of staff. The Headteacher explained that she would be meeting with the FSW who was leaving to discuss the details of her role, and would then look at how this could be covered. It was noted that by not putting in a full time replacement, the school would make a saving of £12,000. **Governors asked for confirmation that the Headteacher was comfortable that the improvement in behaviour in school meant that two FSWs were no longer necessary.** The Headteacher confirmed that she was.

Pupil Outcomes

It was noted that these had been discussed in detail at the July 2018 meeting.

Teaching & Learning

The Headteacher reported that she had been going into all classrooms regularly, and from her observations so far, she would judge that teaching across school was good, and in some classrooms outstanding. She added that she was currently in the process of identifying CPD needs for staff.

Personal Development

Governors noted the calm and nurturing environment evident in school, and the Headteacher added that visitors had also remarked on the changes and parents and carers had provided positive feedback.

With reference to attendance, it was noted that the whole school figure was currently 95.4%.

Governors thanked the Headteacher for her report, and a number of questions were raised.

With reference to the daily assemblies, governors asked how long these were. The Headteacher advised that they usually lasted around half an hour, and she led Monday, Wednesday and Friday for the school, with Tuesday for Key Stage 1 and Reception, and Thursday for Key Stage 2. In response to a question about the content of the assemblies, the Headteacher advised that this term there was a whole school focus on manners and appropriate behaviour towards adults. She explained that this was part of a wider approach to changing the culture in school.

Governors asked if it was possible to have a staffing structure summary, outlining areas of leadership and subject responsibility. The Headteacher agreed to forward this to governors for information.

Governors noted that it was very positive to hear that staff morale was good, particularly following the high level of staff absence the previous year. The Headteacher advised that she had spent a lot of time speaking to staff about what they would like to have in school, and one of these was a dedicated PPA room. She advised that she had identified a room which would become a quiet area to work, once the school's internet was working efficiently. In addition, staff had requested more social interaction, which again was something which was being looked at. **Governors asked whether there was anything they could do to help staff morale.** The Headteacher advised that recognition and appreciation was always valued.

Governors noted that they had raised a question last year about whether staff knew what outstanding teaching looked like in practice, and asked how this was being taken forward. The Headteacher advised that some staff did need more CPD on this, and she was already arranging visits to other schools where they could observe outstanding teaching to upskill them in their practice.

Governors asked for an update on Butterflies Nursery. The Business Manager reported that the

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	Trust's Central Team had written a partial business case, which they had sent to herself and the Chair of the Butterflies committee. She further advised that a consultation period was required as part of the process, which would need to be a minimum of four weeks. Once this had been completed, the business case would be sent to the Regional Schools Commissioner (RSC), who was responsible for decisions on any major changes to academies.	
6.	<p><u>Resources (Overseeing Financial Performance)</u></p> <p>Governors noted the monitoring report and notes for Period 11, which had been previously distributed.</p> <p>It was noted that the school had been in deficit the previous year, for a number of identified reasons which both governors and the Trust Board were aware of. The Chair advised that moving forward it would be essential to continue to monitor the budget closely to ensure that there was not another significant deficit position at the end of the year. The Chair proposed looking at the budget in more detail again at the next Resources Working Group meeting, when the first quarter management accounts were available.</p> <p>It was noted that the 2018/19 start budget predicted a £10,000 surplus.</p> <p>Governors also noted that it would be important to monitor any impact on pupil attainment in light of the decision to put two year groups together in order to make savings the previous year.</p>	
7.	<p><u>Standards (Holding the Headteacher to Account)</u></p> <p>7.1 Data analysis The Chair proposed that the School Improvement Working Group should scrutinise the school's data in detail, and then provide feedback at each LGC meeting. It was noted that the first meeting was scheduled for the end of October, and the Deputy Headteacher advised that the national Assessing Schools Performance (ASP) data should be available by that point.</p> <p>7.2 School on a Page Previously distributed for information. It was noted that this report had been requested by the Trustee's Standards Committee, as a way of capturing consistent information for all schools within the Trust. The Headteacher advised that this was still a work in progress, and as it was used throughout the year, it was likely that some headings and areas would change. It was noted that it could provide a useful overview for governors to look at, and use as a basis to ask challenging questions.</p> <p>7.3 Strategic Plan Previously distributed. The Chair advised that the school strategic plan was intended as a tool to drive the discussions and focus of the LGC, linking the day to day running of the school with its vision and strategy. Governors asked whether it would be helpful to include measurable targets within the plan. The Headteacher advised that the school's targets would be set by the Trust, and could be included within the plan to measure against. It was agreed that the Chair and the Headteacher would work together to add this information into the plan.</p> <p>7.4 YSAB Update It was noted that this had been discussed as part of the Headteacher's Report.</p> <p>7.5 SEND Update It was agreed that an update on SEND should be included on the agenda for the next meeting.</p>	<p>AA / SC</p> <p>Agenda</p>
8.	<p><u>Local Governing Committee (Strategic Direction)</u></p> <p>8.1 Staff survey Governors asked whether it was the intention to undertake a staff wellbeing survey annually. The Headteacher advised that she felt this needed to be done on a more regular basis. She added that a member of staff would be taking responsibility for running regular opportunities for staff to talk about wellbeing and morale in an open forum format each half term. Any discussions and feedback from these sessions would be reported back to governors as appropriate.</p> <p>8.2 Skills Audit The Governance Support Officer agreed to email all governors their previous skills</p>	IKH

	<p>audit responses along with a new form for updating. It was agreed that any skills gaps needed to be identified before looking at future governor recruitment.</p> <p>8.3 The Key The Chair advised that the school continued to pay a subscription to The Key, and governors were encouraged to access this for information, advice and training. The Business Manager agreed to re-send access details for The Key to all governors.</p> <p>8.4 Link Governor Reports There were no reports to receive. The Chair reported that he had been in to school for his first health and safety meeting of the year.</p>	SB
9.	<p><u>HLTY Update</u></p> <p>9.1 Board minutes / Central Team Update The Governance Advisor stated that signed Board of Trustees' minutes would be available in the central document store on Minutepad for governors to access as required.</p> <p>The Governance Advisor further stated that an update from the Central Team had been requested in advance of the meeting. She agreed to forward this on to governors for information as soon as it was available.</p> <p>9.2 Hope Learning Trust Code of Conduct Previously distributed. Governors noted that there appeared to be some inconsistencies within the policy around terminology of trustees/directors, and it was felt more clarity was needed about which parts referred specifically to governors. The Governance Advisor agreed to pass this feedback to the Central Team.</p> <p>9.3 Risk Register & Health & Safety Group Update The Governance Advisor stated that she had requested clarification from the Operations Director about what LGCs should be reporting on under these headings. She agreed to contact the Headteacher and Chair with further information following this meeting.</p>	
10.	<p><u>Safeguarding</u></p> <p>The Headteacher advised that there were no safeguarding issues to raise.</p> <p>Nick O'Keeffe advised that as safeguarding governor, he would be shortly arranging a meeting with the Headteacher to discuss priorities and to check all required documentation was in place, and would report back to the LGC.</p>	
11.	<p><u>LGC Training</u></p> <p>The 2018/19 Governance Support and Development Training Programme had been previously distributed for information. The Chair advised that he would be attending the LA termly workshop on 18th September.</p> <p>With reference to past training, the Governance Advisor stated that any training attended through the Governance Support Service was recorded. The Governance Support Officer agreed to send a copy of this information to the Business Manager for the school's records.</p>	IKH
12.	<p><u>Policy Updates</u></p> <p>There were no updates to report.</p>	
13.	<p><u>Items/Actions to Raise with the Trust Board</u></p> <p>The following items were noted:</p> <ul style="list-style-type: none"> - The Chair requested that the Trust look again more closely at their communication with LGCs, as it was felt so far this had been disappointing. 	

14.	<u>Any Other Business</u>	The Chair advised that all working party meeting dates had been circulated to governors for information. The first meeting of both working parties was scheduled for 4pm on Thursday 25 th October.	
13.	<u>Date and Time of Next Meetings</u>	* Monday 12 th November 2018, 3.45pm * Monday 21 st January 2019, 5.30pm * Monday 27 th March 2019, 3.45pm * Monday 3 rd June 2019, 5.30pm	

The meeting closed at 7.15pm.

Steve Cooke
Chair of Governors

Date

BURTON GREEN PRIMARY SCHOOL ACTION POINTS
From the Meeting of the Local Governing Committee held on 17th September 2018

	<u>Action Point</u>	<u>Item</u>	<u>Responsibility</u>	<u>Timescale</u>
1.	Check whether Lisa Summerscales will be stepping down as staff governor immediately or on leaving the school and advise Governance Support Officer	1	Headteacher	24/09/18
2.	Forward Trust guidance on staff and parent governor elections to Headteacher	1	Governance Support Officer	20/09/18
3.	Check with Ruth Poyser regarding pen portrait example for governors to complete	4	Chair	30/09/18
4.	Forward safeguarding presentation (from staff training day) to governors for information	4	Deputy Headteacher	24/09/18
5.	Forward staffing structure (including roles and responsibility) to governors for information	5	Headteacher	24/09/18
6.	Update Strategic Plan to include school targets to measure against	7	Headteacher / Chair	26/10/18
7.	Email outs skills audits to all governors for completion and return	8	Governance Support Officer	20/09/18
8.	Send access details for The Key to all governors	8	Business Manager	24/09/18
9.	Send training record to Business Manager	11	Governance Support Officer	20/09/18

Items for the Next Agenda:

* SEND Update