



Burton Green Primary School
Minutes of the Meeting of the Local Governing Committee
held on 12th November 2018 at 3:45pm

Present:	Steve Cooke (Chair of Governors) Jennifer Carter-Shaw Ruth Poyser	Tom Button [until 5:30pm] Elaine Boyes Ash Atherton (Headteacher)
In Attendance:	Charlotte Smith-Lynch (Deputy Headteacher) Sarah Brownhill (Business Manager) Sandra Cox (Finance Manager) [from 4:04 to 4:15pm] Isabella Kvist-Hansen (Governance Support Officer – Clerk)	

		<u>Action</u>																				
1.	<p><u>Welcome, Apologies for Absence and Declarations of Interest</u></p> <p>Apologies for absence had been received with consent from Joan Lock and Nick O’Keeffe. There were no declarations of interest.</p> <p>The Chair opened the meeting by celebrating the success of the school which had recently won the Community Pride School of the Year award. He also highlighted the very positive outcome of the recent Teaching & Learning Review. He warmly thanked and congratulated the Headteacher and the staff for the excellent results.</p>																					
2.	<p><u>Minutes of the meeting held on 17th September 2018</u></p> <p>The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>																					
3.	<p><u>Action Plan and Matters Arising</u></p> <table border="1"> <thead> <tr> <th></th> <th>Action Point</th> <th>Responsibility</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Check whether Lisa Summerscales will be stepping down as staff governor immediately or on leaving the school and advise Governance Support Officer.</td> <td>Headteacher</td> <td>The Headteacher confirmed that the former staff governor had resigned from the governing committee.</td> </tr> <tr> <td>2.</td> <td>Forward Trust guidance on staff and parent governor elections to Headteacher.</td> <td>Governance Support Officer</td> <td>Completed. The school to run a new staff governor election. A question was raised about how long the LGC can go on without a second parent governor.</td> </tr> <tr> <td>3.</td> <td>Check with Ruth Poyser regarding pen portrait example for governors to complete.</td> <td>Chair</td> <td>Carried forward. Governors to send pen portraits for school website to Admin Assistant Karen Heywood.</td> </tr> <tr> <td>4.</td> <td>Forward safeguarding presentation (from staff training</td> <td>Deputy Headteacher</td> <td>Completed.</td> </tr> </tbody> </table>		Action Point	Responsibility	Status	1.	Check whether Lisa Summerscales will be stepping down as staff governor immediately or on leaving the school and advise Governance Support Officer.	Headteacher	The Headteacher confirmed that the former staff governor had resigned from the governing committee.	2.	Forward Trust guidance on staff and parent governor elections to Headteacher.	Governance Support Officer	Completed. The school to run a new staff governor election. A question was raised about how long the LGC can go on without a second parent governor.	3.	Check with Ruth Poyser regarding pen portrait example for governors to complete.	Chair	Carried forward. Governors to send pen portraits for school website to Admin Assistant Karen Heywood.	4.	Forward safeguarding presentation (from staff training	Deputy Headteacher	Completed.	<p>Headteacher/ Next LGC Agenda</p> <p>Gov. Support Officer</p> <p>All governors</p>
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	day) to governors for information.			
	5. Forward staffing structure (including roles and responsibility) to governors for information	Headteacher	Completed.	
	6. Update Strategic Plan to include school targets to measure against	Headteacher/Chair	Covered by agenda for this meeting.	
	7. Email outs skills audits to all governors for completion	Governance Support Officer	Completed. Governors who have not yet submitted urged to do so.	
	8. Send access details for The Key to all governors	Business Manager	Completed.	
	9. Send training record to Business Manager	Governance Support Officer	Carried forward.	
	<i>[Tom Button and Elaine Boyes joined the meeting at 3.57pm]</i>			
4.	<p><u>Resources (Overseeing Financial Performance)</u></p> <p>Governors noted the Budget Monitoring Reports for Period 12 2017/2018 and Period 1 2018/2019 and the update from the Resources Working Group which were distributed with the agenda and taken as read.</p> <p><i>[Sandra Cox, Finance Manager, joined the meeting at 4:04pm]</i></p> <p>4.1 Period 12 2017/2018</p> <p>The Finance Manager advised that the predicted outturn was subject to final alterations and audit adjustments.</p> <p>The report showed a predicted revenue outturn of a £33,895 deficit not including costs for Danesgate provision. The Finance Manager reported that the current figures suggested a £48,000 end of year deficit using estimates for the Danesgate costs.</p> <p>4.2 Period 1 2018/2019</p> <p>The Finance Manager reported that the figures estimated a £15,143 surplus against a Trust approved surplus of £13,555. The period 1 budget had been monitored against the start budget, which had certain shortcomings, rather than the current working budget which would have been preferred.</p> <p>The Finance Manager further reported that SEN funding would be decreasing due to 2 students with EHCP plans leaving the school.</p> <p>She advised that the Period 2 budget would be monitored against the current remaining budget and would therefore be more meaningful.</p> <p>A governor raised a question of whether it was planned in the coming year to split up the year groups again and further, how this could affect the budget.</p> <p>The Finance Manager reported that a holistic overview was important and that it was something that would be discussed with the Headteacher and reviewed throughout the year.</p> <p>A governor noted that the Pupil Premium strategy shown on the school's Website needed to be updated and asked when the strategy for this year would be available.</p> <p>The Deputy Headteacher reported that the strategy was not finalised yet because the school had not received the final January 2019 census figures. She advised that this was the same for all schools.</p>			Gov. Support Officer

	<p>A governor asked how the LGC can monitor Pupil Premium and Sport Premium spending. The Deputy Headteacher advised that figures would be available before the next Local Governing Committee meeting and could be discussed in more detail then.</p> <p><i>[Sandra Cox, Finance Manager, left the meeting at 4:15pm]</i></p>	<p>Next LGC agenda</p>
<p>5.</p>	<p><u>Headteacher's Report</u> The governors noted the content of the report which had been previously distributed. The Headteacher invited governors to ask questions.</p> <p>A governor asked if it was correct that only 12 members of staff out of a total of 33 had participated in the Staff Wellbeing Survey. The Headteacher reported that to increase the number of participants in the next survey, teachers would be given allocated time to complete the survey. The Headteacher noted that if the staff were unhappy they would be more likely to participate. She suggested that the survey could be repeated once a term, or less often, as the feedback had been very positive. The Governors agreed and suggested that the survey should only be repeated more frequently if there was any indication that morale was a concern.</p> <p>A governor asked how the school's new library was progressing. The Headteacher reported that it had had a very good impact. The library had not been officially opened, but was already being used by the children. The official opening was planned for 6th December 2018.</p> <p>A governor asked if the heating issues had been resolved. The Business Manager reported that the issue had been addressed. She noted that the heating was now working but that the system was dated. She advised that it was being monitored and that it was not expected to be a big expense for the school.</p> <p>A governor asked about the nurture room and its impact on the pupils. The Headteacher reported that they were still finding their feet with the nurture room and that it was difficult to quantify the impact it had. She noted that the nurture room would be continuous work in progress but that it was invaluable for the school. The Headteacher further noted that attendance figures were improving and that vulnerable children were receiving good support and given more attention.</p> <p>A governor asked how finding a replacement for the Children and Family Worker was progressing. The Headteacher reported that candidates had been interviewed but no one had been appointed. The Headteacher was questioning whether a replacement was needed now that pupil behaviour had been improved. She suggested that the job could be shared between the existing staff. The Headteacher further reported that she along with the Deputy Headteacher has more time available because behaviour issues have improved. The governors noted that not replacing the Children and Family Worker could provide considerable savings for the school. The Headteacher reported that the school was also saving on supply teachers because absence was now being covered within the school. She noted that this provided more continuity for the children.</p> <p>A governor asked if the Teacher Assistant (TA) performance management was to be taken on by the Headteacher. The Headteacher confirmed that for now she would be doing the TA performance management but in time this responsibility would be taken on by the Deputy Headteacher.</p> <p>The governors noted the improved attendance figures. The Headteacher reported that the attendance figure was now 96% and in line with national</p>	

	<p>levels. She highlighted that Year 3 and 4 had an attendance figure of 99%. The Headteacher further reported that a big change within the school was visible and that the pupils loved coming to school. The Chair noted that it was the first time that the attendance levels had been so positive since he joined the school as a governor.</p> <p>A governor raised a question about the exclusions data presented in the report. <i>The following has been recorded as a separate confidential item.</i></p> <p>The Chair showed great appreciation for the good work carried out by the Headteacher and the staff, which had resulted in positive changes at the school as well as improved pupil outcomes, and asked what were identified as the main challenges going forward.</p> <p>The Headteacher reported that spelling, grammar and punctuation (SPAG) which was now tested as part of the Keystage 1 and 2 SATs were not currently in line with national levels. She advised that the school was working focused towards getting SPAG in line with national levels and that this had been addressed at a staff meeting.</p> <p>The Headteacher reported that another main challenge was persistent absentees. There were currently 24 children considered persistent absentees in the school, with some children from the same families. The Headteacher noted that this was a serious issue that needed to be addressed.</p> <p>A governor noted that some children who had previously had high levels of absence, had significantly improved their presence in school and asked whether similar support could be given to help families with children currently considered persistent absentees.</p> <p>The Headteacher reported that these were very vulnerable families. She advised that some of them had moved so the children now had a longer commute to the school. The Headteacher noted that one way of addressing this issue was for her to get more involved and have meetings with the parents. The children were identified and known by the staff, so another way the school was addressing the issue was to celebrate the children for being present and really acknowledge them for being in school.</p> <p>A Governor asked about the School Development Plan and had noticed that SEN, Pupil Premium and Disadvantaged children did not appear as a bespoke priority.</p> <p>The Headteacher advised that teachers were differentiating appropriately within each lesson. She reported that every year group had a table which teachers filled out to identify children with special needs. The Headteacher showed governors this table during the meeting.</p> <p>The Headteacher noted that not every disadvantaged child had been identified and that there was a need to ensure we had the correct numbers and identify children with special needs. She further reported that some parents had difficulties filling in the forms and understanding the procedures for Pupil Premium, while some did not see the benefits for the school. The Business Manager reported that it was possible for the school to provide help with filling in the forms and that this had been done in previous years.</p> <p>A governor asked about the teachers' workload and how it was being managed.</p> <p>The Headteacher reported that staff had expressed that they had more time available due to improved monitoring. There were now clearer expectations and clearer staff structures so the teachers knew who to go to, which meant that the Headteacher and the Deputy Headteacher received fewer general queries. The Headteacher further reported that the allocated Planning, Preparation and Assessment (PPA) room for teachers had had a very positive impact and that it was very good for teachers to have this space to work in.</p>	
6.	<p><u>Standards (Holding the Principal to Account)</u></p> <p>Updates from the School Improvement Working Group were presented verbally during the meeting. It was reported that the group had discussed the School Development Plan. Another point of discussion had been the number of pupils working at 'greater depth', which had been low last year. It was therefore a great priority for the school to improve the achievements of all year-groups.</p>	<p>Next LGC Agenda</p>

	<p>A governor asked when progress against the SDP would be reviewed. The Deputy Headteacher reported that this would be done before the end of November. It would be internally reviewed and then submitted to the Trust. The Deputy Headteacher tabled data on pupil outcomes during the meeting for the governors to view. The Deputy Headteacher advised that baseline assessments had been carried out and that the teachers had set targets for the end of the year.</p> <p>A governor asked if the Trust had set any targets. The Headteacher advised that she submitted targets to the Trust and that these had been recognised as being ambitious. She reported that the ‘school on a page’ documents were submitted to the Trust and that these documents provided data that could be compared against data from other primary school within the Trust.</p>	
7.	<p><u>Local Governing Committee Strategic Direction</u></p> <p>7.1 Chair’s update The Chair of governors reported that he had attended various meetings and workshops including meetings with the Headteacher and a meeting with the other Chair of Governors from schools within the Trust. He further reported that he would be participating in the Local Governing Committee meeting at Forest of Galtres. He had also attempted to arrange a meeting with the Chair from Clifton Green but had not yet received a response.</p> <p>7.1.1 Termly Workshop 18th September 2018 The Chair reported that at the termly workshop organised by the Governance Support and Development Service at City of York Council the apprenticeship levy had been mentioned and asked whether this was something the school was aware of and intended to make use of. The Business Manager reported that she was aware of the apprenticeship levy but that the school currently had no plans for taking on an apprentice. The Chair said his understanding was that funds were also available for certain types of training for existing staff as part of the scheme and he wanted to ensure that the school took advantage of the scheme if appropriate.</p> <p>The chair further reported that there had been a presentation about the School Improvement Project Fund and asked the Headteacher if the school would receive any funding. The Governance Support Officer reported that this year schools could access the funding by getting involved in a collaborative project with other schools. The project had to reflect certain priority areas which were identified by the City of York Council. A school could submit a proposal and become a ‘lead school’ if the project was approved.</p> <p>7.2 SEND Link Governor Report The SEND Link Governor reported that she had had a meeting with the Trust’s Special Educational Needs Coordinator (SENCO). The Link Governor reported that the meeting had been very fruitful and that she had been given suitable information and a good overview of the SENCOs work within the trust. The governors asked for the Link Governor Report to be made available. The Headteacher advised that the school received appropriate support from the SENCO to support the children’s learning. Pupil progress meetings had identified the children needing help. The Headteacher reported that the next steps were for the SENCO to be more involved in the classrooms. She noted the importance of guiding the teachers so they have a good understanding of how to make use of the support provisions within the trust.</p> <p>7.3 Governor reappointment The Governance Support Officer advised that Steve Cooke’s term as Trust Appointed Governor was due to end on 9th March 2019. Steve Cooke advised that he wished to be reappointed for a period of 4 years.</p>	<p>Next LGC Agenda</p> <p>SEND Link Gov</p>

	The Governance Support Officer would inform the trust board for final ratification of the reappointment.	Gov. Support Officer
8.	<u>HLTY Update</u> No update from the Trust Board had been received prior to the meeting.	
9.	<u>Safeguarding (standing item)</u> A Safeguarding presentation presented at a staff training day on 3 rd September 2018 was distributed with the agenda and taken as read. Unfortunately the Safeguarding Link Governor was unable to attend the meeting so no update was available.	
10.	<u>LGC Training</u> The Chair encouraged governors to complete Safeguarding training and reminded the governing committee that all governors should have undertaken appropriate training so they are aware of their responsibilities. He suggested online training by the National Governors Association or face to face training arranged by the City of York Council. The Governance Support Officer would send all governors a register of training sessions, which the governors had previously attended at the City Council. <i>[Tim Button left the meeting 5:30pm]</i>	Gov. Support Officer
11.	<u>Policy Updates</u> All policies were previously distributed and taken as read. The following policies had been amended : <ul style="list-style-type: none"> - <i>Health and Safety Statement of Intent</i> - <i>Educational Visits, Outdoor Learning and Adventurous Activities</i> The Health and Safety statement of Intent was signed by the Chair and governors unanimously readopted the Educational Visits, Outdoor Learning and Adventurous Activities Policy. The following policies were up for yearly revision: <ul style="list-style-type: none"> - <i>Safeguarding Policy</i> - <i>Child Protection Policy</i> Governors unanimously readopted the policies. The following policies were new and needed approval: <ul style="list-style-type: none"> - <i>Lone Working</i> - <i>First Aid Policy</i> Governors unanimously approved the policies. The Behaviour Policy had been amended and needed to be approved by the governors at the next LGC meeting. The Exclusions Policy was currently being finalised and needed to be approved by governors.	Next LGC agenda
12.	<u>Items / Actions for the Trust Board</u> There were no items or actions to raise with the Trust Board.	
13.	<u>Any Other Business</u> <u>13.1 Responses from the Trust Board</u> The Chair noted that the response time from the Trust to queries raised was disappointing. The Chair reported that he had previously raised a question to the Trust Board regarding the CEO	

	<p>of the Trust's salary and remuneration package. He had been advised by the Trust Board that this work was undertaken by an external advisor on behalf of the Trust Board and considered the remuneration packages of CEOs elsewhere.</p> <p>The Chair had also previously asked the Trust Board about parents with outstanding debt to the school and whether the Trust had a strategy in place to help the school recover the debt. The Trust's central team had eventually replied that they could support the development of a policy for the school, but that they could not help directly with chasing individuals. The Business Manager reported that she had continuously been chasing old parental debt. She advised that there was no new parental debt. The Headteacher advised that the best thing the school could do was to move forward and stop it from happening in the first place.</p> <p>13.2 MinutePad The Chair asked the Governance Support Officer if a Trust-wide review of the software MinutePad would take place as he was not convinced that it was user friendly. The Governance Support Officer advised that she would look into this and report back to the LGC.</p> <p>13.3 Curriculum The Deputy Headteacher reported that updates to the curriculum had been made and tabled documentation for the governors to view during the meeting. Governors were asked to provide feedback before the update was published on the school website. The Headteacher reported that the updated curriculum had been developed by the teachers and was based on the national curriculum. The curriculum had been developed as a topic based approach and the topics had been chosen together with the children. Previously the curriculum has been externally provided.</p> <p>13.4 Christmas Events The Headteacher invited governors to have a look at the school's newsletter to see the planned Christmas events. She warmly welcomed governors to attend.</p>	Gov. Support Officer
14.	<p><u>Dates of future meetings</u></p> <ul style="list-style-type: none"> * Monday 21st January 2019, 5.30pm * Monday 27th March 2019, 3.45pm * Monday 3rd June 2019, 5.30pm 	

The meeting closed at 17:43

Steve Cooke, Chair

Date

BURTON GREEN PRIMARY SCHOOL ACTION POINTS
From the Meeting of the Local Governing Committee held on 12th November 2018

	<u>Action Point</u>	<u>Item</u>	<u>Responsibility</u>	<u>Timescale</u>
1	The school to run a new staff governor election.	3.2	Headteacher	Asap
2	Provide information about how long the LGC can go on without a second parent governor.	3.2	Governance Support Officer	26 th November 2018

3	Governors to send pen portraits for school website to Admin Assistant Karen Heywood.	3.3	All Governors	Asap
4	Send training record to Business Manager	3.9	Governance Support Officer	19 th November 2018
5	Distribute Link Governor Report	7.2	SEND Link Governor	Before next LGC 21 st January 2019
6	Trust Board ratification of governor reappointment	7.3	Governance Support Officer	26 th November 2018
7	Send training record to all governors	10	Governance Support Officer	26 th November 2018
8	Provide information about trust-wide review of MinutePad	13.2	Governance Support Officer	26 th November 2018

Items for the Next Agenda:

Staff Governor Election
Pupil Premium and Sport Premium spending
Behaviour Policy
Exclusions Policy
Notes from School Improvement Working Group
School Improvement Project Fund