



**Burton Green Primary School**  
**Minutes of the Meeting of the Local Governing Committee held on**  
**21 January 2019 at 4:00pm**

<b>Present:</b>	Joan Lock Steve Cooke (Chair) Ruth Poyser Jennifer Carter-Shaw	Tom Button Ash Atherton (Headteacher) Nick O’Keefe (Vice Chair) (from 16:27) Elaine Boyes (from 17:26)
<b>In Attendance:</b>	Charlotte Smith-Lynch (Deputy Headteacher) Sarah Brownhill (Business Manager) Shan Brough-Jones (Primary School Improvement Lead – Hope Learning Trust York) Isabella Kvist-Hansen (Governance Support Officer – Clerk)	

		<b>Action</b>																																				
<b>1.</b>	<b><u>Welcome, Apologies for Absence and Declarations of Interest</u></b> The Chair welcomed everyone to the meeting. Nick O’Keefe had announced that he would be delayed. There were no declarations of interest.																																					
<b>2.</b>	<b><u>Minutes of the meeting held on 11<sup>th</sup> November 2018</u></b> The minutes and the confidential item from the previous Local Governing Committee (LGC) meeting were agreed to be a true and accurate record of the meeting and were signed by the chair.																																					
<b>3.</b>	<b><u>Action Plan and Matters Arising</u></b>																																					
	<table border="1"> <thead> <tr> <th></th> <th><b>Action</b></th> <th><b>Responsibility</b></th> <th><b>Status</b></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The School to run a new staff governor election.</td> <td>Headteacher</td> <td>Carried forward.</td> </tr> <tr> <td>2.</td> <td>Provide information about how long the LGC can go on without a second parent governor.</td> <td>Governance Support Officer</td> <td>Completed. School to run new election.</td> </tr> <tr> <td>3.</td> <td>Governors to send pen portraits for the school website to Admin Assistant Karen Heywood.</td> <td>All Governors</td> <td>Carried forward.</td> </tr> <tr> <td>4.</td> <td>Send training record to Business Manager</td> <td>Governance Support Officer</td> <td>Completed.</td> </tr> <tr> <td>5.</td> <td>Distribute Link Governor Report</td> <td>SEND Link Governor</td> <td>Topic for this discussion on agenda for this meeting.</td> </tr> <tr> <td>6.</td> <td>Trust Board ratification of governor reappointment</td> <td>Governance Support Officer</td> <td>Completed.</td> </tr> <tr> <td>7.</td> <td>Send training record to all governors</td> <td>Governance Support Officer</td> <td>Completed. Agreed to resend.</td> </tr> <tr> <td>8.</td> <td>Provide information about trust-wide review of MinutePad.</td> <td>Governance Support Officer</td> <td>Completed. Training session provided for governors prior to this meeting.</td> </tr> </tbody> </table>		<b>Action</b>	<b>Responsibility</b>	<b>Status</b>	1.	The School to run a new staff governor election.	Headteacher	Carried forward.	2.	Provide information about how long the LGC can go on without a second parent governor.	Governance Support Officer	Completed. School to run new election.	3.	Governors to send pen portraits for the school website to Admin Assistant Karen Heywood.	All Governors	Carried forward.	4.	Send training record to Business Manager	Governance Support Officer	Completed.	5.	Distribute Link Governor Report	SEND Link Governor	Topic for this discussion on agenda for this meeting.	6.	Trust Board ratification of governor reappointment	Governance Support Officer	Completed.	7.	Send training record to all governors	Governance Support Officer	Completed. Agreed to resend.	8.	Provide information about trust-wide review of MinutePad.	Governance Support Officer	Completed. Training session provided for governors prior to this meeting.	<p align="center"><b>Headteacher</b></p> <p align="center"><b>Headteacher</b></p> <p align="center"><b>Clerk</b></p>
	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>																																			
1.	The School to run a new staff governor election.	Headteacher	Carried forward.																																			
2.	Provide information about how long the LGC can go on without a second parent governor.	Governance Support Officer	Completed. School to run new election.																																			
3.	Governors to send pen portraits for the school website to Admin Assistant Karen Heywood.	All Governors	Carried forward.																																			
4.	Send training record to Business Manager	Governance Support Officer	Completed.																																			
5.	Distribute Link Governor Report	SEND Link Governor	Topic for this discussion on agenda for this meeting.																																			
6.	Trust Board ratification of governor reappointment	Governance Support Officer	Completed.																																			
7.	Send training record to all governors	Governance Support Officer	Completed. Agreed to resend.																																			
8.	Provide information about trust-wide review of MinutePad.	Governance Support Officer	Completed. Training session provided for governors prior to this meeting.																																			

	<p><i>(Nick O’Keefe joined the meeting at 16:27)</i></p> <p><b>The Chair asked when information about Pupil Premium (PP) and the strategy in place would be published on the school’s website.</b> The Headteacher reported that this work was currently being finalised by herself and the Deputy Headteacher. She advised that the information would be ready for publication on the school’s website the following week.</p> <p><b>A Governor asked if there was any news regarding Butterflies.</b> The Business Manager reported that the Trust’s Central Team was leading on the case and that documentation had been sent to the Department for Education.</p>	
4.	<p><b><u>Resources (Overseeing Financial Performance)</u></b> The Budget Monitoring Reports for period 2 and period 3 were distributed with the agenda. The Chair invited questions from Governors.</p> <p><b>A Governor asked about the Special Educational Needs (SEN) funding.</b> The Business Manager reported that there were fewer children receiving SEN funding than had initially been budgeted for. The same was the case for PP eligible children.</p> <p><b>The Chair noted overspending on the cleaning contract and asked if it would go out for new quotes.</b> The Business Manager reported that the contract had last been renewed in 2014 and was up for renewal in April this year. She advised that she had been looking at ways of saving in the range of £4000 before renewing the contract. She further advised that the cleaning contract might eventually go central to the Trust. The Chair noted that a central Trust-wide contract could be beneficial. The Headteacher added that she was very satisfied with the cleaners and that their standards were high. She expressed concerns that the quality of the cleaning could go down if it was contracted to another company at a lower price. She emphasised that renewing the contract with the current company and including the suggested savings was the best way forward.</p> <p><b>The Chair noted the capital expenditure of around £9100 and asked if further spending was planned.</b> The Headteacher reported that the school would benefit from buying iPads to improve the quality of teaching. She advised that it was estimated that the school would receive around £9000 for capital projects, as a result of the extra funding for school included in the Chancellor’s budget. The Headteacher was currently liaising with the Trust’s Chief Operational Officer and the Financial Manager about utilising the funding for buying iPads.</p> <p><b>A Governor noted overspending on Educational Supplies and Services and asked if the budget had been set too low and whether the overspending would be ongoing.</b> The Business Manager advised that she had received a more up to date budget monitoring report from the Financial Manager and that they would look further into this.</p> <p>The Headteacher reported that she had inherited the current budget when she joined the school. She advised that going forward, changes would be made to the budget and that she would liaise with the Financial Manager about planning and setting the new budget. She noted that school budgets were difficult to set and changed over the course of the year.</p> <p>The Headteacher reported that staffing was currently stable. The Children and Family Worker did not need to be replaced as the work had been allocated to current members of staff. She advised that everyone was managing the allocated work well.</p> <p><b>The Chair asked the Headteacher what she would like to do, if she did not have to take the</b></p>	

	<p><b>budget into consideration.</b></p> <p>The Headteacher reported that the main thing was the iPads which would really support PP students and could be used for interventions. She added that she would also like to improve the school's outdoor areas.</p> <p><b>The Chair noted that impressive £800 had been raised at the Christmas Fair.</b></p> <p>The Business Manager reported that the costs had been kept down and had resulted in more money being raised. A Governor reported that she had attended the Christmas Fair and that it had been a big success and enjoyed by children and parents alike.</p> <p>The Headteacher added that the school was planning an Easter Fair based on the positive outcomes of the Christmas Fair.</p> <p>A Governor suggested that a bid for funding could be submitted to the Clifton Residents' Association.</p> <p>The Chair suggested that if funding was received, it could be used for improving the outdoor areas.</p> <p>Governors agreed that this would be a good idea and that they needed to keep applying for funding through the association and to any other available sources of funding.</p> <p><b>4.1 Salvation Army Lettings</b></p> <p>The Business Manager reported that Salvation Army had been letting rooms at the school since March 2015. She advised that there had been no increase in the letting cost and recommended that the price should be increased by 5% from 1<sup>st</sup> March 2019.</p> <p><b>A Governor asked if it was a risk that they would no longer let the rooms if the price was increased.</b></p> <p>The Business Manager reported that she did not see this as a big risk. She advised that the letting was not permanent and would cease when their new building was ready.</p> <p>The Chair said that the 5% increase sounded reasonable to him and noted that they would need to be planning for when Salvation Army ended the letting agreement.</p> <p><b>Governors agreed to the proposal of increasing the letting by 5%.</b></p>	<b>Agenda</b>
5.	<p><b><u>Headteacher's Report</u></b></p> <p>The report was distributed with the agenda. The Chair invited questions from Governors.</p> <p><b>5.1 SEN and PP children</b></p> <p><b>A Governor asked to receive more information about SEN children.</b></p> <p>The Headteacher reported that she and the Deputy Headteacher had previously been working on Attendance as well as Teaching and Learning and was currently focusing on SEN and PP children. The Headteacher advised that they were creating documents that showed interventions, funding and the level of needs identified. She added that they needed to make sure that all children were getting the level of support they required and explained that a lot of work had gone into unpicking which children were on the PP and SEN registers. She highlighted the importance of having good teaching throughout the school as well as parental engagement to support these children.</p> <p>The Primary School Improvement Lead noted the importance of interventions and additional support for children with additional needs. She highlighted the importance of empowering teachers to provide the needed support.</p> <p>The Headteacher reported that all teachers had been involved in unpicking data and that all children in the school had been discussed to make sure that the interventions were detailed for each individual child. The Headteacher advised that it was a changing school and that she now</p>	

felt secure that she knew every detail of the school. She added that previously teachers had not always been able to identify the SEN and PP eligible children.

**A Governor asked if the Headteacher believed that SEN children had gone unidentified within the school.**

The Headteacher reported that quiet SEN children could have been missed. She advised that they were helping staff to get the right experience to support children and identifying needs for interventions.

The Primary School Improvement Lead highlighted that Teaching Assistants (TAs) needed to be up-skilled to do interventions. Short intense 6 weeks interventions could be useful but the TAs needed to be able to successfully deliver these.

The Headteacher added that they were up-skilling TAs and that evidence of good interventions was shared amongst the teachers.

**A Governor noted that SEN children needed more time and resources and asked how this was reflected in the Headteacher's and the teachers' time.**

The Headteacher reported that it was the school's priority that these children got the support they needed to close the gap between them and their peers.

**A Governor asked about the walking bus project to improve attendance.**

The Headteacher reported that attendance was now at 96%. She advised that the walking bus would not be needed because it was only a few families that needed extra help. The Headteacher advised that parental engagement was important and that parents needed to know that the school was there to support them. She added that it was good for her to meet the parents at the school gate and that the parents needed to be made aware of the impact that poor attendance had on their child's learning.

**5.2 Pupil Performance**

The performance data 2018 was distributed with the agenda.

**A Governor asked if the children were making good progress.**

The Headteacher reported that the end of year results would be in line with last year's results. She advised that Early Year results would be improved and that they now identified children earlier to put interventions in place. She added that they knew every single child and their potentials. She reported that the data showed good results overall but that she had concerns about the current Year 4 cohort. She advised that they had identified two reasons for the cohort underachieving; first, the nature of the cohort and second, quality of teaching. Year 3 had been challenging for these children and they needed support to catch up. She advised that TAs competences were being allocated to provide the best possible support.

The Primary School Improvement Lead asked if these children were being monitored closely.

The Headteacher reported that they were a topic for every Senior Leadership Team meeting and assured that the children were given all the support the school could provide.

**A Governor asked if the previous Year 3 teachers were aware that their teaching had not been adequate.**

The Headteacher advised that these teachers were no longer at the school.

The Deputy Headteacher explained the dataset in details for the Governors.

The Primary School Improvement Lead suggested that the school's targets could be updated as new data was captured. This was noted by the Headteacher and the Deputy Headteacher.

**A Governor asked how the Year 6 cohort was doing and if additional support was needed, as extra support for Year 6 had been in place the previous year.**

	<p>The Deputy Headteacher reported that teachers had flagged up maths as a concern. The Headteacher added that the Year 6 cohort received support from an experienced TA. She added that staff was passionate and that the school now had strong TAs.</p> <p><b>5.3 School Development Plan (SDP)</b>  <b>The Chair asked about the SDP and who had decided on the big themes in the plan, the school or the Trust.</b></p> <p>The Headteacher reported that they came from issues identified the previous year. She advised that they were now at the next level and needed to choose the next big themes. She added that one of the next steps was to attract children in the community to the school to keep the numbers up.</p> <p><b>5.4 Teaching and Learning Review</b>  Governors noted the visit report which was distributed with the agenda.</p> <p>The Primary School Improvement Lead had undertaken the review as an Independent Education Consultant. She advised that she had gone through the recommendations in the report together with the Headteacher and the Chair of Governors and that the aim was to help with setting the direction going forward. She advised that it was a monitoring visit related to YSAB funding and that additional visits were planned during the spring and summer periods.</p> <p><i>(Elaine Boyes joined the meeting at 17:26)</i></p>	<p>Agenda</p>
<p>6.</p>	<p><b><u>Standards (Holding the Principal to Account)</u></b></p> <p><b>6.1 Update from School Improvement Working Group</b>  The Vice Chair reported that the group had discussed using data as a way of identifying children with special needs.  The Headteacher added that more details on SEN and PP children would follow on the next LGC meeting when the work had been finalised.</p> <p><b>6.2 School Improvement Project Fund (SIPF)</b>  Governors noted the presentation from the Termly Workshop on 19<sup>th</sup> September 2018, which was distributed with the agenda as reference.</p> <p>The Primary School Improvement Lead suggested that the school could contact Sarah Clarke, The Director of Ebor-Hope Teaching Schools Alliance, to see if she had more information about whether other schools from the Trust were participating in projects funded by the SIPF.</p>	<p>Agenda</p>
<p>7.</p>	<p><b><u>Local Governing Committee Strategic Direction</u></b></p> <p><b>7.1 Chair's Report</b>  The Chair reminded Governors of the importance of asking questions to the information presented in the Headteacher's report. He added that it was also important that Governors asked questions based on the observations they made when visiting the school as Link Governors. Governors should always ask themselves if their picture of the school matched with what was provided in the report. The Chair strongly encouraged Governors to submit their Link Governors Reports so they could be shared within the LGC.  He encouraged Governors to keep updated on training opportunities and book onto relevant training either face-to-face sessions or online courses.</p> <p>The Chair stressed that that Governors needed to be confident in their knowledge of the school in order to answer potential questions, should an Ofsted inspection take place.</p> <p>The Chair encouraged Governors to consider what impact they had as the Governing Committee</p>	

	<p>and what would be different if they were not there.</p> <p>The Primary School Improvement Lead added that self-evaluation as a Governing Body was crucial. She added that it was important for Governors to understand the triangular relationship between external information such as external reviews and audits, internal information provided by the school and the Governing Body's own findings.</p> <p>The Chair reminded Governors to complete and return Skills Audit forms and other documents sent out by the Clerk to Governors. It should not be necessary for the Clerk to send out reminders to chase up the documents.</p>	<b>Agenda</b>
<b>8.</b>	<p><b><u>HLTY Update</u></b></p> <p>Governors noted the update from the Board of Trustees which had been distributed with the agenda.</p> <p><b>The Chair asked if the Governance Review of the Trust had taken place.</b></p> <p>The Primary School Improvement Lead reported that the review had taken place the previous week and that the LGCs would be informed of the outcome at a later stage.</p>	
<b>9.</b>	<p><b><u>Safeguarding (standing item)</u></b></p> <p>The Headteacher reported that she was the Safeguarding Lead in the school and that the Deputy Headteacher was Deputy Safeguarding Lead. She advised that she had participated in training at City of York Council.</p> <p>She reported that a Safeguarding Audit would take place at the end of January 2019.</p> <p>The Business Manager reminded Governors that everyone had to complete safeguarding training and send her proof when the training was completed.</p> <p>She advised that the Vice Chair that he needed to do a review as the Safeguarding Link Governor.</p>	<p><b>All Governors</b></p> <p><b>Vice Chair</b></p>
<b>10.</b>	<p><b><u>LGC Training</u></b></p> <p>Covered under item 7. and 9.</p>	
<b>11.</b>	<p><b><u>Policy Updates</u></b></p> <p><b>11.1 Attendance Policy</b></p> <p>The policy was distributed with the agenda and taken as read. <b>Governors unanimously approved the Attendance Policy.</b></p> <p><b>11.2 Equality policy</b></p> <p>The policy was distributed with the agenda and taken as read. <b>Governors unanimously approved the Equality Policy.</b></p> <p><b>11.3 Behaviour &amp; Exclusions policy</b></p> <p>The policy was distributed with the agenda and taken as read. <b>A Governor noted that the paragraph on 'Drug Related Exclusions' seemed to be aimed at secondary schools and further that the paragraph referred to a 'Drugs Policy' and asked whether the school had such a policy in place. He advised that this paragraph would benefit from being reformulated.</b></p> <p>The Business Manager and the Headteacher noted the feedback and agreed to reformulate the paragraph.</p> <p><b>A Governor suggested that the part on 'red' behaviour should take SEN children into consideration.</b></p> <p>The Primary School Improvement Lead added that the policy could include a line about reasonable behaviour adjustment for SEN children.</p>	<p><b>Headteacher/ Business Manager</b></p> <p><b>Headteacher/ Business</b></p>

	The Headteacher agreed to include a line about SEN children. <b>Governors approved the policy with the above mentioned amendments.</b>	<b>Manager</b>
<b>12.</b>	<b><u>Items / Actions for the Trust Board</u></b> Governors would like to receive information about what support the Trust's Central Team is providing to schools to promote and make the most of the Apprenticeship Levy scheme. Governors would further like to receive details about funding already agreed across the Trust and the purpose of the funding.	
<b>13.</b>	<b><u>Any Other Business</u></b>  <b>13.1 LGC Minutes on school's website</b> The Chair had noted that the minutes currently shown on the school's website were from the previous academic year. He advised that it was considered best practice to publish the minutes on the website but not a requirement. The Clerk to Governors added that the minutes had to be made available upon request.  Governors discussed whether it was beneficial to publish the minutes or if it could just be stated on the website that minutes were available if requested.  The Headteacher advised that she preferred to follow what was consider best practice. The Business Manager added that it was not very time consuming to upload the minutes and agreed that LGC minutes from the current and previous academic years would be published on the school's website.	
<b>14.</b>	<b><u>Dates of future meetings</u></b> Monday 25th March 2019 3:45pm Monday 3rd June 2019 5:30pm	

*The meeting closed at 17:57*

\_\_\_\_\_  
Chair of Governors, Steve Cooke

\_\_\_\_\_  
Date

**BURTON GREEN PRIMARY SCHOOL ACTION POINTS**  
**From the Meeting of the Local Governing Committee held on 21<sup>st</sup> January 2019**

	<b><u>Action Point</u></b>	<b><u>Item</u></b>	<b><u>Responsibility</u></b>	<b><u>Timescale</u></b>
<b>1</b>	Staff Governor election	3.1	Headteacher	Before LGC meeting 25 <sup>th</sup> March 2019
<b>2</b>	Parent Governor election	3.2	Headteacher	Before LGC meeting 25 <sup>th</sup> March 2019
<b>3</b>	Send Governor training record	3.7	Clerk	28/01/2019
<b>4</b>	Complete safeguarding training (CYC or NGA) and send proof to Sarah Brownhill.	9	All Governors	ASAP
<b>5</b>	Safeguarding Link Governor review	9	Vice Chair	ASAP

6	Update Behaviour & Exclusion Policy according to Governor suggestions	11.3	Headteacher/ Business Manager	ASAP
---	---	------	----------------------------------	------

**Items for the Next Agenda:**

Salvation Army Lettings

School Development Plan

SEN and PP update

Impact of the Governing Committee/ Self-evaluation