



**Baldwins Hill Primary School**

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**Local Governing Body (LGB) Meeting Minutes**

**Wednesday 12<sup>th</sup> July 2023 8.00am – Baldwins Hill Primary School**

**PRESENT**

**Governors:** Scott Gibbons - **SG** (Chair)  
Jenny Dabell - **JD**  
Victoria Chilman – **VC** - Virtual  
Marcia Goodwin – **MG**  
Elizabeth Woodward – **EW** (Vice Chair)  
Laura Morton - **LM**

**Clerk:** Tabetha Jenkins – **TJ**

<b>Item.</b>	<b>Agenda Item</b>
1	<b>Welcome &amp; Apologies</b> - Meeting started at 8am
1.1	<b>Apologies</b> - Catherine Carter – <b>CC</b>
2	<b>Declarations of Interest</b> None identified.
3	<b>Review of Last Minutes &amp; Action Points</b> Minutes agreed and signed by Chair.
3.1	Actions – updated.

4	<b>Safeguarding</b>
4.1	MG advised that the Single Central Record was up to date when she checked in May 2023.
4.2	MG is concerned regarding the changes that the Trust are proposing to the Single Central Record and has contacted the Director of Operations for the Trust regarding finding out the rationale for these changes.
4.3	JD will contact AR and ask her to contact MG also to include EW in all correspondence in her role as Safeguarding Lead.
4.4	MG asked whether the holiday club will be running again this year, JD confirmed that it was. JD to verify all relevant safeguarding checks done.
4.5	JD updated the LGB on current suspensions and that she is currently compiling the Summer Head Teacher's Report which will have more detail on safeguarding. JD to clarify accuracy of attendance data pulling through from MIS. She explained that the EWO felt that attendance at the school is strong and continues to support the school where it needs focus - including with persistent absentees.
4.6	The LGB had a discussion around holiday requests. JD explained that it was very unusual that she would be able to authorise requests for absence (exceptional circumstances as per policy) – and sometimes parents question the decision. JD assured the LGB that she looks at each case individually and takes a number of factors into consideration before a final decision is made.
4.7	Discussions were had regarding how important this time of year is regarding transitioning to new classes or new schools. JD confirmed that in the June school newsletter there was a section on taking holidays in school time. She also confirmed that in September the Attendance Policy will be sent out.

5	<b>SIP Updates</b>
5.1	SG – The Head Teacher appraisal booklet is now out.
5.2	SG asked whether he needed to complete a report every time he came into school. It was decided that only monitoring visits need to be reported.
5.3	VC stated that she attended some of the school events, e.g., sports day, Year 6 end of year show and felt that it would be beneficial to write up a report on the standard of behaviour etc, this was thought to be a good idea.
5.4	It was decided that TJ be copied in on school newsletters so that she can add it to Governor Hub for the governors to be aware of upcoming school events. MG add that it would be nice if for some events the governors were invited by the school. JD to bring this up at the next staff briefing.
5.5	LW – Has met with NG virtually and will have a P & C meeting before the end of term.
5.6	MG – assessment due early next term
5.7	Governor reports were discussed and the importance of getting these completed and sent to the Clerk was reiterated. Governors should meet with their spotlight lead and write a report once a term as a minimum.
5.8	LM confirmed that next term she will be Lead Practitioner for the Trust rather than a member of school staff; a discussion was held regarding whether she can remain as a Staff Governor, it was felt there would probably need to be a new staff governor if she was only going to be in school 1 day a fortnight. TJ to find out the job description for a Staff Governor.
5.9	JD advised that from September SM will be working 2 days in class and 2 days in leadership role and that LM will train her up as the Maths lead.
5.10	Governors asked whether there would sufficient DSL cover without LM onsite on a Friday. JD to investigate and report back at next LGB.
5.11	VC will send in report as soon as possible.

6	<b>Headteacher's Update</b>
6.1	JD is currently compiling the Summer Head Teacher's Report which she will share at the next meeting.
6.2	JD gave an overview of the SATS results which she was pleased about. Full details will be in the Summer Head Teacher's Report at the next meeting.
6.3	Staffing was discussed- JD reported that: – 2 x new full-time teachers and 1 experienced teacher coming over from Halsford Park to teach 1 day a week in Year 6.
6.4	Sports Premium has been completed.
6.5	JD explained that the school had a peer review by Trust senior leaders in June which was focused on what the school experience was like for disadvantaged pupils. Further details will be in the Summer Head Teacher's Report at the next meeting.
6.6	JD reported that the Local Authority Advisor visited. JD asked him to specifically focus on the school's writing strategy. His report confirmed that the strategy was in place, however clarity is required regarding the sequence of teaching steps. As a result of this, it will be a main focus on the School Improvement plan in the coming year, including staff CPD.
7	<b>Governor Recruitment</b>
7.1	SG explained this is ongoing and there is currently 1 applicant.
7.2	VC will review the Halsford Park Governor Recruitment poster and amend where necessary.
8	<b>AOB</b>
8.1	Policies – Discussion on what policies need to be ratified as the policy spreadsheet showed that many were out of date. It was felt that the spreadsheet was slightly incorrect, so TJ will check and update where necessary.
8.2	JD to send all Statutory policies that need to be ratified to TJ by Monday 17 <sup>th</sup> July 2023. All need to be ratified by Wednesday 19 <sup>th</sup> July 2023. Once ratified TJ to send to office to be added to website.
8.3	SG to check whether DoIs and Governor Attendance need to be added to the school website.
8.4	Discussion on how many governors should be on the LGB – MG to investigate.
	<b>Meeting Closed at 09:30</b> <b>NEXT MEETING 26<sup>th</sup> September 8am</b>

## ACTIONS

Action No:	Action	Responsible	Completed by
03-23	Send out letter to parents	SG/JD	14/07/23
08-23	Check which policies need to be ratified.	TJ	ASAP
09-23	Speak to Glenn re parents being advised about the Trust merger and write a letter to parents.	SG/JD	ASAP
10-23	Send letter to staff re Ofsted	SG	ASAP
13-23	Complete Governor Skills Audit	ALL	31/7/23
15-23	Next Meeting Dates	TJ	31/7/23
16-23	Add Staffing to Agenda	TJ	Next Meeting
17-23	Contact Anita Russell re Single Central Record	JD	14/7/23
18-23	Check details of holiday club	JD	ASAP
19-23	Speak to EWO about data reliability	JD	ASAP
20-23	Ensure governors are informed of any events that impact the school	JD /SG	Ongoing
21-23	Ask office to send TJ a copy of each newsletter	JD	ASAP
22-23	Speak to staff about inviting governors to key school events	JD	ASAP
23-23	Role of Staff Governor	TJ	ASAP
24-23	VC look at recruitment poster	VC	ASAP
25-23	Update policy spreadsheet	TJ	ASAP
26-23	Send TJ policies to add to Governor Hub for all to check and send via email to all.	JD /ALL	17/7/23
27-23	Once ratified policies to be sent to school office to be added to website	TJ	19/7/23
28-23	Check if Dols and Governor attendance need to be on school website	SG	ASAP
29-23	Number of governors on LGB	MG	Next Meeting