



Baldwins Hill Primary School
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Local Governing Body (LGB) Meeting Minutes

Wednesday 17th May 2023 8.15am – Baldwins Hill Primary School

PRESENT

Governors: Scott Gibbons - **SG** (Chair)
 Jenny Dabell - **JD**
 Catherine Carter – **CC (Virtual)**
 Victoria Chilman – **VC (Virtual)**
 Elizabeth Woodward – **EW** (Vice Chair)

Clerk: Tabetha Jenkins - **TJ**

Apologies: Marcia Goodwin – **MG**

Item.	Agenda Item
1	Welcome & Apologies - Meeting started at 8am. CC and VC attended via a virtual link
2	Declarations of Interest None identified.
3	Review of Last Minutes & Action Points All governors agreed the minutes of the last meeting (17.03.23) which were duly signed by the Chair.
4	Governor Skills Audit Due to the recent demerger from Halsford Park this will need to be completed. TJ to send relevant paperwork to all Governors and find out where it needs to be stored when completed
5	Safeguarding EW and JD have met and gone through all the safeguarding reports and discussed all the relevant processes that are in place regarding safeguarding issues. All is covered in more depth in the Head Teacher’s report.
6	SIP Updates
6.1	LW has had a met with the SAFs Lead and had a discussion on the SMART targets for ILP. Bell Foundation Assessment (where there is gaps in learning) is being used for EAL learners. Baldwins Hill and Halsford Park staff are working together on this.
6.2	JD advised that at the last meeting she advised that there would be a new Pupil Premium Champion this has now changed and the existing one is remaining, however, she has allocated a Teaching Assistant to them to assist.

6.3	Attendance for PPC is being checked by EWOL
6.4	Staff are preparing to submit for a Dyslexia and Dyscalculia Award.
6.5	Leadership – Trust has reached out to Governors to see if anyone would be interested in reviewing how Head teachers’ appraisals are being completed. Please let SG know if you are interested.
7	Headteacher’s Report
7.1	The Leadership Team and Staff main focus will be on writing as the data has been low for a long time, Covid has not helped.
7.2	The Leadership Team has gone through many changes this year, hopefully things will now stabilise.
7.3	JD wanted to recognise the amazing job that Laura Morton had done in stepping in for Sarah Murrell.
7.4	Attendance is in a good position, however, JD is aware that numbers may go down during the Summer Term. Low attendance is constantly checked and letters will go out to all parents who do not have a valid reason for keeping their child off school.
7.5	A discussion was had on children who are on a reduced timetable due to mental / welfare issues as these have an impact on attendance figures. JD advised that if the situation is ongoing they are looking for alternative solutions for these students i.e more appropriate schools.
7.6	The SIP for the summer will need to be amended due to the demerger with Halsford Park, this is in process and will be available soon.
8	Meeting Dates SG will look at next week and advise.
9	A.O.B
9.1	Add staffing to next agenda
9.2	Governors would like to thank Mr Barrett for his hard work.
	Meeting Closed at 9:00 NEXT MEETING 12 July 2023 8am

ACTIONS

Action No:	Action	Responsible	Completed by
03-23	Send out letter to parents	SG/JD	ASAP
04-23	Produce a simple document explaining Behaviour Hub	SM	ASAP
05-23	Produce Leadership Structure – completed in part will need to be updated	JD	
07-23	Amend Anti Bullying Policy	TJ	ASAP
08-23	Check which policies need to be ratified.	TJ	ASAP
12-23	Send TJ Duncan's report	JD	ASAP
13-23	Send out Governor Skills Audit and find out where to store when completed	TJ	ASAP
14-23	Let SG know if interested in reviewing Head Teacher Appraisals	ALL	ASAP
15-23	Next Meeting Dates	SG	ASAP
16-23	Add Staffing to next agenda	TJ	

