



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

Tuesday 18th April 2023 8.00am – Baldwins Hill Primary School

PRESENT

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

Present: Sarah Murrell – **SM** – **Deputy Headteacher**

Clerk: Tabetha Jenkins - **TJ**

Apologies: Laura Morton - **LM**

Item.	Agenda Item
1	Welcome & Apologies - Meeting started at 8am Chaired initially by TJ.
1.1	Introductions were made for the benefit of new Clerk (TJ) and JD thanked all for attending the first meeting since the demerger of the LGB.
2	Declarations of Interest None identified.
3	Ratification of Chair and Vice Chair
3.1	As this is the first independent LGB meeting for Baldwins Hill, the Chair and Vice Chair were unanimously re-appointed, and SG took over the Chair role. Chair proposed by VC and seconded by MG. Vice Chair proposed by EW and seconded by VC.
4	Review of Last Minutes & Action Points
4.1	All governors agreed the minutes of the last meeting (18.01.23) which were duly signed by the Chair (SG).
4.2	All previous Action Points completed, TJ to start new Action List.
5	The Behaviour Hub is a 1-2 Year DFE-funded programme starting with Baldwins Hill as the participating school. We decided to apply for a place as our philosophy and aspirations around behaviour fit well with the programme. It has been designed to support schools to create a culture that establishes positive,

	<p>safe and calm environments where everyone in the community is treated and treats others with dignity.</p> <p>Whilst Ofsted recognised our behaviour was good, we know there is always room for improvement. Our aim is to create consistency so that our children have the same messages, language and expectations, no matter who they speak to. The predictability will ensure they always know what the expectation is and they will be taught what these behaviours look like, linked with our Core Values and Community Expectations. We have started creating 'scripts' to uniform our transition times so that they are all taught how to move around school and, where they have been trialled, we are already seeing calmer learning environments with adults and children reporting a positive change</p>
6	<p>Safeguarding</p> <p>6.1 EW and JD have a meeting later this week.</p> <p>6.2 JD advised that attendance is now 94.2% - question regarding National Average JD to investigate this further. JD advised that there may be an issue with the data for MIS, she is having to ensure that the data is correctly manually entered on to Arbor.</p> <p>As EW is resigning there will need to be a new Safeguarding Governor, MG agreed to take over in the interim.</p> <p>Governors were informed about the processes in place for families who relocate for safeguarding purposes so that children are not disadvantaged in any way. There are now no further concerns and they have now been taken off Baldwins Hill roll.</p> <p>Analysis of the Child Protection Monitoring System will be discussed further in the Headteacher's Spring Term Report.</p>
7	<p>SIP Updates</p> <p>MG – Assessment for learning visit. SG asked what support to the teachers get for regarding writing. English Champions, LM is the lead practitioner on areas of need. ECT (Early Career Teacher) gets extra support, all staff support each other.</p> <p>Coming out of Covid writing has suffered this is a national issue.</p> <p>There is a new disadvantaged children champion and support staff are now part of the SAF team. EW/MG will link in with them.</p> <p>VC needs to set up a meeting with the relevant leaders – to go through Pedagogy and the Curriculum (teaching and how you learn).</p> <p>Discussion on lesson planning with Halsford Park is ongoing, however, all staff plan separately but learn from and support each other.</p>
8	<p>Headteacher's Report</p> <p>8.1 JD advised that there has been a coding issue when inputting data onto Arbor, this is mainly due Covid codes changing, but has now been resolved.</p> <p>8.2 JD shared the headlines about the Spring Assessment data, highlighting the</p>

	subjects where progress had been made between Autumn and Spring data captures, and alerting LGB to areas of concern to be addressed. Further analysis will be shared with MG at the next Assessment meeting.
9	Anti-Bullying Policy TJ to make minor amendments and then to add to Governor Hub. TJ to ask Michelle which policies need to be ratified and to put on to Governor Hub.
10	Dates for next meeting Next meeting 17 th May at 8am MG cannot attend but could do via Zoom/Teams. Need to have one in July probably week commencing 20 th July. Discussion on whether we could mix up the times.
11	AOB
11.1	EW advised that after 11 years on the LGB she will be resigning at the end of the school year. JD thanked her for all her hard work and SG will inform Trust CEO. SG asked all if they would like to think about standing for Vice Chair.
11.2	SG lead a discussion regarding recruiting more Governors. SG and JD to meet to discuss further. Discussion on various options available including contacting local secondary schools, the local Lions, posters put up in town (library). Need to send out letter to parents. TJ to look for last letter that was sent.
11.3	MG commented on the communication with parents re the Trust merger. A letter has been sent out to parents.
11.4	JD advised that 22 places have been given to new reception starters for September 2023 – of these 20 were 1 st choice.
11.5	SG asked whether a letter could be sent to staff from Governors thanking them for their hard work regarding Ofsted – agreed.
11.6	JD asked if Governors would like to come in and observe SATs w/c 9 th May. Yes, Governors to confirm with JD which days.
11.7	JD – Duncan had visited recently, JD to send report to TJ.
11.8	JD advised there is a change in the school's leadership team. SM is now back teaching 2 days and 2 days in leadership. LM is stepping down.
11.9	LW – new full-time teacher has been recruited for September (not an ECT)
11.10	JD confirmed that the last day for teacher resignation is 31/5/2023.
11.11	SG asked TJ to send him letterhead.
	Meeting Closed at 10:00 NEXT MEETING Wednesday 17th May 2023 – 08:00



Action No:	Action	Responsible	Completed by
01-23	SG to write to Glenn re EW resignation	EW	ASAP
02-23	SG and JD to meet to discuss recruitment	SG/JD	ASAP
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	JD	17/5/23
06-23	Confirm National Average for Attendance and send attendance report to TJ	JD	ASAP
07-23	Amend Anti Bullying Policy	TJ	ASAP
08-23	Check which policies need to be ratified.	TJ	ASAP
09-23	SG to discuss with Trust CEO re merger and communication to parents.	SG	ASAP
10-23	Send letter to staff re Ofsted	SG	ASAP
11-23	Advise JD which days coming in to observe SATs	ALL	ASAP
12-23	Send TJ Duncan's report	JD	ASAP
13-23	Send letterhead to SG	TJ	ASAP

