



Baldwins Hill Primary School

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Local Governing Body (LGB) Meeting Minutes

Tuesday 28th November 2023 8.00am – Baldwins Hill Primary School

PRESENT

- Governors:** Scott Gibbons (Chair) – **SG**
Marcia Goodwin – **MG**
Chris Tomsett – **CT**
Victoria Chilman – **VC**
Lizzie Woodward – **LW**
Jen Dabell (Headteacher) - **JD**
Laura Morton - **LM**

- In attendance:** Michelle Brooks – **MB**
Louise Keen (Clerk) – **LK**
Nick Gedye (Disadvantaged Champion) - **NG**

<p><u>Ground Rules</u> Honest Respect challenge Solution focused Focus on agenda items Governor voice not Parent voice</p>

Item.	Agenda Item	Action
1	<p>Apologies for Absence and declarations of interest Apologies were received and accepted from Catherine Carter.</p> <p>The Local Governing Body elected Scott Gibbons to the role of Chair and Lizzie Woodward to the role of Vice Chair for the academic year 2023/24.</p>	
2	<p>Headteacher Update The headteacher advised a teacher has resigned from year 3. Long term supply has been arranged to cover the class. A very passionate Early Careers Teacher (ECT) was found who will be moving from a temporary to permanent appointment in January. JD will act as ECT Mentor and LM will act as Induction Coordinator. Parents will be informed in January 2024.</p> <p>A new Midday Meals Supervisor has been appointed and JD advised that the school are looking to appoint another.</p> <p>Mark Bulford, Premises Manager from Blackwell School has been successfully appointed to Trust Premises Manager on a 1 year fixed term contract. JD reported that the school have already benefited from his support.</p> <p>The Local Authority Advisor Report has highlighted successes in the use of The Behaviour Hub.</p> <p>Area of focus for the school remains vocabulary. The School Improvement Plan (SIP) has a focus on Writing. This links well with an additional focus on vocabulary.</p> <p>Governors noted that they could see a cohesive plan coming together and that it was very positive to have this recognised by an external source.</p> <p>JD informed governors that next year is the school's 150th birthday. The school will look to do something to celebrate this milestone.</p>	

	<p>JD confirmed that Governors have now been added to the distribution list for the school newsletter.</p> <p>All governors have now been given a login to utilise The Key.</p>	
3	<p>Chairs Update</p> <p>SG advised that he will be meeting with JD following the meeting for a catch up. This has not happened yet due to SG's work commitments.</p> <p>SG reported that he felt the Trust Governance Conference was very useful and well managed. Governors all noted the benefit of sharing best practice across the Trust.</p> <p>SG spoke about the possibility of a Member attending an LGB meeting. SG to follow up with Glenn Livingstone.</p> <p>SG will share the minutes from the Chairs and CEO meeting with the rest of the LGB.</p>	SG
4	<p>Board Business</p> <p>Governors identified one change to be made to the minutes from the LGB on 26.09.23. Under agenda item 6 – Policies, it needs to be made clear which policies were agreed as currently no reference is made to the Safeguarding Policy.</p> <p>All governors agreed the minutes of the last meeting pending the change under section 6 (26.09.23) which will be signed by the Chair (SG) once the amendment has been made.</p> <p>Actions</p> <ul style="list-style-type: none"> • Policies to be added as a standing agenda item. LK to work with MB, JD and SG to update plans for monitoring policies. 	MB, JD, SG, LK
5	<p>Safeguarding</p> <p>LW informed the governors that she had recently met with JD. They had talked through the NSPCC Safeguarding Audit tool from the previous year to reassess.</p> <p>LW carried out a Single Central Record (SCR) check with Wendy Currid who has now taken on administrative responsibility for the SCR. LW and JD noted to governors that there is still some administrative process to clarify with Anita Russell (Director of Operations for the Trust). This is based around how information is communicated from the Trust to the school in order to keep the SCR up to date.</p>	
6	<p>SEND</p> <p>JD informed the LGB that the send data report will be reviewed in January with the SEND Governor.</p> <p>JD discussed the schools 'Booster sessions' with the LGB. Y6 children are invited to join sessions before school starts to do extra work and are provided with breakfast. JD described the nurturing environment and there have been positive comments from the parents on how these sessions are run.</p> <p>Gov Q: How does the school ensure they capture the right children at these sessions? <i>JD explained that this initiative is still in its early days. These sessions are open to all Y6 children and staff are monitoring who attends to analyse who is accessing these booster sessions.</i></p>	

7	<p>Self Evaluation</p> <p>JD notified LGB that the Quality of Education and Behaviour and Attitudes section of the School Self Evaluation document has been updated and added to Governors Hub for review.</p> <p>JD explained that the school continues to self evaluate as Good and has identified some areas of improvement. The progress measures are much stronger than they have been for a while and the school is focussing on attainment by working on the individual needs of each child.</p>	
8	<p>Pupil Premium Strategy – Disadvantaged Learners</p> <p><i>Nick Gedye – Disadvantage Champion entered the meeting</i></p> <p>NG informed governors of his role as Disadvantaged Champion and how the overall focus remains as closing the gap between disadvantaged and non-disadvantaged learners.</p> <p>NG spoke about the autumn term focus given to all teachers. This was to build a relationship with disadvantaged children and their families.</p> <p>NG has been working with clubs leaders to enable all students an equal opportunity to participate in a club, irrelevant of their family circumstance.</p> <p>NG told governors that a focal point at the last school inset day was disadvantaged learners and the work the school are doing with them as a group.</p> <p>NG spoke about the work the school are doing with the Education Welfare Officer on attendance. Currently 40% of the disadvantaged learners in the school are persistently absent compared to 11% of non-disadvantaged learners.</p> <p>The school have been re-clarifying how Cover Supervisors carry out Pupil Premium time.</p> <p>Gov Q: Do students ever start school as Pupil Premium and then lose it at some point in their school journey?</p> <p><i>No, if a family's circumstances mean they no longer qualify for Free School Meals they become Ever 6 which means they are still entitled to support.</i></p> <p>Gov Q: How is school made aware if a family's circumstances have changed meaning they are now eligible for Pupil Premium?</p> <p><i>Parents need to apply for Pupil Premium and then school are notified. The school always give reminders to parents that Pupil Premium may be available to them and how to apply on the Newsletter and other communications. They apply to see if they are eligible for Free School meals.</i></p> <p><i>Nick Gedye left the meeting</i></p> <p>JD informed governors that the Pupil Premium Strategy is currently being costed. Once this has been done it will be recommended to Glenn Livingstone - GL (Trust CEO) for approval. Governors agreed for SG to make this recommendation on their behalf. The document will be shared on Governor Hub for governors to read and agree ahead of SG submitting to GL.</p> <p>Gov Q: When will an assessment of disadvantaged learner SMART targets take place?</p> <p><i>JD advised governors that she would need to seek clarification on this from NG.</i></p>	
9	<p>Monitoring Visits</p> <p>SG enquired about monitoring visits and if any had yet to take place.</p> <p>LGB confirmed that a curriculum monitoring visit is scheduled to take place on Wednesday 29th November, 2023.</p>	

	<p>JD spoke through details of the monitoring visit from Duncan Edwards. JD explained to LGB that the visits focussed on Disadvantage and Behaviour Hub. JD informed the LGB that Duncan's report showed that the school needs to work on vocabulary and to demonstrate that this is the school's focus.</p> <p>SG agreed that the report was extremely positive and balanced and the actions raised are fair.</p> <p>JD confirmed that the next review will happen in the Spring Term.</p> <p>Gov Q: Do staff get to see the report? <i>Yes, JD feeds back to all staff about the contents of the report and shares a summary of the report with all.</i></p> <p>Gov Q: How does the school monitor the actions points and progress asked for in the report? <i>JD explained how she communicates the 'headlines' from the report with the Leadership team so all know what the focus is on and the progress is tracked using the school's SIP.</i></p>	
10	<p>AOB SG requested that Wellbeing be added to future LGB agendas as a standing item moving forward.</p> <p>LGB fed back to JD about parents' positive feelings about baldwins.</p>	
11	<p>Dates of Future Meetings Thursday 1st February 2024 3.30pm Wednesday 13th March 2024 3.30pm Tuesday 7th May 2024 8.00am Thursday 27th June 2024 3.30pm</p>	
	<p>Meeting Closed at 09:50 Next meeting - Thursday 1st February 2024 3.30pm Meeting dates Wednesday 13th March 2024 3.30pm Tuesday 7th May 2024 8.00am Thursday 27th June 2024 3.30pm</p>	

Action No:	Action	Responsible	Completed by
13-23	Complete Governor Skills Audit	ALL	ASAP
19-23	Speak to EWO about data reliability	JD	ASAP
30-23	Let LGB know the result of the Trust meeting with Headteachers Report	JD	Next Meeting
31-23	Update SIP to ensure that the AFL lead is included	JD & LM	ASAP
32-23	Find out if having a non-teaching member of staff as only DSL on premises is legal.	JD	Next Meeting
33-23	Action: JD to go through policies comments	JD	ASAP
34-23	Action: SG to investigate whether WSCC need to be named on policy	SG	Next Meeting
35-23	Chase LGB who haven't completed skills audit	TJ	End of week
36-23	Write to the PTA Chair.	SG	Next Meeting

37-23	discuss ways to promote the PTA	CC & JD	
38-23	Contact Trust for more information on training and what a Cyber lead should entail	TJ	End of week
39-23	Wellbeing added to future agendas as a standing item	LK	
40-23	NG to update Governors on the targets for PP/FSM children	NG	
41-23	LK to find out from ECPT about Cyber training for LGB	LK	
42-23	LGB need to ensure Prevent and Safeguarding training is up to date and LK is informed so a log can be kept.	All	Next meeting

