

Local Governing Body (LGB) Meeting Minutes

Thursday 3rd February 2024 3:30pm – Baldwins Hill Primary School

PRESENT

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

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

Apologies: Laura Morton - **LM**
Chris Tomsett – **CT**

Item.	Agenda Item	Action
1	<p>Apologies for Absence and declarations of interest</p> <p>Apologies were received and accepted from Laura Morton and Chris Tomsett.</p>	
2.	<p>Headteacher Report</p> <p>The Headteachers report was shared prior to the meeting and JD welcomed questions.</p> <p>Questions / Comments</p> <p>1. Governor Question - There are two EHCPs pending, but with the high SEN percentage, is this a true representation of the learners at the school?</p> <p><i>HT Response - This is not a true representation of the school. There are not as many children at high level need, however, those that do have need have a significantly high level need. There are currently no children with EHCPs at the school, however, there is a need and sadly, EHCPs are taking longer than 20 weeks to come through.</i></p> <p>2. Governor Question - Are academies being treated in the same way as maintained schools when it comes to processing EHCPs?</p> <p><i>HT Response - There is no difference, there is a delay across the board for all EHCP applications.</i></p> <p>3. Governor Question - The Persistent Absentee rate is higher than national. How many pupils does this represent?</p> <p><i>HT Response - Because the school is a one class intake, there has been an improvement with PA, however, with a small class, one child can significantly affect the %. Many of our PA's are PP and children on reduced timetables. Children on a</i></p>	

reduced timetable will look like persistent absentees in our figures. We are asking for medical evidence for persistent absentees. We give a letter to the parent regarding their child's attendance and ensure we have conversations with families to maintain positive relationships and are able to support parents getting children into school.

- 4. Governor Question - What is being done to raise the percentage from 34% of disadvantaged pupils taking part in extracurricular activities?**

HT Response - Pupil Premium children are given priority when allocating clubs. NG will further outline the support given in his feedback.

- 5. Governor Question - Considering the makeup of the current year 3, their end of KS1 outcomes are very positive. Is this a year group we should be monitoring?**

HT Response - Yes, definitely and do please keep on your radar as governors. Class has had a rocky start, with change of staffing. A permanent teacher has now been appointed. The class had a brilliant moderation. There are some vulnerable children in that cohort.

- 6. Governor Question - Considering the input on writers sequence, the KS1 target of 57% seems low. Why?**

HT Response – A robust conversation was had before setting the target, we are currently 52% in writing, Y2 and Y3 are cohorts to be monitored and the individual needs of the cohort to be managed.

- 7. Governor Question - Do the pupil premium pupils in year 5 also have other issues, eg SEN?**

HT Response – We are aware of and closely monitor any additional needs. The staff at Baldwins excel in nurturing children and there are some very vulnerable in this area.

- 8. Governor Question - Staff at Baldwins are brilliant at making adjustments for individual children's needs. What are the impacts on making these adjustments for vulnerable children - what is it that has to give? What is it that the school is not able to do and who does this impact?**

HT Response - We are very proactive with the provision for all children. The class TA will be used to give a child a soft start if needed, setting up an individual table for them to start their day etc so the rest of class does not feel the impact.

- 9. Governor Question - Is the impact actually on staff and their wellbeing?**

HT Response - The Headteacher and Deputy Head are there to coach staff to deal with the children and give staff additional support whenever needed. It is a systemic problem, not a Baldwins specific issue. There is not enough staff, but more expectations of need. There are children in our school that do need to be in a different setting and there are children who are awaiting an EHCP.

	<p>10. Governor Question - When is the next Health and Safety up due?</p> <p><i>HT Response - This has been rescheduled for the 13th March due to staff absence.</i></p> <p>11. Governor Question - When is the next website compliance due?</p> <p><i>HT response - This is due now.</i></p> <p>Action - MG to complete the website compliance.</p> <p>12. Governor Question - How many Parent Survey responses did we get?</p> <p><i>HT response - We only 8 responses out of 183 children.</i></p> <p>LGB noted the low response rate, traditionally when there are areas needed for improvement, survey responses tend to go up, the fact that these are low should mean that on the whole parents are happy with the school and how it deals with issues so the low number of responses may not be negative. The survey was sent out in December and the LGB questioned the timing of the questionnaire. Would there be more responses if it was sent out at a different time of the year?</p>	MG
3.	<p>Chairs Update</p> <p>SG gave an update on the Chairs and CEO meeting.</p> <p>LB has not yet been approached for the safeguarding link from the Trust.</p>	
4.	<p>Board Business</p> <p>The LGB confirmed that they were happy with the minutes and they were a true account of the last meeting (28.11.23).</p> <p>Clerk to keep monitoring safeguarding training.</p> <p>Action - LK to find out if Prevent training is every two or 3 years.</p>	LK
5.	<p>Safeguarding</p> <p>A Safeguarding update was given from the Headteacher and Safeguarding Link governor LM.</p> <p>JD notified the LGB that the whole school attendance sits at 93.9 %. She is waiting for the national average to be sent to her by the EWO to see how the school compares.</p> <p>JD informed the LGB that 4 children have moved to CP this term, 2 children have moved to CIN plans, and two integrated front door referrals have been made following disclosures. In those incidents friends of the child have come forward to teachers to say they are concerned which shows the positive culture within the school where a child feels able to approach their teacher if they have any concerns.</p> <p>JD explained how positive handling increased due to needs of vulnerable children and those awaiting EHCPs etc.</p> <p>Questions / Comments</p>	

	<p>1. Governor Question - Has the increase in the use of positive handling happened because of a change in regulations or is it down to the needs of the child?</p> <p><i>HT Response - It is a reaction to individual children's needs. There is a lot of increased vulnerability. The needs of children are becoming more identifiable now these children are reaching older years. CPOMs records accurate logs of the procedure and the reason why positive handling has been employed. TA's and teachers are becoming increasingly confident in how and when to use positive handling.</i></p> <p>2. Governor Question - It is positive that there is a culture at the school where teachers are happy to put these things in writing, happy with procedures and confident with the support given.</p> <p><i>HT Response - Positive handling is only used if absolutely necessary following use of verbal de-escalation/other techniques and staff are given guidance on when to engage positive handling.</i></p>	
<p>6.</p>	<p>Governor Monitoring Visits</p> <p>Thanks, was given for the link Governor reports.</p> <p>Wellbeing link governor gave an update and explained that a meeting is schedule with Emily to discuss wellbeing at the school.</p> <p>There are wellbeing meetings held for staff every half term. It is being looked into whether these meetings can happen more regularly. The wellbeing team are not getting many people raising concerns. This is positive and is reflective that people are happy and comfortable to use their wellbeing links.</p> <p>Questions / Comments</p> <p>1. Governor Question - Could any of the wellbeing strategies deployed for staff be available to LGB?</p> <p><i>HT Response - Happy for this to be explored.</i></p> <p>2. Governor Question - Do we need to be more proactive with regards to conducting learning walks?</p> <p><i>HT Response - Remember the strategic role that governors play in supporting the school. Learning walks are used to evidence the impact the school is having. It is important to write about what you observe, commentary on the leader and how they demonstrate the impact of learning.</i></p>	
<p>7.</p>	<p>SEND</p> <p>SEND report was shared with the LGB prior to the meeting.</p>	

	<p>JD gave a staffing update.</p> <ul style="list-style-type: none"> - Sarah Brewer will be leaving Baldwins Hill to be the Learning mentor at Halsford Park. - Mr Knowles is leaving. TA hours have been extended to cover this departure. - A 2.5 day a week Learning Mentor will be recruited. <p>JD explained that the Y6 SATs data is now slightly higher than reported in the HT report. An EAL child was removed from the statistics which has pushed the results above the national average which is fantastic news.</p> <p>JD updated the LGB on the admission numbers for September. There are 14 first choices, 27 second choices and 22 third choices.</p>	
<p>8.</p>	<p>Pupil Premium and Disadvantaged learners</p> <p>The Pupil Premium strategy has been shared.</p> <p>JD ran through an Inset day that was held in line with the behaviour hub. The Inset focused on attendance and how to improve the school's attendance, focussing on disadvantaged learners. During this Inset, conversations were had around how many days are lost to absence. Staff had brainstorming sessions discussing what the school is good at and what can be done to improve. JD expressed how valuable these conversations were. The teachers know that it is also their responsibility to hold parents to account for attendance and how important it is to have positive conversations with parents around attendance.</p> <p>JD explained that the school is looking to see if the school can use Arbor more robustly to monitor persistent absentees, giving ownership to class teachers by sending them a weekly report highlighting individual attendance levels.</p> <p>JD informed the LGB that 61% of disadvantaged learners are meeting their Smart targets with some very close to meeting them. After half term new targets will be set for those children.</p> <p>There are 12 out of 39 Pupil premium children attending clubs which marks a small improvement.</p> <p>Nick Gedye joined the meeting at 16:50.</p> <p>Questions / Comments</p> <p>1. Governor Question - Do parents need support to sign up to clubs?</p> <p><i>Yes - teachers give support to those parents who need it. Priority for club spaces is given to PP children. Teachers will sit with the disadvantaged pupils before clubs are released to see what clubs they want to do. We listened to the student voice to get a positive range of clubs available. These clubs are voluntarily run by teachers.</i></p>	

	<p>NG has offered to be the new staff Governor. LK to find out the election process that needs to be followed.</p> <p>Action - LK to find out the election process that needs to be followed.</p>	LK
9	<p>Policies</p> <p>Questions / Comments</p> <p>1. Governor Question - In the Designated Teacher policy, the safeguarding Governor for Halsford Park, Jason Brookes, has been included, is there a reason for this?</p> <p><i>HT Response - This will be amended.</i></p> <p>Action - LK to change the Safeguarding Governor to Lizzie Woodward.</p> <p>2. Governor Question - Can the designated teacher for the learner be named at the top of the policy for clarity?</p> <p><i>HT Response - Yes, this can be actioned.</i></p> <p>SD informed the LGB that the Assessment policy will be shared with governors shortly.</p> <p>3. Governor Question - Question around search rights - is this mentioned in the Behaviour policy?</p> <p><i>HT response - JD to look at current Behaviour policy and check for search rights.</i></p> <p>The LGB extend thanks to Sarah for all the work done on Behaviour Hub, there has been a huge amount of work undertaken by Sarah and this is acknowledged by the LGB.</p> <p>The following MAT policies were shared prior to the meeting for information:</p> <ul style="list-style-type: none"> - Disciplinary and Capability Policy - Anti-Fraud and Corruption Policy - Social Media Policy - Terms of Reference/Governance Handbook 	LK
10	<p>AOB</p> <p>No further business noted.</p>	
11	<p>Dates of Future Meetings</p> <p>Wednesday 13th March 2024 3.30pm Tuesday 7th May 2024 8.00am Thursday 27th June 2024 3.30pm</p>	
	<p>Meeting Closed at 5pm</p> <p>Next meeting - Wednesday 13th March 2024, 3:30pm</p> <p>Meeting dates</p> <p>Tuesday 7th May 2024 8.00am Thursday 27th June 2024 3.30pm</p>	

Action No:	Action	Responsible	Completed by
39-23	Wellbeing added to future agendas as a standing item	LK	Next meeting
40-23	NG to update Governors on the targets for PP/FSM children	NG	
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	Ongoing
43-24	MG to complete website compliance.	MG	ASAP
44-24	LK to find out if Prevent training is every 2 or 3 years.	LK	ASAP
45-24	LK to find out the election process that needs to be followed.	LK	ASAP
46-24	LK to change to Safeguarding Governor in the Designated Teacher Policy to Lizzie Woodward.	LK	