



Baldwins Hill Primary School

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Local Governing Body (LGB) Meeting Minutes

Tuesday 7th May 2024 8:00am – Baldwins Hill Primary School

PRESENT

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

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

Apologies: Chris Tomsett – **CT**
 Marcia Goodwin – **MG**
 Laura Morton - **LM**

Item.	Agenda Item	Action
1	<p>Apologies for Absence and declarations of interest</p> <p>Apologies were received and accepted from Laura Morton, Chris Tomsett, and Marcia Goodwin.</p> <p>No new declarations of interest were noted.</p> <p>John Faulkes, Chair of Everychild Partnership Trust (ECPT) Board was in attendance as an observer.</p>	
2.	<p>Headteacher Report</p> <p>JD confirmed that the Headteacher’s report had been shared prior to the meeting and welcomed questions from the Local Governing Body (LGB).</p> <p>Questions / Comments</p> <p>1. Governor question - In light of the delay in receiving EHCP’s, is there anything that the LGB can do to advocate for the school to help push EHCP’s through the Local Authority (LA)?</p> <p><i>Headteacher response - It has been positive to see some EHCPs begin to come in. There is hope that the corresponding funding will follow soon. JD explained that it is a lengthy delayed process which is being experienced across the county. It may be beneficial to</i></p>	

Speak with Emily Webster to explore potential support from the Local Governing Body (LGB).

2. Governor question - Is there any further support that can be given by the Trust?

Headteacher response - Julie Goodridge, Director of Education, has been informing the Trust about the delays with the EHCP process. JD explained that this issue is affecting the entire county and is not exclusive to Baldwins Hill thus it is not an issue that the Trust will have great power to change.

3. Governor Question - How many weeks is the local authority (LA) behind in the turnaround of EHCP's?

Headteacher response - JD explained that it is difficult to say exactly how many weeks the LA are behind in issuing EHCP's. Regrettably, West Sussex is among the councils with the least capacity, which affects the support and processes provided to all schools in the county provided by the LA.

Wellbeing

JD informed the LGB that the wellbeing survey results, incorporated into the Headteacher's report, showed considerable improvements in wellbeing. The results still highlighted some ongoing challenges with the school's physical environment and resources. The report was notably positive and showed progress from previous assessments. To preserve anonymity, specific comments were not included. JD also mentioned that while there are occasional concerns from staff about not being fully informed about changes, JD confirmed that this approach is taken deliberately to prevent staff from becoming overwhelmed, thus contributing positively to their wellbeing.

Governor comment - There are now additional forums available to staff to discuss their wellbeing and this being an ever-evolving topic. It is a noted positive that these forums provide an opportunity for people to engage directly with leadership about any issues they may have.

RSE

JD confirmed that the approach to delivering RSE lessons and spreading the curriculum across each term remains unchanged from last year. She emphasised that the lessons focus on teaching children how to stay safe, following the guidelines set out in the school's policy.

Premises - H&S monitoring report update

JD outlined the H&S report to the LGB. The report has 6 high priority points – with other moderate/low priority points. JD explained how the premises team meets with JD to address and check off each point systematically. JD agreed that it would be beneficial for a member of the LGB to review the report. It was also agreed that having the LGB's supportive challenge on any recurring issues will be useful. The report's priorities include addressing issues that were mentioned in the wellbeing survey findings - such as the car park flooding -

showing clear links to the wellbeing survey. JD highlighted that by ensuring that such areas are improved, these improvements will enhance staff morale upon arrival at work improving wellbeing overall.

Staffing Updates

JD updated the LGB on recent staffing changes. The school's new secretary begins on the 16th May. A Learning mentor has been recruited who will also be working additional hours as a Teaching Assistant. This has allowed JD to support a flexible working request without there being a reduction in support staff.

It was discussed how staff change is not a retention issue, just a natural changeover of staff. JD outlined the school's belief in growing staff, allowing them to progress into new roles and there are opportunities for staff to move roles within the Trust to support career progression.

Admissions update

JD confirmed that 16 children are scheduled to start in September, with the possibility of one more child applying. It was mentioned that Baldwins Hill frequently receives in-year applications, which can increase student numbers during the year. However, the current enrolment projection is low, necessitating creative strategic planning to maximise the school's funding without compromising the quality of education provided to the children. Low pupil numbers is a problem shared amongst all West Sussex schools within the Trust and not exclusive to Baldwins Hill.

Transition

JD explained the transition process for new children joining the school as well as those advancing to higher year groups. The transition process remains robust, with teachers meeting to discuss students and building early relationships with our most vulnerable children. This cohort has a high level of special educational needs (SEN). JD confirmed that numerous provisions will need to be implemented to support these children. There will be a focus on a careful transition for those moving up to Year 1 to address the needs of this cohort. JD explained to the LGB that more play-based learning will be incorporated to support these children. Additionally, a full-time, consistent teacher will be allocated to Early Years.

The current plan is for the current Reception teacher to move up to Year 1 with the current Reception children to maintain consistency and continue to support the needs of the cohort.

Pupil progress data

JD confirmed that the pupil progress data was shared with the LGB prior to the meeting.

The Headteacher's report included data representing how the children are expected to perform in a test environment. JD acknowledged that these are ambitious targets and emphasised that staff are working diligently to help the children reach them. JD discussed the challenges many children face in a real test environment and highlighted that groups of children are practising to become familiar with the testing process. The deputy head has been

	<p>deployed into year 6 for half a day a week to work with groups of children to plug any gaps in their learning.</p> <p>Governor comment - It was noted from personal experience that the school does an excellent job striking the balance of taking these tests seriously but not putting too much pressure on children. If the results fall short of expectations, it will not be due to lack of effort.</p> <p>JD also explained that bacon sandwiches are provided to the children for breakfast during SATs week. They have been donated to the school highlighting the wonderful community spirit at Baldwins Hill.</p> <p>JD reminded the LGB that the 21st June is the school's 150 Birthday. All are welcome to come and join the day's festivities.</p>	
<p>3.</p>	<p>Chairs Update</p> <p>SG introduced John Faulkes, Chair of the Trust board who was in attendance to observe.</p> <p>JF addressed the LGB, explaining the ongoing growth of both the Trust and the Governing Body. He emphasised that expansion is essential for the future success of all the schools within the Trust. By leveraging resources collectively, all schools within the Trust can thrive. The Trust Board and LGBs are committed to ensuring they monitor the right areas without overlapping efforts. JF invited questions on how the Trust can support the LGB, what the LGB needs from the Trust, and what the Trust expects from the LGBs. He encouraged open discussions about necessary changes as the Trust continues to grow.</p> <p>SG informed the LGB that there is a Chairs and CEO meeting next week and he has been working with ways to reconnect with the Trust.</p> <p>Questions / Comments</p> <p>1. Governor Question - Prior to the Governor conference, it would be beneficial to have an agenda so we can be informed about the content and be given time to prepare any questions in advance.</p> <p><i>JF confirmed that an agenda has not yet been set, but can be shared in advance once it has been decided.</i></p> <p>JF informed the LGB that there will be a trustee with a link role to act as a point of contact for all LGBs.</p> <p>SG acknowledged that both the LGB and Trust Board members are volunteers, emphasising the importance of making the best use of everyone's time. He expressed gratitude for the board's proactive approach and attentiveness to concerns, which has helped to make everyone feel more valued.</p> <p>A discussion was had around the potential use of a short subset for each set of minutes to be shared with the Trust board to help the Trust have an overview of each LGB meeting.</p>	

<p>4.</p>	<p>Safeguarding</p> <p>LW will be meeting with JD to discuss the Spring term after SATs week. JD confirmed that CT was present at the last Safeguarding link meeting.</p> <p>All key safeguarding headlines were shared in the Head's report, reviewed by the LGB prior to the meeting.</p> <p>JD explained that there have been no significant changes since the previous LGB meeting. A priority for JD, in her role as DSL, is ensuring clarity on who is holding each case and ensuring that the whole DSL team is available for every safeguarding meeting as far as is practicably possible</p> <p>JD highlighted the ongoing focus on attendance. She and the Educational Welfare Officer (EWO) are exploring additional ways the EWO can support the school. The school is discussing strategies to continue to become more proactive. Historically, the school has taken a pastoral approach first, followed by sending out letters. The school recognises that vulnerable children may struggle to attend, and sometimes parents face challenges with behaviour at home when trying to get their child to attend school. The school knows their families well and can target support to those who are struggling.</p> <p>Questions / Comments</p> <p>1. Governor Question - Is the school able to track the effect of the attendance letters sent out?</p> <p><i>Headteacher response - JD confirmed that, yes this is possible and will be included in the EWO's report. The attendance policy is very clear about when to send out attendance letters and JD explained that she looks very carefully into the reason for absence. For example, if a child has had chicken pox and that is the reason behind a decline in attendance, a letter will not be sent to that family.</i></p> <p>JD informed the LGB that the school's attendance % is generally in line with the national average and the school is working with some previous comparative data that is not 100% accurate. The EWO report will detail this. The school will take a harder line where needed to address any concerns with attendance.</p>	
<p>5.</p>	<p>Staff election update</p> <p>LK updated the LGB on the staff election process. Nick Gedye has been approved by the Trust Board and will attend the next LGB as the new staff Governor.</p>	
<p>6.</p>	<p>Governor Recruitment</p> <p>LK informed the LGB that the terms will be ending soon for MG & VC (June 2024)</p> <p>SG noted that the LGB have struggled to get new Governors onboard and asked JF about the protocol should the LGB not have enough Governors to be quorate. JF explained that should this happen the Trust will support and Governor resources shared across the Trust.</p>	

SG agreed to bring this concern to the Chairs and CEO meeting to see if there are any shared resources available to help recruit to the Governing body.

Lizzie Woodward will step down after this term.

Question / Comments

- 1. Governor question - What is the legal quorate and does the headteacher count in this number?**

Action - LK to speak with the Trust and refer to the terms of reference to find a clear answer to this question.

- 2. Governor Question - How diverse are the LGBs within the Trust?**

JF noted that the LGBs do lack diversity. This is however a reflection of the demographic of the schools.

Action - SG to feed back to LK following the Chair and CEO meeting about a recruitment drive.

SG gave positive feedback on the recent Trust Newsletter.

7. Pupil Premium and Disadvantaged learners (NG joined the meeting at 8:13am. This part of the meeting was moved up the agenda and a commenced at 8:13am)

Nick Gedye, Pupil Premium and Disadvantaged Champion, joined the meeting to provide an update on Pupil Premium and disadvantaged learners.

NG confirmed that the report from Duncan Edwards, School Improvement Partner, following his recent visit, was shared with the LGB prior to the meeting. DE's learning walk focused on disadvantaged learners. NG reported that the number of disadvantaged children attending clubs has increased from 12 out of 29 in the spring term to 21 out of 33. This significant rise is encouraging and has a positive impact on their learning and wellbeing. This increase is largely due to teachers actively encouraging these children to join clubs by providing them with information rather than waiting for them to seek it out. Clubs will accommodate Pupil Premium children even if it means exceeding their usual numbers. Notably, 78% of all children at Baldwins Hill have attended the clubs.

The LGB acknowledged this remarkable achievement.

NG also explained that the school has listened to pupil voice on the types of clubs they want to see available.

Additionally, NG updated the LGB on the success of the teacher-set SMART targets, noting that 60% of disadvantaged children have met their targets. These SMART targets can address either educational or pastoral goals. Often the first SMART target is set around increasing attendance.

	<p>NG informed the LGB that Baldwins Hill now has 33 Pupil Premium children on roll. This increase results from the school's proactive approach in assisting families with applications for Pupil Premium and Free School Meal funding. Many families, especially those with children in Early Years, are often unaware that the school can access additional funding if their child qualifies for FSM. The school has worked closely with these families, educating them via Family Learning Conferences about the available support, which in turn helps secure funding and additional resources for their children.</p> <p>Information sheets have been displayed in the staff room with advice on "What Can We Do to Help Attendance" to encourage all staff to get involved. These sheets emphasise the significant positive impact all staff, teachers and teaching assistants, can have on student attendance and focus on ways they can contribute to improving attendance rates.</p> <p>NG outlined the positive impact felt by having supportive open conversations with parents to help encourage attendance.</p> <p>It was noted that the average attendance for disadvantaged children is currently 90%, compared to 94.4% for non-disadvantaged children. The attendance percentage is significantly affected by two children on part-time timetables. It was emphasised that in a small school, the attendance of even one child can greatly influence overall statistics.</p> <p>JD explained that staff are working extremely hard to improve attendance, focusing on individual successes where a child's attendance has increased. The report encouraged the school to continue its current efforts, noting that improvements are being seen. It was also noted in the report that it was a very positive learning walk backed up by meaningful and purposeful learning with a lot of support and adaptations evident to see.</p> <p>The LGB noted the excellent work NG has put into his role as PP and Disadvantage champion.</p> <p>1. Governor Question - In the summer term with the increase in family holidays, is there a way of unpicking data to see just the disadvantaged children's attendance?</p> <p><i>Headteacher response - JD confirmed that this can be done using Arbor.</i></p>	
8.	<p>Policies</p> <p>The Feedback Policy was approved by the LGB.</p> <p>The Curriculum Policy was approved by the LGB.</p>	
9	<p>Wellbeing</p> <p>VC, the Wellbeing Link Governor, addressed the LGB, highlighting the positive steps being taken to support staff wellbeing from a governor's perspective. She identified several common pressures that individuals face when considering or assuming the role of a governor:</p> <ul style="list-style-type: none"> - Heavy Workloads: It is important to consider this when recruiting new governors. 	

	<ul style="list-style-type: none"> - Time Constraints: People lead very busy lives, making it crucial to acknowledge and manage time commitments effectively. - Lack of Confidence and Role Clarity: New governors often face uncertainty about their roles and responsibilities. Linking them to the trust, providing a training matrix, and clarifying expectations can help. - The Clerk is currently working on a training matrix. <p>VC emphasised that if these issues are not addressed, it could result in governors stepping down. She highlighted the importance of being mindful of the known pinch points in the school calendar and being aware of each individual's personal constraints to maintain a balanced and effective governing body.</p> <p>JD expressed her gratitude to the LGB and emphasised the hugely positive impact the support from the LGB has on her well being.</p> <p>It was agreed that wellbeing should be moved up the agenda so more time can be allocated to this topic each meeting.</p> <p>It was suggested to JF that there be a Wellbeing survey for LGBs to complete to feed back to the Trust.</p>	
10.	<p>Board Business</p> <p>Minutes of the last meeting (13.03.24) were approved.</p> <p>Action - LGB to send LK the dates of completed training.</p> <p>Action - MG to complete website compliance.</p>	
11.	<p>AOB (standing item)</p> <p>Suggested meeting dates for meeting dates were discussed for next school year.</p> <p>SATs support was confirmed. VC will observe Tuesday and MG will observe Weds.</p>	
	<p>Meeting Closed at 5pm</p> <p>Next meeting - Thursday 27th June 2024</p> <p>Meeting dates 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	COMPLETED
40-23	NG to update Governors on the targets for PP/FSM children	NG	COMPLETED
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	COMPLETED
45-24	LK to find out the election process that needs to be followed.	LK	COMPLETED
46-24	LK to change to Safeguarding Governor in the Designated Teacher Policy to Lizzie Woodward.	LK	COMPLETED

47-24	LK to speak with the Trust and refer to the terms of reference to find out the legal quorate for the LGB	LK	ASAP
48-24	SG to feed back to LK following the Chair and CEO meeting about a recruitment drive.	SG	
49-24	LGB to send LK the dates of completed training.	All	
50-24	Action - MG to complete website compliance.		