

Local Governing Body (LGB) Meeting Minutes

Tuesday 27th June 2024 15:30pm – Baldwins Hill Primary School

PRESENT

Governors: Scott Gibbons (Chair) – **SG**
Victoria Chilman – **VC**
Jen Dabell (Headteacher) - **JD**
Lizzie Woodward – **LW**
Chris Tomsett – **CT**
Marcia Goodwin – **MG**
Nick Gedye – **NG (virtually)**

In attendance: Louise Keen (Clerk) – **LK**

Apologies: 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.</p>	
2.	<p>Headteacher verbal Report</p> <p>JD shared the current data as it stood at the time of the meeting.</p> <p>JD informed the LGB that the phonics screening results were 72%. The results for last year were 73% JD highlighted that the results accurately represent the current cohort. She noted the high SEND needs in EYFS and praised both the teachers and children for their hard work in achieving these outcomes.</p> <p>Governor Questions / Comments</p> <p>1. Governor Question: MG asked how many of the 18 children in Y1 were with us in EYFS?</p> <p style="text-align: center;"><i>Headteacher response - JD did not have the exact number but believes it to be 14.</i></p> <p>JD explained how the Trust conducted a moderation day. Although the school no longer submits KS1 data to the government, the school believes it is important to have this data to monitor progress. The shared statistics indicate that the school has successfully maintained last year's performance levels.</p>	

Having analysed the results, JD believes that writing may be the area that needs the most improvement to help improve results. The Maths results, whilst not as strong as last year, remain at a similar level to last year and they are reflective of characteristics of the cohort.

The school has had a visitor from a county moderator who verified Y6 writing moderation. JD explained that there are currently no greater depth writers, but that is very telling of the current cohort. The data shared is new data and has been forwarded to Julie Goodridge, Director of Education.

Peer Review

JD shared details of the school's recent peer review. She explained how the schools within the Trust have been each paired with a school to conduct peer reviews. Baldwins has been paired with Sandcross Primary School. She highlighted notable areas of strength and the marked impact the disadvantaged champion has made with our disadvantaged pupils. Attendance was an area highlighted for consideration. JD explained that this has been a focus and further work with the EWO is happening to improve this.

Last year, JD met with Julie Goodridge, DOE and some of the school's disadvantaged children. It was observed that these children were not using rich vocabulary and were possibly not exposed to enriching vocabulary at home to enhance their communication skills. During the peer review this year, it was highlighted that these children can now communicate articulately, and their vocabulary has significantly improved.

JD explained that the peer review findings will inform the SIP for September. She emphasised the importance of pausing to celebrate successes and recognising the improvements and achievements made so far.

School Improvement Plan

JD explained how the SIP is continuously ragged and will be round up by the end of the year. She will meet with MG when the SAT results have been received.

Leadership

JD explained how the behaviour hub is beginning to embed throughout the school. The Behaviour policy will be amended in due course to include a change in language to reflect this new approach.

JD will meet with JG for the final Self Evaluation. She mentioned that the school is still self-evaluating as Good and emphasised the importance of not changing this rating prematurely to a higher category within the good range.

Transition

JD explained to the LGB that a timeline is going to be sent out to parents shortly to inform them of the details for 'meet the teacher'. Brand new students joining the school in September have already started attending stay and play sessions to familiarise themselves with the school. Additionally, numerous handover meetings are taking place between current year groups and their new teachers.

JD outlined the current recruitment process. They are still looking to recruit a teacher which has delayed the announcement of the transition plans for next year. There are 3 other members of staff moving on.

Governor Question / Comments

- 1. Governor Question - Will the school advertise for a teacher and what will happen if that is still not successful?**

Headteacher response: JD confirmed that there are already plans to advertise for the vacant teacher post. JD explained how ECT's will now be on the lookout for teaching roles. Another option being explored is to source long term supply if the next round of applications are unsuccessful. JD explained that when choosing a long term supply teacher, they will undergo lesson observations in the same way as a candidate coming for an interview. This is to ensure that they are the right fit for the school.

- 2. Governor Question - Would the school consider putting a new teacher on a fixed term contract for one year?**

Headteacher response: JD confirmed that this is an option worth considering. She assured the LGB that she will keep them updated on the outcome of the process.

Update on EHCP and SEND

JD confirmed that there are currently 2 approved EHCPs, and the school is still awaiting the allocated funding. She mentioned that the school might eventually have around 12 to 14 EHCPs, highlighting the significant level of need being managed with existing resources. This high level of need underscores why JD is so proud of the children's achievements in the recent assessments.

Staff wellbeing

JD explained that the recruitment of a new teacher will impact the school's structure and roles, depending on who is hired. She emphasised the need for strategic planning to make sustainable recruitment decisions. For instance, while ECTs (Early Career Teachers) are less costly to employ compared to more experienced teachers, they require mentoring. Therefore, JD will need to balance workloads and manage expectations placed on existing staff accordingly.

3. Chairs Update

SG updated for those who were missing from the last meeting about John Faulkes attendance at the last LGB meeting.

MG fed back to the LGB about her attendance at the SAFE meeting that she attended with a focus on 'underserved children'. She was encouraged to see that the LGB and school are doing much of the monitoring discussed however, did not like the term 'underserved'.

	<p>MG asked if it was possible to track how much it costs for a child to come to school for a year, the cost of uniform etc, and whether there is any additional support that can be provided at LGB level.</p> <p>Action - MG to share details of Hoot news - part of governor hub with the LGB.</p>	
<p>4.</p>	<p>Governance Self Evaluation</p> <p>A deadline of 23rd July was given to the LGB to give feedback to the Clerk for self evaluation.</p> <p>Action - Self evaluation deadline of 23rd July for all LGB members.</p>	
<p>5.</p>	<p>Governor Spotlight review feedback</p> <p>SAFS</p> <p>VC outlined her meeting with Emily Webster. They discussed the SIP, which included three targets: closing the gap between disadvantaged and non-disadvantaged children, addressing attendance challenges, and increasing club participation among disadvantaged children. Progress is being made in these areas, with positive outcomes as more children become involved and engaged. They discussed staff wellbeing, with positive feedback from Sally Sargent. Initiatives such as improved staff facilities and the staff wellbeing forum are creating a better environment and having a more significant impact on staff morale than initially perceived. The wellbeing forum, in particular, is proving to be a valuable platform for addressing issues and promoting positive effects.</p> <p>Leadership</p> <p>SG reminded the LGB that JD's review panel is coming up. He asked for one volunteer to help. MG agreed that if she can do the date she will be happy to attend. CT also volunteered if MG is unavailable.</p> <p>Action - SG to feedback to MG and CT about the date for the panel.</p> <p>SG will speak with Sarah Murrell to discuss spotlight on Behaviour hub.</p> <p>AFL</p> <p>MG confirmed that she met with JD and Lesley Osborne at the end of March. She outlined how Arbor is well embedded and well used. Subject champions are now analysing data and using it to RAG actions. She confirmed that the report cards now contain geography and history. Characteristics of learning have also been built into reports.</p> <p>JD explained that she is also very happy with how the report function works. Arbor has helped alleviate some levels of stress to do with the workload of reports which was noted as a huge positive by all.</p> <p>MG explained that they discussed data during the meeting, particularly focusing on attendance. Pupil progress meetings, which are conducted with JD, will now also focus on disadvantaged children and involve Emily Webster. Attendance has become a central topic in these meetings, leading to improved participation.</p> <p>Action - LK to copy governor reports into the agenda</p>	

	<p>Pedagogy and curriculum</p> <p>CC explained that she met with Louise Custard two weeks ago and observed significant progress and consistency in writing. Positive feedback from various sources indicated that writing practices had been refined, clarified, and are now being used effectively and consistently across the school.</p> <p>CC noted that consistency is more evident as children get older, but improvements are now also visible in the younger years. They discussed sharing ideas and best practices for helping children edit their own work, which is showing real progress, although there isn't yet data to quantify it. Teachers are using Venn diagrams to assess if students are meeting expectations in various areas, helping to identify focus areas and understand why raw data might show lower results.</p> <p>CC emphasised that leadership is strong, and external feedback confirms that the pedagogy is on track to meet targets. The writing sequence is making an impact, and a moderator noted that the school is providing ample opportunities for writing. The focus is now on analysing assessment data and supporting young teachers.</p> <p>CC concluded that it was a very positive visit and commended Louise Custard for her excellent work.</p>	
6.	<p>Wellbeing</p> <p>Following on from the areas of stresses experienced by people, VC spoke through how sharing CPD will help members of the LGB feel confident in their role alleviating some pressures.</p> <p>A training matrix will be shared across the trust.</p> <p>She also highlighted how making each other aware of personal pinch points so that each member of the LGB can successfully support each other.</p>	
7.	<p>Safeguarding</p> <p>LW met with CT to go over the Spring data. LW outlined the below following the meeting:</p> <ul style="list-style-type: none"> - Physical incidents are down on the autumn data with any incidents managed and well supported. - One report of a racial incident. This was learnt behaviour from an older sibling. - Sexual harassment - There have been reported Green incident - very low level. These occurrences can be very common amongst young children. - Cyber incidents - A reported whatsapp group incident. Parents were notified and parents reminded of parents of age appropriate apps. - Wellbeing / emotional wellbeing - Early help has been put in place for a family. - Positive Handling - Numbers have decreased with positive handling used to guide children. The use of positive handling is often related to SEND needs. No incidents of seated positively handling. - Attendance - Regular monitoring of children with under 95% attendance. - Teachers are encouraged to continue to make strong relationships with children and families with some real progress being made for some individual PP children. - Persistent absentees to be discussed at the next meeting. 	

	<p>SCR check has happened with Penny Duly. PD has had some training from the Trust. It was noted that some prevent dates are not up to date.</p> <p>ACTION - SG to update prevent training.</p>	
8.	<p>Pupil Premium and Disadvantaged learners (This part of the meeting occurred at 15:42 ahead of the HT report section)</p> <p>NG explained the focus is on raising the profile of disadvantaged learners. In-class strategies are being implemented to support these students, such as strategic seating arrangements, pairing with appropriate partners, and asking targeted questions. Additionally, teachers are providing extended wait times to ensure disadvantaged learners have the opportunity to respond thoughtfully to questions.</p> <p>NG noted that the school has been mindful of the ongoing challenges with attendance. It's crucial to have taken a step back to address holistic approaches for fostering engaged learning and improving attendance levels.</p> <p>Teachers have also been tasked with reviewing and resetting summer targets for the next term, ensuring that each target remains relevant and achievable for the child. Teachers are including these targets as part of their handover to the new teacher.</p> <p>NG explained how recent class forums were focussed on pupil voice to see what clubs they wanted to see next term and engaged with the disadvantage forum to gain their input.</p> <p>NG discussed the use of pupil premium time, highlighting the need for more discussions next year on how to make the most of this resource. Teachers have gained valuable insights into their students.</p> <p>Action: LK to add cyber training to CT training log.</p>	
9	<p>Staff Election Process</p> <p>A discussion was had around upcoming Governors terms coming to an end. MG and VC both end in June 2024.</p> <p>MG and VC agreed to continue with their Governor posts with SG nominating both and with VC seconding the nominations.</p> <p>Due to NG resignation, there is a need to recruit a second staff governor. NG was invited to continue as a co-opted Governor, however has not confirmed agreement.</p> <p>Discussion was had around how to encourage more recruitment. It was suggested that contacting Imberhorne may be a worthwhile avenue to explore to see if they have any early leaders to join the LGB. Would be a perfect fit, feeder school, or development opportunity for an early leader</p>	
10.	<p>Policies</p> <p>JD noted that she is feeling concerned about the policies and reminders of when policies need to be re-ratified.</p>	

	<p>To alleviate this pressure, a discussion was had around the necessity of ratifying policies over a staggered period to ensure manageability of workload for all involved.</p> <p>It was agreed that the RSHE policy be completed and ratified by the LGB before the end of July, prior to lapse of the policy.</p> <p>Sports Premium - It was agreed that JD will send the Sports Premium over to SG to forward onto GL.</p> <p>ACTION - LGB to ratify RSHE policy by the end of July.</p> <p>ACTION - JD will send Sports Premium over to SG to forward onto GL.</p>	
11.	<p>Board business</p> <p>Minutes from the last meeting were agreed and recorded as being an accurate depiction of the meeting.</p>	
12.	<p>AOB</p> <p>This was LW final meeting. The chair and Head thanked her for her 12 years of Governance.</p> <p>SG asked for nominations for vice chair. This will be discussed at the LGBs next meeting.</p>	
13.	<p>Dates of Future Meetings</p> <p>These dates were agreed outside of the meeting. Shared here for information.</p> <ul style="list-style-type: none"> ● Tues 24th September 0800 ● Wed 27th November 1530 ● Tues 4th February 25 0800 ● Thurs 20th March 0800 ● Wed 7th May 25 1530 ● Tues 24th June 25 0800 	
	<p>Meeting Closed at 5pm</p> <p>Next meeting - Tuesday 24th September, 0800</p> <p>Meeting dates</p> <p>Wed 27th November, 1530</p> <p>Tues 4th February, 0800</p> <p>Thurs 20th March, 0800</p> <p>Wed 7th May, 1530</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	By next meeting
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	Ongoing
46-24	LK to change to Safeguarding Governor in the Designated Teacher Policy to Lizzie Woodward.	LK	COMPLETED
47-24	MG to share details of Hoot news - part of governor hub with the LGB.		At next meeting
48-24	Self evaluation deadline of 23rd July for all LGB members.	All	23/07/2024
49-24	SG to give MG and CT the date for the HT appraisal panel.	SG	ASAP
50-24	LK to copy governor reports into future agendas	LK	By next meeting
51-24	SG to update prevent training.	SG	ASAP
52-24	LK to add Cyber training to CT's training log.	LK	By next meeting
53-24	LGB to ratify RSHE policy by the end of July.	All	July 2024
54-24	JD to send Sports Premium over to SG to forward onto GL.	JD / SG	July 2024