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Local Governing Body (LGB) Meeting Minutes

Wednesday 6th April 2022 8.00am – Zoom

PRESENT

Governors: Emma Goff
Ellie Campbell-Barr
Marcia Goodwin
Ben Wates
Lizzie Woodward
Tricia Lindsey
Simon Maidment
Laura Morton
Jen Dabell
Claire Spencer

Clerk: Michelle Brooks

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

<p>The Chair starts meeting at 08.00am</p>
<p><u>Welcome and apologies</u> Apologies were accepted from Simon Maidment, Tricia Lindsey, Tim Heffer & Victoria Chilman</p>
<p><u>Declarations of Interest</u> None identified – All governors to log onto Governor Hub and confirm pecuniary interests.</p>
<p><u>Review of last Minutes & Action Points</u> To agree minutes from 17.02.2022 All governors agreed that the minutes are a true representation of the meeting and the Chair will sign at the next face-to-face meeting. Actions ongoing. Headteachers still to check on validity of statistics in Headteachers Report.</p>
<p><u>Safeguarding</u> No visit has taken place since last meeting. Reports of these meetings were shared via Governor Hub. Headteachers had nothing new to report.</p>
<p><u>Disadvantaged Learners</u></p> <ul style="list-style-type: none"> • LW will be meeting SJ at Baldwins Hill later this week. • TL has indicated that due to work commitments, she will be resigning from the LGB officially at the end of the summer term. She will still be able to carry out monitoring until then. EG to confirm with TL. • Free School Meals (FSM) numbers at Halsford Park have increased considerably due to introduction of refugee children. Receiving funding for these children has been very difficult. • As part of the Pupil Premium (PP) strategy, funding is allocated for specific things. Cover Supervisors are timetabled to do group and 1:1 work with PP children. Headteachers advised that due to staff absences, the ability to give this extra support has been limited. Supply cover has been almost impossible to book due to absence. • It was reported that Baldwins Hill have seen a similar increase in FSM numbers due to the intake of

refugees. Not all refugee families are eligible for PP.

- The Headteachers informed governors that student absence is still relatively high and this has had an impact on the ability of children to access interventions.
- Headteachers stated that the absences have meant that there are gaps in learning that schools have been unable to close. When looking at data the absence levels will be apparent.

EVC

- Both schools have had two residential trips. Headteachers advised that this was very difficult due to significant staff absences in both schools.
- Schools have had a lot of positive parent feedback. Children had a brilliant time.
- Headteachers expressed how thankful they are for the staff stepping up to lead and supervise trips. Both Deputy Headteachers attended both residential trips.

LGB de-merger

- The Chair has been looking at distribution of responsibilities due to resignations and recruitment.
- Parent governor recruitment letters have gone out at both schools this week.
- The Chair and Clerk will be looking at co-opted governors through governor recruitment services. Hope to find governors with availability to be able to visit schools regularly.
- The Chair advised she is trying to free up some capacity to be able to focus on recruitment and meet with potential governors.
- LW as Vice Chair has agreed to take on some more strategic responsibility. When the LGB recruit, some of LW's responsibility will be redistributed.
- LW to be first priority to attend LA Advisor visits.
- MG to take on Safeguarding for BH to give LW more capacity.
- EG has handed full Leadership spotlight for both schools to BW to give more capacity.

GOV Q: What are we doing to maintain diversity in our LGB?

Letters for parent governors go out to all parents. The Chair asked the governors if they had any ideas on how to promote diversity.

Suggestion was made to hold an information briefing/coffee morning for parents to give more information about the governor role.

Re-introduce governors attending new Early Years meetings.

Chair to look at logistics of information meetings. BW and Chair to meet to discuss promoting diversity.

- ECB to support new governors in induction process.
- Chair to ask SM to take a lead on tracking and promoting training opportunities for governors.
- The Chair asked all governors to try to make themselves available for any future recruitment in schools.
- Once recruitment and imbedding has happened, the LGB will look to formally demerge in summer 2023.

Ofsted Crib Sheet

- The Chair has been collating information to support governors in Ofsted into one document.
- The document gives an overview of each spotlight section so that whoever attends Ofsted inspection has an easy reference.
- Headlines:
 - What are the school doing?
 - How are we monitoring?
 - What are the data points we review?
 - Improvement areas.
- Chair asked all governors to input information in their spotlight section ideally by Friday 8th April.
- Governors need to know intent and impact. How do governors find out information and how do they act on that information.
- Governors can carry out triangulation as part of their learning walks for spotlight monitoring. Governors agreed the need to prioritise visiting the school to carry out triangulation of spotlight areas.

Policy Ratification

Children with health needs who are unable to attend school

- Policy document has been uploaded to Governor Hub. All governors asked to agree document asap.

AOB

- Leadership spotlight meetings at HP and BH being booked in for after Easter Holidays. JD potentially to take up Leadership spotlight in SM absence. LM leading on curriculum with LO so agreed both will be involved. To be confirmed.
- CS taking over assessment for learning for CB. To arrange meetings with MG.
- Halsford Park Curriculum Intent document. An extra line has been added relating to skills and knowledge importance. All governors were happy with this addition.
- Year 6 SATs – Schools require governors to attend in SATs week to do quality assurance of opening papers and monitoring. SATs are week beginning 9th May for both schools Mon – Thurs. Governors asked to notify the Clerk if they are available to attend. Clerk to upload timetable to GovernorHub for governors to populate.
MG Monday – LW Thursday
- Year 2 SATs will be going on throughout May if any governors are available to visit during this period.

Meeting end: 09.08am

Date of next meeting - Thursday 24th March 2022

Action number	Actions	Who responsible	To be completed by
21-26	Chair to speak with TL to confirm resignation date	Emma Goff	By next meeting
21-27	Chair to meet with BW to look at LGB diversity	Emma Goff & Ben Wates	Ongoing
21-28	Chair to look into governor information morning	Emma Goff	Ongoing
21-29	All governors to approve <i>Children with health needs who are unable to attend school Policy</i>	All Governors	ASAP
21-30	Clerk to upload SATs timetable to Governor Hub	Michelle Brooks	ASAP
21-31	Governors to input availability for SATs week onto timetable	All Governors	ASAP