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## Local Governing Body (LGB) Meeting Minutes

Wednesday 6th October 2021 – Zoom

### PRESENT

**Governors:** Emma Goff  
Ellie Campbell-Barr  
Marcia Goodwin  
Lizzie Woodward  
Simon Maidment  
Tricia Lindsey  
Julie Manville  
Laura Morton  
Vicky Chilman  
Jen Dabell  
Claire Spencer

**Clerk:** Michelle Brooks

#### Ground Rules

Honest  
Respect challenge  
Solution focused  
Focus on agenda items  
Governor voice not Parent voice

**The Chair starts meeting at 08.00am**

#### Welcome and apologies

Marcia Goodwin & Ben Wates  
William Best did not attend without apologies.

#### Declarations of Interest

None identified – All governors to log onto Governor Hub and confirm pecuniary interests.

#### Review of last Minutes & Action Points

To agree minutes from 23.06.21 & 21.07.21

- EG still working on timeline and expectations for all governors.
- Biographies on Governor Hub and website. MB to look into where to upload, all governors to send completed biographies to MB.
- MB to add timeline/target date column onto action list.
- The minutes from both meetings were agreed as a true representation by all governors. The Chair will sign at next face to face meeting onsite.

#### Introduction of new Staff Governor Baldwins Hill

- EG introduced Laura Morton. LM gave an overview of her history at Partners in Learning.

#### Safeguarding

- JD to meet with LW and CS to meet with MG due to emerging different cases. Currently looking at what we will use for safeguarding analysis.
- Designated Safeguarding Lead (DSL) refresher course due in October for team.
- MG carried out robust review or Single Central Register (SCR) with action plan created to make it efficient.
- All staff carried out safeguarding training at September inset.

- Safeguarding training changed to have sections with different focus to work on throughout the year with staff. Staff ragged their confidence in different areas to decide which areas to prioritise.
- All governors to complete Safeguarding training on Governor Hub, MB to send link. Governors agreed to complete by end of autumn term.
- MB to send inset agendas moving forwards.

### **EVC**

- VC in contact with both schools. Year 4 swimming started up and cross country this Sunday coming.
- Hindleap Warren and Windmill Hill booked for March 2022. VC to go through risk assessments with Headteachers.
- Staff had updates on Evolve risk assessments at inset.

### **Disadvantaged Learners**

- LW to meet with JM and SJ to discuss plans and focus.
- Action plan being formulated with Emily Webster.
- Looking at using Pupil Premium and Sports Premium to facilitate disadvantaged learners attending paid clubs.

### **School Improvement Plan (SIP) Updates**

- Governors to read individual sections of the SIP and book autumn meetings to discuss plans with key leads.
- Chair asked governors to ensure they understand differences between schools.

#### **VC: How is it working? Will SIP areas be split with a separate governor for each school or shall we come together?**

EG - If areas are very different, have a different governor focussing for each school however continue to have discussions. Continue to make notes on live SIP documents which generates individual reports for each school.

#### **VC: Is there an intention to have governors involved in developing SIP goals?**

CS – yes this is definitely the plan. Unfortunately due to lockdown this has been harder however with strategic planning we can ensure opportunities for collaborative working with the governors.

#### **VC: When do Headteachers start planning for the Spring SIP?**

CS – Governors will be having conversations with their key leads in autumn monitoring meeting which will help with setting/lengthening actions. Main review will be in summer for next year's SIP's.

#### **SM: When do Headteachers create the spring term revision of the SIP?**

CS/JD – evaluations in December and then first ELT meeting in January will be setting the targets for the SIP. Draft to be done within first two weeks of the term.

#### **ECB: Are governors now encouraged to be in school for monitoring visits/learning walks?**

JD – information is contained in schools risk assessments. Visits should be by appointment, schools are well ventilated and governors to wear a mask if you would prefer. Governors were encouraged by Headteachers to come back into schools! School offices have lateral flow tests if Governors would like to take some to carry one out before visit.

#### **TH: Targets/intent of targets - Some are aspirational targets and some are green and met. Are these targets to be achieved this year or are they aspirational stepping stones for getting there?**

CS – this depends on the target in itself. Some targets are set on pupil outcomes, a clear timeframe and data. If governors feel there could be smaller targets within, they are encouraged to work with key leads to set these. Continue to be aspirational however still facing high levels of staff and pupil absence and this must be taken into account. Realistic yet aspirational targets.

#### **TH: Could we look to set a baseline target as well as a stretch (aspirational) target?**

CS – we do that without stating within the SIP. To identify these, discuss with key leads. The narrative around the points is just as important as targets and if they have been met.

### **Headteacher's Report Questions**

- Questions that had been raised before the meeting via email were responded to before the meeting.
- Some issues with pulling data through to the report so plans in place to ensure the data pulled is accurate.
- SCR has been checked since generating the Headteachers report so this is now compliant and up to date.

EG: We are all aware that it is currently very difficult to find a baseline so this report is our baseline and a starting point moving forwards.

JD: The data that is reported is the fully inclusive assessment data from teachers including all areas of study, not just streamlined curriculum. Across the schools staff carried out assessments to try and formulate a baseline. Working with Julie Goodridge, staff used data to inform plans within the SIP's. This helped identify the different areas of focus between the two schools.

*Tim Heffer left the meeting.*

### **Policy Ratifications**

*Behaviour for Learning*

*Anti-Bullying*

*SEND Policy*

*Child Protection*

*Intimate Care*

*Positive Handling*

*Safer Recruitment*

*Supporting Pupils with Medical Conditions*

All governors were happy with the updated policies and have agreed to ratify them for publication.

### **LGB Future Planning**

- EG has spoken with GL. There is a proposal that is currently being put forwards for discussion. As HP and BH SIP's and spotlights are becoming much more separate, we are proposing to split the LGB to have an individual group of governors for each school. This will give each school the individual time and focus that they require.
- GL would like feedback and a period of consultation. There will be time on the next agenda for discussion. If you have any questions in the meantime please send to EG, CS, JD and MB.
- The timeline for this proposed change is down to our LGB to decide.
- Still look to keep a link between the groups to combine knowledge and share support.
- Governors will need to look at make up of the LGB. There would be a need for a second Chair and Vice Chair.
- GL will send an email to LGB outlining current thought of the Trust Board and requesting feedback.

### **AOB**

- JD thanked the governors for their hard work on all of the policy reviews this term.
- CS and JD working on equality objectives. These will be sent as soon as they are ready for governors to be aware of as it sits alongside the Equality and Community Cohesion Policy and will be published on the website.
- The governors agreed to re-ratify some policies in March to help spread the review dates across the academic year.
- MB to send policy spreadsheet for governors to see spread of policies across LGB/ATB and review periods.
- All governors to book monitoring visits and upload reports to Governor Hub.

Meeting end: 09.18am

**Date of next meeting - Thursday 11<sup>th</sup> November 2021**

<b>Action number</b>	<b>Actions</b>	<b>Who responsible</b>	<b>To be completed by</b>
<b>21-01</b>	See where on Governor Hub we could upload Bio's	MB	Nov 2021
<b>21-02</b>	Send Bio's to Michelle	All Governors	Jan 2022
<b>21-03</b>	Put link to National College safeguarding training onto Governor Hub	MB	October 2021
<b>21-04</b>	Complete Safeguarding Training on National College	All Parent and Co-Opted Governors	Jan 2022
<b>21-05</b>	Send all inset agendas as they arise	MB	Ongoing
<b>21-06</b>	Send questions regarding LGB structure to CS, JD, EG & MB.	All Governors	November 2021
<b>21-07</b>	Add LGB structure to next meeting agenda	MB	November 2021
<b>21-08</b>	Book monitoring visits for autumn term	All Governors	December 2021
<b>21-09</b>	Ensure all monitoring reports are uploaded onto Governor Hub	All Governors	Ongoing
<b>21-10</b>	Send policy spreadsheet to governors	MB	November 2021
<b>21-11</b>	Look into re-ratifying some policies in March to spread the review time across the academic year	MB, EG, JD & CS	March 2022