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Mrs Claire Spencer - Headteacher

Local Governing Body (LGB) Meeting Minutes

Wednesday 6th October 2021 – Zoom

PRESENT

Governors: Emma Goff
Ellie Campbell-Barr
Marcia Goodwin
Lizzie Woodward
Simon Maidment
Julie Manville
Laura Morton
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

Tricia Lindsey, Tim Heffer, Vicky Chilman & Ben Wates

William Best has resigned from his role as a governor due to work commitments.

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 06.10.2021

All governors are in agreement that the minutes are a true representation of the meeting and the Chair will sign at the next face to face meeting.

Safeguarding

- LW met with the Baldwins Headteacher before half term and reviewed safeguarding overview and CPOMS reports. Physical behaviour incidents have reduced. Children are being supported to be reintroduced into class. One bullying incident had occurred but this has been resolved.
- Attendance reviewed by EWO and currently at 94.9%.
- Staff did further safeguarding training at inset.
- Designated Safeguarding Lead training updates have been carried out.
- KCSiE has been read and signed.
- Looking at how we can make safeguarding more valuable. At monthly safeguarding review, will do CPOMS analysis and invite relevant staff members. This will allow more meaningful information to be reported to safeguarding key leads.
- MG met with Halsford Headteacher at end of half term and did a Single Central Register review.
- One current behavioural issue at Halsford Park that is constantly being reviewed impact on staff being closely monitored.
- Attendance was 96.6% Covid cases are now being counted in this figure where last year they were not.

- Training is all up to date and last few to read KCSiE were being chased up.
- Ensuring that all staff and governors are aware of the updated changes in KCSiE. All governors have responsibility for safeguarding.

EVC

- There have been concerns in the press regarding PGL. This involved a group of 7 year olds in an unsupervised camp. Headteachers have liaised with other local headteachers and they were able to get risk assessments and reassurances. This will be fed into EGGS heads so we will have further information. There is no further action on our part, we are confident our trip can go ahead, West Sussex are in agreement.

Disadvantaged Learners

- JM met with LW, TL and EW. Went through action plan for disadvantaged learners. We will have more information on this after January data drop. 27 students at Halsford Park.
- LW has report to upload to Governor Hub and some follow up questions for JM.
- School have been encouraging parents to register children in afterschool clubs. School is funding out of Pupil Premium.
- Teachers are being given time to deliver small group or 1-1 time with disadvantaged learners. Teaching and learning as well as attainment are being monitored closely.
- Pupil voice will be collected at the end of this half term.
- Teachers have been encouraged to push PP and disadvantaged children to engage in things like school council.
- This is part of action plan led by Emily Webster to close gap between vulnerable learners and non-vulnerable learners.
- SJ has been off on long term sick so JD will ask her to feed into governors once she is back to get more information that is Baldwins specific.

School Improvement Plan (SIP) Updates

Leadership

Chair has visited both schools. Met with JD and carried out learning walk as well as discussion around spotlight. Further meeting with SM required. Targets need to be SMART but also ambitious. We would like to push staff whilst setting them up for success. Further visit in the next half term for updates and hopefully more to feed into LGB.

Assessment for Learning

MG has met with Laura Morton, to arrange a further meeting with Chris Busse.
SM to meet with link teachers before Christmas.

Pedagogy and Curriculum

Been in contact with HP link teachers and will liaise with BH link to arrange meetings before the end of this half term.

Learning Environment

Governors still to meet with link teachers.

At HP learning environment is being used to promote love of reading. Reinventing the Media Centre to be a working library. School Council have been working on this. Carried out learning walk at the beginning of the term to identify areas for improvement and to discuss classrooms with teachers.

At BH the library area is being revamped to make it a more inviting area. JD stated that we want to ensure learners know why they are being read to. We want to foster understating why being read to and reading is so important. Both schools have brought a new phonics scheme for EY and KS1. Teams are implementing and embedding this.

GQ: Which scheme is this?

Essential letters and sounds. A lot of research was done. This scheme meets the needs of the schools and is robust and consistent. This also fits in with current reading scheme and recently purchased books.

Update on Growing Great Teachers Appraisal Process

- Growing Great Teachers Policy has been updated to reflect the process of carrying out reviews to advise pay progressions (approved by Trust Board).

- Reviews are currently being done to allow recommendations to go to Trust by end of December.
- Observations and visits have been a challenge due to Covid.

Julie Manville left the meeting

Policy Ratifications

Equality Objectives Statements

Headteachers to work with MG and continue to work on.

Out of school hour's policy – add safeguarding paragraph.

E-Safety – Add link to Prevent and section to google classroom/remote learning.

Assessment policy is still being updated to reflect our different MIS system. Headteachers asked if it was agreeable to send the policy document not including appendices to be ratified whilst they work on additional extras. The governors were in agreement.

Adjustments will be made to these policies and they will be uploaded to Governor Hub for governors to sign to agree.

Feedback and Marking

Accessibility

PSHE

Governors have agreed these policies and so are ratified for publication.

LGB Future Planning

- Concern raised that to split LGB will dilute impact of governing bodies.
- Recruitment would need to be a priority. Potential candidates will need to be fully aware of expectations of the role. Need to increase numbers with balanced split for both schools.
- Constitution to be confirmed. At least two parent governors for each school and then appropriate numbers of co-opted governors. MB to check Terms of Reference.
- Governors asked if we can reach out to West Sussex to see if there are community governors that could join the LGB.
- The ATB have made the recommendation. What's the desired outcome? We still want benefits of being an academy. How do we keep links? Clarification of what will be separate and what will be shared asked for.
- Possibility of committees suggested. Different committees all report back to one central governing body voiced as a possible format.
- Governors decided they need to put further thought into how they split the LGB whilst still keeping shared expertise.
- Governors wanted further clarification from the ATB as to how they envision the change.
- Timing – We should be mindful that we don't split to the detriment of our Ofsted inspections.
- Efficiency – Governors queried whether there are some things that can be shared across the three schools such as policies.

AOB

- Covid Update – Schools have received CO2 monitors from DfE. With premises team to disseminate.
- Mitigations are still in place via school risk assessments.
- Covid cases are rising in schools. There are official outbreaks in local primary schools. Both schools are still not having large group activities such as assemblies. Any group activities are being held outside wherever possible.

GQ: Are there legal implications for if someone contracts Covid in school and has significant complications?

Headteachers report on cases in school and if there were any incidents, these would be reported to West Sussex. As long as schools are compliant and following guidance, they are not liable. Where there are cases of Long Covid, leadership support and make reasonable adjustments alongside Occupational Health.

GQ: Do staff do an annual questionnaire? Can Governors be involved in this? Can we see questions, how it is done and then results?

Surveys are happening, there is a section in Headteachers report that feeds back on surveys. At next meeting set an agenda item for Headteachers to give LGB more information.

Meeting end: 09.35am

Date of next meeting - Thursday 9th December 2021

Action number	Actions	Who responsible	To be completed by
21-12	Move SIPs to folder on front page on Governor Hub.	MB	Jan 2022
21-13	Policies for ratification folder to be added to Governor Hub.	MB	Jan 2022
21-14	Check LGB membership criteria in Terms of Reference.	MB	Jan 2022
21-15	Seek further clarification from ATB as to what their vision for split governing bodies is.	EG	Jan 2022
21-16	Add agenda item to next LGB for Headteachers to share information on staff surveys.	MB	Jan 2022