



Lowdells Lane, East Grinstead,
West Sussex, RH19 2AP
Tel: 01342 321572
Miss Jennifer Dabell –Headteacher



Manor Road, East Grinstead,
West Sussex, RH19 1LR
Tel: 01342 324643
Mrs Claire Spencer - Headteacher

Local Governing Body (LGB) Meeting Minutes

Thursday 17th February 2022 8.00am – Zoom

PRESENT

Governors: Emma Goff
Ellie Campbell-Barr
Tricia Lindsey
Vicky Chilman
Ben Wates
Lizzie Woodward
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

Tim Heffer, Simon Maidment & Marcia Goodwin

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 26.01.2022
All governors were in agreement that the minutes are a true representation of the meeting and the Chair will sign at the next face to face meeting.
Bio's – All governors were asked to write a paragraph and send in to the Clerk.
Governor Crib Sheet – ongoing.
All other actions were completed.

Safeguarding

- LW met with JD to go through safeguarding report. New spotlight on safeguarding within Newsletter for parents highlighting current safeguarding issues.
- Staff updates on safeguarding training at inset days – Cpoms and online safety.
- Headteachers get reports from Smoothwall highlighting anything children have accessed.
- Children have been doing 'Mapping the Landscape' which looks at areas at school children don't feel safe.
- Safeguarding information is being re-digitalised to make it easier for safeguarding team to access and update.
- MG has uploaded report on Halsford Park to Governor Hub.

Disadvantaged Learners

- LW met with SJ to discuss disadvantaged learners at BH. SJ had asked for feedback from staff on what they are doing individually for their disadvantaged learners.
- Focus on lowest 20% of readers, most disadvantaged learners in this group. Looking at using Nessy programme to support.
- Report will be uploaded on Governor Hub for all to read.

Victoria Chilman joined the meeting – 8.16am

- LW attended disadvantaged course last week. Fed back that what we are doing for disadvantaged learners should be a question asked in all spotlight areas.
- JM and SJ attended course with West Sussex to share good practice. JM reported that they found this very informative.
- Next pupil voice to be done in mid-March now staff have data from data drops last term.
- Many schools in area have had refugee children join over the last month, Halsford Park have 9. These children joined after the census which means schools won't receive the funding for them in the next academic year. Getting funding for all refugees has not been simple. Pupil Premium has been agreed for 5 children but not the remaining 4 at this stage.
- Headteachers report that the introduction of this group of children has had a big impact on office staff capacity.
- Baldwins Hill have had 6 refugees join the school. Due to differing circumstances of families, they are awaiting confirmation as to who is eligible for Pupil Premium.
- Staff have been making an extra effort to learn about other cultures and their potential needs. Both schools have provided a space and time for our Muslim children to pray.

Gov Q: How and when is this done?

At around 1.00pm, schools have both provided a space for children to go and pray.

EVC

- VC met with SJ to arrange visit to school to do an activity for children.
- Next month are the residentials for years 4, 5 and 6. Risk assessments to be shared with VC.
- New EVC at Halsford Park will be Lisa Sears. Lisa is already Subject Champion for PE and Outdoor Learning.
- Headteachers are now signing off Risk Assessments for trips instead of the CEO.
- School run sports competitions are picking up again.

Headteachers Reports

Gov Q; HP & BH – what is the reason for our higher than average pupil to teacher ratio?

Halsford Park have job shares, having looked at the report, Headteachers are unsure as to some of the statistics included and their validity. Headteachers to look into this. Headteachers will discuss at Executive Leadership Group.

Gov Q; BH & HP what is the current situation regarding the very high persistent absentee figures?

Headteachers advised that this is still due to Covid. If children are off with confirmed Covid, this still goes down as a sickness absence but is treated differently. Where absences aren't to do with Covid, schools have been following attendance policy in how they monitor. Both schools are working consistently with the Education Welfare Officer (EWO) to look at absences and work with families. More detail around this to be given in the attendance reports from EWO. Halsford Park year 1 have also had an outbreak of Chicken Pox.

Gov Q; BH what is being done to address the pupil concerns over bullying raised in the pupil survey?

First step taken has been to share survey results with staff. Conversations being had about what adults are seeing in school. Using class weekly forum to address and discuss what bullying is. Given classes chance to talk about how they are feeling. Several cases where child perceived to be the bully had no idea. The discussions have prompted

good conversations. Next step is how school addresses on a wider scale. This will be a longer process so will require feedback in the future.

Parent voice – parents have been unable to see how school is running due to Covid and the schools not running events that bring parents in. Year 1 and EY have not had a chance to visit due to Covid. Headteachers asked if governors are able to come in and be present at school events to talk with parents. Governors to look at dates for Parents Forum etc. and try to make themselves available where possible.

Laura Morton left the meeting 08.40am

Policy Ratifications

Curriculum Policies for both schools were shared with agenda. Additions around British Values and Outdoor Learning have added as a result of governor feedback.

All governors agreed they were happy with the content of both Curriculum policies. These have been ratified for publication.

LGB Recruitment – Updated Job Descriptions

- Planning is underway for the expected timeline for the demerger of the federated LGB. Recruitment will be done in line with this.
- There will be a need for another Chair and two Vice Chairs. LW and SM current Vice Chairs. Chair wants to formalise this role moving forwards in line with the Trust vice Chair job description. The Chair will share the JD with governors.

Tricia Lindsey Joined the meeting 08.53 am

AOB

- Governors discussed availability for interview days at Halsford Park. All governors to see if they can be available for Teacher interview days.
- Governors directed to Safer Recruitment training available through the National College which all governors have access to.
- LGB meetings and times – due to availability of governors, the LGB agreed to look at moving some meeting dates to allow maximum participation. The LGB agreed to alternate remaining meetings Wed/Thurs and extend to 90 minutes.

Meeting end: 09.00am

Date of next meeting - Thursday 24th March 2022

Action number	Actions	Who responsible	To be completed by
21-21	Check dates of Parents Forums and see if available to attend.	All governors	Ongoing
21-22	Headteachers to raise validity of statistics included in Headteachers Report at Executive Leadership Group.	Claire Spencer & Jen Dabell	Next Headteachers Report (beginning of summer term)

21-23	Chair to send Vice Chair JD to all governors.	Emma Goff	March 2022
21-24	Governors to check availability for recruitment days.	All Governors	ASAP
21-25	Adjust remaining meeting dates to alternate Wednesdays and Thursdays.	Michelle Brooks	March 2022