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Local Governing Body (LGB) Meeting Minutes Wednesday 18th January 2023 8.00am – Halsford Park

PRESENT

Governors: Emma Goff - **EG** (Chair)
Ellie Campbell-Barr - **ECB**
Marcia Goodwin - **MG**
Lizzie Woodward - **LW**
Vicky Chilman – **VC** (via Teams)
Laura Morton - **LM**
Julie Manville - **JM**
Jen Dabell- **JD**
Claire Spencer - **CS**

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

Apologies were accepted from Simon Maidment & Scott Gibbons.

Daisy McCallum sent apologies following the meeting.

Declarations of Interest

None identified.

Review of last Minutes & Action Points

To agree minutes from 22.09.2022

All governors agreed that the minutes are a true representation of the meeting and the Chair signed.
Chair ran through actions and identified those that are still ongoing.

- Baldwins Hill Leadership Structure to be shared with governors.
- Governors discussed the best way to record their visit reports and agreed to stick to the older report template rather than annotating the SIP as not all monitoring visits relate directly to the SIP.
- All reports should be sent to Key Lead and Headteacher for agreement before being uploaded to Governor Hub and sent to Clerk to share with the rest of the governors.
- Chair to review reporting template.

Update from Headteachers

- The governors congratulated both Headteachers and the staff teams for their excellent Ofsted reports. Governors noted how hard everyone had worked at both inspections.
- MG will be attending a Blackwell Governor meeting to share with them the governor experience at the Ofsted inspections to share best practice.
- The governors commented on how different the two inspections felt which was down to the individuals carrying out the inspections.

- Both Headteachers felt that the Ofsted inspections were a very good development opportunity for them.
- All of the next steps identified in the feedback and reports were areas already identified and on the schools' action plans.

Safeguarding

- MG informed governors that she has carried out a safeguarding monitoring visit at both schools. Reports for both of these can be found on Governor Hub.
- All actions with relation to safeguarding have been actioned.
- The attendance report for Halsford Park was shared with agenda for this meeting. Baldwins Hill have not yet received their autumn term report.
- CS reported that the attendance of two individuals with significant circumstances have had an impact on the overall figure. In both cases, the causes are medical or extenuating so no enforcement action is being taken.
- Headteachers informed governors that students being taken out of school for holidays is still a significant problem. A letter is being sent to all year 6 parents at Halsford Park to stress the importance of attendance and how poor attendance can have a significant impact on their SATs.
- JM stated that once students return from holidays or long periods of sickness, a lot of time is spent assessing gaps in knowledge and catching students up. This has a knock on effect on the remainder of the students learning as it takes a lot of the teachers time.
- Schools continue to send out letters when attendance is below 95% and ask for medical evidence where required in line with the attendance policy.
- Baldwins Hill attendance figures continue to be affected by students on part time timetables.
- Safeguarding updates can also be found in the Headteachers reports which will be shared following the meeting.

SIP Headline Reports

Gov Q: Do we know yet if the schools will be affected by the teachers' strikes? Are a high proportion of teachers' members of NEU?

Schools do not yet know which teachers if any intend to strike and Headteachers are not allowed to ask. The exact number of NEU members is not known but it is a high proportion of the teachers in both schools. Schools will contact parents as soon as they can if strike action will mean any class closures.

Pedagogy and Curriculum – Halsford Park

- Focus has been on a broad and balanced curriculum which means a wide range of spotlight areas.
- ECB has carried out two learning walks to see what is going on within the school to support this area.
- ECB spoke about the focus on co-constructed learning which gets children involved in setting their own learning journeys.
- A lot of time has been spent gathering pupil voice on a range of different subject areas.
- There are now 'Knowledge Notes' which are summaries of key learning points in children's books.
- New writing frameworks are being utilised in English.
- Staff are working hard to ensure consistency of approach throughout the school.
- Music and Computing currently have no subject specialists so these subject areas are weaker.
- Staff report that the impact of lockdowns is still being felt especially in year 2.

SAFS – Halsford Park and Baldwins Hill

- Focus has been on how schools support their EAL learners.
- Staff inset in September was used to measure staff confidence in managing attainment and progress of EAL learners.
- Training has been given to staff on writing Individual Learning Plans. These should include SMART targets and parents are being more involved when writing them.
- Bell Family Assessment is a new tool being used. This can be input on Arbor and is easily tracked and reviewed.
- Target for attendance of vulnerable students is set at 95%.

- LW will meet with Emily Webster for a learning walk and further discussions this term.

Assessment for Learning – Halsford Park

- MG met with Cassie Barlow to discuss Arbor and how well this is being used to track data.
- Staff are currently facing difficulty when trying to input data for children working on the previous year's objectives. This is most difficult for those in year 1 still working on the EYFS curriculum.
- LM informed governors that there is a timeline for getting more subjects onto Arbor (currently only English and Maths).
- There will be a Trust Assessment for Learning Meeting in the coming weeks where this will be discussed.
- Assessments in other subject areas are currently being done and tracked through report cards. This needs to all eventually move to Arbor.

Gov Q: Have you found Arbor helpful for tracking pupil data?

Yes, Arbor is very good for extracting and filtering data for teachers and leaders to be able to review. This has been a lot less time consuming than previously where data had to be manually extracted before it could be reviewed.

Pedagogy and Curriculum – Baldwins Hill

- VC stated that her report echoed a lot of what had already been said in other reports.
- School have adopted 'Teaching for Mastery' in maths, this programme brings together multiple elements of teaching. Lesson planning has been much more effective and this has had time benefits for staff. Currently this has only been launched in maths however teachers are utilising the practice across other subjects.
- Pupil voice has been gathered and children have fed back that they are finding the learning cohesive.
- There is still a lot to do to embed and fully utilise 'Teaching for Mastery' however a very positive start has been made.

Leadership – Halsford Park

- EG stated that she feels the Ofsted report fully encapsulated how well Led the school is.
- Positive conversations have been had with CS about the work done on leadership structures and how this is reflected in impact logs.
- Staff are recorded small and large impact/successes. This not only evidences but grows confidence in the teams.
- EG and the Headteacher stated that they felt a lot of hard work that has been put in over the last two years is now coming to fruition.
- Staff leaders feel empowered.
- Growing Great Leaders and Growth Plans have been started for this year and will continue to show impact.
- ELT and SLT are being given dedicated time to look at impact logs.

Leadership – Baldwins Hill

- A full monitoring meeting for leadership is still to take place.
- There has been a lot of change in the leadership roles.
- The current Leadership impact log is contained within the SIP.
- The Headteacher informed governors that the focus at Baldwins Hill is on staff having their own achievement teams that are running effectively.
- There are two new members of ELT that are in their first leadership roles.
- The Headteacher stated that the Acting Deputy Head is still in post and the Deputy Head who was on maternity leave is now back in school 2 days per week.
- The main focus in Leadership is ensuring alignment and a clear vision.

Policies

- Positive Handling Policy – Update how incidents are recorded on CPOMS and communicated with parents.
- Behaviour for Learning Policy – Add link to DfE guidance on suspensions and exclusions.
- SEN Policy – Ensure use of SEN and SEND is consistent. Add names of SEND Governor.

- With the exception of 3 changes outlined above. All policies were agreed by governors for publication.

LGB Demerger

- Governors discussed the structure of the de-merged governing bodies.

Role	Baldwins Hill	Halsford Park
Leadership	Scott Gibbons	Emma Goff (Chair)
Pedagogy & Curriculum	Victoria Chilman	Elyssa Campbell-Barr
Student And Family Support	Lizzie Woodward (Vice Chair)	Daisy McCallum
Assessment for Learning	Simon Maidment	Marcia Goodwin (Vice Chair)
Safeguarding/Attendance	Lizzie Woodward	Marcia Goodwin
SEND/Disadvantaged	Lizzie Woodward	Daisy McCallum
Educational Visits Coordinator	Victoria Chilman	Ellie Campbell-Barr

- Baldwins Hill Chair is still to be confirmed.
- Governors discussed how well they had all worked together and that it was a very strong team.
- Each LGB will now only require 6 meetings per year as they will have the dedicated focussed time for each school.
- Governors discussed possibilities for keeping links both formally and informally. Chair to discuss at Chair's and CEO meeting.
- Meeting dates for each LGB will be set following the meeting. Clerk to send email asking for availability.

AOB

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Meeting end: 09.49am

Date of next meeting – TBC

Action number	Actions	Who responsible	To be completed by
22-09	Review report template	Chair	ASAP
22-10	Governors to upload reports to Governor Hub	All	ASAP
22-11	Future LGB dates to be set	Clerk/Chair/Headteachers	ASAP