



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

Self-Evaluation

Wednesday 21st September 2022 8.00am – Halsford Park

PRESENT

Governors: Emma Goff
Ellie Campbell-Barr
Marcia Goodwin (via Teams)
Simon Maidment
Vicky Chilman
Daisy McCallum
Scott Gibbons
Laura Morton (via Teams)
Julie Manville
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

Apologies were accepted from Lizzie Woodward

The Chair welcomed Scott Gibbons who was appointed as a co-opted governor at the June LGB meeting.

The Chair informed the LGB that she has received resignations with immediate effect from Ben Wates, Tim Heffer and Sarah Nottingham.

The Chair informed governors that due to the resignations and our new governor, roles and responsibilities would be looked at and adjusted to ensure all areas are covered. Recruiting new Parent Governors will now be priority.

Declarations of Interest

None identified – Governors given new paper pecuniary interest forms for this academic year.

Election of Chair and Vice Chair

Emma Goff we re-elected as Chair for the 2022/23 academic year. Term of office 1 year.

Lizzie Woodward was re-elected as Vice Chair for the 2022/23 academic year. Term of office 1 year.

Review of last Minutes & Action Points

To agree minutes from 30.06.2022

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.

All governors to send bios and pictures through to Marcia as soon as possible.

Headteachers to share leadership structure to be added to Governor Hub.

Letter outlining changes to the school day to be shared on Governor Hub. Headteachers informed governors that the attendance policy is currently being reviewed. The new policy will take into account the adjustments made to the school day.

Safeguarding

- All staff carried out annual safeguarding training at the first September inset day. The chair also attended this training after all governors were invited. The chair stated that she found it very interesting and much easier to absorb all of the information carrying out the training in person rather than online.
- CS will be carrying out wash up training for any staff who were not able to attend the inset. Governors were invited to attend this if they have not yet completed their safeguarding training. This will be on Monday 26th September from 1.00 – 3.00pm.
- All governors to complete National College Safeguarding Training or attend a school session by October meeting.
- The safeguarding lead governor has meetings booked in to carry out monitoring visits and review the Single Central Register for both schools.
- Both schools have expanded their teams of Designated Safeguarding Leads. Laura Morton (Acting Deputy Headteacher) has just completed the training at Baldwins Hill and Charley Thomas (SAFS project development lead) has carried it out for Halsford Park.

Self Evaluation

- The Chair confirmed that she would be looking at roles and responsibilities following the meeting to ensure all governors knew which areas of the School Improvement Plan they are monitoring and for which schools.
- The draft School Improvement Plans will be published for governors next week. The Chair asked all governors to arrange their monitoring visits for as soon as possible to review their spotlight areas and be ready to give headlines at the October LGB meeting.
- Headteachers informed governors that guidance states the schools require a link attendance governor. As this is so closely linked with Safeguarding, Marcia Goodwin, the safeguarding lead governor was asked to take on this role. MG agreed and so is now the named governor for Safeguarding and Attendance.
- The Chair presented slides giving an overview of the results of the self-evaluation questionnaire completed by governors.
- Governors discussed successes they felt they had had as an LGB over the year. Some of these were;
 - Passion shown by all governors.
 - Governor input into the development of the SIP.
 - Checking in on Headteacher wellbeing and offering support.
 - Supporting and participating in recruitment processes.
 - Multiple governors joining Link Advisor visits.
- Governors felt further development was required around their knowledge and promotions of the schools vision and values. Clearer links to be made in meetings and on the SIP. Headteachers suggested adding a page two to the SIP to show vision, aims and intent.
- Whilst discussing roles and responsibilities and where these can be found on Governor Hub, governors asked if we could add Governor Hub as an agenda item so an overview of the layout and where to find important information could be discussed.
- The Chair clarified that if governors have any queries that cannot be answered on Governor Hub to direct them to the Chair and the Clerk who will be able to assist. If governors have any queries regarding the potential Trust merger, these should be directed to Rebecca Gatton who is running the administration of the consultation.
- Some items identified for improvement were;
 - Governors to bring summary headlines around their SIP monitoring to meetings to share with

- wider governing body.
- Link governors to take ownership of actions related to their SIP areas to follow up and bring back to the LGB.
 - When reporting, looking to annotate the SIP document to give more context to the wider LGB on discussions.
 - Addition of Headteachers Report as a standing agenda item.
 - Governors asked if the SIP can be a growing document, keeping completed or removed actions rather than losing them termly.
 - Working on communication.
 - Governors asked for an agenda item to run through meeting best practice and on developing KPI's/targets.
 - Training – look at introduction of a training champion to look at potential training for governors. Add CPD as a termly agenda item. Add a list of recommended training to Governor Hub.

AOB

- Due to resignations, we now need to recruit 2 parent governors for Baldwins Hill and 1 for Halsford Park. Agreed governors to attend Early Years 4 week in meetings to talk and look for potential candidates.
- The Chair asked governors to start considering if they would be happy to take on the role of Chair or Vice Chair once the demerger happens.

Meeting end: 09.20am

Date of next meeting – Tuesday 18th October 2022

Action number	Actions	Who responsible	To be completed by
22-01	Leadership structures to be added to Governor Hub	Headteachers & Clerk	ASAP
22-02	Letter outlining changes to school day to be added to Governor Hub	Headteachers & Clerk	ASAP
22-03	Governors to complete safeguarding training either on National College or at wash up session with CS on Monday 26 th September 1-3pm	All Governors	October meeting
22-04	Review and confirmation of Roles & Responsibilities	Chair	ASAP
22-05	Following publication of draft SIP's all governors to book initial monitoring visits to feed back at October meeting	All governors	October meeting
22-06	Governor Hub added to next meeting as agenda item	Chair & Clerk	October meeting
22-07	Vision, Aims and Intent page added to SIP's	Headteachers	ASAP
22-08	Headteachers Report to be added as a standing agenda item	Chair & Clerk	Ongoing