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## Local Governing Body (LGB) Meeting Minutes

Wednesday 25<sup>th</sup> May 2022 8.00am – Zoom

### PRESENT

**Governors:** Emma Goff  
Ellie Campbell-Barr  
Marcia Goodwin  
Ben Wates  
Lizzie Woodward  
Simon Maidment  
Victoria Chilman  
Daisy McCallum  
Laura Morton  
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 Tim Heffer

The Chair introduced the new Parent Governor from Halsford Park Daisy McCallum. Daisy will be working with LW on the SAFS spotlight. Julie Manville has been re-elected unopposed as the Halsford Park Staff Governor. The Chair confirmed that Tricia Lindsay has resigned with immediate effect due to work commitments.

#### Declarations of Interest

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

#### Review of last Minutes & Action Points

To agree minutes from 06.04.2022

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

Chair ran through actions and identified those that are still ongoing.

Headteachers gave update on SATs and informed governors that the process went well at both schools.

Headteacher of Halsford Park informed governors that special consideration has been asked for concerning one whole class at HP due to sudden absence of their teacher. School will find out at the end of June if this has been granted.

Headteachers fed back about Headteacher Report statistics. The data is constantly being updated so will change to reflect school and national data.

#### Safeguarding

- SCR check carried out for both schools by MG. All compliant.

- MG carried out a safeguarding meeting with Headteacher at BH to familiarise.
- Safeguarding report reflects that incidents are on a downward trend at both schools.
- Schools are struggling due to the backlog of other organisations such as EHCP.

**Gov Q: Is there anything governors can do to help schools with the time being taken for referrals to be processed?**

*It has been a real struggle for both schools waiting for referrals, Social Workers and meetings relating to children. Headteachers felt that unfortunately this is a problem for all schools so Governors would not be able to assist in this. Feedback from West Sussex link personnel is that the Trust is seen in a very good light by West Sussex.*

**Gov Q: When the local MP visited, was the backlog raised or was it child focussed?**

*This was a child-focussed visit.*

- Safeguarding monitoring complete at both schools for this term.
- Both Headteachers currently carrying out NSPCC self-assessment. Will feed into next meeting any outcomes.

**Disadvantaged Learners**

- LW met with staff champions recently. DM will be working with HP moving forwards.
- Disadvantaged children are a regular focus in pupil progress meetings and their data is scrutinised after data drops.
- The Education Welfare Officer monitors attendance regularly.
- Interventions are in place for disadvantaged learners. Try not to remove them from class too often.
- Disadvantaged children are being funded by school to attend afterschool clubs.
- SJ and LW to meet again in summer term to reflect on this year and look at targets for next year.

**EVC**

- Both schools are carrying out school trips for all year groups this school year. A lot to be carried out this term.
- VC attended one trip and noted how valuable and exciting it was for the children. VC noted that children in year 2 and below have not had opportunity to attend trips before so this was new for a lot of children and parents.
- Schools have been participating in many offsite sporting events.
- Feedback on behaviour from people outside of school has been excellent for both schools.
- HP are having an activity company in for year 5. Used last year for year 6 as they were unable to do residential.
- HP will be creating a year overview to incorporate all school activities and this will include school trips. This will be done in consultation with Parents Forum and shared on the website for the start of the school year.

*Lizzie Woodward left at 9.30am*

**Updates School Improvement Plan**

- Link governors for each section of the School Improvement Plan (SIP) informed the rest of the governors what has been happening in their area.

**Leadership**

- Lesley Osborne will be leading this for BH. Will arrange a monitoring meeting as soon as possible.
- BW sat in on visit from West Sussex Advisor at HP. Found it very valuable to watch the visit being carried out. Reflected that HP struggled last term with staff and student absences. Could see that staff structure was pivotal to being able to get through this time. Leadership structure was very tested last year due to long term absence but managed to stand up to it.
- BW met with RL from HP to discuss spring term.

- Leadership practice is being shared through ELT and this should prove to be beneficial for middle leaders.
- Chair informed governors she has spoken with a potential governor from the community and the hope is for him to work on the Leadership spotlight if his appointment is successful.

### **Assessment for Learning**

#### **BH**

- SIP focussed on Arbor data. Continue to promote the usefulness of Arbor if it is fully utilised by all teachers.
- Behaviour in Early Years has been a real challenge and this has had impact on data.

#### **HP**

- Staff and leaders are becoming much more adept at using Arbor to carry out in depth analysis.
- Leaders are looking at how all other subjects can be fed into system not just core subjects.
- Absence in year 6 – Arbor mark sheets being fully up to date meant cover and rest of year 6 team came in with a full picture of the classes current attainment.
- SAFs team utilising Arbor to ensure a full picture is given of each child on the system.

### **Pedagogy and Curriculum**

- ECB carried out school visit to BH. Carried out learning walk with year 6 students.
- Focus on re-securing foundational learning. Shown writing and fast maths. Children spoke confidently about what they were doing and why.
- ECB reported that there was a sense of relief that things were finally back to normal without Covid restrictions on learning opportunities.
- Maths showing more significant gaps than English. Potentially more difficult to teach at home.
- Due to meet at HP in the next half term, ECB to try and attend next LA visit from Duncan Edwards as focus is writing.

#### **SAFs**

- See disadvantaged learners.

### **Learning Environment**

- TH still unable to be fully active as a governor. VC asked to cover Learning Environment in his absence.
- VC visited BH. Carried out learning walk with Mrs Heawood (after school).
- Focus on developing a love of reading.
- All displays focussed on learning are in line with Essential Letters and Sounds programme being used in Early Years and KS1. This gives continuity.
- Interactive boards in KS1 have been very successful. Very engaging for younger students.
- Library areas very different in KS1 and KS2. Both areas are very well used and children enjoy using them. This has meant a timetable has had to be introduced in KS2.
- VC to carry out monitoring visit at HP in the next half term.

### **Recruitment**

The Chair informed governors that having sent out recruitment letters to both schools, the only parent that stepped forwards was DM. We still require 2 parent governors from BH so the recruitment letters will be resent.

We will start the process of looking to recruit co-opted governors that are not linked to the schools after half term.

Governors were asked to submit pieces for newsletters through the school offices to raise the governors profile. Clerk to share office contacts for newsletters with governors.

Governors were reminded that they need to put together short bio's for the school websites. Marcia to lead putting together a governance newsletter. All governors to send a picture and a few lines about why they became a governor to Marcia.

Ideas about how to raise governor profile within school communities discussed.

*Julie Manville Left the meeting 09.07am*

### **Headteachers Reports**

- MG highlighted the challenges schools are facing with the numbers of English as an Additional Language (EAL) students being taken on by the schools and the resources that this is taking. HP have had 30 new students join the school throughout this school year. 23 of those are EAL. This has had an impact on resources, practice in school and data. BH have had 6 EAL additions.
- BH positive handling and suspensions were up last term. Severe behavioural needs. Looking for external support and alternative provision that is not available. Covid has caused a loss in momentum with these cases.
- A couple of pockets in both schools of high persistence absence

### **Gov Q: Are we seeing improvement in persistent absences?**

*The pockets in years 1 and 6 were mostly due to Covid and chicken pox. These cases have all been looked at individually. Letters are sent to parents in line with the attendance policy and where required our Education Welfare Officer has been involved. Narrative on case studies will be sent to governors once we have this. There are many requests for holiday and there are a lot of letters being sent to parents that have taken unauthorised holidays. The increase in unauthorised absence will show in next terms Headteachers Report.*

- There are some very complex cases of persistent absence at BH. Joining up professionals with EWO to make sure the correct approach is taken.

*Simon Maidment left the meeting 9.30am*

### **AOB**

- MG carried out a website check for each school. Leaders are addressing any issues raised to ensure they are compliant.
- BH are refreshing the vision for the school. This is being done in consultation with parents and stakeholders. An assembly has been added to BH school website under the vision and values tab that outlines what we are doing. Please watch and send any thoughts through the Clerk.
- BH - Interviews in June for teachers 14<sup>th</sup> and 20<sup>th</sup> June. Are any governors available to take part in this recruitment?
- HP – changes to leadership structure. SAFs and Development project team leaders. Recruiting a new Lead Practitioner. BH still under development.
- Email to be sent to governors with indication of time of day.

Meeting end: 09.40am

### **Date of next meeting - Thursday 30<sup>th</sup> June 2022**

<b>Action number</b>	<b>Actions</b>	<b>Who responsible</b>	<b>To be completed by</b>
<b>21-32</b>	Clerk to share office contacts for newsletters with governors.	Clerk	ASAP
<b>21-33</b>	All governors to send short bio to Marcia and headshot to be used in governance newsletter.	All governors	ASAP

<b>21-34</b>	Governors to submit short pieces to raise governor profile in school newsletters.	All governors	Ongoing
<b>21-35</b>	Watch assembly video giving information on Baldwins Hill vision refresh.	All governors	ASAP
<b>21-36</b>	Governors to share availability for upcoming interviews.	All Governors	ASAP
<b>21-37</b>	Clerk to share interview timetable.	Clerk	ASAP