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Local Governing Body (LGB) Meeting Minutes

Wednesday 26th January 2022 – Zoom

PRESENT

Governors: Emma Goff
Ellie Campbell-Barr
Marcia Goodwin
Simon Maidment
Tricia Lindsey
Vicky Chilman
Julie Manville
Laura Morton
Jen Dabell
Claire Spencer

Clerk: Michelle Brooks

<p><u>Ground Rules</u></p> <p>Honest</p> <p>Respect challenge</p> <p>Solution focused</p> <p>Focus on agenda items</p> <p>Governor voice not Parent voice</p>
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<p>The Chair starts meeting at 08.00am</p>
<p><u>Welcome and apologies</u> Lizzie Woodward, Tim Heffer & Ben Wates</p>
<p><u>Declarations of Interest</u> None identified – All governors to log onto Governor Hub and confirm pecuniary interests.</p>
<p><u>Review of last Minutes & Action Points</u> To agree minutes from 11.11.2021 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. All actions were completed.</p>
<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • MG carried out safeguarding meeting at Halsford Park. • Single Central Record checked and all agreed updates have been carried out. • Pupil voice carried out with 6 children. • Went through safeguarding data. High level of physical and emotional incidents. Highest numbers recorded in Early Years and Year 1. Children still showing impact of disruption from Covid. • High levels of social development to be worked on and emotion coaching by staff. Multiple strategies in place to help children learn and move forwards. • Year 1 have been hugely impacted by Covid due to lack of social interactions. • Report to be shared on Governor Hub. • LW will meet with Baldwins Hill Headteacher to get an overview of autumn term. • CPOMS analysis being carried out with input from other staff such as RSE lead. Month by month instead of termly.

- E-safety was highlighted as children are accidentally seeing inappropriate content online in adverts etc, then discussing at school on playground.
- New safeguarding spotlight on newsletter to communicate further with parents.
- A peer review was carried out on Monday 24th Jan. A pupil voice was carried out to hear children's understanding of safeguarding. On the whole, there was very positive feedback.
- Pupil survey gave positive results around children keeping themselves safe.
- Higher levels of support for self-regulation needed in Early Years, Year 1 and Year 2 as at Halsford Park.
- Single Central Register checked in December. A reminder was given to all governors to ensure they have completed National College safeguarding training.

EVC

- School visits and visitors in school are getting up and running again.
- Halsford Park have a 1 night residential for year 4 and a 2 night residential for year 6 all led by school staff.
- Year 1, year 4, year 5 and year 6 all have trips scheduled at Baldwins Hill.
- Several year groups have already had visitors in for workshops and talks.
- Working within restrictions to enable children to have as many experiences as possible in school.

Gov Q: With PGL having cancelled unaccompanied trips due to safeguarding failures, are there extra risk assessments in place?

Feedback from other schools has been positive. Our trips are led by school staff. Additional Risk assessments have been carried out by PGL and will be carried out by school staff. Headteachers remain confident that the residential trips will be safe and enjoyable for children.

Disadvantaged Learners

- Disadvantaged Champion for Baldwins Hill Shirley Joseph attended to give overview of Baldwins action plan.
- Spring spotlight – closing the attendance gap for disadvantaged learners. Different groups of staff have their own roles to play and then they link together.
- Attainment for disadvantaged learners is being closely monitored and closing the gap between disadvantaged and non-disadvantaged learners is the focus.
- Lots of discussion being had with teachers around what is being done for individual learners to support in these goals.
- Focus on lowest 20% of readers to initiate interventions to help bring reading levels up.
- Baldwins Hill will be taking care of 6 refugee children to start next week.
- LW booked on Lead Governor training for disadvantaged learners.
- JM gave an update on Halsford Park disadvantaged learners and action plan.
- A meeting was had with Local Authority school advisor Duncan Edwards. He included his findings in his termly report.
- Pupil voice carried out with all Pupil Premium children. Actions were identified as a result. Children enjoy their 1-1 focus time.
- Attendance has improved since last term amongst disadvantaged children. Currently 27 children with a gain of 8 refugees this week who all fall into this category. Schools are given £1000 per pupil to support these refugee children.
- School are continuing to fund some afterschool clubs to allow enrichment opportunities.
- Data drop carried out at beginning of January. There are still a lot of big gaps in attainment. The majority of these children are either EAL or SEN as well as disadvantaged.
- Visits will be carried out to both schools in the spring term.

Gov Q: Are schools aware of google lens and google translate? This can be a very useful tool. It is a free tool.

Headteachers to look into Google Lens as a tool for EAL students.

School Improvement Plan (SIP) Updates

Leadership

- Lead governor met with Deputy Headteachers at both schools. Report was very similar for both schools. A very robust discussion was had around targets and that they are realistic whilst also aspirational.
- A staff survey was being designed to get data on staff confidence.
- BH shared Vision Statement which is a tool for tracking and monitoring across the year groups.
- Discussion around Subject Champions and how they are being continuously supported.

Learning Environment

- TH not present to report on Halsford Park.
- Lead governor met with key lead last term for Baldwins Hill.
- Plans for this year should move forwards irrelevant of Covid restriction as they have been made baring this in mind.
- Library area being updated and interactive noticeboards to be utilised.

Assessment for Learning

- Baldwins Hill – Lead governor met with key lead in autumn. Focus was on new Arbor assessment tracker being used.
- New curriculum targets being used to make pupil progress tracking easier.
- This term will be to focus on if the new assessment tool has delivered on benefits.
- Carried out a Learning Walk and the children's enthusiasm was lovely to see.
- Report has been published on Governor Hub.
- Halsford Park – Lead governor met with Key Lead.
- Same feedback on implementing new assessment tracker.
- Benchmarking data has been input as well as statutory data.
- All East Grinstead Headteachers have information on expectations on assessments for this year. There is a think tank around assessment and Ofsted expectations and how they should change as they cannot be the same this year due to implications of Covid.
- Communication on this to be shared with governors (CS to send to MB for circulation).

Pedagogy and Curriculum

- Halsford Park focus on Writing. Training is being given to teachers and a writer's toolkit shared.
- Focus moving forwards will be implementing across all subject areas.
- At Baldwins Hill there is focus on fast maths and writing.
- Some children spent a long time working on computers so focus on cursive writing and fast writing. Teachers are modelling within learning materials.

Julie Manville and Laura Morton left the meeting 9.05am

Staff Surveys

- Some headlines given within the Headteachers reports.

Baldwins Hill

- 100% of staff said they were proud to work in the school.
- 100% felt children are safe at school.
- 100% felt bullying is dealt with effectively.
- 100% the school is well led and managed
- 100% feel well supported working in the school.
- Some further work on considering audience for questions.
- 5.6% disagreed with regards to behaviour and pupil management. Comments infer that this is due to staffing levels which are fluctuating due to the current climate.
- Lots of comments received about how meetings are purposeful and organised.

Gov Q: 18 responses received. How many could there have been?

Approximately 25-30 people. A range of different roles gave responses. Some have roles across the different schools so may have only completed 1 survey.

Halsford Park

- 52 staff at HP only 26 answered. More allocated time to be given to carry out survey. Feedback was that considerably less support staff answered survey. Reflection needed on whether using the Ofsted survey is fit for purpose.
- 100% feel students are safe in school.
- Professional development support feedback was good.
- 96% agree that there are high expectations for students and school.
- 86% feel school is well led and managed and feel supported working in the school.
- Areas to address are around behaviour and further discussion needed around low level behaviour.
- Session at the last inset day to discuss feedback. A session was then held on behaviour for learning as a direct response to the survey.
- Lowest score was around staff workload. Working with wellbeing team to look for solution focussed ideas.
- Julie Goodridge will lead a session on staff wellbeing.
- A lot of time was spent looking at teachers directed time and there is at least a 9 hour buffer on what is being asked.
- 2 members of staff left at the end of last term. The new cover staff are very positive and have inferred that they would like to apply if permanent positions arise.
- Schools are currently struggling with staffing due to sickness/absence and the lack of available supply cover. Headteachers are having to ask staff to volunteer to do lunch duties etc. and leaders are very mindful of impact.

Policy Ratifications

Out of School Hours Learning (changes made from last meeting) Agreed by governors and ready for publication.

E-Safety (changes made from last meeting). Agreed by governors and ready for publication.

Assessment - Agreed by governors and ready for publication.

Equality and Community Cohesion. The governors have agreed to re-ratify the existing policy until April 2022 to allow Headteachers time to rewrite this policy. MG has volunteered to be part of a working party to look at this.

Low Level Concerns Policy. Flow chart to be amended and then policy to be uploaded to Governor Hub for governors to agree.

Curriculum. Reference to British Values to be added then uploaded to Governor Hub for governors to approve.

LGB Future Planning

- Discussion at future meeting.
- An action plan is being formulated currently.
- Demerger likely to be 2023 and there are actions that will start this term to enable demerger.

Feedback on Ofsted Training Session

- Key feedback in session was need for a crib sheet for governors.
- EG is working on this currently. Draft will be sent around for review.

AOB

- Add Headteachers Reports as an agenda item at next meeting.

Meeting end: 09.35am

Date of next meeting - Thursday 17th February 2022

Action number	Actions	Who responsible	To be completed by
21-17	Assessment communication to be shared with Governors	Claire Spencer & Michelle Brooks	ASAP
21-18	Create Governor Crib Sheet for Ofsted	Emma Goff	ASAP
21-19	Headteachers Report as agenda item for next meeting	Michelle Brooks	Feb 2022 meeting
21-20	Arrange working party to look at Equality and Community Cohesion Policy	Claire Spencer, Jen Dabell & Marcia Goodwin	By April 2022 policy review date