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## Local Governing Body (LGB) Meeting Minutes

Thursday 30<sup>th</sup> June 2022 8.00am – Halsford Park

### PRESENT

**Governors:** Emma Goff  
Ellie Campbell-Barr  
Marcia Goodwin  
Lizzie Woodward  
Simon Maidment  
Sarah Nottingham  
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, Ben Wates, Vicky Chilman & Daisy McCallum

The Chair introduced the new Parent Governor from Baldwins Hill, Sarah Nottingham.

#### 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 25.05.2022

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.

All governors to send bios and pictures through to Marcia for the beginning of September.

Governors confirmed that they had agreed to ratify *Children with health needs who cannot attend school* on Governor Hub.

#### Safeguarding

- JD reported that she has not met with the Safeguarding Lead to look at the summer term yet.
- Ali Hammond carried out school Improvement Visit. JD ran through questions raised by MG at safeguarding meeting regarding record keeping. Ali ratified the processes in place at BH. Discussion was had around the PTA and PTA run events. As a result, JD shared safeguarding info with PTA to ensure they had all up to date information.
- Discussed the inclusion of Trust staff on the Single Central Register and if this was GDPR compliant. As they are all Trust staff that work across sites and access is very limited, this is GDPR compliant.
- Marcia Goodwin confirmed that full Safeguarding Monitoring Reports can be found on Governor Hub.

There were some actions raised and these will be followed up.

- MG had a long first visit to get a full overview of BH safeguarding as she has now taken over the monitoring of this at BH as well as HP.

### **Disadvantaged Learners**

- LW informed governors that she has met with Shirley Joseph and Emily Webster for a monitoring meeting.
- Disadvantaged learners are a priority group for all staff and governors. They should be discussed in all monitoring visits.
- LW informed governors that they are awaiting the results from the June data drop to be able to look at the overall progress of this group of learners.
- The gap in attendance between disadvantaged learners and other learners is shrinking. This is being achieved thanks to a lot of hard work from staff and the Education Welfare Officer.
- Attainment and progress continues to be monitored in Pupil Progress and Achievement Team meetings.
- Effort is being made to ensure disadvantaged learners aren't spending too much time out of the classroom working in groups.
- LW asked the Headteachers if she can look at Arbor to see how the data is tracked using this system.
- LW informed governors that disadvantaged learners are continuing to receive funding from school to enable them to access enrichment activities such as after school clubs.
- SJ carried out pupil voice in all year groups at BH. LW is awaiting a report on the information that comes from this.
- LW has completed a two-part West Sussex course on being the Disadvantaged Learner Link Governor. She reported that she found the course very useful and the information ratified our processes already in place.
- HP carrying out pupil voice activities next week.

### **EVC**

Nothing to report.

### **Updates from Headteachers**

#### **Halsford Park**

- CS reported that SEND needs are expanding within school. As Emily Webster and Helen Piper are onsite at HP 2 days per week, there has been a need identified to expand the SAFS team. Charley Thomas has been successfully appointed to the Extended Leadership Team as the SAFS Project Development Lead. She will be undertaking Designated Safeguarding Lead training (Laura Morton will be doing this training at Baldwins Hill).
- No longer having Achievement Team or Subject Team Leaders. These roles were always temporary but the Subject Champion roles have grown meaning Headteachers were able to reassess the structures.
- Halsford Park have created temporary positions for Development Project Lead as well as the SAFS Project Lead. SLT will review the success of these roles with a view to making them permanent.

#### **Baldwins Hill**

- The Headteacher informed the LGB that Baldwins Hill are looking to recruit a Subject Development Lead for the autumn term.
- Jen Dabell, Sarah Murrell, Emily Webster and Laura Morton are the SLT for Baldwins Hill.
- Teachers have been asked if they wish to be Subject Leaders. This would be an unpaid role but would give an excellent CPD opportunity. There are less funds available at Baldwins Hill which is why the structures cannot be the same.
- The Headteacher stated that three members of teaching staff will be leaving at the end of the school year. One Early Careers Teacher has already been recruited and the other role is just being finalised (two of the staff leaving were a job share).
  
- The governors asked the Headteachers to share an overview of the leadership structures at both schools.
- Halsford Park had moderation in KS2 this term. The moderator was very impressed with the quality of the children's work and agreed with the teacher assessments.
- SATs results will be out next Tuesday 5<sup>th</sup> July.
- Writing stamina still needs to be imbedded.

- A learning walk was carried out at Baldwins Hill with Glenn Livingstone and Julie Goodridge with some good feedback and actions.
- Parents are coming back into both schools for events and to see children's work. This has been very positive for staff, children and parents.

**Gov Q: Has it been hard reopening the schools?**

*No, it has been a lovely opportunity to share with parents everything that is being done in school.*

**Gov Q: Have events with parents had more engagement?**

*Yes, this may be due to parents availability if working from home.*

**Gov Q: Persistent absences continue to be high. At a previous meeting, Headteachers predicted a high level of holiday requests. Has this been the case?**

*Yes, there have been many holiday requests. These have all been unauthorised. Many families are going without telling the school.*

**Gov Q: Do you think it will just be this summer term?**

*Headteachers hope it will just be this year as people have not been on holiday since before Covid.*

**Gov Q: Are fines being issued to families taking unauthorised holiday?**

*Yes County are issuing fines to people that meet the threshold. It seems families now take this fine into account when planning their holiday.*

- Covid is still having an impact on absence figures.
- There have been cases of Chicken Pox in 2 year groups at Halsford Park.
- Some people are showing as having persistent absence but may have only had 2 or 3 bouts of a genuine illness.
- The governors questioned why the national figure that we are being compared against has suddenly jumped to 96%.
- Action agreed to look at figures and how they may change in September.
- Headteachers are looking at sending a communication next academic year reminding families how important attendance is and how closely this links to progress.
- The DfE have issued a new directive regarding the length of the school day. All schools must meet 32.5 hours per week. Our schools only need to make a minor adjustment as they were already almost meeting this. The gates will be opened slightly earlier and registration will be brought forwards slightly. Information with exact details will be shared with parents and governors as soon as it is finalised.
- Directed hours for teaching staff will also need to be adjusted in line with this.

**Policy Ratifications**

*Low level concerns*

*Educational visits and Learning Outside of the Classroom*

- All governors were happy with the content of both policies so these were ratified and ready to be shared for publication.

**Potential Co-Opted Governor discussion**

- Governor discussed the proposed appointment of Scott Gibbons as a Co-Opted governor. Emma Goff spoke with Scott and information regarding his skillset was shared ahead of this meeting.
- All governors were in agreement that Scott would be appointed as a Co-Opted governor representing Baldwins Hill. This appointment will be passed to the Academy Trust Board for ratification.
- Scott will cover the Leadership spotlight area for Baldwins Hill.
- The Chair informed the governors that she is working alongside the Clerk to recruit enough governors to be

ready for the demerger of the LGB in the next academic year.

**AOB**

- The Chair discussed the next meeting, which will be a Self-Evaluation. This meeting will focus on the previous year as well as the de-merger and planning for 2023.

Meeting end: 09.20am

**Date of next meeting – Wednesday 13<sup>th</sup> July 2022**

<b>Action number</b>	<b>Actions</b>	<b>Who responsible</b>	<b>To be completed by</b>
<b>21-38</b>	All governors send biography and image to Marcia.	All governors	September 2022
<b>21-39</b>	Headteachers to provide overview of leadership structures.	Headteachers	September 2022
<b>21-40</b>	Review attendance national and school figures.	Headteachers	September 2022
<b>21-41</b>	Share school day information with LGB once finalised.	Headteachers	September 2022