



**MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON THURSDAY 12<sup>th</sup> OCTOBER 2023 at 4.30pm  
NON CONFIDENTIAL**

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED ROLE	IN ATTENDANCE
Izzy Reid-Mackay (IRM)	Community	24.02.2026	Chair, Safeguarding, training, Lifelong learning spoke	Y
Naomi Grant (HoS)	Head of School		Head of School	Y
Annie Paull (AP)	Community	24.02.2026	Wellbeing Link Governor and SEND	Y
Amanda Scott (AS)	Community	18.05.2026	Teaching & Learning spoke	N
Karen Duggan (KD)	Staff (Teaching)	24.02.2026	Teaching & Learning spoke	Y
Samantha Coleman (SC)	Parent	11.12.2023		Y
Graham Foster (GF)	Community	24.02.2026	Lifelong learning spoke	Y
Conor Woolman (CW)	Community	25.05.2027		Y
Gareth Lloyd (GL)	Parent	08.06.2027		Y
Vacancy	Community			
Vacancy	Staff (support)			
<b>In Attendance</b>				
Amelia Smith (EHT)			Executive Headteacher	Y
Rebecca Miles			Clerk	Y

ITEM NO	ITEM
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>The Chair welcomed all Governors to the meeting.</p> <p>Apologies were received and <b>accepted</b> from AS.</p>
2.	<p><b>DECLARATIONS OF INTERESTS</b></p> <p>The Governors were asked to declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole with the business to be discussed during the meeting</p> <p>No additional declarations were made.</p>
3.	<p><b>ELECTION OF VICE CHAIR</b></p> <p>It was agreed that the election of Vice Chair for the academic year 2023 – 2024 would be postponed until the next meeting on 14.12.2023 due to there being no nominations.</p>

4.	<p><b>MINUTES OF LAST MEETING</b> The non-confidential minutes of the Governing Board meeting held on the 14<sup>th</sup> September 2023 were <b>approved</b>.</p>																						
5.	<p><b>MATTERS ARISING</b> The matters arising from the previous meeting were reviewed:</p> <table border="1" data-bbox="204 371 1294 714"> <thead> <tr> <th data-bbox="204 371 336 427">DATE</th> <th data-bbox="336 371 411 427">ITEM NO</th> <th data-bbox="411 371 679 427">ACTION</th> <th data-bbox="679 371 831 427">BY WHEN</th> <th data-bbox="831 371 963 427">BY WHO</th> <th data-bbox="963 371 1294 427">UPDATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 427 336 533">14.09.2023</td> <td data-bbox="336 427 411 533">6</td> <td data-bbox="411 427 679 533">Governors were asked to complete the Skills Audit 2023/24.</td> <td data-bbox="679 427 831 533">Next meeting on 12.10.2023.</td> <td data-bbox="831 427 963 533">ALL governors</td> <td data-bbox="963 427 1294 533">It was confirmed that the only skills audits outstanding were for KD and SC.</td> </tr> <tr> <td data-bbox="204 533 336 714">14.09.2023</td> <td data-bbox="336 533 411 714">6</td> <td data-bbox="411 533 679 714">Governors to complete safeguarding training by 23.10.2023 and prevent training by 30.11.2023. Dates to be provided to the clerk if completed elsewhere.</td> <td data-bbox="679 533 831 714">Safeguarding- 23.10.23 Prevent- 30.11.23</td> <td data-bbox="831 533 963 714">ALL governors</td> <td data-bbox="963 533 1294 714">The importance of completing the training was emphasised.</td> </tr> </tbody> </table>					DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	14.09.2023	6	Governors were asked to complete the Skills Audit 2023/24.	Next meeting on 12.10.2023.	ALL governors	It was confirmed that the only skills audits outstanding were for KD and SC.	14.09.2023	6	Governors to complete safeguarding training by 23.10.2023 and prevent training by 30.11.2023. Dates to be provided to the clerk if completed elsewhere.	Safeguarding- 23.10.23 Prevent- 30.11.23	ALL governors	The importance of completing the training was emphasised.
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6.	<p><b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b></p> <p>a. Governors were reminded to complete the Declaration of Pecuniary Interest and confirmations including KCSIE via Governor Hub and Code of Conduct 2023.</p> <p>b. Governors noted the community and staff governor vacancies and it was confirmed that the posts would be advertised after half-term.</p> <p>c. It was noted that the term of office for SC would end on 11.12.2023 which would be before the next meeting on 14.12.2023. It was confirmed that the parent governor post would be advertised to all parents/carers of children at the school after half-term and SC would be welcome to stand again through this process.</p> <p>d. Governors noted that the School Website and Get Information about School (GIAS) had been reviewed and were compliant.</p> <p>e. Governors who had not yet completed the Skills Audit 2023/24 were asked to do so as soon as possible. It was <b>decided</b> that the skills audit analysis would be completed for consideration at the next meeting on 14.12.2023.</p> <p>f. It was confirmed that all governors were aware of the trust wide governor training programme which was shared on GovernorHub. The importance of completing safeguarding training by 23.10.2023 and the prevent training by 30.11.2023 was emphasised to governors.</p> <p>g. It was noted that there had been no governor visits completed since the last meeting. <b>ACTION: it was <u>decided</u> that staff availability (dates) would be detailed on GovernorHub to support governors to arrange visits.</b></p>																						
7.	<p><b>HT PRESENTATION</b></p> <p>a. <b>Context of the school-</b> the school is above national averages for the number of children with English as an Additional Language (EAL), Special Educational Needs and/or Disabilities (SEND), Free School Meals (FSM), or from a Minority Ethnic background.</p> <p>b. <b>Start of the school year-</b> governors were informed about new staff. An up-date was also provided on the term so far (i.e. happy lunchtimes, mealbarrow, parent evenings etc.) and it was</p>																						

	<p>highlighted that there had been an emphasis on ‘high expectations’.</p> <p>Governors were made aware that some children had found the return from the summer holidays difficult. This had resulted in displays of more challenging behaviour. It was noted that this was a national issue and felt to be a consequence of a lack of boundaries during the pandemic and the negative impact the pandemic had on children’s mental health. Governors were made aware of the approaches that were being taken to address this. It was highlighted that it had been difficult to implement the school improvement and rapid improvement plans until behaviour was where the school would want it to be. Celebrations and awards for good behaviour were taking place.</p> <p><i>Q: Is the behaviour you are seeing apparent for a small number of high needs children or is it more generalised?</i></p> <p>A: Governors were advised that it was a bit of both, some of the behaviour was displayed from children with high needs and some was low level refusal.</p> <p><b>Rapid improvement plan-</b> it was confirmed that consideration was being given for what could realistically be achieved by Christmas 2023.</p> <p><b>Action to improve data year 6-</b> governors were made aware that there was a plan in place to ensure results were better for 2023/24 than they were at the end of 2022/23.</p> <p>It was explained that the ‘LiFE primaries plan’ is a plan developed with the four primary schools across the Multi Academy Trust (MAT) with a focus this year, on sharing good practice in year 6. Each LiFE Primary School is visited once per term and there is a focus on how to support one another. Governors were made aware that the school was currently managing a lot of ‘new’ in terms of new staff, changes to the Senior Leadership Team (SLT) and new behaviours as well as putting lots of new things in place. This includes intensive reading coaching for identified children. It is felt that improvements were already evident.</p> <p><i>Q: Does the school have a specific process in place for integration when children return from suspensions?</i></p> <p>A: It was confirmed that an integration process was in place and a reset takes after every suspension. In support of this, a letter is sent to parents to provide clarity over what the reset will look like.</p> <p>In response to a governor question it was confirmed that work is sent home during suspensions and has to be brought to the reintegration meeting.</p> <p>As the link governor for ‘removing barriers’, CW advised that he would make ‘behaviour reset’ the focus of a future visit and the work taking place around this.</p>
<p><b>8.</b></p>	<p><b>FINANCE UPDATE</b></p> <p>The Executive HT advised that work was taking place within the central finance team to ensure that a consistent financial report could be provided by all schools to governors.</p> <p>It was highlighted that a finance governor would need to be identified to attend termly trust finance governor meetings. It was <b>decided</b> that the Chair would attend the next meeting with a view to allocate a finance link governor next term.</p>

9.	<p><b>ANNUAL REPORT SEND</b></p> <p>The report was provided to governors prior to the meeting via GovernorHub. Governors noted the report and there were no further questions.</p>
10.	<p><b>TRUST UPDATES AND REPORT FROM THE CHAIR</b></p> <p>The Chair reported back to the LGB on the outcome of the chairs meeting. Governors were made aware that the need to ensure they are up to date with safeguarding training was emphasised.</p>
11.	<p><b>OFSTED DISCUSSION</b></p> <p>Governors were reminded that an Ofsted inspection was imminent. A discussion took place around the importance of following policies i.e. the behaviour policy. It was highlighted that the behaviour policy needed to reference the suspensions and exclusion policy and vice versa.</p>
12.	<p><b>POLICIES</b></p> <p>Policies were shared with governors in advance of the meeting via GovernorHub and considered at the meeting:</p> <p>a. Online safety</p> <p>b. Social media</p> <p>c. Exclusion policy- governors were made aware that further changes had been made and these were detailed to governors. For example, the term ‘exclusions’ when referring to fixed term exclusions, had been replaced with the word ‘suspensions’. The links provided to key documents were updated and some changes were made around references to disruptive behaviour. Some repetitive information around what might follow suspension/exclusions was removed. Details had also been added in relation to the process when a pupil is removed from class.</p> <p>d. Attendance policy- a governor highlighted that pg.7 states that 2 weeks’ notice is required to attend a funeral, but this is not always possible so families may be unable to comply with the policy. It was <b>agreed</b> that the wording would be changed to request that families let the school know ‘as soon as possible’.</p> <p>Policies listed a-d were <b>approved</b> by the LGB.</p> <p><i>Q: How are the certificates for good attendance awarded?</i></p> <p><i>A: It was confirmed that attendance certificates are awarded for annual 100% attendance. Weekly awards are given out by class, best/or most improved class attendance gains 10 minutes more playtime. Monthly Golden tickets are given out where the class can choose the activity. A decision regarding the award of annual certificates would be decided.</i></p>
13.	<p><b>DATE &amp; TIME OF THE NEXT MEETING</b></p> <p>Dates and times for meetings for 2023-2024:</p> <ul style="list-style-type: none"> <li>• Thursday 14th December 2023 at 4:30pm</li> <li>• Thursday 8th February 2024 at 4:30pm</li> <li>• Tuesday 19<sup>th</sup> March 2024 at 4:30pm</li> <li>• Thursday 16<sup>th</sup> May 2024 at 4:30pm</li> <li>• Tuesday 2<sup>nd</sup> July 2024 at 4:30pm</li> </ul>

The meeting closed at 17:13.

**Action Log**

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12.10.23	6	Staff availability (dates) to be detailed on GovernorHub to support governors to arrange visits.	End of October 2023	HoS to coordinate	