

**MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON TUESDAY 2nd JULY 2024 at 4.30 pm
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/Teaching & Learning	Y
Naomi Grant (NG)	Head of School		Head of School	Y
Annie Paull (AP)	Community	24.02.2026	SEND and Inclusion (including pupil premium)	N
Amanda Scott (AS)	Community	18.05.2026	Lifelong learning	Y
Karen Duggan (KD)	Staff (Teaching)	24.02.2026	Teaching & Learning (reading focus)	Y
Graham Foster (GF)	Community	24.02.2026	Mental Health	Y
Conor Woolman (CW)	Community	25.05.2027	Removing barriers	Y
Gareth Lloyd (GL)	Parent	08.06.2027	Teaching & Learning	N
Lotus De Cort (LDC)	Staff (support)	25.02.2028		Y
Damian Thurston (DT)	Community	19.03.28		N
Vacancy	Parent			
In Attendance				
Amelia Smith (ASM)			Executive Headteacher (HT)	Y
Rebecca Miles (RM)			Governance Professional	Y

ITEM NO	ITEM
1.	<p>WELCOME AND APOLOGIES</p> <p>The Chair welcomed all Governors to the meeting.</p> <p>Apologies were received and accepted from GL, AP and DT.</p>
2.	<p>DECLARATIONS OF INTERESTS</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>ELECTION OF THE CHAIR AND VICE CHAIR</p> <p>a. IRM was elected as Chair for the academic year 2024 – 2025.</p> <p>b. One nomination was received at the meeting for the position of Vice Chair. It was agreed that</p>

	<p>further consideration around the role was required and the decision to elect a Vice Chair would be deferred to the next meeting.</p>																								
4.	<p>MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 16th May 2024 were <u>approved.</u></p>																								
5.	<p>MATTERS ARISING Matters arising from the previous meeting were reviewed:</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>ITEM NO</th> <th>ACTION</th> <th>BY WHEN</th> <th>BY WHO</th> <th>UPDATE</th> </tr> </thead> <tbody> <tr> <td>16.5.24</td> <td>6f</td> <td>Completed visit form to be uploaded to governor hub from parents Evening visit on 15/02/24</td> <td>02/7/2024</td> <td>AP/RM</td> <td>Complete.</td> </tr> <tr> <td>16.05.24</td> <td>7</td> <td>A request was made for governors available to join the peer review day on the 12th June. Governor support will be much appreciated either all day or for part of the day. Anyone who can attend should let NG know</td> <td>11/6/2024</td> <td>All</td> <td>It was noted that governors did not attend the peer review day.</td> </tr> <tr> <td>16.05.24</td> <td>17 – part 2 minutes</td> <td>It was agreed to have a governor working party in the autumn term to look at value for money in terms of SEND</td> <td>Autumn term 2024</td> <td>All</td> <td>Carry forward to the Autumn term meeting.</td> </tr> </tbody> </table>	DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	16.5.24	6f	Completed visit form to be uploaded to governor hub from parents Evening visit on 15/02/24	02/7/2024	AP/RM	Complete.	16.05.24	7	A request was made for governors available to join the peer review day on the 12 th June. Governor support will be much appreciated either all day or for part of the day. Anyone who can attend should let NG know	11/6/2024	All	It was noted that governors did not attend the peer review day.	16.05.24	17 – part 2 minutes	It was agreed to have a governor working party in the autumn term to look at value for money in terms of SEND	Autumn term 2024	All	Carry forward to the Autumn term meeting.
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6.	<p>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. Governors noted the parent governor vacancy. It was agreed that the Head of School would seek an up-date on this from the school office. The Chair offered to speak to the parent interested in the vacancy. ACTION: Head of School to seek an up-date on the parent governor vacancy from the school office.</p> <p>b. It was noted there are no terms of office which will cease before the next meeting.</p> <p>c. Governors noted the School Website and Get Information about School (GIAS) are compliant.</p> <p>d. It was noted that no governor training had been undertaken since the last meeting.</p> <p>e. It was noted that no Governor Visits had been undertaken since the last meeting. The Chair advised that she had attended the recent MAT strategic day.</p>																								
7.	<p>HT REPORT The termly progress report was shared with governors prior to the meeting. Additional points were raised below.</p> <p>Governors were informed that staff were continuing to push forward work on the school’s improvement journey following the Ofsted inspection. The outcome of Key Stage 2 SATs would be shared on 9th July 2024.</p> <p>Safeguarding data- work is taking place to be more preventative. The school employs a full-time Designated Safeguarding Lead (DSL). Whilst a high number of concerns are reported overall, governors were advised that the category covers a wide range of concerns. The way concerns are recorded is being reviewed.</p> <p>In relation to bullying, it was highlighted that the 12 recorded cases of bullying were not all confirmed, recording will be changed to provide clarity on confirmed cases of bullying and those still under investigation. 12 racist incidents had occurred outside of school between children who are</p>																								

usually friends and work has taken place to address this inside school.

Governors were reminded that safeguarding was judged as effective in the recent Ofsted Inspection.

Attendance- governors were informed that the new attendance officer was using a more relational approach with parents to encourage attendance. This includes greeting them on the door and offering support to address attendance and lateness. The personal approach is being used by staff across the school. Letters home will refer to attendance in relation to 'days lost' rather than using a percentage of days present.

Q- (Governor)- Are you seeing any early impact of the work on attendance?

A- Anecdotally it is reported that there has been an impact on lateness. Pupils are also motivated to move to the next attendance colour band but it is not coming through in the figures yet.

Staff attendance- it was shared that there are a number of support staff who are currently on long-term absence. The absence among support staff is significantly higher than teaching staff. Data has revealed that on average 8.5 members of staff were off each day during the Autumn and Spring terms. This has had a significant impact on running the school as well as a financial impact. Work is taking place with Human Resources (HR) to address this.

Behaviour- there are a small number of children in alternative provision or on part-time timetables to meet their needs. Part-time timetables are reviewed every 4 weeks and hours are incrementally increased in line with what pupils can manage.

Happy lunchtimes (involving more structured activities led by adults) are working well and are helping to avoid incidents from occurring at lunchtimes.

Attainment data- 57% of children are on track to achieve GLD. In the year 4 multiplication check, the school is on track for 72% of children to achieve a score of 20+. In year 6, writing has been subject to external moderation. The outcome was that 63% of children reached the expected standard in writing. Consideration is being given for what tipped those who were nearly at Age Related Expectations (ARE) to ARE and apply successful methods next year. It was highlighted that there had been 14 new children who had joined year 6 this year.

In year 1, 80% of children are expected to achieve the expected standard for phonics and in year 2 the figure is 77%. Whilst children in year 1 are making good progress in reading, it doesn't necessarily translate to good phonics knowledge. Work will take place to ensure reading is effective in impacting phonics.

Curriculum- it was reported that some progress had been made in regard to vocabulary and spelling. There had also been good progress in French.

To improve assessment for learning, there had been good progress with the development of the School Improvement Plan (SIP). Retrieval practice for wider curriculum subjects is a priority. A lot of work is being invested into supporting children through the transition over the summer.

Stephen Lawrence day- it was shared that this had been very positive. There had only been a few concerns raised by parents. In response to a governor question it was felt that communication sent via class dojo had made a positive impact. It was noted that there seemed to be a more open culture now where parents feel able to raise concerns with the school.

	<p>Evaluation of the strategic wheel- a report was shared prior to the meeting. Governors were advised that some of the areas had not progressed as much as initially hoped due to other more pressing priorities, such as the need to implement a rapid improvement plan etc.</p> <p>ACTION: Head of School to share the final strategic wheel evaluation on GovernorHub.</p>
<p>8.</p>	<p>FINANCE UPDATE</p> <p>An up-date was shared at the meeting. Governors expressed that they would find it extremely helpful to receive a finance update prior to the meeting to enable them to formulate questions. It was agreed that this would be shared in the summary report to trustees.</p> <p>Governors were informed that more income than expected (£130,000) had been received due to the funding received for Education, Health and Care Plans (EHCPs) for children with significant needs.</p> <p>In regard to expenditure, the deficit is now £41,000 which is significantly better than when the budget was set. This has been achieved through careful budget planning. A significant amount of the deficit is a result of spending £76,000 more on supply staff than was budgeted for to cover staff absence. In addition, the amount spent on alternative provision was not budgeted for. Although some additional income was received from the Local Authority the provision is costing more than the funding received. The deficit in relation to the alternative provision budget is expected to be £26,000 when the accounts are settled. The curriculum budget is £14,000 in deficit but this is in part due to when the school curriculum grant is received. Some additional consultancy costs and reading courses for staff had led to a slight deficit compared to what was budgeted.</p> <p>The budget has been set for 2024/25 and is in credit. The budget is very tight and Teaching Assistants will not be replaced when they leave. An additional cover supervisor has been employed to reduce supply costs and the Senior Leadership Team may need to fill additional gaps created by staff absence. It was acknowledged that the absence of support staff was having a big impact and it was a priority to look after staff to prevent any further absence. To achieve further cost savings, swimming would only take place in year 3 and 4 and not in year 5. Curriculum plans have been submitted for approval.</p>
<p>9.</p>	<p>WELLBEING</p> <p>An up-date on wellbeing for staff and pupils was provided at the meeting.</p> <p>It was noted that wellbeing can be tricky for children during the transition period including moving to a new school or a new class in the new academic year. Transition days have been put in place and this has allowed time for children to settle. Extra transition time was also secured with New College. Those who may find this time particular difficult will receive additional support. One member of staff has undertaken mental health training provided by the Department of Education (DfE) and learning will be shared amongst the staff.</p> <p>A staff breakfast takes place every half-term and staff are regularly reminded to look out for one another. It was noted that Teaching Assistants were currently feeling unsettled as they do not know which classes they are supporting next year. It is intended that this would be overcome as soon as possible.</p> <p><i>Q (Governor)- Are the long-term absences you currently have due to mental or physical health reasons? Do you think we might need to look at this through different lens (i.e. more strategic and structured to support wellbeing)?</i></p>

	<p><i>A- Some of the absence is related to mental health and some physical but none of the long-term absences are work related. Staff have easy access to staff for support.</i></p> <p>It was suggested that a staff survey could be circulated once a week which asks one or two questions such as “do you have any pressures? How are you feeling?” The survey would not be anonymised to enable the Senior Leadership Team the opportunity to check in with anyone who shares that they are finding things difficult. The Head of School shared that she is conscious of being aware of what is going on with staff and their lives.</p>
10.	<p>RISK REGISTER</p> <p>A verbal up-date on the risk register was provided. Governors were informed that most risks had reduced and the recent Ofsted inspection had helped with some of this. It was highlighted that there was a risk around the Local Authority pushing to put some children in alternative provision when they require special provision. Governors noted that where this is the case, the school intends to raise with the Local Authority that children’s statutory rights were not being met.</p>
11.	<p>POLICY APPROVAL</p> <p>Governors agreed to an extension to the review dates to the Autumn Term (10th October 2024) for the following policies:</p> <ul style="list-style-type: none"> • Private fostering policy • Physical intervention policy • EYFS policy • Education of LAC policy
12.	<p>BUSINESS CONTINUITY PLAN</p> <p>An annual review of the business continuity plan was undertaken by governors which was shared prior to the meeting. A discussion took place around lunchtimes which could be a struggle due to tight staffing given current absences. It was highlighted that some contact details needed updating but governors were happy to receive the plan.</p>
13.	<p>LGB ANNUAL SELF-REVIEW</p> <p>The LGB completed a self-evaluation for 2023-2024. This is documented in a separate document.</p>
14.	<p>DATE & TIME OF THE NEXT MEETING</p> <p>The meeting dates for 2024/25 were confirmed (all a 4:30PM start):</p> <p>Thursday 12th Sept 2024 (a shorter meeting where the SIP SEF and SPW are shared with governors)</p> <p>Thursday 10th October 2024</p> <p>Thursday 12th December 2024</p> <p>Thursday 6th February 2025</p> <p>Thursday 3rd April 2025</p> <p>Thursday 15th May 2025</p> <p>Thursday 3rd July 2025</p>

Meeting concluded at 6.00

Action log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
16.05.24	17 – part 2 minutes	It was agreed to have a governor working party in the autumn term to look at value for money in terms of SEND	Autumn term 2024	All	

02.07.24	Item 6	Head of School to seek an up-date on the parent governor vacancy from the school office.	Autumn term 2024	Head of School	
02.07.24	item 7	Head of School to share the final strategic wheel evaluation on GovernorHub	Autumn term 2024	Head of School	