



Local Governing Board Meeting
Minutes of the meeting held on 26th November 2020 at 6.00pm
via Microsoft Teams

The expectation is that all Governors will come to each meeting having read all relevant documents/papers and be prepared to challenge/question and enter into discussions and any decision-making process.

Due to the Covid 19 pandemic the Aurtum Term meeting is being held via Office 365 - Teams.

Governors Present:	
Mrs J Kirkham	Chair of Governors
Mr S Russell	Head Teacher
Mr K Caveen	Governor
Mrs L Stilgoe	Governor
Mrs A Barnes	Staff Governor

Others in Attendance:	
Amanda Prosser-Davies	Clerk

Notes
<p>The LGB meeting commenced at 6.00pm. The meeting was quorate.</p> <p>Papers had been circulated to Governors before the meeting. Papers tabled at the meeting included.</p> <ul style="list-style-type: none"> • Minutes of the previous meeting, • Declaration of Business Interests form • Skills Audit • Code of Conduct • Being Strategic – NGA • Governance Review Cycle • Head Teachers Report • AID • AIP

Agenda Item	Topic - Apologies and Attendance
1.	Apologies were received from Mr J Elbro and Mrs M Hamblin.
Actions. None.	
Decision. None.	
Agenda Item	Topic - Governing Board Matters
2.	<p>(a) Membership. The Chair advised that following a successful Parent Governor election Mrs L Stilgoe was appointed as a Parent Governor. Mrs Stilgoe will serve a four-year term of office. Mrs Stilgoe was welcomed to the Local Governing Board.</p> <p>Mrs Barnes confirmed that she was happy to continue in the role as Staff Governor.</p> <p>(b) Confidentiality.</p>

	<p>Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.</p> <p>(c) Register of Business Interests. Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school website. The Clerk advised that she will send a copy of the Business Interest form to Mrs Stilgoe.</p> <p>(d) Declaration of Interest Business and Pecuniary. No declarations of interest were made by Governors in respect of any items appearing on the agenda.</p> <p>(e) Website Review/GIAS The Head Teacher advised that the website and GIAS were up to date. The Chair advised that she would need to complete a review of the Website and asked if there was any information relating to what should be included on the website. The clerk advised that she would provide the list from the DfE.</p> <p>(f) Code of Conduct. Governors were reminded that they should adhere to the Code of Conduct that was in place. Governors adopted the Trust model Code of Conduct and confirmed that they understood the requirements contained in the document. <i>Governors discussed an aspect of the code of conduct; The Local Governing Board should play a strategic role and leave the running of the school to the Headteacher they have appointed. The Local Governing Board must not interfere in the day-to-day running of the school.</i> Governors confirmed that they understood the aspect of the Code of Conduct. The Chair advised that Mrs Stilgoe would need to complete the Welcome to being a Governor Training. The Clerk advised that she would enquire when a session would be taking place.</p> <p>(g) KCSIE 2020. It was confirmed at the last meeting that all Governors had read the KCSIE document and that all governors had attended the Safeguarding training. Training would need to be provided for Mrs Stilgoe.</p>
<p>Actions.</p>	<p>The Clerk advised that she will send a copy of the Business Interest form to Mrs Stilgoe. The Clerk advised that she would provide the list from the DfE. The Clerk advised that she would enquire when a session would be taking place.</p>
<p>Decision.</p>	<p>Governors adopted the Trust model Code of Conduct and confirmed that they understood the requirements contained in the document.</p>
<p>Agenda Item</p>	<p>Topic - Minutes of the previous meeting – 18th June 2020.</p>
<p>4.</p>	<p>Discussion.</p> <p>Governors reviewed the minutes of the previous meeting held on 18th June 2020. Governors identified the following amendments required:</p> <ul style="list-style-type: none"> • P3 – agenda item 5. Remove N and updated. • P4 – Change to – it. • Staffing section – Y2 Miss Walker, Y5 Mrs Walk.

	<ul style="list-style-type: none"> • P6 – The Head Teacher amend. <p>Governors agreed that, subject to the amendments being made, that the minutes be approved and accepted as a true record of the meeting. The Clerk advised that the minutes would need to be signed at a time when it was safe for Governors to attend school due to the Covid 19 pandemic.</p>
<p>Actions. The Clerk to ensure that the minutes are signed as appropriate.</p>	
<p>Decision. That the Minutes of the Local Governing Board meeting held on 24th June 2020 be approved.</p>	
Agenda Item	Topic - Matters Arising from the previous meeting – 24 th June 2020
5.	The Parent Election had taken place and there were no further actions arising from the meeting.
Agenda Item	Topic – Chair and Vice Chair Actions
6.	The Chair advised that she had not used her power to act to since the last meeting.
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic – Head Teacher Report
7.	<p>The Head Teachers Report focused on the following items:</p> <ul style="list-style-type: none"> • Academy Insight for Development (SEF) • Academy Improvement Plan • Safeguarding – Key Issues • Pupils on Roll, Absences, Attendance • Health & Safety • Key emerging issues (exceptions) • Key positives to highlight <p>The Head Teachers report had been circulated prior to the meeting. The Head Teacher gave governors the following verbal update:</p> <ul style="list-style-type: none"> • The attendance in school was above the national average. Absence below the national average. • GLD in the report should read Greater Depth. • The 2019 end of year SATs results have been used to set the national averages. • The figures highlighted Red and Green are the figures taken from the assessments that were undertaken when children returned to school. • 90% of the data is below the year end targets and this is expected due to the school closures. <p>Governors enquired about the recovery curriculum that was in place. The Head Teacher advised that the curriculum was maintained at the beginning of the Autumn Term and that in hindsight it may have been better to allow staff and children to ease back into school more slowly. The Head Teacher advised that staff and children were showing signs of tiredness, but the approach needs to be balanced with the assessments that are in place and that the children return to school with a lack of basic skills.</p>

AB advised that the Head Teacher had recognised how hard staff and pupils had been working with the last week of the Autumn Term focusing on Christmas activities and to try and make the school feel as Christmassy as possible.

Governor noted that the teachers needed a break.

AB agreed that the children had returned to school with a lack of basic skills and that a focus has needed to be bridging the gap and addressing the learning loss suffered by children.

Governors enquired whether the assessments would continue in the Summer Term. AB advised that they were taking place as far as staff were aware. Governors noted that the school will still be judged on the 2021 data during the challenging times relating to Covid-19.

The Head Teacher advised that staff had carried on and are focused on doing the best for the children.

Governors commented that it was important that the school were dealing with human beings (Staff and Children) and that there will be an impact on both during these unprecedented times.

- There has been a dip in writing aspect across the year groups.
- Phonics and reading are a focus area.
- The teaching, learning and assessment has been updated with some focus areas and new initiatives.
- Qual of leadership details the focus on Mental Health for staff and children.
- Mrs Brian is the wellbeing lead, and she has rag rated the children based on the return to school. Mrs Brian checks in with staff and pupils regularly.

AB enquired who checks up on Mrs Brian as she absorbs a lot in her role. The Head Teacher advised that he would follow up on the enquiry.

- The Subject Leadership remains positive. Despite the impacts of Covid-19 staff are still delivering their subjects to as full capacity as they can.
- Safeguarding – there is a new PHSE slot in place. Children are being given assistance based on their individual need. The use of My Concern continues to log Safeguarding issues.
- SEND targets are being reviewed by Miss Walker and the school will use EduKey to track the SEND targets and outcomes of the interventions put in place.
- School improvement overview has been provided from the AIP.
- Staff morale is a concern

AB advised that staff morale is concern but that the Head Teacher has sent out a staff questionnaire and the Head Teacher has actioned concerns raised by staff to reduce workload. The Head Teacher advised that Governors had been provided with the results of the questionnaire as part of the meeting documentation.

Governors asked what they could do to assist staff and raise moral. AB advised that she did not think Governors could assist but advised that staff had been dealing with changes to the curriculum, the impact of Covid-19 and supporting children and this was a lot to take on.

Governors thanked all staff for their contributions in school and advised that they are grateful for all that the staff do. The Head Teacher is to pass this onto staff as a part of the briefing that is sent out to staff.

Actions.

The Head Teacher will enquire about the wellbeing of Mrs Bryan.

The Head Teacher is to pass on Governors thanks to staff.	
Decision. None.	
Agenda Item	Topic – Covid 19 Response.
8.	<ul style="list-style-type: none"> • Academy Risk Assessments • Cases in School • Transition/Return to school • Intervention for Excellence <p>The Head Teacher gave the following verbal update on the current situation relating to Covid-19:</p> <ul style="list-style-type: none"> • Advice from Government changes daily. • The Risk Assessment has been reviewed and changed accordingly. • The main issue has been the one entrance into school ensuring that the staggered start times are in place. • The academic side has been smooth. • There have been no cases in school to date. • Staff and children are in bubbles. • The transition into school has gone well and the focus is to support parents, children and staff. <p>Governors discussed the issues of having only one entrance to school and parents arriving with children.</p> <ul style="list-style-type: none"> • A Covid Action Plan is being drafted and the Head Teacher is considering employing a TA to carryout interventions for reading to assist children in securing ARE. <p>Governors enquired if this funding is from Covid or the Pupil Premium. The Head Header advised that the money is to be spent on Pupil Premium children. The Head Teacher advised that Mrs Barnes was providing support to the children in the lowest 20% bracket and that he was to recruit another TA undertake the work and Mrs Barnes will then undertake the interventions. The Head Teacher advised that the additional staff would ease the staffing pressures in school.</p>
Actions. None.	
Decision. None.	
Agenda Item	Topic – Budget 2020-21
9.	<p>The Head Teacher gave the following update relating to the budget:</p> <ul style="list-style-type: none"> • The Head Teacher had met with the CFO. • The style of budget forecast has changed from previous years. • The budget is on track for the current point in the term. The budget is reported on monthly. • As the budget is reported monthly it is difficult to see any commitments that are due to come out of the budget. <p>Governors questioned how it is possible to plan for the year with only one month of information.</p> <ul style="list-style-type: none"> • As the year moves forward the budget will be even itself out based on expenditure.

	<p>Governors requested that they have an update in the Spring Term and that they have an overview of the current position.</p> <ul style="list-style-type: none"> • The budget will be reviewed again in February/March. • The frequency of budget meetings is monthly. <p>Governors asked if the Head Teacher sees a headline budget and knows the budget available for the year. The Head Teacher confirmed that he did see the budget forecast for the year.</p> <p>Governors asked the Head Teacher has any concerns about the current budget. The Head Teacher advised that he did not have any concerns. He advised that the approach of having single classes in Y1 and Y2 had meant a reduction in Teaching Assistants, but additional resources were being put in place with additional fund from various grants.</p>
<p>Actions. Governors requested that they have an update in the Spring Term and that they have an overview of the current budget position.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Governance Review
10.	<p>The Chair advised that the LGB is required to complete a personal impact statement in the summer term. She advised that the document had been circulated with the meeting papers and that Governors should be mindful of the document. The Chair advised if Governors had any issues with completing the document that she would assist them.</p>
<p>Actions. Governors should read the personal development statement and be aware that they will need to complete it in the Summer Term.</p>	
<p>Decision. None.</p>	
Agenda Item	Governance Development Plan
11.	<p>Governors discussed the Governance Development Plan and agreed this will be completed after the Skills Audit are completed.</p> <p>The Clerk will send the Skills Audit to LS.</p>
<p>Actions. The Governor Development Plan is to be completed in the Spring Term. The Clerk will send the Skills Audit to LS.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Premises/Site update.
12.	<p>The Head Teacher provided an update on the premise and site:</p> <ul style="list-style-type: none"> • Site checks are undertaken daily. • The outdoor area and gates are opened and locked when children are in school. • The forest school area has been developed and is positive. • The playground needs some repair to the surface and an inspection is required to the bank and considerations made to whether a fence needs to be erected. <p>Governors enquired about the provision for a caretaker to open and close the building. The Head Teacher advised that enquiries had been made with Wilnecote Junior School. The arrangements did not suit the school. We still need to review the situation next year.</p>

	<p>Governors enquired whether the Head Teacher was still opening/closing the school premises. The Head Teacher confirmed that cleaners now open and close the site.</p> <p>Governors asked if a lone worker policy was in place. The Head Teacher advised that another member of staff joins the staff member who opens the school but sometimes there is a gap.</p> <p>Governors agreed that a lone worker policy/Risk Assessment is required.</p>
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Actions.
 An inspection of the playground is required.
 The Head Teacher is to implement a lone worker policy/Risk Assessment for the staff member who opens the building.

Decision.
 None.

Agenda Item	Topic – Governors Reflection.
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13.	<p>Governors discussed that the meeting had focused on the well-being of staff and children. Governors have held the Head Teacher to account with their questions sent to the Head Teacher and asked as part of the meeting.</p> <p>Mrs Stilgoe advised that she would ask her son to write a thank you letter to staff. Governors agreed that this would be a lovely touch.</p> <p>Governors noted that it was a difficult time for staff in school and thanked them for their contribution.</p> <p>No items were identified to be feedback to the Trust Board.</p>
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Actions.
 None.

Decision.
 None.

Agenda Item	Confidential Items
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14.	No confidential items were identified as part of the meeting.
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Agenda Item	Topic - Date of next meeting
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15.	<p>Spring Term LGB – 11th February 2021 at 6.00pm Spring Term C&S – 18th March 2021 at 6.00pm</p> <p>The meeting closed at 19:20pm.</p>
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Action Table

Meeting Date	Minute Number	Action	Owner	Date Due	Discharged
261120	3.	The Clerk advised that she would send a copy of the Business Interest form to Mrs Stilgoe.	Clerk		
		The Clerk advised that she would provide the list from the DfE.	Clerk		
		The Clerk advised that she would enquire when a session would be taking place.	Clerk		
	4.	The Clerk to ensure that the minutes are signed as appropriate.	Clerk		

	7.	The Head Teacher will enquire about the wellbeing of Mrs Bryan. The Head Teacher is to pass on Governors thanks to staff.	HT HT		
	9.	Governors requested that they have an update in the Spring Term and that they have an overview of the current budget position.	HT/CFO		
	10.	Governors should read the personal development statement and be aware that they will need to complete it in the Summer Term.	ALL		
	11.	The Governor Development Plan is to be completed in the Spring Term. The Clerk will send the Skills Audit to LS.	ALL Clerk		
	12.	An inspection of the playground is required. The Head Teacher is to implement a lone worker policy/Risk Assessment for the staff member who opens the building.	HT HT		