



Local Governing Board Meeting  
Minutes of the meeting held on 18th March 2021 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 and the closure of schools the Spring Term meetings are being held via Office 365 -Teams and the agenda reflects the urgent issues that need to be discussed.

Governors are also reminded of their responsibilities relating to public office and the highlighted responsibility will be discussed at this meeting:

Selflessness, Integrity, Objectivity, Accountability, Openness, **Honesty**, Leadership

| Governors Present: |                    |
|--------------------|--------------------|
| Mrs J Kirkham      | Chair of Governors |
| Mr S Russell       | Head Teacher       |
| Mr J Elbro         | Governor           |
| Mrs L Stilgoe      | Governor           |
| Mrs A Barnes       | Staff Governor     |

| Others in Attendance: |                    |
|-----------------------|--------------------|
| Mrs M Hamblin         | CEO – Fierté Trust |
| 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"> <li>• Minutes of the previous meeting,</li> <li>• Head Teachers Report</li> <li>• AID</li> <li>• AIP</li> </ul> |

| Agenda Item        | Topic - Apologies and Attendance   |
|--------------------|--|
| 1.                 | Apologies were received from Mr K Caveen. Mrs Stilgoe was not present, and no apologies were received.   |
| Actions.<br>None.  |  |
| Decision.<br>None. |  |
| Agenda Item        | Topic - Governing Board Matters  |
| 2.                 | <p>(a) Membership.</p> <p>The Chair advised that there are vacancies for a Parent Governor and a co-opted Governor. The Parent Governor vacancy has been advertised in the school newsletter previously. The Headteacher confirmed that he will advertise the vacancy again.</p> |

The Clerk advised that a Governance Working Party was being held to recruitment across the Trust.

(b) Confidentiality.

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

(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.

(d) Declaration of Interest Business and Pecuniary.

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

(e) Website Review/GIAS

The Head Teacher advised that the website and GIAS were up to date. The Chair advised that she would complete a review of the Website. The Headteacher advised that the SLT were reviewing the website and documents have been updated as required.

(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.

Governors confirmed that they understood the aspect of the Code of Conduct.

**Actions.**

The Headteacher is to advertise the Parent Governor role again in the Summer Term.

**Decision.**

None.

**Agenda Item**

Topic - Minutes of the previous meeting – 20<sup>th</sup> November 2020.

3.

Discussion.

Governors reviewed the minutes of the previous meeting held on 20<sup>th</sup> November 2020. Governors agreed 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.

**Actions.**

The Clerk to ensure that the minutes are signed as appropriate.

**Decision.**

That the Minutes of the Local Governing Board meeting held on 20th November 2020 be approved.

**Agenda Item**

Topic - Matters Arising from the previous meeting – 20<sup>th</sup> November 2020

4.

**Action Table**

| Meeting Date | Minute Number | Action   | Owner | Status     |
|--------------|---------------|--|-------|------------|
| 261120       | 3.            | The Clerk advised that she would send a copy of the Business Interest form to Mrs Stilgoe. | Clerk | Completed. |

|                    |   |  |                |   |
|--------------------|---|--|----------------|---|
|                    |   | The Clerk advised that she would provide the list from the DfE.<br>The Clerk advised that she would enquire when a session would be taking place.                      | Clerk<br>Clerk | Completed.<br>Completed.  |
|                    | 4.  | The Clerk to ensure that the minutes are signed as appropriate.  | Clerk          | Ongoing.  |
|                    | 7.  | The Head Teacher will enquire about the wellbeing of Mrs Bryan.<br><br>The Head Teacher is to pass on Governors thanks to staff.                                       | HT<br>HT       | Completed. Groups and interventions are in place to support children.<br>Completed.   |
|                    | 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         | On the agenda.  |
|                    | 10.   | Governors should read the personal development statement and be aware that they will need to complete it in the Summer Term.   | ALL            | The Chair has added the document to the meeting papers.   |
|                    | 11.   | The Governor Development Plan is to be completed in the Spring Term.<br><br>The Clerk will send the Skills Audit to LS.  | ALL<br>Clerk   | Draft version added to the folder for Governor review. Comments by the end of the Spring Term.<br>Completed.  |
|                    | 12.   | An inspection of the playground is required.<br><br>The Head Teacher is to implement a lone worker policy/Risk Assessment for the staff member who opens the building. | HT<br>HT       | Inspection carried out. A structural survey is required. Further work is required on the playgrounds. A risk assessment has been carried out.<br>Governors discussed the application of community grants. |
| Agenda Item        | Topic – Chair and Vice Chair Actions  |  |                |   |
| 5.                 | The Chair advised that she had not used her power to act to since the last meeting.   |  |                |   |
| Actions.<br>None.  |   |  |                |   |
| Decision.<br>None. |   |  |                |   |
| Agenda Item        | Topic – Head Teacher Report   |  |                |   |
| 6.                 | Head Teachers Report – Focus on issues relating to Covid 19.<br><br><ul style="list-style-type: none"> <li>• a) Numbers of pupils in school.</li> <li>• b) Current staffing levels.</li> <li>• c) Vulnerable children update.</li> <li>• d) Safeguarding update.</li> <li>• e) Provision in place (3-4 hours/day) and response to remote learning. Devices obtained and distributed through the Get Access to Technology scheme.</li> </ul> |  |                |   |

- f) Parental feedback.
- g) Staff well-being.

The Head Teachers report had been circulated prior to the meeting.

The Head Teacher gave governors the following verbal update:

- The numbers of children in school have grown over the weeks.
- Staff have been able to work in school and from home which supported in class teaching and remote learning.
- R & Y1 are a bubble along with Y2 & Y3.
- Y4 & Y5 were put together to for teachers work together.
- Y6 were supported by Mrs Barnes and Mr Fitzpatrick.
- Positive aspects were staff had a balance of being in school and working at home.
- Limited number of staff were required to self-isolate.
- The Prime database was used to review which children were required to be in school.
- All vulnerable children were contacted during the partial closure.
- A 1:1 account was set up for a child with an EHCP for support to be provided by the Reading Champion.
- The engagement log was kept. One note was used to capture information.
- There were no major Safeguarding issues reported.
- My Concern has been reviewed.
- The LTP and MTP were adapted to suit children's needs.
- The contact hours were delivered with children remote learning between 9am and 3pm.
- The reduction of paper packs was carried out as the increased use of Teams was implemented.
- Tapestry was used to support Y1.
- Collins E books were used to support the teaching of letters and sounds.
- TFW continued along with the use of White Rose Maths.
- A parental survey has carried out with positive feedback received.
- A Pupil Survey has been carried out and positive feedback has been received.
- The Reading champion delivered daily 1:1 to all vulnerable and Pupil Premium children.
- The Reading champion is now delivering daily Reading in school with a focus on the children's needs.
- Staff engaged with PDM's.
- A dedicated inbox was set up to support wellbeing and report any needs.
- 21 devises have been provided by the DfE through the get help with technology scheme.
- Parental feedback from the beginning and end of the school closure have been uploaded.
- Staff wellbeing has been a focus.
- The action plans and risk assessments were carried out have have been added to the meeting folder.
- Regular checking has been carried out.
- The Academic growth has continued with input from Little Sutton Hub.
- A Collaborative Monitoring visit has been carried out by the Vice-CEO and focus on Phonics.
- The CPD for staff continued with SEND training being carried out.
- The AID has been rewritten and sent to the Vice-CEO for review.
- The strategic aspects of the school were monitored by the Headteacher and the deputy Headteacher.
- The SENCO and Head Teacher have met with the Vice CEO to review the whole school approach to SEND.
- The focus school priorities have been identified for the next three half terms.

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Miss Walker is writing the AIP and the draft will be reviewed by the Vice CEO.</li> <li>• The vision and values need to be reflected upon to ensure they reflect the current priorities.</li> </ul> <p>AB commented that staff had appreciated the rota system that was put in place to balance being in school and the delivery of the remote learning.</p> <p>AB advised one note worked well and ensured staff could monitor actions and provided updates as required.</p> <p>The Headteacher advised that there were some successes that have resulted from the use of IT and that remote parents evening would continue in the Spring term.</p> <p>MH commented that improvements are continuing to be made at Ankermoor Academy and that the staff are reflective to the needs of the children, the children's needs are at the heart of everything that put in place. MH congratulated the staff for the successes of the Spring Term.</p> <p>The Headteacher advised that Mr McDonald had provided a document that captures the children's engagement in remote learning for Governors to review. It had been noted that there was some fluctuation in engagement and the document contained reflections on the reasoning behind this for Governors to review.</p> <p>JK enquired whether the school has a a policy that covers gender identity and the issues that could arise such as toilets/uniform/preferred pronouns/inclusivity Gender identity. The Headteacher advised that the Trust PHSE forum created the Trust policy that has been uploaded to the website. The subject leadership group has met to discuss the delivery in Summer 1 and 2. Some children in Y6 are being supported with their needs relating to gender issue. Governors noted that page 6 of the policy details the response to sensitive issues.</p> <p>Governors thanked the Headteacher for his report.</p> |
| <p>Actions.<br/>None.</p>   |  |
| <p>Decision.<br/>None.</p>  |  |
| <p>Agenda Item</p>  | <p>Topic – Budget update</p>   |
| <p>7.</p>   | <p>The Headteacher confirmed that he met with the CFO and a summary had been uploaded to the meeting folder. The budget will be reviewed again in April to discuss the budget and needs for 2021-2022.</p> <p>AB noted the surplus budget that resulted from an underspend of the PE grant and she asked if the grant could be spent on the repairs to the playground. The Headteacher advised that the C/F needs to be spent by the end of the academic year and the funding is going to be used on a project to extend the KS1 playground.</p> <p>JK enquired do we need to use SCC contractors to carryout the work. The Headteacher advised that SCC will arrange the work and guarantee the work is compliant with the relevant standards.</p> <p>The Headteacher is to discuss the use of Sports Premium funding to fund the repairs to the playground with the CFO.</p>   |
| <p>Actions.<br/>The Headteacher is to discuss the use of Sports Premium funding to fund the repairs to the playground with the CFO.</p> |  |
| <p>Decision.<br/>None.</p>  |  |

|  |  |
|--|--|
| Agenda Item  | Topic - Governance Review  |
| 8.   | 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 requested that the personal statements need to be completed and returned to the Chair by the next meeting.  |
| Actions.<br>Governors should complete the personal development statement and return them to her by the next Governors meeting. |  |
| Decision.<br>None.   |  |
| Agenda Item  | Governance Development Plan  |
| 9.   | The Chair advised that a draft of the Governance Development Plan had been uploaded to the meeting folder for review and comments. Governors are to send comments to the chair by the end of the Spring Term.  |
| Actions.<br>Governors are to comment on the Governor Development Plan by the end of the Spring Term.                           |  |
| Decision.<br>None.   |  |
| Agenda Item  | Topic - Premises/Site update.  |
| 10.  | <p>The Head Teacher provided an update on the premises and site:</p> <ul style="list-style-type: none"> <li>• A premises inspection was carried out by the Trust.</li> <li>• Overhanging trees have been cut down.</li> <li>• Finger guards have been added to doors.</li> <li>• All checks have been carried out such as checks to the emergency lighting and fire extinguishers.</li> <li>• A meeting has been held with SCC to audit the Health &amp; Safety of the school.</li> <li>• The playground is a focus for the future.</li> <li>• The cobbles outside the KS2 classrooms need to be replaced.</li> </ul> <p>Governors noted the update provided by the Headteacher.</p>   |
| Actions.<br>None.  |  |
| Decision.<br>None.   |  |
| Agenda Item  | Topic – Governors Reflection.  |
| 11.  | <p>1. What have we achieved tonight that will improve outcomes for the children in the Trust?</p> <p>Governors identified the following areas that will improve the outcomes for children:</p> <ul style="list-style-type: none"> <li>• The advancements in remote learning and the improvements made.</li> <li>• The adaptations of the teaching to reflect the needs of the children.</li> <li>• The increased use of technology to support children and parents.</li> <li>• Highlighting the issues with the playground and the improvements required.</li> </ul> <p>2. Nolan Principle – <b>Honesty</b> – what does this mean for me personally and the Trust in general?</p> <p>Governors noted the following areas of the Nolan principles within the meeting:</p> <ul style="list-style-type: none"> <li>• Honesty relating to the website and the need to ensure that it is updated.</li> <li>• Honesty is important and is linked with personal responsibility.</li> <li>• The Honesty from the Trust and that the Trust update Governors.</li> </ul> |

|                    |   |
|--------------------|---|
|                    | <ul style="list-style-type: none"> <li>Honesty is important to develop relationships in order that the school can move forward together.</li> </ul> <p>3. Reflection on the key items for action arising from the meeting.</p> <ol style="list-style-type: none"> <li>1. Personal Reflection documents are to be completed by Governors.</li> <li>2. Comments on the Governance Development plan are required by the end of term.</li> <li>3. Considering the use of the PE Grant to fund the improvements to the playground.</li> <li>4. The website review.</li> <li>5. Governors looking for community grants.</li> <li>6. advertising the Parent Governor vacancy in the school newsletter.</li> </ol> <p>4. Items to be shared with the Trust Board.<br/>No items were identified.</p> |
| Actions.<br>None.  |   |
| Decision.<br>None. |   |
| Agenda Item        | Confidential Items  |
| 12.                | <ul style="list-style-type: none"> <li>Staffing request – The discussions relating to a staffing request were included as a confidential item.</li> </ul>   |
| Agenda Item        | Topic - Date of next meeting  |
| 13.                | <p>C&amp;S – 13<sup>th</sup> May 2021<br/>LGB – 24<sup>th</sup> June 2021</p> <p>The meeting closed at 19:11pm.</p>   |