

**Minutes of Local Governing Board
meeting held at Anker Moor School
on Thursday 22nd March 2018 at 6.00pm**



Fierté Multi Academy Trust

Papers presented prior to meeting:

LBG Minutes 14.11.17
 C+S minutes 5.10.17
 Behaviour + Discipline policy
 Admissions information
 January 2018 – Data – Ma, Re, Wr
 Governor visit reports: Early Years 16.1.18, Reading 16.1.18, RE 23.1.18, History WOW week 19.11.17,
 Safeguarding 19.12.18
 Assessment outcomes January 2018
 Teacher Improvement Plan
 Teaching and Learning Lenses and current profile
 IDSR report
 HT Report

Present:

(SR) Mr S Russell (Headteacher)
 (AB) Mrs A Barnes
 (KC) Mr K Caveen
 (CH) Miss C Hopkins

In Attendance: (TV) Mrs T Vigus (Entrust Clerk)

The Chair was taken by Mr K Caveen.

1. 1	<p>Attendance and apologies Apologies were received and accepted from (JK) Mrs J Kirkham (Chair).</p>
2. 2.	<p>LGB matters Membership</p> <p>i. Vacancies – Governors discussed the urgent need to increase governor membership to bring additional skills and expertise to the LGB. <i>Governors noted that although the current membership is working very well as a team, there is a need to reduce the demand on individual governors which could be achieved by extra members.</i> <i>Governors noted that despite robust attempts (Inspiring Governors, Entrust, personal contacts, request to Trust) they had been unsuccessful in appointing new governors.</i></p> <p>Action: TV to contact Entrust – available governors TV to send skills audit to existing governors TV to inform Trust Clerk of deficit and ask for Trust advice</p>
a.	<p>Confidentiality The Chair reminded all governors that matters relating to this meeting were confidential.</p>

3.	Register of Business Interest No changes were declared, and SR confirmed register had been completed.			
4.	Declaration of Interest – Business and Pecuniary. No declarations were made related to agenda items			
5.	Code of conduct Resolved: Governors confirmed that they have signed the Code of Conduct.			
6.	Minutes of meeting held on 14.11.17 Governors confirmed that the minutes were a true and accurate record. Resolved: The minutes were signed and made available for display.			
7.	Matters arising from previous minutes			
	Item	Action	Who?	Outcome
	4	Seek new governors – Entrust, Former staff members, Trust.	AB, TV, SR	LGB still understrength.
	4e	Govs to sign front cover - Code of Conduct	Govs	Completed
		Safeguarding monitoring visit 30/11/17	JK SR	Completed
	7	Contact Subject leaders for visit – Jan 18	Govs	Completed
	8c	Follow up building/ accommodation development with Trust	SR	No further development planned as school is under capacity, although growing.
	9(p6)	Ensure Ofsted readiness with SLT – designated lead if SR off site when call comes.	SR	Kerry Davies – designated Lead if required / Trust support will be sought.
	9(p7)	Send DfE info on food in schools	TV	
		Follow up concerns re quality of food / catering arrangements with CEO	SR	See agenda
	9 (p7)	Pupil books to be available for governor work trawl at next LGB meeting	SR	Completed on Gov Visits / C+S meeting
	13	Arrange ASP / IDSR training of governors using Anker Moor data	SR	Received report – see minutes
	13	Govs to monitor impact of PP funding on visits	Govs	Report back to LGB
	14	Contact Jo Smith with requests re: Gov training	Govs /JK	
	15	Arrange 1 st Aid training for office staff	SR	Completed
	15	Staff survey – governor managed – Spring 2018	JK	
	<p>Safeguarding – The need to ensure Trust Board were entered on SCR was identified as an urgent action. SR reported he had requested this information on several previous occasions and had not received a reply. Action: Request to be sent to Trust board, copy to CEO JK to bring this concern to Governance Forum TV to send SCR monitoring record to SR /JK to consider use</p> <p>Governor Visits Despite being a very small LGB, governors have undertaken a wide range of visits in addition to attending school events. See reports.</p>			

	<p>Writing and Health and Safety visits will take place over the next few days.</p> <p>Building</p> <p>a) Alterations to cloakroom areas have created a small but useful additional learning space. <i>Governors identified the need for power to be installed.</i></p> <p>Action: SR to follow up with Trust</p> <p>b) SR reported that Electrical Survey had identified D1/ C actions required. Action: SR to follow up with Trust.</p> <p>Catering</p> <p>Although the quality of food has improved slightly, the standards have not been sustained. SR informed governors that a new Catering Manager is being employed by the Trust. <i>Governors felt that the Trust has not provided a good enough service and are looking to see improvements.</i></p> <p>Action: SR to meet appointed manager when in post and to share LGB concerns and expectations.</p> <p>Staff survey</p> <p>Will go out to staff in Summer term Action: Staff survey outcome to be reported back to LGB in Summer term.</p>
8.	<p>Review of Committee Structure/Scheme of Delegation</p> <p><i>Governors noted that due to the small size of the LGB, a committee structure is not required.</i></p> <p><i>Governors would like to develop Governor Link days to provide opportunities to</i></p> <ul style="list-style-type: none"> • <i>Share monitoring activities with senior leaders</i> • <i>Facilitate training and development with senior leaders</i> • <i>Provide a focussed line of enquiry to be monitored throughout all the school – linked to School development plan</i> • <i>Increase partnership with subject leaders</i> • <i>Increase governor presence in school and be available to more stakeholders</i> <p>Action: SR to set date and focus for Governor Development Day – Summer term.</p>
9.	<p>Reports</p> <p>a) Chair's and Vice-Chair's Actions. Resolved: The Vice Chair had not taken any actions on behalf of the LGB since the previous meeting.</p> <p>b) Committees. Resolved: Minutes from Curriculum and Standards meeting on 5.10.17 were received</p>

	<p>c) Nominated/Link Governors. Resolved: Governor link visit reports were received and circulated prior to the meeting.</p>
10.	<p>Headteacher's Report Governors had received the HT report prior to the meeting and asked the following questions to ensure accountability and challenge.</p> <p>P2 <i>? What has the impact of staff absence been?</i> SR said that long term absence had been covered by a supply teacher, who has had a good impact on teaching, learning and assessment.</p> <p><i>? Has Occupational health support been put in place for the absent staff member.</i> SR confirmed that a referral took place and OH recommended that no adjustments needed to be made by the school.</p> <p><i>? When is the member of staff due to return?</i> SR said that this was not certain, but school had been positive in ensuring that the children were not affected unduly by staff absence. He was confident that they were receiving quality provision and had not received any concerns from parents.</p> <p><i>? Nursery PAN is identified as 20. Are rooms able to accommodate maximum number of pupils.</i> SR said that reception currently has 17 pupils and nursery has 15 pupils. He has arranged for a quality Assurance visit – to check on requirements.</p> <p><i>? EY monitoring visit identified the number of volunteers supporting Early years staff: Pupil ratios – were staffing levels compliant with requirements?</i> SR said that although he welcomes volunteers and they played a very important part of the adult care of pupils, he had requested an additional member of staff for Summer term from the Board. He said that volunteers although a great asset should not be used to maintain staffing ratios and would continue this discussion with Trust considering September numbers.</p> <p>P3 <i>When will Performance Management targets for support staff be introduced?</i> SR said that in line with Trust policy, performance management cycle for Support staff would start in April.</p> <p>P3 <i>Governors discussed the impact of WOW weeks and asked if these had added to teacher workloads?</i> SR reported that these weeks provided increased opportunities for diverse and</p>

deeper learning alongside creativity and pupil enjoyment. Although learning was different staff were tackling the workload in a different way – increased team planning, increased opportunities for assessment for learning and creative activities. Staff were very positive about the impact of these learning experiences and no negative comments had been received about additional workload.

SR confirmed that interventions had taken place during WOW weeks as these were working very effectively. SR also commended staff for their commitment to clubs and out of lesson learning which builds pupil self-esteem and confidence in different learning situations.

P4

Governors were pleased to see that pupils have done well in competitive sports. SR said that alongside competitive sport, these events had widened the opportunities and experiences for the children.

Governors confirmed that they were supportive and impressed with the richness of learning experiences for all pupils. They also noted that the involvement of families and members of the community were a strength of the school.

Governors asked if Dosthill joining the Trust had impacted on Anker Moor. SR said that he welcomed the expansions of the Trust. The joint training day had taken place and he would report back to the Trust that some staff had felt that opportunities to engage with different schools and colleagues had been limited.

P5

Attendance – SR informed governors about an individual pupil who had significant attendance problems. He is now being Home educated, although school had attempted to support and ensure attendance improvement.

SR reported that he had received a lot of negative feedback following sending letters to 15 families regarding poor attendance.

He was pleased however that only 7 families are now causing concern.

Governors were satisfied that school had taken appropriate action and the number of concerns had reduced.

SR confirmed that good attendance is rewarded and attendance overall is improving.

Data p5 -p9 had been monitored in depth by school leaders and through Curriculum committee.

However, governors asked, how close will school be to achieving targets sets.

SR said that he was expecting “not to achieve the targets” which were very ambitious, but he was confident that a greater percentage of pupils were getting closer to their individual targets.

Senior Leaders were being cautious and ensuring that attainment was secure before highlighting learning descriptors

Were Senior Leaders being too harsh and was this affecting data.

SR said that at this point of school development, he wanted to ensure that all

	<p>judgements are secure and accurate and that gaps do not occur through over generous marking.</p> <p>P9 <i>Governors asked about NPQ qualifications.</i> SR said that NPQSL courses were currently free and two leaders were following these courses and helping drive school improvement. He said that the courses were helping leaders to see the bigger picture and staff were finding this training very supportive and empowering.</p> <p><i>Governors asked about the impact of Talk for Writing</i> SR said that through effective CPD, children were receiving consistent approaches to writing throughout the school. These had raised levels of pupil confidence, enjoyment and the quality and quantity of writing they produced. He believed that this approach had unlocked the potential to succeed in many pupils. <i>Governors confirmed that their children had talked about writing with more interest and pride in what they had achieved.</i></p> <p>P10 <i>Governors asked if records and safeguarding file were kept secure.</i> SR confirmed they were.</p> <p>P11 <i>Given the size of the caseload of pupils with special needs and those requiring Safeguarding procedures (at different levels) was the current allocation of SENCO time (currently one day a week) sufficient?</i></p> <p>SR said that although the administration side of SEND/ Safeguarding was being well done now, he would like greater support to ensure that teachers were supported in writing IEP's and pupils received more specialised teaching.</p> <p>Resolved: Governors thanked SR for his report and felt that they had been able to hold him accountable through questions and discussions which had enabled a greater depth of understanding of school strengths and areas for development.</p>
11.	<p>Safeguarding Updates</p> <p>Resolved: Governors were confident that school continues to place all aspects of Safeguarding as a high priority. See actions identified in item 7.</p>
12.	<p>Strategic Leadership</p> <p><i>Governors had revised values and vision with stakeholders during the year. They identified the possibility of developing a reward system to reinforce behaviour and values.</i></p> <p><i>Governors have identified the need to increase membership of the LGB,</i></p>

	<p><i>although they also acknowledged that statutory functions are being fulfilled well.</i></p> <p>Resolved: Governors were confident that the Trust vision and values were evident in school. <i>They identified the opportunity to monitor the effectiveness of these when doing governor monitoring visits.</i></p>
13.	<p>Accountability</p> <p>Resolved: Governors were satisfied that the HT accounts for all aspects of performance and provision through his reports. Governors have received internal and external data and are confident that school judgements are validated by external triangulation.</p> <p>Financial Accountability.</p> <p>Resolved: Although finance is addressed through the Trust Board and Governance forum, governors felt that communication would be improved. <i>They asked that reports and information from Trust meetings are made available to LGB's</i></p>
14.	<p>People</p> <p><i>Governors are actively looking to increase the membership of LGB,</i></p>
15.	<p>Structures</p> <p><i>Governors asked what systems did the Trust use to ensure compliance / quality assurance at Ankermoor.</i></p> <p>SR said that these included:</p> <ul style="list-style-type: none"> Regular HT monitoring (every 2 weeks) Moderation – end of KS1 / Y6 Early Years networking Triad Review with external validation <p><i>Governors asked SR if he was receiving support and collaboration from Trust colleagues.</i></p> <p>SR said that although an LA category 3 school (High Concern) he had received Trust support through collaborative projects. He had not received direct support from the Trust, beyond that given to other schools. He was pleased that the Triad review demonstrated how much the school had improved over the past year.</p> <p>Resolved: <i>Governors confirmed that they were really impressed with the school improvement that had taken place since SR was appointed. Governors wished to record their thanks to SR, staff, parents and pupils for the progress made and the way the school was moving forward.</i></p>
16.	<p>Compliance</p> <p>Resolved: Governors noted the advice given in the GIP and were confident</p>

	that school is compliant with requirements for: SEND, NQT regulations, RE, Finance, Safeguarding, Pupil well-being. Trust is the responsible body for GDPR compliance and school follows guidance received.
17.	Evaluation <i>Governors asked that they look in depth at SEF as part of their Governor Day.</i> SR confirmed that he updates the SEF regularly and would welcome any comments or advice from governors. He also confirmed that his evaluation process is supported by external validation. Action: send copy of current SEF to governors.
18.	Policies Resolved: Governors received and approved the following policies with immediate effect: - <ul style="list-style-type: none"> • School behaviour and discipline policy • Admission policy • EY behaviour guidance
19.	AOB Although governors had received Safeguarding information, they asked that it is not included with meeting papers due to confidentiality. Resolved: Pupil identity/ information should not be available on documents presented to governors.
20.	Dates of next meeting Next LGB meeting is on Thursday 21 st June.

2	Entrust – any governors available?	TV	
	Send skills audit to SR for distribution to govs	TV	
	Contact AJ – any governors available form Trust	TV	
7	Contact CEO. AJ, Gov Forum – Trustee details needed for SCR – previously requested	SR JK	
7	Power needed in old cloakroom area - Trust	SR	
	D1/C actions – Trust premises dept.	SR	
	Catering Manager – invite in for meeting when in post	SR	
7	Staff survey – Summer 1	SR AB	
8	Set date and agenda for Governor Day	SR JK	
17	Send current SEF to all governors	SR	
	Next meeting 21st June. Paperwork to be sent to governors by 7th June		