



Grove Primary School

Agenda Local Governing Body

Monday 19th March 2018

Key elements of governance:

- With the leadership of the school, establishing and sustaining the culture, climate, ethos and values of the school.
- Taking a clear role in holding the leadership of the school to account with regard to standards, i.e. knowing how the school compares against similar schools and nationally. Particular importance should be placed on levels of progress and attainment for all pupils generally, and vulnerable groups in particular. All governors should be aware of the standards achieved and through appropriate challenge of the leadership of the school, what is being done to continue to improve them.
- Ensuring that the school's financial management is robust, achieves a high level of value for money and complies with all audit requirements. This is public money and governors need to assure themselves that it is being spent appropriately and efficiently.
- Beyond the above, there are further responsibilities that need to be met by the LGB. They include:
 - Ensuring all Health and Safety requirements are adhered to;
 - Safeguarding and child protection;
 - Staff welfare;
 - How special education needs are met, including those of gifted and talented pupils;
 - Contributing to the performance management of the Head/Principal.

Rules for membership: The committee shall consist of a **minimum** of **four** governors which will include the Headteacher.

Quorum: The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.



Grove Primary School

Local Governing Body Agenda
Monday 19th March 2018 @ 4.00 pm – Grove Primary School

Chair:	Jackie Cutchey	Clerk:	Elaine Szpytma
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Jackie Cutchey (JC)	Trust (Acting Chair)	P
Jeremy Rowe (JR)	Trust	Ap
John Hughes (JH)	Trust	P from 4.41 pm
Mary Corker (MC)	Trust	P
Mike Chaplin (MCh)	Trust	Ap
Emma Hall (EH)	Trust	P
Stephen Clarke (SC)	Parent	P
Rae Aldous (RA)	Headteacher	P
Vacancy	Parent	
Julie Cover	Staff (non-teaching)	P
Sarah Ross	Staff (teaching)	P

In Attendance

Grove Primary School Local Governing Body
Agenda Items / Minutes / Actions

Monday 19th March 2018 @ 4.00 pm

Agenda Item & Associated Challenging Questions		Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.10 pm. Apologies for absence received from Mike Chaplin and Jeremy Rowe, governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Minutes of last meeting / matters arising	<p>Minutes of last meeting: The minutes of the last meeting were approved as an accurate record.</p> <p>Matters arising:</p> <p>Item 7 – School Development Plan: The WIG and accountability documentation will be made available for the next meeting.</p> <p>Item 8 – Budget Monitoring: An update on the budget position has been included as an item on this agenda.</p> <p>Item 10 – Report from Governor Visits: Reports have been completed.</p> <p>Item 11 – Policies and LGB Papers: Governors noted all policies need reviewing. The headteacher will put together a new schedule of policies and guidelines, statutory policies will be brought to governors for approval.</p>	<p>Headteacher</p> <p>Headteacher</p>
4.	Membership	Governors received an update on membership. Amanda Ward is no longer in post and no longer serves on the governing body, governors thanked Amanda for her contribution.	
5.	Budget	<p>Governors received an update on the current budget position. Key points arising from the discussion:</p> <p>The budget was set by the previous headteacher and business manager and is now being managed by the current headteacher and business manager; there are difficulties with the budget, but these are being managed.</p> <p>The current budget predicts an overspend but is likely to be in positive figures by the end of the year. Governors noted a sum of £25k has been allocated to</p>	

	<p>SC: How much carry forward?</p> <p>SC: Cuts are starting to bite quite deep across the sector. The school has contingencies in place for further cuts or will ALT manage these?</p> <p>JC: Budget must be set by end of May, there are no major concerns?</p> <p>SC: This is being addressed?</p>	<p>training. It is unlikely this amount will need to be spent and savings should be made in this area.</p> <p>The school has a forecast carry forward of £115k and £28k in capital. Money is being spent now on books, equipment and basic resources which the school does not currently have. There are several classes without working interactive white boards which need to be replaced. Trips are being subsidised to ensure all children are given the opportunity to experience these.</p> <p>Money is being released from capital. Some work is taking place over the Easter break to electric doors and installation of a lock down system for office staff. Governors noted the gates to the front of the school also require further work, the front office is to be upgraded to create a room for the family support worker and some general upgrading of decoration and furniture is required. Governors noted work is planned to create more space within the school and quotes are being provided for work on the general server and provision of Wifi across the school.</p> <p>Some money has had to be taken from within current reserves, but the budget will balance. The school saved money from changing the class system previously and next year's budget is roughly the same as this year. Governors noted an increase in pay for support staff of 1% or 2%, to bring pay in line with minimum wage; the school was not aware this was happening, and this is not something which was budgeted for. The school is being cautious with the budget and not employing TAs until the position is clear. There are several scenarios in place to deal with this going forward. ALT monitor the budget and no major concerns have been raised but the budget does require some amendment. The business manager is highly skilled and is working on the necessary amendments.</p>	
6.	Headteacher's report / SDP	<p>Governors received a report from the headteacher, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>There have been a number of significant changes and this is a tricky time for the school. Mobility has been high, there have been several leavers and joiners this term.</p> <p>Governors received an update on staffing. The school is waiting for confirmation of a return to work for staff members on maternity leave. Staff members have indicated their intention to return but have still to formally confirm, they have been included as returning to work. Governors reviewed provisional staffing</p>	

	<p>JC: Attendance?</p> <p>JC: Where teaching requires improvement what plans are in place to move RI teaching to good?</p> <p>SC: Being fairly loose with SDP, will Ofsted question this?</p> <p>JC: No changes made to the Ofsted judgements?</p> <p>SC: When leadership team increases this will help move things forward?</p> <p>JC: Staff members have a much clearer sense of responsibility now?</p> <p>SC: Staff morale?</p>	<p>opportunities and new appointments as outlined in the headteacher's report.</p> <p><i>JH arrived at this point in the meeting (4.41 pm).</i></p> <p>Attendance this term is slightly below target due to illness. Governors noted issues related to attendance will be addressed once the family support worker is in post.</p> <p>The school is working alongside Claire Gadsby who is joining planning sessions and working on performance profiles, some through CPD, some through additional CPD identified through performance management. All classrooms are visited, discussions are linked to teaching standards and performance profiles and are reviewed next visit. The school is trying to establish a professional conversation with teachers by visiting classrooms regularly, discussing what is going well and discussing development needs.</p> <p>The school development plan has not been written by the current leadership team; the school is loosely working to the targets but reacting to staff needs as these are being identified. The school has a dialogue for this and will be able to explain to Ofsted why the school has moved away from the plan to take things forward. Every six weeks all points are reviewed in terms of where the school is, what is happening, what has been done, what impact this has had.</p> <p>There has already been some improvement, some targets have moved to requires improvement and good. Leadership and management is in a better place than previously; some leaders did not know the data and the circumstances about the school, they are aware of this now and are part of monitoring and school review. It is difficult to make changes quickly due to the size of the team, increasing the team will help to move things forward. In teaching and learning there is still work to be done to get the school where it needs to be. Previously there was no clear direction or clear instruction, some of the staff who left were good but did not have a clear understanding of what was happening at the school, staff are more positive now and want to move on (SR). Morale is much better now, there is no negativity at all, previously this was not the case, the team is ready to move forward but needs a bit of capacity to do this.</p>	
7.	Pupil Progress	Governors received an update on pupil progress contained in the headteacher's report, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:	

	<p>JH: When were children tested? Big jumps in five months?</p> <p>SC: A fairly decent turnaround over the last year?</p> <p>SC: How has the journey been documented?</p> <p>SC: Is there a document trail?</p> <p>JC: Working on learning behaviours in development plan next year?</p>	<p>70% are on track to achieve phonics, this will be below national (81%) but there are some significant SEN children within this cohort. There are some concerns in relation to KS1 data. Governors noted difficulties for year 2 in terms of how classes have been set and teaching (supply teaching). There are fourteen children in this year group who have significant SEN which can really skew the data, some children came from a low starting point. Classes have previously been set according to ability but will be mixed ability and split in a fairer way by the end of the year. Going forward the school needs to give careful consideration to this year group to ensure they make progress and to ensure where they are this year can be improved on next year.</p> <p>For KS2 data the school is reasonably confident predictions are accurate. Some children were really close to achieving in the original tests, predictions are based on Pixl tests which are more difficult than SATs tests. Governors noted this is a good cohort, some children were high prior attainers and this may have an impact on progress ie these children will make good in year progress but progress from KS1 may not be so strong.</p> <p>Governors reviewed target tracker up to February 2018 and points progress made by year groups. Test scores and teacher assessments are recorded. For year 6, Pixl tests and Pixl data from September to now demonstrate the journey these children have been on and show where these children were in September, what they could do then compared to what they can do now, progress made. Governors noted children in every class are mostly on track to be where they should, the issue for the school is how children can be pushed on and progress accelerated. The school is working hard on this in year 6, targeting children nearly at greater depth and putting in interventions to ensure they get to greater depth (SR). This needs to be in place for all year groups to ensure children are at age expected levels and making greater progress. The majority of children in the school should be at age expected levels or above. The school will focus on learning behaviours, there is a need to develop a positive approach to learning and celebrate achievement.</p>	
8.	Pupil Premium	Governors received an update on pupil premium. The number of pupil premium children attending the school is not significantly high but, in some classes, around 15% of children are pupil premium and this can skew the data.	

9.	PE Premium	Governors received an update on PE premium. Governors noted PE premium is a key strength of the school (JH). A member of staff is completing a PE leadership programme, coaches have been coming into school and money is being spent well.	
10.	RPA/Risk Register	Governors agreed to review the risk register and insurance not included in RPA at the next meeting.	Clerk agenda
11.	Health and Safety / HandSAM	<p>Governors received an update on progress made against the health and safety action plan and HandSAM tasks. Some HandSAM tasks need to be reallocated to new people, the headteacher has this in hand and there are no concerns.</p> <p>Governors received an update on premises earlier in the meeting, as part of the budget update. There were no additional items for discussion</p>	
12.	<p>Reports from Governor Visits / Standards Working Group</p> <p>JC: Moving forward any areas governors could usefully monitor?</p>	<p>Governors received an update on governor visits which have taken place since the last meeting.</p> <p>MC visited on 16 Jan to discuss SEN provision, currently under review, and noted changes made and updates. SEN is being done differently, the class teacher has responsibility, interventions are being carried out by TAs, year 6 interventions are being run by teachers and are more structured. A copy of the full report has been included in the visits folder, MC has agreed to visit again next term.</p> <p>SC visited to review the single central record which was in the process of being updated at the time of the visit, SC will arrange a further visit to review. Staff files were viewed and checks made that safety recruitment is all in place which it is. SC will visit again after appointment of new staff members.</p> <p>JH visited twice to feedback to headteacher, review actions for PE premium teacher, check recording system is in place. JH also looked at pre-documentation and is confident all documentation is now in place.</p> <p>Governors agreed health and safety walk arounds would be useful; it would be useful to link a member of the senior leadership team to a governor to come in and monitor the SDP once per term as in the Westwood model.</p> <p>Governors noted difficulties the school has been experiencing keeping a child with significant SEN safe in school. The school has been liaising with the LEA</p>	

		with a view to providing specialist provision. Governors agreed SC will complete a check of the school site for safeguarding and complete a health and safety review of the school site in terms of child safety. MC will visit to review SEN and pupil premium. Governors agreed to visit in the early part of the summer term for familiarisation visits and complete a specific task in relation to the school development plan.	SC MC All governors
13.	Additional LGB Papers including review of policies	Governors noted all policies need reviewing. The headteacher will agree a new schedule of policies and guidelines, statutory policies will be brought to governors for approval.	Headteacher
14.	ALT Business	<p>Safeguarding: Following consultation by the DfE on their document Keeping Children Safe in Education, an update is expected which will require amendments to Safeguarding policies. Once approved by the Board of trustees this will be forwarded to schools for implementation.</p> <p>Admissions: Headteachers have been sent a reminder on procedures for admission arrangements across the Trust. All admission arrangement documents have been reviewed (as required annually) and no changes are considered necessary this year for Grove Primary School.</p> <p>Data Protection: GDPR regulations will come into force in May this year which is likely to have an impact on the way in which schools conduct FOI and Data Protection. The Trust has appointed a Compliance Officer, Caroline Driver to lead on this. Caroline is available to attend a future governors' session to explain governors' responsibilities in this area. An information fact sheet for governors has been circulated. Governors suggested it might be useful for this to be included as part of the next hub briefing for Governors. The clerk will inform ALT.</p> <p>Governor Monitoring: Governors were reminded of their responsibility to regularly check the school website for compliance with mandatory requirements. Governors noted this has been reviewed by JR and will be reviewed again in September.</p> <p>Newsletter: ALT sent out a newsletter to all governors in December, governors confirmed receipt.</p>	Clerk
15.	Any Other Business	JH raised as issue related to PE premium where children in a mixed class move to another year but don't remain in the same mixed group. Governors noted if children remain in the same class with the same	

		children for two years this will not cause a problem, there could be difficulties if the class changes.	
16.	Personnel /Issues (<i>Trust governors to remain for this item</i>)	Governors received a full update on staffing as part of the headteacher's report, there were no additional confidential items for discussion.	
17.	Date of Next Meeting	The next meeting will be held on Thursday 24 th May at Westwood Primary School: 4.00 pm Westwood Governors 5.30 pm Grove Governors The meeting closed at 5.39 pm	