



Grove Primary School

Local Governing Body

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 20th March 2017 @ 6.00 pm

Chair:	Stephen Jay	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
Stephen Jay (SJ)	Trust (Chair)	P
Andrew Currie (AC)	Trust	P from 6.11 pm
Craig Hunt (CrH)	Trust	Ap
Mary Hibbard (MH)	Trust	P
Pauleen Marriott (PM)	Trust	P
Tracy Garnier (TG)	Parent (Vice-Chair)	P
Kelly Hough (KH)	Staff (teaching)	P
Clare Holgate (CH)	Staff (non-teaching)	P
Stephen Clarke (SC)	Parent	P
David Baker	Headteacher	P

In Attendance

Amanda Ward – Deputy Headteacher

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

Monday 20th March 2017 @ 6.00 pm

Agenda Item & Associated Challenging Questions		Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 6.08 pm. Apologies for absence received from Craig Hunt, governors consented to the absence.	
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 previous meeting: The minutes of the last meeting were approved as an accurate record.</p> <p>Matters arising:</p> <p>Item 3 – Additional items for discussion:</p> <ul style="list-style-type: none"> • School development plan: Visits have been taking place, visits for Design Technology, maths and a second SEN visit are still outstanding but in hand. • Parent view: A good response had been received from parents. <p>Item 5 – Pupil Premium: An update on pupil premium has been included as an agenda item for this meeting.</p> <p>Item 6 – SEF: An update on the SEF has been included as an agenda item for this meeting.</p> <p>Item 7 – Governors Visits: Copies of reports have been provided for inclusion in the governor visits folder.</p> <p>Item 8 – Academically more able and gifted and talented pupils policy: This item has been included on the agenda for this meeting.</p> <p>Item 9 – ALT Business (Covers not included in insurance): Some staff members have insurance cover, some are unwilling to pay, others recognise the mileage rate is favourable and covers the additional cost. A proportion of staff members have made the decision to take out insurance cover; the school will review the position going forward.</p>	
4.	Headteacher's Report	Governors received a copy of the headteacher's report, key points arising from the discussion:	

		<p>Attendance is 95.1% for pupil premium children compared to 96.3% for non-pupil premium. The school is monitoring attendance and contacting families where absence is a cause for concern. Governors noted attendance is good and in line with national expectations.</p> <p>Published results for year 6 look promising and are expected to be above national in writing.</p> <p>Governors received an update on pupil premium (discussed in item 5 of this agenda).</p> <p>Governors received an update on the SEF (discussed in item 6 of this agenda).</p>	
5.	<p>Pupil Premium</p> <p>AC: How has this been measured previously?</p> <p>SJ: Pupil premium benefits the whole class as opposed to the individual?</p> <p>MH: Does the age of the child make a difference?</p>	<p>Governors received an update on pupil premium, contained within the headteacher's report. Key points arising from the discussion:</p> <p>Data has been broken down into year groups for progress and attainment. Governors noted gaps between pupil premium and non-pupil premium children and noted that in some years groups numbers are small and percentages can be misleading. Support in place for children and impact of interventions is reviewed in pupil progress meetings.</p> <p>Historically the focus of pupil premium funding has been on maintaining smaller class sizes, which will be difficult to maintain going forward. Governors noted it is difficult to track the impact smaller class sizes have had on pupil premium children as non-pupil premium children have also benefitted from this. Progress has been measured on an individual basis, pupil premium children don't lose out but some non-pupil premium children also benefit from interventions when in a smaller class. It can be difficult to compare and measure outcomes, particularly where children are in larger classes, this is something the school needs to look at going forward.</p> <p>Some pupil premium children are also SEN children, where a child is pupil premium and SEN there is additional funding; it can be difficult to identify which funding is supporting the intervention. This is something the school will review to see how it can be more specific in tracking funding and progress. Early on the funding can have an impact but children receiving pupil premium funding who have had access to support as they move through the school tend to achieve better and progress is better. All children receive free school meals until year 2, there are difficulties where parents of children entitled to pupil premium support don't fill in the paperwork for this to</p>	

	<p>PM: The gap in year 1, is this an indication that interventions are not always successful? Where there are discrepancies in PP and non-PP are we putting in place the right interventions and are they making a difference?</p> <p>PM: Some children receive help through intervention but then improve and no longer required the support?</p>	<p>be put in place until year 3.</p> <p>A high proportion of year 1 have SEN and the school has changed the way classes are run in early years. The school has a record of all interventions in place for all children and can monitor that these are happening regularly and having an impact. Some interventions will have an immediate impact, some have to be reviewed to ensure they are the right interventions. As children move through the school it is possible to identify where gaps are. The school collects data on a half termly basis, if it is clear that progress has not been made this is reviewed and new interventions are implemented where necessary.</p> <p>Some children need to have interventions maintained or tweaked; some improve and no longer require the intervention. The most difficult children to support are pupil premium children who are more able and may be at, or above, their expected level. The school must ensure interventions are in place for more able children to ensure they have opportunities to move on.</p>	
6.	SEF	<p>An update on the SEF has been included in the headteacher's report. Governors agreed further work was required over the coming term, pending receipt of the Ofsted report. Governors agreed to revisit the SEF in more detail once the Ofsted report has been received.</p>	Clerk agenda
7.	Reports from Sub Committees/Govern or Visits	<p>Finance Committee: Governors received an update from the finance committee, key points arising from the discussion:</p> <p>The finance committee met prior to this meeting to receive an update on the 2017/2018 budget plan. The committee discussed the budget for the forthcoming academic year, early indications are that there are challenges ahead and things may be tight going forward. Some further work is required over the coming weeks before the budget can be finalised.</p> <p>The committee met on 1st March. A request from the site manager for another shed had been discussed but was not approved. The committee discussed proposals for staffing and implications for maintaining small class sizes, a confidential update has been included as part of the headteacher's report.</p> <p>Personnel Committee: The committee met on 1st March. Performance reviews will be finished by the end of term for support staff. ALT have introduced a pay structure for support staff to match up the Suffolk and Cambridge pay scales. Staff members have been</p>	

		<p>offered an opportunity to move across to the new pay scale or stay on the Suffolk scale; some have chosen to move across to the new pay scale, some have chosen to stay on the Suffolk pay scale. All new staff will be employed on the ALT pay scale.</p> <p>The committee discussed the staff wellbeing questionnaire and have agreed to look at alternative ways to deliver this to encourage a better response. The headteacher confirmed he has looked at Survey Monkey with a view to producing an online survey, the school will provide time during staff meetings for this to be completed.</p>	
8.	Additional LGB Papers including review of policies	<p>Academically more able and Gifted & Talented Pupils - Statement of Offer: Governors received a draft statement at the last meeting, this has been updated. The headteacher will circulate a copy to all governors to enable them to confirm their approval.</p>	Headteacher
9.	ALT Business	<p>Governors received an update from the clerk on ALT business:</p> <p>Governor vacancies: Governor vacancies should be reported to ALT as soon as possible to enable ALT to update their records and amend NGA membership. Governors noted the clerk holds a database of governors which is copied to ALT, vacancies are reported as soon as the clerk is made aware.</p> <p>Terms of office and end dates: These should be reviewed and, if required, an election process commenced for staff and parent governors and the process for renewal commenced for trust governors. Governors noted terms of office were reviewed in the October meeting, some governors are approaching the end of their term of office and action will need to be taken.</p> <p>DfE Documents: The DfE has published an updated version of the Governors' Handbook. https://www.gov.uk/government/publications/governance-handbook.</p> <p>The DfE has also published a new Competency Framework which outlines six "principles and personal attributes" for governance ie strategic leadership, accountability, people, structures, compliance and evaluation. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf.</p>	

	<p>Governors noted that, in the case of ALT, the amendments relate mainly to Board of Trustees level, but school governors need to be aware of the updates and their role within the process. Articles and a summary of the main amendments for both the Governors Handbook and the Governance Competency Framework can be seen on both the NGA and The Key websites. The clerk will circulate the link to both documents with the minutes.</p> <p>External health and safety report action plan: An external audit has taken place and each school has been given an action plan. Governors are asked to monitor this as part of their health & safety responsibilities and reassure themselves that progress is being made. Training, where identified by the Audit is being offered to schools. Governors noted this should be included as a regular item on the Finance & Premises Committee agenda.</p> <p>DBS checks for governors: Governors were reminded it was now a mandatory requirement for governors to complete a DBS check as soon as possible; all governors who commenced in the autumn term should have completed this. Governors noted DBS checks have now been completed for all governors.</p> <p>Date of next ALT governors' session: This will take place on 10th May and topics will include an update on the new Governors Handbook and Competency Framework, an update on changes to future schools funding and feedback from the recent ALT Governors Survey. Details regarding timing and venue will be made available in due course. Governors were asked to make a note of the date in their diaries and confirm their attendance.</p> <p>Heateacher's Report: The headteacher's report contains various information that ALT is required to collate; going forward a copy of the report will be sent to ALT with the minutes. The clerk will contact Karen Jarvis (ALT) to confirm what information should be included in the headteacher's report.</p> <p>Appointment process for senior leadership posts: The headteacher confirmed ALT had created an appointment procedure for posts within the senior leadership of the school. These can only be made in conjunction with the director of school improvement or a nominated representative. Governors noted the procedure for the deputy headteacher appointment had been agreed prior to the release of the new procedure but has been approved by ALT.</p>	<p>Governors</p> <p>Clerk</p>
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10.	Succession Planning	Governors noted some governors are approaching the end of their term of office which will create vacancies over the next twelve months. Governors will need to consider opportunities to recruit new governors. TG may be willing to continue but wished to relinquish the role of vice-chair and safeguarding; SC agreed to take over responsibility for safeguarding from next term, the clerk will update the membership. Governors reviewed governor roles related to the scheme of delegation and agreed to put an article in the newsletter for a parent governor should TG decide not to continue. Trust governors will need to be appointed by ALT.	Clerk
11.	Items to be deemed as confidential	<p>Governors received an update on staffing, included as a confidential item within the headteacher's report. Governors noted possible staffing changes for September and received an update on the deputy headteacher post which has been advertised, interviews will take place on Wednesday 29th March, PM confirmed her availability, the headteacher will contact PM to confirm details.</p> <p>Governors received a confidential update on safeguarding referrals and exclusions, included as part of the headteacher's report. Governors noted there have been no reported racial/homophobic incidents.</p>	Headteacher / PM
12.	Any Other Business	<p>Review of governance: A meeting with Jackie Burke (NGA) has taken place regarding a review of governance. Governors should already have received an online questionnaire which must be returned to JB. A training session has been arranged for 24th May 2017, this will be a three-hour session which will commence at 4.00 pm, immediately after the finance committee. Governors noted the workshop will help the governing body to become more robust and have a better understanding of the scheme of delegation.</p> <p>There was no other business, the meeting closed at 8.06 pm.</p>	Governors
13.	Date of Next Meeting	<p>Full governing body: Monday 15th May 2017, 6.00 pm</p> <p>Personnel Committee: Wednesday 24th May 2017, 2.00 pm</p> <p>Finance Committee: Wednesday 24th May 2017, 3.00 pm</p>	