



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
Thursday 7th December 2017 @ 5.00 pm

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
Vacancy	Trust (Chair)	
Jackie Cutchey (JC)	Trust (Acting Chair)	P
Jeremy Rowe (JR)	Trust	P
John Hughes (JH)	Trust	P
Mary Corker (MC)	Trust	P
Mike Chaplin (MCh)	Trust	P
Emma Hall (EH)	Trust	P
Stephen Clarke (SC)	Parent	P
Amanda Ward (AW)	Headteacher	P
Rae Aldous (RA)	Trust (Executive Headteacher)	P
Vacancy	Parent	
Julie Cover (JCo)	Staff (non-teaching)	P
Sarah Ross (SR)	Staff (teaching)	P

In Attendance

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

Thursday 7th December 2017 @ 5.30 pm
At Westwood Primary School

Agenda Item & Associated Challenging Questions	Items Discussed	Action	
1.	Welcome from the Chair/Apologies	<p>The meeting commenced at 5.31 pm. Apologies for absence received from Mike Chaplin; governors consented to the absences.</p> <p>The meeting had been scheduled to start at 5.00 pm. Governors agreed insufficient time had been allocated, future meetings will start at 4.00 pm and 5.30 pm</p>	Clerk schedule
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 previous meeting were approved as an accurate record subject to noting the amendment of Sarah Ross' job title to Deputy Headteacher.</p> <p>Matters arising:</p> <p>Item 2 – Declarations of pecuniary interest: DOS forms have been completed by all governors and handed in to the school.</p> <p>Item 3 – Matters arising from previous minutes:</p> <ul style="list-style-type: none"> • <i>Premises:</i> An update will be provided at this meeting. • <i>Review of governance:</i> This has been circulated to governors. • <i>Schedule of meetings:</i> Governors agreed to hold Grove and Westwood governor meetings on the same day at alternate venues. <p>Item 4 – Membership:</p> <ul style="list-style-type: none"> • <i>Resignations:</i> Staff governors have been appointed and welcomed to this meeting. • <i>Confirm governor roles and responsibilities:</i> The monitoring plan has been completed but governors have not been contacted. 	Clerk amend schedule

		<p>Governors agreed monitoring visits will be arranged to take place next term.</p> <ul style="list-style-type: none"> • <i>Agree arrangements for reviewing single central record:</i> This has been completed. • <i>Agree arrangements for reviewing the school web site:</i> JR has reviewed the website, a conversation has taken place and the website is being updated. RA confirmed the website is compliant in relation to statutory requirements but there are some other areas which need addressing and work is in progress. <p>Item 5 – Budget: An update will be received as part of this agenda.</p> <p>Item 6 – Headteacher’s report: The pupil premium plan has still to be updated and reviewed. The spending plan has been circulated with the agenda for this meeting. JH has visited to review PE premium and an update will be received as part of this agenda.</p> <p>Item 7 – School development plan: WIGs (widely important goals) will be circulated instead of the aide memoire, this will be shared with governors. Governors noted WIGs include statistics and characteristics of the school, data picture over the last three years, predictions for next year, a summary of what the school agrees are their five key strengths and key developments or improvements related to Ofsted categories. These are all summarised across key areas of the school development plan and link with the accountability plan. RA will provide the clerk with the WIG and accountability document for circulation.</p> <p>Item 8 – Health & Safety/HandSAM: MC has visited, an update will be received as part of this agenda.</p> <p>Item 10 – Additional LGB papers including policies: Roles and responsibilities have been agreed, governors have a copy of the revised scheme of delegation.</p> <p>Item 11 – ALT Business: Safer recruitment training is in hand, a date in January is planned for joint Grove and Westwood training to take place.</p> <p>Item 13 – Any other business: Previous governors have been contacted thanking them for their services to the governing body and the school. The clerk has</p>	<p>RA</p>
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		written to parent governors, Gary Peile (ALT) has written to trust governors.	
4.	Membership	<p>Governors received an update on membership.</p> <p>Resignation: Stephen Jay has resigned as Chair of Governors and Trust governor.</p> <p>Appointments: Sarah Ross (SR) and Julie Cover (JCo) have been appointed as staff governors. Governors welcomed Sarah and Julie to their first meeting.</p> <p>There is currently a parent governor vacancy which will be advertised, pending updated information from ALT on appointment of parent governors. An update will be provided at the next meeting.</p>	
5.	<p>Headteacher's report / Pupil Progress</p> <p>JH: Is the family support officer back in post now?</p> <p>JR: Are figures a combination of assessment and predictions? How accurate was data last year?</p> <p>JR: Assessments and predictions are based on robust tried and tested material?</p> <p>JR: Can governors be satisfied this is a</p>	<p>The headteacher presented her report, previously circulated, a copy has been included in the minute book.</p> <p>Attendance: Attendance is not as good as the school would like this to be. The family support officer has been on long term sick and there have been some issues with registers. Staff have been given direction around completing registers accurately and informing the school office to ensure all attendance procedures are in place and being implemented. The family support officer is still absent, but other hub schools are providing support for the school office, new office staff will be trained.</p> <p>Attainment: Governors noted data for year 3 does not present a true picture of the cohort, the headteacher explained the background. The target for the end of the year is 75%, currently this has not been achieved in all year groups but progress in years 2, 5 and 6 is greater than expected for reading and accelerated progress is happening. Some gaps have been identified in writing which are being addressed and interventions are in place. Teacher assessments were not as accurate as they should have been last year. A combination of teacher assessments and Pixl materials are being used to support progress.</p> <p>New staff are in place, progress is being tracked every three weeks for year 6 and 2 and half termly for other year groups. A tracking system is on display in the headteacher's office. Resources are being used more effectively, initiatives which were not in place previously are now in place to compare cohorts and complete gaps analyses. The school feels</p>	

<p>robust assessment process?</p> <p>JC: Writing in year 5 is out of kilter with other assessments?</p>	<p>secure about assessment in year 6 and work is in progress across the rest of the school. Year 5 did not have strong teaching last year. Part of this year group is being taught in a small group with a strong teacher and progress is expected. Interventions and moderation are in place, a meeting is taking place next week to check assessments are accurate. Punctuation and applying this in writing is showing as an area for development. Governors noted some children in year 6 are already at expected level now and are working at greater depth.</p> <p>Teaching: There have been significant changes to teaching staff. Governors received an update on staffing changes and the number of fixed term and permanent staff members. The external review which took place noted an improving picture and several good lessons across the school. Teachers are receiving support and initiatives are in place to improve this further. Governors acknowledged the school is working hard to improve teaching.</p> <p>SEN: Governors received an update on SEN and numbers of children with Education Health Care Plans, noting the school has a significant number of children on the SEN register and a large number of children with EHCPs. SR has taken the lead as SENCO but going forward the school is reviewing its approach to SEN and putting the emphasis on this being the teacher's responsibility; previously this has always been the role of the SENCO. All children have a learning support plan, these are being reviewed and will be replaced with a provision map which is easier to manage. Meetings will be held with parents to explain the new system and to ensure parents are aware the teacher is the first port of call and not the SENCO; the role of the SENCO will be to support the class teacher to support the child.</p> <p>SDP: The focus continues to be supporting and improving teaching, which includes TAs. Two sessions are being held after school each week for teachers, after which meetings are being held with TAs to check they have a clear understanding of what is happening and ensure support is in place. Governors noted Angela Thompson is a consultant ALT have brought in to support Grove and other trust schools to develop teaching, this is being funded by ALT.</p> <p>Senior leadership meetings are being held weekly which focus on school improvement and improving leaders. All members of the team have had tasks to complete in between sessions and are working with the headteacher to develop skills. All members of the senior leadership team have a personal CPD</p>	
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		<p>plan to support them to develop leadership skills; this is a supportive process.</p> <p>DERIC: Governors noted this is an acronym for reading (decode, explain, retrieve, infer and choice) which looks at the five areas children need to be able to focus on. Differentiated group reading takes place every morning and whole class reading is taking place three or four times a week. The school has adjusted the way in which spelling is being tested. Previously children were memorising words rather than applying approaches, the school is trying to teach spelling patterns and rules which can be applied in tests.</p> <p>The behaviour policy has been introduced and is well embedded now. The school has arranged CDP training for Liz Gibbs to develop maths and this will be a focus for next term ie looking at ways to develop the teaching of maths and develop a concrete, pictorial, abstract approach to this across the school.</p> <p>Governors noted previous inconsistencies in the teaching of spelling and reading. There were inconsistencies with what children were doing in classes and year groups. This has been addressed and a consistent approach is now in place with an assessment system behind this to enable planning for progression. Timetables are in place to ensure everything which should be happening is happening and this is being managed and monitored, staff are being held to account.</p> <p>There has been a definite improvement in classroom and communal areas. Teachers have been allocated specific boards and areas in communal areas, there are some issues with storage which are being addressed. Teachers need to be deploying TAs to do some of this work, governors noted further CPD on display work is required but this is an improving picture.</p>	
	JC: Are teachers taking ownership of learning environments, has there been any noticeable improvement?		
6.	Pupil Premium Update	Governors received a copy of the pupil premium spending document, previously circulated, a copy has been included in the minute book. Governors received an update on pupil premium, noting pupil premium numbers in school are low. The pupil premium plan is in place, an analysis of data is compiled each term, a further update will be provided once this has been completed.	
7.	PE Premium Update	Governors received a copy of the PE premium plan, previously circulated, a copy has been included in the minute book. Governors noted information	

		included in the plan and what is in place. Sports leaders are in place now and the school is keeping a register of children attending clubs. The funding is being used effectively but there is a need to ensure initiatives in place have a long-term impact, governors discussed training requirements.	
8.	Budget Monitoring	<p>Governors agreed to receive an update on the budget and review the RPA and risk register at the next meeting.</p> <p>There have been difficulties tracking the budget due to the changing staff scenarios. The budget has been reviewed with the ALT Business Manager, staffing scenarios were not accurate and gave a very negative picture. The staffing figure is now accurate, but the in-year balance is in negative figures. Governors noted, when viewed alongside the comments and the carry forward, there is some leeway to enable the school to use the carry forward figure for furnishings and resources. Governors agreed it was important the carry forward money was used to make the school right for the children currently attending. The Business Manager from Pakefield Primary School will run the budget for the school going forward. A balanced budget is predicted for next year but there may be difficulties the following year. Given the current staffing transitions governors agreed it is too soon to make any decisions regarding the future budget position.</p>	Clerk agenda
9.	Health and Safety / HandSAM	<p>Governors received an update on premises and health and safety, noting a health and safety audit has taken place, no red areas have been identified. MC is providing support for the site manager and areas which require further action are being addressed.</p> <p>The staff member with responsibility for health and safety is leaving, roles and responsibilities have been reviewed with this in mind. Tasks have been allocated and should be completed by Christmas, before the staff member leaves. Governors noted there are some day to day issues which the headteacher will need to pick up initially, but a plan is in place to cover this and new office staff will be made aware of their responsibilities.</p> <p>Governors noted the school office is being supported by a member of staff from Pakefield Primary School who is very knowledgeable in relation to single central record and safeguarding. Once appointed she will train up any new members of staff. Interest has been shown in the posts advertised and there</p>	
	<p>JC: Are plans in place to cover staff health and safety role?</p> <p>JC: New office staff are starting in January, you will set out what you want them to deal with?</p> <p>SC: There have been some changes in office staff, who is updating single central record?</p>		

		<p>are some strong candidates.</p> <p>Mike Chaplin visited and met with the site manager and Mrs Chetty Marston to review health and safety. MC completed a site tour, looked at the swimming pool and reviewed other long-term plans. Governors noted the swimming pool is only used for half a term, the rest of the time this is an unused space, the pool has been taken down and an astro-turf area is planned to enable the school to make effective use of the space. MC reviewed the school progress plan and areas needing attention, a further visit to review progress against the plan will take place in January.</p> <p>The site manager is aware of HandSAM requirements and updates and has support from the site manager at Westwood Primary School.</p>	
10.	Reports from Governor Visits	<p>Governors received an update on visits which have taken place since the last meeting.</p> <p>MC: Visited to review health and safety, outcomes were discussed as part of the previous item.</p> <p>JC: Met with SC and reviewed the requirements of the role of safeguarding governor. JC has met with the external review team and completed a learning walk with RA.</p> <p>SC/JC attended a meeting for parents to allay concerns over lack of communication; the meeting was arranged by ALT. This was a well-attended meeting, the main issues related to communication and consistency. Feedback has been received from parents, the headteacher and leadership team will respond to questions and feedback to parents. Parents have been reassured governors are Trust governors and the school will maintain its identity. Governors noted plans are in place to address communication; ALT have been working hard to resolve issues related to the Ofsted report.</p> <p>SC: Visited to review the single central record and has begun reviewing staff files to ensure these are as up to date as they should be, there are no real issues to report. SC has provided information for inclusion in the safeguarding file and on the safeguarding board in the staffroom. Governors noted a further visit will take place in January to review files for newly appointed staff members. SC also reviewed the training log, there are some action points to address to ensure all training has been completed ie the right training at the right level and to ensure key information is shared when entering the building and displayed in the staffroom. Governors</p>	Headteacher

		<p>noted this is all in place and thanked SC for his support.</p> <p>JH: Visited for PE and spent half a day with the PE Coordinator who did not appear to have been provided with documentation by the previous coordinator. All documentation which is likely to be required for an Ofsted visit has now been reviewed, PE Premium has also been reviewed; the PE Coordinator will share the information with other members of staff. A further visit to review progress and ensure everything is in place will be arranged. JH has provided the headteacher with a plan to record how money is being spent which can also be used for monitoring, JH has also provided an exemplar audit plan.</p>	
11.	Additional LGB Papers including review of policies	<p>Governors received an update on policies:</p> <ul style="list-style-type: none"> • SEN Policy / Report • Safeguarding Policy • Behaviour Policy • Health & Safety Policy • Code of Conduct for Staff • Critical Incident Policy • Drugs Alcohol and Smoking Policy • Lock Down Procedures • Lone Workers Policy • Online Safety Policy • Single Equalities Policy <p>Governors noted the SEN policy is being finalised and the homework policy is being revised and will be implemented from January, all other policies have been reviewed this term and are available on the school website. Governors confirmed their approval of the policies.</p> <p>The headteacher will bring the following policies for approval at the next meeting:</p> <ul style="list-style-type: none"> • Teaching, Learning Assessment and Marking Policy • Homework Policy • Reading and Spelling leaflets • Handwriting Guidance. <p>Governors agreed all statutory policies should be reviewed at the first meeting of the year, the headteacher was asked to ensure dates are correct on the policies currently on the school website.</p>	<p>Clerk agenda</p> <p>Clerk agenda Headteacher</p>

12.	ALT Business	Governors received an update on the ALT hub briefing. Governors agreed this had been a worthwhile and positive session and confirmed their appreciation.	
13.	Any Other Business	There were no additional items for discussion, other than the confidential staffing item. Staff members left the meeting at this point (6.48 pm).	
14.	Confidential Personnel / Staffing Issues (<i>Trust governors to remain for this item</i>)	Governors received a confidential update on staffing issues, contained as a confidential item within the headteacher's report; a copy has been included in the minute book.	
15.	Date of Next Meeting	<p>Governors agreed to hold alternate meetings at Grove and Westwood Schools, the host school meeting will take place first. The March meeting will take place at Grove Primary School, the May meeting will take place at Westwood Primary School.</p> <p>Monday 19th March 2018 at Grove Primary School: 4.00 pm Grove Governors 5.30 pm Westwood Governors</p> <p>Thursday 24th May at Westwood Primary School: 4.00 pm Westwood Governors 5.30 pm Grove Governors</p> <p>The date and venue for the July meeting will be agreed at a later date.</p> <p>The meeting closed at 7.10 pm.</p>	<p>Clerk amend schedule</p> <p>Clerk agenda</p>