



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 9th October 2017 @ 6.00 pm

Chair:	Stephen Jay	Clerk:	Elaine Szpytma
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Name	Governor Type Trust/Parent/Staff/Associate	Present/Apologies/Absent
Jackie Cutchey (JC)	Trust (Acting Chair for this meeting)	P
Stephen Jay (SJ)	Trust (Chair)	Ap
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
Anna Ball (AB)	Trust	P
Stephen Clarke (SC)	Parent	P
Amanda Ward (AW)	Headteacher	P
Rae Aldous (RA)	Trust (Executive Headteacher)	P
Vacancy	Parent	
Vacancy	Staff (non-teaching)	
Vacancy	Staff (teaching)	

In Attendance

Gary Peile (GP), Chief Executive Officer, Active Learning Trust
 David Hilton (DH) Director of School Improvement, Active Learning Trust
 Sarah Ross, Grove Primary School, Acting Deputy Headteacher (observing)

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

Monday 9th October 2017 @ 6.00 pm

Agenda Item & Associated Challenging Questions	Items Discussed	Actions
1.	<p>Welcome from the Chair/Apologies</p> <p>The meeting commenced at 6.00 pm with an introduction from Gary Peile, Chief Executive Officer of ALT, who explained the circumstances behind the request for Westwood governors to support Grove Primary School. ALT and the school believe the Ofsted inspection was not carried out in line with the Ofsted code of practice and an objection has been placed. Governors felt they were treated badly during the inspection, many have resigned and the school no longer has sufficient serving governors to remain quorate. Trust governors can serve on other governing bodies and Westwood governors have been asked to help. Governors noted this is not a merger but an interim arrangement to support the school.</p> <p>Grove chair of governors is unable to attend this meeting and Jackie Cutchey (Trustee and Chair of Westwood Governors) has been asked to chair the meeting. Rae Aldous (Headteacher Westwood Primary School) has been working with Amanda Ward (Headteacher Grove Primary School) and has been appointed as Executive Headteacher until at least April 2018. All governors confirmed their willingness to attend the meetings and support the school in these difficult circumstances. GP recorded his thanks to Westwood governors for their attendance and support for the school.</p> <p>Governors welcomed Jeremy Rowe who has agreed to join Grove governing body as a Trust governor.</p> <p>The formal meeting commenced at 6.05 pm with introductions. Apologies for absence received from Stephen Jay.</p>	
2.	<p>Declarations of Pecuniary Interest</p> <p>Governors were asked to complete declarations of pecuniary interest forms and submit these to the clerk at the end of the meeting or hand these into the school.</p> <p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	All governors
3.	<p>Minutes of last meeting / matters arising</p> <p>Minutes of last meeting: Most governors were not present at the last meeting and were unable to comment on the accuracy. SC signed the minutes on behalf of the chair and confirmed these to be an accurate record.</p>	

	<p>Matters arising from minutes:</p> <p>Item 3 – Matters arising from previous meeting:</p> <ul style="list-style-type: none"> • <i>Item 3 – Matters Arising (Statement of Offer):</i> This is in hand, AW and RA are consulting on this. • <i>Item 5 – Premises:</i> In the absence of the chair and due to the specific circumstances of this meeting governors agreed to carry this item forward to the next meeting. • <i>Item 6 – Progress against health and safety action plan:</i> A copy of the updated health and safety action plan had been received from Karen Jarvis (ALT). An audit was held on 3rd October, with support from the Acting Deputy Headteacher, the previous action items have been addressed. • <i>Item 11 – Succession planning (governor training):</i> Succession planning is in place; training needs are being reviewed. <p>Item 5 – School Development Plan: The school development plan was circulated to governors.</p> <p>Item 6 – Premises: Governor responsibilities will be discussed later in this meeting. An update on premises will be provided at the next meeting.</p> <p>Item 9 - Attendance Policy: Governors noted Grove’s Attendance Policy has been updated in line with other ALT schools, a penalty notice will be issued after 5 days unauthorised absence, at the discretion of the Headteacher and dependent on circumstances. The policy has been updated to reflect this. SC has reviewed the legal terminology in the Education Act, governors noted the Act refers to a ten-day threshold after which the headteacher must inform the LEA; 5 days is within this threshold. Governors noted that some LEAs take all actions on penalty notices, other LEAs leave this to the headteacher; SC confirmed the Statute states this is the responsibility of the headteacher.</p> <p>Item 12 – Review of Governance: The NGA report has been reviewed and an action plan drawn up by ALT, which has been revised since September and will be revised again following on from this meeting in terms of how this fits into the current leadership plan for Grove Primary. The headteacher will circulate the revised plan to governors. David Hilton (ALT) confirmed the point of sharing the plan was to reassure governors that action has been taken since the review, actions taken address some of the issues raised by Ofsted in relation to leadership. Governors noted the section which identifies action and impact will be updated as an ongoing process.</p>	<p>Clerk agenda</p> <p>Clerk agenda</p> <p>AW</p>
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		<p>Item 13 – Schedule of future meetings: The schedule of meetings will require some further revision; the clerk will provide the executive headteacher with a copy.</p>	Clerk
4.	Membership	<p>Resignations: Governors noted Mary Hibbard, Pauleen Marriott, Tracy Garnier have confirmed their resignation from the governing body. Kelly Hough is on maternity leave but her term of office has ended. The headteacher will implement procedures for appointing staff governors. Governors from Westwood Primary School have agreed to support the governing body.</p> <p>Appointments: Jeremy Row, Executive Principal Sir John Leman High School, Beccles has been appointed as Trust governor.</p> <p>Approve arrangements for Vice-Chair: In the current circumstances governors were unable to appoint a Vice-Chair.</p> <p>Review terms of office: Most governors have resigned, Westwood governors will support the school in the short term, pending the appointment of new governors.</p> <p>Governors' attendance: Governors received the attendance record for 2016/2017 and noted attendance was generally good.</p> <p>Confirm governor roles and responsibilities: Governors discussed governor responsibilities. SC agreed to continue as safeguarding governor.</p> <p>RA agreed to take responsibility for SEN, this would help in establishing a strong overview of the school to report back in her role as Trust governor.</p> <p>MCh agreed to take on responsibility for health and safety for the short term, pending appointment of new governors.</p> <p>Governors were asked to undertake activities before the next meeting and report back at the meeting.</p> <p>Review terms of reference: The terms of reference are circulated with the agenda for each meeting. Governors were reminded of the three key areas which the Trust are responsible for, some of these responsibilities are delegated to governors. The chair drew attention to the areas of responsibility relevant to the local governing body.</p> <p>Agree arrangements for reviewing single central record: SC agreed to review the single central record for the school and examine safer recruitment files. RA/AW will provide a checklist of what is required, SC will arrange a visit.</p>	<p>AW</p> <p>Responsible Governors</p> <p>RA/AW SC</p>

		<p>Agree arrangements for reviewing the school website: JR agreed to conduct a review of the school website to ensure this is compliant. AW is the staff link and will work with JR.</p>	JR
5.	Budget	<p>Adopt ALT approved budget: GP provided an update. The scheme of delegation has been updated and ALT Board take responsibility for the budget, governors take responsibility for monitoring this. Governors noted the budget has been changed in the last week due to changes made in relation to the appointment of the Executive Headteacher and changes to the governing body, a copy will be circulated to governors once confirmed.</p> <p>Update on current budget position: Governors noted RA/AW will provide an update on where the budget is being used to improve the school at the next meeting.</p>	AW Clerk agenda
6.	Headteacher's report	<p>Governors received a report from the headteacher, a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Staffing: Several members of staff left towards the end of the Summer term. There have been difficulties staffing all classes but this has been achieved. Governors noted the overall age range of teachers is relatively young which presents some difficulties. TA hours have been revisited, TAs are in school for full days and supporting teaching and learning for the whole of the school day. These changes have benefitted the children at Grove, teachers and TAs are present when needed and it is easier for leaders to organise the school day and the consistency of interventions in the classrooms.</p> <p>Attendance: Attendance has improved on last year and is currently 97.3% and above national, last year overall attendance was 94.6%.</p> <p>Exclusions: Governors received an update on exclusions, some fixed term exclusions have been made, once child has since left the school.</p> <p>Mobility and EAL: Mobility within the school is stable, the number of children with EAL needs is low.</p> <p>Pupil progress and attainment: In EYFS the school is slightly below national for GLD and in year 1 the school is slightly below national in phonics. Governors noted year 1 have the same teacher following through with them at the beginning of the year which is helpful. In year 6 results are well below national in all areas. In year 4 accelerated progress is needed to improve the data, measures are in place to ensure this happens. Governors noted pupil premium numbers in year 1 are low and are variable</p>	

<p>JC: Year 1 pupil premium children outperform non-pupil premium?</p> <p>JC: For reading and maths tests are you referring to Pixl?</p> <p>JC: When were these completed?</p> <p>JH: When grades were passed on nobody looked at them? This was a senior leadership team issue which has been addressed? Should this have been picked up at moderation meetings?</p> <p>SC: The school has been suffering the fallout from previous inadequacies?</p> <p>JH: Work marked too highly, what actions are in place to readdress this?</p> <p>JC: The school had outstanding teachers but some are on maternity leave?</p> <p>JC: How confident is the school there will be 100% good</p>	<p>across the school which has an impact on data. The headteacher will circulate pupil premium information to governors.</p> <p>Pixl tests are being used in years 3-6 to test for gaps analysis. Tests were completed in June and July, before the data was published. Year 6 have repeated tests again this week to assist the school in identifying gaps and putting interventions in place. The school has reviewed the progress data for last year; there were issues with the data at the beginning of the year, assessments were accurate but progress didn't show for new teachers when children moved forward. The school has changed the way this is being carried out going forward. Transition meetings were held during the Summer, moderation took place last term to ensure what teachers are inputting is accurate and triangulated. The issue has now been addressed by the senior leadership team, the school now have a clear idea of strengths and weaknesses and what to do to move the school forward. Governors noted hub moderation work is making a judgement on the quality of books with examples and comparisons rather than checking results and standardising grades.</p> <p>Governors noted support is in place for pupil progress meetings from the headteacher and staff members from other ALT schools, a belt and braces approach has been taken. Some fundamental things do need to change in the school, the key theme is that the school is looking outwards to work with other good and outstanding schools and see what is happening outside of Grove (DH). The data has been stripped back, the starting point will be Summer 2017. The data in the report is accurate data from the end of last year and this is where the school is measuring from now. The data is a realistic and honest view of where the school is now.</p> <p>Governors noted predictions for this year are ambitious; the school is consistently reviewing year 6 results, monitoring meetings are being held every three weeks and interventions are being reviewed. In today's meeting a combination of Pixl tests and teacher assessments indicate year 6 are on track to meet predicted targets.</p> <p>Teacher performance: Governors had previously been informed a number of staff members left at the end of last term and teacher performance percentages have since risen; there is more good teaching than previously. Initiatives are in place to support teachers who require improvement and to move good teachers to outstanding. Governors noted some good or outstanding teachers are currently on maternity leave.</p> <p>The school must ensure there is 100% good teaching by December to ensure children make progress. Two programmes are in place to support teaching based on a</p>	<p>AW</p>
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<p>teaching by the end of December?</p> <p>SC: Staff morale has improved?</p> <p>JR: Improved results will help with this?</p>	<p>five-week coaching model. Programmes are well planned and staff are enthusiastic about receiving support.</p> <p>Governors noted staff members are working under pressure but all want to move forward and improve, an improvement in results will help support this. The school must have in place clarity of systems, clarity in the way the curriculum should be delivered and consistency of practice across the school. Staff members feel supported, CPD is being reviewed continuously, learning reviews, observations and book reviews are taking place regularly.</p> <p>Performance management: Performance management for all TAs and support staff has been completed, performance management for teaching staff will be completed by the end of the week.</p> <p>SEN: SEN received a good outcome from Ofsted. The same member of staff is still involved with this and is working with external agencies to help support children.</p> <p>Key priorities: Key priorities are to ensure accelerated progress in years 2 and 6. Ensuring all teaching is at least good is key to making any impact on data and progress. Ensuring the strength of the leadership is a key priority for the school, this includes governance.</p> <p>School Development Plan Priorities: The headteacher provided an update on priorities the school is working on. Two twilight sessions have been held with staff, the impact is already being seen from this. Cornerstones has been purchased to support the curriculum, due to having a high proportion of new staff. The headteacher at Red Oak school completed a pupil premium review and has revisited to review again, actions have already been put in place. Pupil premium and the timing of interventions is continuing to be reviewed. Support is in place for maths; AW has delivered CPD on learning objectives and success criteria. Kerry Read at Westwood School is supporting the EYFS lead; EYFS is graded good but the school wants to develop this further and continue the journey. Non-negotiables have been circulated to all staff members, it is important the school ensures these are applied consistently. The senior leadership team has a good view of the strengths and weaknesses of the school, the CPD plan has been reviewed and updated, more CPD around assessment and moderation is planned to ensure assessments are accurate.</p> <p>The school is seeking support for the lead for PE. This is a new role for the member of staff and the school wants to ensure she is clear about the role. JH agreed to provide support for PE premium and agreed to come in and meet the staff member in her own time. The school is working closely within the hub, NQT days are in place. There are some staffing difficulties in school on NQT training days</p>	<p>JH</p>
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	<p>JC: External visitors are more interested in speaking to subject leads, two leaders in English and maths are on maternity leave?</p>	<p>but governors noted these days are valuable in providing staff members with time to think about teaching and learning without being in school. Gary Peile updated governors on work ALT is doing to support schools within the trust. ALT is implementing some cross-trust work to support teachers in areas they are not generally strong in ie PE, Arts, RE. This will provide opportunities to share expertise across every school and enable schools graded to move to outstanding. Programmes are about building teachers' capacity, developing expertise, building skills and sharing good practice. The trust will be meetings costs to do this.</p> <p>The school is looking at leadership, middle leadership is an area for development and a focus for Ofsted in terms of how schools evolve. AW and RA are leading on this and developing middle leadership is a clear focus for the school.</p> <p>The school continues to support the site manager in his role.</p> <p>Governors received an update on confidential items included within the report. Governors reviewed the confidential items and noted the information, a copy has been included in the minute book.</p>	
7.	School development plan	<p>Governors received a verbal update on the school development plan, noting this is evolving and plans are being put in place but further amendment is likely. RA will provide governors with an Aide Memoire and develop widely important goals (WIGs). Training will be put in place to prepare governors for a future Ofsted visit and ensure all governors have to hand the most important information.</p>	RA
8.	Health and Safety / HandSAM	<p>Governors agreed to defer this item to the next meeting of the governing body. MCh will visit prior to the meeting and feedback at the meeting.</p>	Clerk agenda MCh update
9.	Reports from Governor Visits / Standards Working Group	<p>Governors noted PM had attended a pupil progress meeting but has since resigned and the report has not been completed. There were no other visits to report to this meeting.</p>	
10.	Additional LGB Papers including review of policies	<p>Governors received the revised ALT scheme of delegation. Governors noted the importance of being familiar with all aspects of the scheme of delegation and agreed to revisit this at the next meeting to refine roles and governing body responsibilities.</p> <p>Governors noted ALT policies are adapted for individual</p>	Clerk agenda

		schools and are on the website for governors to read. Governors need to understand the procedures which are in place. The clerk will provide RA and AW with a copy of the revised policy review schedule.	Clerk
11.	ALT Business	<p>Governors noted new regulations have been introduced for school exclusions, which essentially means fixed-term exclusions can no longer be extended. A copy of the revised DfE guidance has been uploaded to Google drive; ALT will be updating the Trust guidance.</p> <p>ALT will shortly be forwarding updated HR policies for this academic year. These are approved at ALT Board level and cannot be changed, but governors need to be aware of the content.</p> <p>The headteacher confirmed all governors have completed a DBS.</p> <p>Governors noted their responsibility to revisit terms of reference, governor responsibilities and absence, which were reviewed during the first part of the meeting. Arrangements are in place to review information on the school website, governors have been asked to complete a declaration of pecuniary interest form and return this to the clerk or the school.</p> <p>Safeguarding training is mandatory for all governors; governors agreed RA will arrange safeguarding training for Westwood and Grove governors.</p> <p>The planned hub briefing for September was postponed, a new date will be arranged in November. Since the meeting this has been confirmed as Wednesday 22nd November 2017 at Carlton Manor, time to be advised.</p>	RA
12.	Succession Planning	Westwood governors are supporting Grove in the short term. Westwood governors confirmed their willingness to sit on both governing bodies. Governors agreed it was important to meet as separate governing bodies. To avoid the need for additional meetings governors agreed it would be helpful to meet on the same night in the same place in one or other of the schools. The schedule of meetings will be revisited and circulated to governors.	
13.	Any Other Business	Resignations: Governors agreed it was important to thank governors for their service to the school. The clerk will write to parent governors, GP will write to Trust governors. The clerk will provide GP with contact details.	Clerk GP / Clerk
14.	Personnel /Issues (Trust governors to remain for this item)	There were no additional confidential staffing items for discussion at this meeting.	

15.	Date of Next Meeting	The next meeting will be held at Westwood Primary School on Thursday 7 th December 2017, commencing with Westwood FGB at 4.00 pm and Grove FGB at 5.00 pm. The meeting closed at 7.15 pm.	
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