



# Grove Primary School

## Agenda Local Governing Body

Thursday 24<sup>th</sup> May 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

Grove Primary School Local Governing Body

MINUTES/ ACTIONS

Thursday 24<sup>th</sup> May 2018 @ 4.00 pm held at Westwood Primary School

<b>Chair:</b>	Jackie Cutchey	<b>Clerk:</b>	Pauline Hart
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<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>polo<u>G</u>ies/<u>A</u>bsent</b>
Jackie Cutchey (JC)	Trust - Chair	P
Jeremy Rowe (JR)	Trust	P from 5.35pm
John Hughes (JH)	Trust	Ap
Mary Corker (MC)	Trust	P
Mike Chaplin (MCh)	Trust	P left at 5.35pm
Emma Hall (EH)	Trust	P
Stephen Clarke (SC)	Parent	P left at 5.35pm
Rae Aldous (RA)	Headteacher	P
Vacancy	Parent	
Julie Cover	Staff (non-teaching)	P
Sarah Ross	Staff (teaching)	P from 4.27pm

**In Attendance:**

Lauraine Barnes (LB) Westwood Staff Governor;

Kerry Read (KR) Westwood Associate;

Maria Smith (MS) Westwood Staff Governor;

Iona Ellyat (IE) Westwood Parent Governor

**Grove Primary School Local Governing Body**  
**Minutes / Actions**

**Monday 24<sup>th</sup> March 2018 @ 4.00 pm**

Agenda Item		Items Discussed	Action
1.	Welcome from the Chair/ Apologies	<p>The Chair welcomed everyone to the meeting and explained that the format of the evening, in that they would start with Westwood business followed by Alt business and then Grove business. All governors were welcome to all parts of the meeting. Hence the agenda items would be taken out of order</p> <p>The Chair also gave information re the future of the LGB make up, which would be confirmed in the near future.</p> <p>Apologies for absence received from John Hughes; governors consented to this absence.</p>	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
7	Risk Register /RPA	<p><u>Westwood</u></p> <p>It was noted that the main risks were finance and staffing related. There was high mobility in the school so although there were only 2 spaces this could change quite rapidly. They were trying to encourage those eligible to sign up for FSM.</p> <p><b>KF asked why Risk Ref 5 (Failure to recruit or retain pupils – School fails to meet floor standards) was scored as a probability of 3 and Risk Factor amber instead of green.</b> There was some discussion and the Head agreed this should be changed to 2.</p> <p>Governors noted the content of the Risk Register.</p> <p><u>Grove</u></p> <p>The main risks were finance and the school was still at high risk educationally. Potentially due to this there might be some issues with children leaving and not joining, although the situation was presently good.</p> <p><i>KR left the meeting at 4.52pm</i></p> <p>There was discussion re GDPR. New forms and letters were going out to parents re photos. The ALT had appointed a DPO (Data Protection Officer) and there was strong guidance coming out. A toolkit would be available for staff. The school website needed to be linked to the ALT website for access to policies. Staff had GDPR training coming up soon. The school needed to have a GDPR compliant officer. They were currently looking at the possibility of having someone across the three local schools (Pakefield High, Grove Primary and Westwood Primary) who were part of the trust. It was noted that GDPR needed to be an agenda item at each WGB meeting.</p> <p>The Head assured Governors that all that was required to be in place by 25.5.18 as in place.</p> <p><i>KR returned to the meeting at 4.58pm</i></p>	<p>Head</p> <p>Clerk</p>
8	Health and Safety Monitoring	<p>Governors received an update on Health &amp; Safety and HandSAM tasks.</p> <p><b>HandSAM</b> – Westwood's was up to date, however Grove's needed addressing</p>	

		<p>Karen Jarvis would be doing H&amp;S walks shortly and would be sending reports.</p> <p><b>Progress with the H&amp;S Action Plans</b> – Westwood had produced a plan and Grove’s was in progress and currently being addressed. Staff at Grove had undertaken Fire Ward and First Aid training. MCh had done a site visit at Grove. MCh had done a site visit at Grove.</p>	
10	Additional LGB Papers including review of policies:	There were no additional LGB Papers.	
11	ALT Business	<p>The Chair apologised that she had not attended the training on Thursday and asked Governors for feedback. LB reported that she found it useful and worthwhile. The New Safeguarding Tool the ALT was directing schools to use looked good. It was noted that SC was well placed to support both schools with safeguarding, due to his line of work. The Head explained how the Safeguarding tool worked and informed Governors that both primaries and the Pakefield High School had opted to use it immediately. ‘Inventory’ new system for signing into the school premises, also connected to SIMS with late and absent pupils, so had huge potential. <b>LB asked if the school infrastructure was large enough to handle these new systems.</b> Governors were informed that the ALT was currently doing an ICT survey in all their schools and had some funding to improve ICT infrastructure in schools requiring upgrading. There was some discussion as to whether the schools would still use paper copies for Safeguarding referrals as well as online. KR and LB felt this new system would be good re efficiency and also re being GDPR compliance.</p>	
3	Minutes of last meeting / matters arising	<p><b>Minutes of last meeting:</b> The minutes of the previous meeting held on 19<sup>th</sup> March 2018 (copy in the Minute Book) were approved as an accurate record and were signed and dated by the Chair.</p> <p><b>Matters arising:</b> <b>Item 3 – Matters Arising</b> <i>Item 7</i> - School Development Plan- Although this was not yet available it was in hand and should be available at the next meeting. <i>Item 11</i> - Policies and Papers – The Head would put together a new schedule of policies and guidelines and she reported that this was in hand.</p> <p><b>Item 12 – Reports from Governors Visits</b> SC was absent so unable to report back re a safeguarding and health &amp; safety review of school site in terms of child safety.</p> <p>MCo advised that she would be visiting to review SEN and pupil premium, but had been delayed due to SATs.</p> <p>Governors to visit in the early part of the summer term - The Head advised she would email Governors a calendar of the schools’ timetable and activities and ask Governors to indicate where there their expertise lay for them to support and monitor.</p>	<p><b>Head</b></p> <p><b>Head</b></p> <p><b>SC</b></p> <p><b>MCo</b></p> <p><b>Head/ Governors</b></p>

		Other items had been actioned.	
4	Review Membership and new	Deferred to next meeting.	Clerk
5	SDP and feedback from recent Learning Reviews or Inspections	<p>There was an HMI inspection on 25.4.18 and the Head reported that the action points were being worked on. The HMI had approved the SDP but asked for milestones indicating expectations by certain times to be included. Stakeholders views were being sought.</p> <p>Other outcomes – (which the Chair felt the HMI was fair and honest about). - Governor visits: Governors needed to make visits more focussed and milestones in the SDP would help Governors monitor progress. - Improve communications with parents – although there were not many parents attending Parents’ Evenings there were now fewer complaints.</p> <p>The Chair advised that the HMI would be returning in the Autumn to monitor advice given was being followed up and she would continue to monitor until she felt the school had improved sufficiently and was continuing on the rapid projectile. She would help the school through the Section 5 visit which would hopefully be in the Spring.</p> <p><b>IE asked if the school had a full set of staff for September.</b> The Head advised that they did but there were fewer TAs as some had left and not been replaced due to budget constraints. The main focus was getting things in place for the beginning of the Autumn Term ie Curriculum, schemes of work, topic plans etc. The appointment of a new assistant head starting in September, who was already spending some time in the school, would make a big difference. They were expecting an HMI visit before half term in the Autumn.</p> <p>The Head said she would be looking at sharing staff across both schools, supporting each other. Yr6 staff had been working together across both schools, which had really improved outcomes at Grove.</p> <p><i>Mike Chaplin left at 5.35pm. Stephen Clarke and Jeremy Rowe arrived at 5.35pm</i></p>	
6	Budget Monitoring	<p><b>2017/18 Budget</b> Karen Tallet-Pickess explained the budget situation to Governors through the presentation of the Management Report dated April 2018 which indicated % spend of the full year budget in each budget heading. Other Staff Costs at 77% was quite high and Curriculum and Admin costs were up slightly. Income was at 65% and Expenditure at 68%. £8,912 was the in-year balance at the end of April, however the end of year forecast was - <b>£4,943.</b> The May/June report would look very different as there had been a lot of invoices to be paid. <b>The Chair asked if the £121,246 expected carry forward was fairly accurate.</b> Karen Tallet-Pickness (KT) indicated that it was. The Head said that KT had done a really good job in picking up a rather untidy set of finances half way through the financial year and thanked her.</p>	

		<p><b>2018 – 2023 Budget</b></p> <p>KT explained that the first version of this had to be submitted to the ALT on 25.5.18 and there needed to be a positive budget set for years 1 and 2.</p> <p>2018/19 indicated an in-year surplus of £32,800 and 2019/20 an in-year surplus of £2,189, however 2020/21 gave an in-year deficit of <b>-£38,100</b> so the positive carry forward would start to be used.</p> <p>The staffing structure would need to be looked at as in 2022/23 a negative carry forward was predicted if things continued as they were now.</p> <p>2017/18 the teaching staff budget was £717,750, however dropping to £668,082 in 2018/19. The reason for higher initial staffing costs was due to overstaffing. There were presently some temporary posts. It was difficult to predict staffing costs for the next few years due to unknown pay awards.</p> <p>The Chair thanked Karen Tallet Pickess for taking this budget on and hopefully moving forward in September it would be easier to manage.</p>	
9	Reports from governor visits	SC had done one visit, and would present his report at the next meeting.	SC
	Governor Training Item	<p><u>Woodland School presentation from Westwood</u></p> <p>LB informed Governors that this had been very successful with each class in the school having an hour a week timetabled for this activity. Lindsay Moore (Instructor) and LB met to put plans together for the year for each year group, which were mapped against the curriculum and the pupils' interests. They were now in their third term. TAs had some training in order to document pupils' learning and progress. LB carried out monitoring visits for quality assurance purposes. The instructor also meets with class teachers. Awards have been developed for various areas eg gardening, nature, woodland worker, woodland superstar. From the Autumn they would be working towards the John Muir Award and will also have Woodland ambassadors. The Head informed Governors that this model would be brought to Grove and LB would be supporting this development.</p> <p><u>PIXL tracking presentation from Grove and assessment</u></p> <p>SR informed Governors that PIXL was an assessment tool for tracking pupils progress, which was being trialled in Yr6. Reporting was available at co-hort and individual levels, so gaps were easily identified for interventions to be put in place. Progress was looked at 3 weekly, so pupils were being pushed into age related and greater depth bands. It was good for understanding pupil progress and where gaps in their learning was. They were looking to use some of the aspects of this tool in other years. <b>EH challenged the extent of use of this tool.</b> SR gave more details. <b>IE asked if intervention were for individuals or for groups.</b> SR said this was fluid, with teachers' and TAs' involvement, according to the needs at the time.</p> <p><b>The Chair asked if PIXL how great its impact in improving outcomes for Yr6 was.</b> SR said it had been extremely useful especially in upskilling staff, so they know what to teach in order to get the results required. PIXL focused teachers on the teaching needing to be done.</p>	
12	Any Other Business	<b>IE asked if there was any progress re the crossings outside the school.</b> LB reported that she had been to a meeting with some parents and councillors on 14.5.18 re '20 is Plenty'. Although it had initially been	

		<p>agreed that there was a need, it was discovered that a larger area around the vicinity of the school had been surveyed and signs had been put up everywhere apart from outside the school. Parents were being extremely supportive, and Peter Aldous was picking up this issue personally and directed them to a website 'Crashmat' where near misses could be logged. Junior Road Safety club was involved. KR said there had been a real community response and felt that parents had been extremely supportive. '20's Plenty' had now been agreed for a second time. <b>IE asked for a timeframe.</b> LB replied up to 3 years, however the zig-zags outside the school had been repainted that day. MCh said they could ask the Police to come and do a speed watch and members of the public could be trained to use the traffic gun.</p> <p>Governors asked if there had been any more news re the toxic caterpillars at Grove. The Head said photographs had been sent away and they were waiting to see if they were the toxic ones.</p> <p>6.00pm MCo, LB, JC, MS, SR, IE, KR AND KTP left the meeting.</p>	
14	Date of Next Meeting	Dates still to be set once the arrangements for the LGBs had been agreed.	

Meeting closed at 6.10pm

Signed:.....

Date: .....



# Grove Primary School

## Grove School Local Governing Body Action Sheet

Date of Meeting: Thursday 24<sup>th</sup> May 2018

Action point	Responsibility	Yes	I/H	C/F
<p><b>Item 7 Risk Register/RPA:</b> The Head would change Risk Ref 5 – Probability to 2</p> <p>GDPR to be an agenda item at each WGB meeting</p>	<p>Headteacher</p> <p>Clerk Agenda</p>			
<p><b>Item 3 Matters arising:</b></p> <p><i>Item 3 – Matters arising:</i></p> <p><i>Item 7</i> – School Development would be available at the next meeting.</p> <p><i>Item 11</i> – Policies and Papers- the Headteacher would put together a new schedule of policies and guidelines.</p> <p><i>Item 12</i> – 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 and report back to Governors.</p> <p>MCo will visit and review SEN and Pupil Premium.</p> <p>Governors to visit the school, following the Head emailing them a calendar of the schools’ timetable and activities.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>SC</p> <p>MCo</p> <p>Head / Governors</p>			
<p><b>Item 4 – Review Membership and new:</b> – Deferred to the next meeting.</p>	<p>Clerk - agenda</p>			

Signed by Chair: Jackie Cutchey .....

Date: .....