



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 14th March 2016 @ 6.00 pm

Chair:	Helen Capron	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
Helen Capron	Trust (Chair)	P
Andrew Currie	Trust	P from 6.23 pm
Mary Hibbard	Trust	P
Pauleen Marriott	Trust	P
Tracy Garnier	Parent	P
Stephen Jay	Parent	P
Kelly Gamble	Staff	P
Clare Holgate	Staff	P
Andrea Hall	Headteacher	P

Attendees

Mr D Baker, governor training item only

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

Monday 14th March 2016 @ 6.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Governor training item	<p>The meeting commenced at 6.08 pm with an update from Mr Baker on SEN provision and progress, a copy of the presentation will be uploaded to Google Drive. Governors noted that SEN within the school is in a positive place, there is evidence of moving things on and good systems and structures are in place. Governors thanked Mr Baker for a helpful and informative presentation</p> <p>AC arrived at 6.23 pm</p>	
2.	Welcome from the Chair/Apologies	<p>The formal meeting commenced at 6.30 pm. There were no apologies for absence, all governors were present.</p>	
3.	Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda. AC has submitted an updated declaration of pecuniary interest form.</p>	
4.	Agree Minutes from Previous Meeting / Matters Arising	<p>The minutes of the last meeting were approved as an accurate record.</p> <p>Matters Arising</p> <p><i>Item 8 – Policies:</i> The Whistleblowing Policy has been made available in the staffroom and also on Google drive.</p> <p><i>Item 9 – ALT Hub Briefing:</i> Most governors have responded, AH, PM, KG, SJ will attend.</p> <p><i>Item 12 – Any Other Business:</i> The homework questionnaire is in hand; the parents’ evening questionnaire has been completed and included on this agenda; TG is arranging a visit to complete Big Maths survey.</p>	
5.	Agreement of any additional items to be covered	<p>TG: Invitation from Mdme Godet.</p>	
6.	Headteacher’s Report	<p>Governors received a copy of the headteacher’s report, previously circulated and available on Google drive. Key points arising from the discussion:</p>	

	<p>MH: What is the reason for improved attendance?</p> <p>PM: 25 asking for holiday?</p> <p>HC: Reception attendance, whole cohort or statutory school age?</p> <p>PM: Unexpected visit?</p> <p>MH: Purpose of visit?</p> <p>HC: Working with other hub schools?</p> <p>AC: Writing in year 5 and outcomes for pupils – why is there a difference in writing</p>	<p>Governors noted there had been a massive improvement in attendance across the school; if this continues the school will be in line with national expectations by the end of the year. The improvement in attendance is due to imposing fines for unauthorised holiday absences and close monitoring of attendance / phone calls to check. Attendance in Reception is below national expectations for those children of statutory school age; this is primarily due to unavoidable illnesses e.g. chicken pox.</p> <p>NQTs are doing particularly well; training is being provided through the ALT NQT programme and within the school.</p> <p>The new curriculum is progressing well; a few adjustments are being made to assessment. There is no inadequate teaching within the school. A DfE representative had visited, SJ and HC were also present at the meeting; the representative was incredibly complimentary about the teaching, quality of books, leadership and the outstanding learning environment. There was a dip in year 6 data last year, which triggered the visit from the DfE who check things are as they should be; data does not always accurately reflect what is happening within the school.</p> <p>Performance management mid-term reviews have been completed for all staff members.</p> <p>Talk for writing is being used in different classes, behaviour for learning is really strong in the school, assessment in year 1 and year 3 is being reviewed. There has been late guidance regarding end of key stage assessments, many changes are being introduced; hub meetings are helping with clarifying accuracy. The school is working with five other schools moderating work to check standards are consistent. Early years has remained outstanding but some concerns with homework have been identified through the parent survey. A note of expectations has been included in homework books. There was a good response from parents to paint the early years area which is very positive.</p> <p>Governors received an update on staffing and safeguarding issues; staffing is stable at the school.</p> <p>Progress with writing is above where it should be. Within the expectations of the new curriculum writing is the most difficult to achieve; Talk for Writing has been introduced to try and embed</p>	
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	<p>compared with maths and reading?</p> <p>PM: What criteria taught for writing?</p> <p>MH: Creativity is still being encouraged?</p> <p>PM: Opportunity for us to see what is expected at this level?</p> <p>TG: Easy to assess at end of KS2?</p> <p>TG: New spelling programme, spelling sheet?</p> <p>HC: Mentors for pupil premium pupils?</p>	<p>writing and improve the quality. Moderation is taking place across ALT hub schools; grammar is the main focus and exemplification materials are available now for KS1 and KS2 (KG). Current levels and expectations being set by government are much higher than they were previously and changes are being made as more information is made available. Children have a really good coverage of the curriculum which includes opportunities for creativity alongside everything else which must be included to reach the required standard at the end of each key stage. Some samples of work will be brought to the next meeting of the full governing body.</p> <p>In Year 1, progress is strong but GLD is likely to be below national due to low starting points for many of the cohort. Phonics data for Year 1 is looking positive. The early years' curriculum is different to the year 1 curriculum and it takes time to adjust to a more formal routine. By the end of KS2 results will present a more accurate picture. A new spelling programme is being trialled; children have to complete a spelling sheet and show they can use the spellings within their work. Teachers are trialling different ways to deliver this, there have been some issues with quality of laptops which is being addressed.</p> <p>PP pupils have been allocated a mentor in school to monitor them and provide praise and support. This is a small experienced team of adults; it is anticipated this support will have an impact in identifying and overcoming barriers to learning to enable the children to make good progress.</p> <p>Governors thanked the headteacher for her report.</p>	<p>AH</p>
<p>7.</p>	<p>Health and Safety – visit 4th February 2016</p> <p>PM: HandSAM?</p>	<p>AC reported on the joint health and safety visit with the site manager on 4th February 2016. There is a significant improvement across the school in using the new system; HandSAM is reasonably up to date. HandSAM is the monitoring system used to oversee the criteria for the health and safety of the school. Tasks are set and dates allocated for completion of tasks; the system helps the school ensure they are complying with health and safety requirements. ALT monitor the system and RAG rate the school on compliance, which has improved massively. The main issue from the visit relates to the swimming pool which is being used for storage. A meeting is taking place on Wednesday to discuss this; everything being stored will be cleared.</p>	

<p>8.</p>	<p>Reports from Sub Committees/Governor Visits</p> <p>PM: Homework biggest issue?</p> <p>TG: Some children cannot complete independently?</p> <p>AC: Why overstaffed by one?</p> <p>AC: What was the extra funding for?</p>	<p>Parents evening: HC tabled the results of the parent survey. The overall responses was positive; compared to the last survey results indicate a move from 'agree' (61.5%) to 'agree strongly' (80.4%) across many of the questions. Comments were mainly from Year 1 and Reception parents who felt there was too much homework. The school have since made adjustments and a letter has been sent home with the homework book explaining requirements over the week and optional activities. Staff members will ensure there are activities children can do independently.</p> <p>Governors were invited to attend the staff meeting on 13th April at 3.45 pm which will include a review of the school development plan and provide an opportunity for governors to meet staff members.</p> <p>Reports from Sub-Committees:</p> <p>Personnel: Staffing is stable and staff morale is good. The committee discussed performance management targets for teaching assistants / pay awards relating to new minimum wage requirements and pay increments. The committee had met prior to full governing body to ratify the pay awards. There is an extra teacher on a short term contract to deal with interventions which will be reviewed at the end of the year. Governors' badges need to be updated with key priorities; which is being actioned. HC will need to be replaced on the personnel committee.</p> <p>Finance & Premises: Governors received an update on H&S earlier in this meeting. The committee discussed the new school gates which have improved security. Governors reviewed the current budget position; there has been a welcome increase in funding and the school anticipate an end of year carry forward of £40k. The additional funding relates to the increase in the number on roll.</p> <p>Reports from Governor Visit:</p> <p>TG 11/02/16: TG attended a phonics information session for parents and carers; 18 families were represented out of 45 children. TG will speak to Miss Graham to arrange to visit a phonics session.</p> <p>TG /SJ/MH/PM 26/02/16: Visited Madame Godet's French for the Family event.</p>	<p>Governors</p> <p>TG</p>
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9.	ALT Business	<p>The ALT document had been circulated to governors prior to the meeting; a copy is available on Google drive.</p> <p>Health & Safety Policy: AC is the designated health and safety governor who conducts regular visits with the site manager and monitors compliance with HandSAM requirements. Governors receive regular reports through Finance & Premises Committee and the ALT audit of HandSAM.</p> <p>Admission Arrangements: There is a requirement to include a copy of the admissions arrangements on the school website. There have been two amendments to the policy; governors asked the clerk to request an updated copy of the policy for the school to include on the website.</p> <p>Reporting of Governors' Minutes/Meetings: ALT already receive a copy of the draft minutes as soon as these are available. Governors noted the requirement for approved minutes to be made available on the school website and suggested these could be held centrally on the ALT website; clerk to raise question with ALT.</p> <p>DBS Checks for Governors: All governors have completed a DBS check.</p> <p>Admission Appeals Panel: ALT will be responsible for admissions appeals. PM has a number of years experience in this area and volunteered her services as a panel member for admissions appeals within the Lowestoft area. Clerk to advise KJ (ALT).</p> <p>ALT Governor Sessions: Governors had received an invitation to the next ALT hub meeting for governors which takes place on Tuesday 12th April, 5.30 pm at Red Oak Primary School. Governors confirmed their attendance earlier in the meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10.	Additional LGB Papers including review of policies:	<p>Governors received the ALT documents, circulated prior to the meeting and available on Google drive.</p> <p>ALT Formal Scheme of Delegation (Feb 2016); ALT Detailed Arrangements to Deliver the Scheme of Delegation (Feb 2016); Governor Roles (07.08.15); Governor Welcome Pack (2016): The documents were useful. The jargon buster included in the Scheme of Delegation was helpful but the terms were representative of secondary rather than primary sector; some of the</p>	

	<p>AC: Should we be reverse trialling as well?</p>	<p>acronyms contained in the headteacher's / ALT board reports aren't included which could be confusing for new governors. PM compiled a list of acronyms missing from the ALT glossary; the clerk agreed to forward the information to ALT and create an updated glossary for inclusion on Google drive.</p> <p>Copies of school policies were circulated to governors prior to the meeting, copies are available on Google Drive.</p> <p>Visitor and Intruder Policy: SJ had reviewed the policy and recommended it to governors for approval. Governors received and approved the policy.</p> <p>Lock Down Policy: SJ had reviewed the policy, governors discussed key elements. The procedure will be introduced at the staff meeting on Wednesday; governors discussed arrangements in place for the Pod. Governors agreed the school should trial the procedure at a time when AC can observe supervisors performing their duty and then provide feedback at the next FGB. Governors approved the policy subject to the amendment of "dangerous dog" to "dangerous animal".</p> <p>Visiting Speaker Policy: SJ had reviewed the policy and recommended it to governors for approval. Governors received and approved the policy.</p>	<p>Clerk</p> <p>AC/AH Clerk agenda</p> <p>AH</p>
11.	Items to be deemed as confidential	There were no confidential items for discussion at this meeting.	
12.	Other issues previously identified above	Mdme Godet's Invitation (TG): The school will be holding multi-faith days on 23 rd /24 th March; governors were invited to take part in the activities on Wednesday 23 rd from 1.00 pm.	
13.	Membership	<p>Handover to New Chair of Governors: This was the last meeting for Helen Capron. Governors formally recorded their thanks to Helen who had been an excellent Chair of Governors; governors appreciated her hard work and effort on behalf of the governing body and the school.</p> <p>ALT have approved Stephen Jay (previously Trust governor) as new Chair of Governors. Governors welcomed SJ to his new role as Chair of Governors.</p>	

		<p>Governor Roles: A replacement is required to take over HC's responsibilities: SEN, Safeguarding, Personnel Committee. AH nominated TG to take over SEN and Safeguarding, which she accepted; SJ agreed to serve on the Personnel Committee. Governors confirmed their approval.</p> <p>Vacancy: An expression of interest has been raised about becoming a Trust governor; arrangements are in place for him to contact GP (ALT) to discuss.</p>	
14.	Any Other Business	<p>Article in Headteacher Update (AH): This is a national publication; an article is to be included in on the work being done in the Lowestoft hub on raising standards.</p>	
15.	Date of Next Meeting	<p>The budget has to be approved before 31st May 2016; the Finance Committee need to discuss the draft budget before this can be presented to governors. Governors agreed to rearrange the schedule of meetings.</p> <p>Finance & Premises Committee: The Committee will meet on Monday 9th May 2016 at 4.00 pm. This replaces the scheduled FGB meeting.</p> <p>Full Governing Body: The next meeting of the full governing body will take place on Monday 23rd May at 6.00 pm.</p> <p>Personnel Committee: The next meeting of the Personnel Committee will take place on Wednesday 8th June at 4.00 pm.</p> <p>The meeting closed at 7.57 pm.</p>	