

**MINUTES OF THE HOWARD PRIMARY SCHOOL  
LGC MEETING**

**1 February 2023, 8.00am, The Howard**

<b>Attendees:</b>	<b>Governor</b>	<b>Type</b>	<b>Responsibility</b>	<b>Term of Office End Date</b>
	Chris Billingham (CB)	Community	English	01.02.2027
	Lesley Bovington (LB)	Grandparent/Community	Finance, Health and Safety, Premises, Sports Premium	01.02.2027
	Polly Embury (PE)	Grandparent/Community	Curriculum,	01.02.2027
	Carolyn Gavin (CGa)	Community – Vice Chair	SEND, Vulnerable Groups, Pupil Premium, Wellbeing	01.02.2027
	Harriet Jennings (HJ)	Staff		01.02.2027
	Rachel Mills (RM)	Headteacher		Ex-officio
	Matthew Morgan (MM)	Parent	Maths	01.02.2027
	Helen Robertson (HR)	Community - Chair		01.02.2027
	Andrew Sheldrake (AS)	Parent	Safeguarding, Prevent, e-Safety, Attendance	01.02.2027
Jackie Tyler (JT)	Community	Early Years, SMSC, Wellbeing, British Values	01.02.2027	
<b>Also in attendance:</b>	<p>Mrs. Charlene Gethin (CG) (CEO TSSMAT - The Staffordshire Schools Multi-Academy Trust)  Mrs. Mrs Sue Cockayne (SC) (TSSMAT Director/The Howard Link Director)  Mrs. Lisa Canton (Clerk)</p>			
<b>Documents circulated prior to the meeting</b>	<p><i>TH-TSSMAT_SPORTS_PREMIUM_FORM PLANNING_2022-2023</i>  <i>PTFA December Newsletter</i>  <i>P3 Management Accounts – THP Extract</i>  <i>TH-Autumn Data Capture 2022</i>  <i>GDPR Monitoring Report TH Sept 22</i>  <i>TH-Pupil_Premium_Strategy_2021-2022</i>  <i>Active Lunchtimes</i>  <i>TH Attendance Data Collection 2022-2023</i>  <i>Staff Meeting Champions Overview for staff 2022 2023</i>  <i>the_howard_visit_2_23_11_2022</i>  <i>TH Headteachers Report to Governors-Spring Report-Report of Autumn 2022</i>  <i>LGC Agenda SPRING TERM</i>  <i>CEO LGC report January 2023</i>  <i>Copy of Risk Register Jan 23</i>  <i>H&amp;S Policy</i>  <i>Safeguarding Policy</i>  <i>Data Protection Policy</i>  <i>NGA LGC Skills Audit Howard</i></p>			

The meeting started at **8.02am**.

	Agenda Item Title	Minutes																				
1.	<b>Welcome</b>	<p>Mrs. Charlene Gethin welcomed everyone to the first meeting of The Howard's LGC (Local Governing Committee). Introductions were made with Mrs. Sue Cockayne clarifying her role as a representative of TSSMAT. Mr Kevin Borg, a Director of TSSMAT, would also be attending some of the LGC's meetings.</p> <p>CG announced that she would lead the meeting until the appointment of a Chair in Item 5.</p>																				
3.	<b>Attendance</b>	All were in attendance.																				
4.	<b>Apologies for Absence, Acceptance of Apologies and Quorum</b>	No apologies had been received and the meeting was declared quorate.																				
5.	<b>Membership – assign link governors</b>	<p>CG requested nominations for the role of Chair to which HR responded she would be happy to take on. AS and CB voiced 1<sup>st</sup> and 2<sup>nd</sup> approval, respectively. <b>All agreed</b> that HR would take the role of Chair for a period of one year.</p> <p>CG continued to lead the meeting in support of HR's new appointment.</p> <p>Nominations for the role of Vice Chair were sought to which CGa responded she would be happy to take on. The appointment was supported by CB and RM and <b>all were in approval</b>.</p> <p>CG explained the role and responsibilities of Link Governors, with an emphasis on statutory requirements.</p> <p>The following amalgamed roles <b>were agreed</b>:</p> <table border="1" data-bbox="475 1458 1528 1910"> <thead> <tr> <th data-bbox="475 1458 1273 1496">Role</th> <th data-bbox="1273 1458 1528 1496">Governor</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1496 1273 1563">Safeguarding, Prevent, e-Safety, Attendance</td> <td data-bbox="1273 1496 1528 1563">AS supported by PE</td> </tr> <tr> <td data-bbox="475 1563 1273 1601">SEND, Vulnerable Groups, Pupil Premium, Wellbeing</td> <td data-bbox="1273 1563 1528 1601">CGa</td> </tr> <tr> <td data-bbox="475 1601 1273 1668">SMSC (Spiritual, Moral, Social and Cultural) Wellbeing, British Values</td> <td data-bbox="1273 1601 1528 1668">JT supported by HJ</td> </tr> <tr> <td data-bbox="475 1668 1273 1706">Headteacher Appraisal Committee</td> <td data-bbox="1273 1668 1528 1706">tba</td> </tr> <tr> <td data-bbox="475 1706 1273 1744">English</td> <td data-bbox="1273 1706 1528 1744">CB</td> </tr> <tr> <td data-bbox="475 1744 1273 1783">Maths</td> <td data-bbox="1273 1744 1528 1783">MM</td> </tr> <tr> <td data-bbox="475 1783 1273 1821">EY (Early Years)</td> <td data-bbox="1273 1783 1528 1821">JT and CB</td> </tr> <tr> <td data-bbox="475 1821 1273 1859">Curriculum</td> <td data-bbox="1273 1821 1528 1859">PE</td> </tr> <tr> <td data-bbox="475 1859 1273 1910">Finance, Health and Safety, Premises, Sports Premium</td> <td data-bbox="1273 1859 1528 1910">LB supported by MM</td> </tr> </tbody> </table> <p>LB offered her support in relation to the <i>Prevent</i> early intervention programme.</p>	Role	Governor	Safeguarding, Prevent, e-Safety, Attendance	AS supported by PE	SEND, Vulnerable Groups, Pupil Premium, Wellbeing	CGa	SMSC (Spiritual, Moral, Social and Cultural) Wellbeing, British Values	JT supported by HJ	Headteacher Appraisal Committee	tba	English	CB	Maths	MM	EY (Early Years)	JT and CB	Curriculum	PE	Finance, Health and Safety, Premises, Sports Premium	LB supported by MM
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6.	<b>Confidentiality</b>	<p>A reminder was given that discussions that took place during a meeting remained confidential in line with the Code of Conduct to that meeting.</p> <p>Governors were requested to identify any items on the agenda which were required to be recorded in the minutes as confidential matters.</p>
7.	<b>Minutes of the Previous Meeting</b>	<p>As this was the first meeting of the LGC, there were no previous minutes. Procedures for reviewing minutes were explained with Governors encouraged to voice any inaccuracies as the Chair went through the pages of the minutes.</p>
8.	<b>Matters arising From Previous meeting</b>	<p>Matters arising from meetings would be distributed by the Headteacher in the form of an Action Log once the minutes were received from the Clerk and approved by the Headteacher.</p> <p><b>Action:</b> The Headteacher to distribute the Action Log to Governors on receipt of the 1<sup>st</sup> draft of the minutes.</p>
9.	<b>Declaration of Interests</b>	<p>CG requested that all Declarations of Interest forms were completed.</p> <p><b>Action:</b> to complete Declarations of Interest forms post-meeting.</p>
10.	<b>Declaration of Interest Business and Pecuniary including related Party Transactions</b>	<p>Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest.</p> <p>No changes to Declarations of Interests, or Business and Pecuniary Items were declared.</p>
11.	<b>Strong Governance review</b>	<p>Review of Governance would remain a standing item on the agenda to be RAG (Red, Amber, Green) rated.</p>
12.	<b>Reports</b>	<p><b>a) Chair's and Vice Chair's Actions and correspondence</b></p> <p>CG explained that the Chair's feedback to the LGC on actions taken under the Chair's Powers to Act would be reported verbally.</p> <p><b>b) Nominated/Link Governors Reports</b></p> <p>CG reminded Governors that a form for reporting on link visits had been shared in the induction session.</p> <p>Mrs. Melanie Havelock-Crozier had been in to conduct an English report at the school in her role as TSSMAT's Link Director for English.</p> <p><b>c) CEO's report</b></p> <p>Governors confirmed having read the CEO's report and CG asked for any questions arising.</p> <p>The following areas from the report were highlighted:</p> <ul style="list-style-type: none"> <li>• Funding for decarbonisation in obtaining air source heat pumps and other energy saving devices had fallen through.</li> </ul>

- A CIF (Condition Improvement Fund) bid had been put in for a boiler at the school.
- A SENDCO (Special Educational Needs and Disabilities Co-ordinator) had been appointed to work across the Trust.

**A Governor requested information in regard to the Trust’s responsibilities towards sustainability.**

All of the Trust’s schools had been surveyed for decarbonisation to ascertain where improvements could be made. Finance had been spent on LED lighting and a new boiler. Pupils were given opportunities to contribute through the school’s Eco Committee and there was a page relating to sustainability on the school website. All children in Key Stage 2 were involved and had a voice which led back to the school’s vision and values. Responsibility for sustainability was undertaken at all levels of the Trust.

Governors were advised that updates on sustainability would be provided under the Health and Safety and Premises section of the agenda and in the Headteacher’s Report as standing items. Future Directors meetings would be held a week after LGC meetings, with questions arising from the latter carried forward.

**d) Headteacher’s report**

Governors confirmed their reading of the Headteacher’s report and CG encouraged Governors to voice challenge.

The following key areas were shared by the Headteacher:

- Attainment data in Key Stage 2 at the end of the last academic year was affected by three pupils with EHCPs (Education, Health and Care Plans), four SEND pupils and three pupils new to the school. Two of the latter had started at the Howard in Year 6 and data sent over from their previous school did not align with their abilities. One SEND child had made good progress at an individual level but the school had not considered it appropriate that the child was put in for SATS (Standard Assessment Tests). The child had subsequently moved to a special school. The school had a significant amount of information to support data and all pupils who had taken the Reading test had passed.

**Governors discussed** the impact on a small cohort in relation to outcomes and **agreed** to the importance of understanding the nuances of a particular cohort of children.

**A Governor asked whether EHCPs met the needs of the pupils concerned.**

The three pupils with EHCPs had now left the school having completed Year 6. The requirements of EHCPs were broad and prompted effective interpretation by the school in determining a child’s provision plan.

**Governor Challenge: Year 4 are referred to as a ‘weak’ cohort; what plans are in place in response to the outcome of the year group’s Multiplication Check.**

*Response: Online intervention to improve pupil’s cognition skills has been implemented with a new ‘speaking’ programme introduced this year. TT Rockstars and KIRF are designed to help pupils retain information and within school there are weekly intervention sessions on times tables. The limited amount of time*

		<p><i>available for pupils to answer questions in the Multiplication Check had been of issue and had impacted on results.</i></p> <p>HJ stated that the teaching of Maths was focusing on patterns of learning, and the Headteacher added that results for the Multiplication Check this year had been very good with the school in the top 10% nationally.</p> <p><b>A Governor asked whether results were published.</b> Parents received results; Post Covid-19, there was no benchmarking and only pass rates were recorded. Although the reporting of results was not a measure required for Ofsted, the school had undertaken the process internally and had not published the results online as there was no requirement to do so.</p>
13.	<b>Safeguarding</b>	<p>Information relating to Safeguarding was contained in the Headteacher’s Report around the following points:</p> <ul style="list-style-type: none"> <li>• Receive numbers of referrals, etc</li> <li>• Outcomes of supervision</li> </ul> <p><b>A Governor asked how many children across the Trust were LACs (Looked After Children).</b> There were two LACs at The Howard and circa six across the Trust. The SENDCO oversaw paperwork and ECHPs relating to these children, and was also responsible for liaising with their families. The SENDCO also worked with PP (Pupil Premium) and SEND pupils in the schools. Until the appointment of the MAT SENDCO, the staff and the Headteacher were responsible for overseeing process and procedures with the support of Emma Bowring, the previous SENDCO.</p> <p><b>See Confidential Part 2 Minutes</b></p>
14.	<b>Curriculum and standards, attendance etc.</b>	<p>Governors were invited to ask questions on the following areas arising from the Headteacher’s Reports:</p> <p>a) NFER Assessment outcomes: headline data, exceptions report and information</p> <p>Internal assessments had been undertaken at the end of the Autumn Term (see <i>TH-Autumn Data Capture 2022</i>) and would be conducted in the Summer Term as standard. This enabled the Headteacher to ascertain which pupils had the potential to make accelerated progress, where intervention was required, and opened discussion for attainment and the importance of tracking progress.</p> <p><b>A Governor referred to the RAG tracking system used for Reading, Writing and Maths and asked how other subjects were tracked.</b> The school was currently looking at History marks on a deeper lever to ascertain what constituted <i>achievement</i> in the subject. End unit assessment would be benchmarked and it was seen as imperative that the school understood the progress of all children across the curriculum.</p> <p>b) ASP (Assessing School Performance) update</p>

Exceptions to ASP data had been pulled out in the Headteacher's Report, with comparisons acknowledged to be difficult as a small school.

c) Any changes / progress towards targets setting shared

Targets had been set in September 2022 for all cohorts to which the Headteacher would provide updates if there were any changes.

d) Ensure LGC know the school's strengths and key areas for development from the SIP (School Development Plan)

The SIP had been shared with Governors at their induction meeting.

e) SEF review

The school used a *perspectives* system to which the SEF (Self-Evaluation Form) linked into, and was cascaded to staff for Performance Management. The platform was considered easy to use and contained all relevant information for Ofsted.

**Action:** to arrange for Governors to come into the school to look at the SEF.

f) Curriculum updates to include Monitoring and evaluation review

Information relating to updates was included in the Headteacher's Report and demonstrated the school's current provision and next steps.

g) Any survey results – headlines / exceptions

These would come out in subsequent Headteacher's Reports.

h) Attendance data and analysis

Short term-time holidays was an area to be broached with parents; letters had been sent out but consideration was being given as to how this system could be improved.

Levels of absence had not reached the penalty mark to date but the school had not been informed of absences beforehand. A letter outlining processes and next steps if poor attendance continued had improved pupil attendance for one family.

The school as a whole was above national in attendance figures and persistent absence was reducing. The school identified individual cases and a letter was sent out when a child reached the 93% to warn parents that their child was approaching the 90% threshold.

**Governors discussed** the matter and **agreed** that although the school was taking a proactive approach, the stated 93% could be interpreted by parents as being a positive figure. Therefore, the school now added the number of sessions missed.

**A Governor referred to the inclusion of a seriously ill child in the data.**

This absence was marked under M (Medical) on the attendance register but still impacted on attendance rates. This was also the case if a child was on a reduced timetable. The school was, however, able to evidence this data.

15.	<b>Admissions and pupil overview</b>	<p>The following areas were detailed in the Headteacher's Report:</p> <p>Pupil numbers Demographics New arrivals</p> <p><b>A Governor requested information on September 2023 intake for Reception.</b> At present, there were five 1<sup>st</sup> choice, nine 2<sup>nd</sup> choice and six 3<sup>rd</sup> choice places.</p>
16.	<b>Finance</b>	<p>Governors were asked for comment on matters arising from the following:</p> <p>Management reports to date (<i>P3 Management Accounts – THP Extract</i>) Formal notification of end of year analysis Update on finances Pupil premium report sharing and impact</p> <p><b>A Governor had requested that 'other income' be broken down to show contributions made to the school.</b> The figure related to finance raised by the PTA (Parent Teacher Association) and had subsequently been added on to the account which was now balanced.</p> <p><b>A Governor asked for clarification regarding premises costs being £20,000 over budget.</b> This was due to £51,000 being spent on the outdoor area which had been funded by the PTA. The school had put in for a National Lottery bid for the Key Stage 2 playground.</p> <p>Revenue incurred through the Headteacher's work in other schools would offset the deficit when it came in.</p>
17.	<b>HR and recruitment</b>	<p>HR discussions / staff changes update:</p> <p><b>A Governor enquired whether there were any trends concerning staff sickness.</b> 26 hours of teacher absence and 64 hours of TA (Teaching Assistant) absence were recorded in Autumn 2022. The latter had a significant impact on intervention and support, and the carrying through of SEND support. Non-staff absence amounted to 25 hours.</p> <p>The Bradford Score was used to monitor staff absence. It was acknowledged, however, that staff absence was not of issue either within the school or across the Trust.</p> <p>No changes in staffing were reported.</p>
18.	<b>Estates and Health and Safety</b>	<p>Updates on the following areas were provided:</p> <p><u>Reporting on Premises works, AMP review</u> This had been undertaken by Ms. Shanie Cole, the Trust's Finance Office, through the RPA (Risk Protection Agency).</p> <p><u>Health and safety checks / any audits</u> An external auditor, Elite, had performed Health and Safety checks and had been rigorous in their inspection. Areas both inside and outside of the school building had been scrutinised and rated as</p>

		high/medium/low risks on the subsequent report. All ratings had been actioned with one queried in its requirement to put doors around the photocopiers. Email confirmation from the Fire Risk Officer had now been obtained to say that these doors were not of necessity but that a clear passage needed to be maintained around the photocopiers to provide an exit.
19.	<b>Risk Register</b>	The Risk Register was at Trust level with view to creating a school-based register.  <b>A Governor asked whether unexpected absences could be added to the Risk Register.</b>  This would go through as a recommendation to the Trust Board ( <i>see Item 26</i> ).
20.	<b>GDPR</b>	Governors were informed that the Trust's DPO (Data Protection Officer) conducted GDPR audits in each of the Trust's schools.  The Headteacher announced an issue with staff Chromebooks whereby a code to enable printing could not be entered.  This matter would be put through to the Trust Board ( <i>see Item 26</i> ).
21.	<b>Policy review</b>	Governors were advised that Mrs. Jacqui Bowman, DPO and Business Operations Manager at TSSMAT, would be sending out for suggestions in regard to policy review.
22.	<b>Governor Training needs</b>	The Headteacher and HJ had a login for the NGA (National Governance Association) which could be shared with Governors to enable completion of cyber security and Safeguarding training. DPO slides had been sent out to Governors who were reminded of their statutory requirement to complete Safeguarding, DPO and cyber security training.  <b>Action:</b> CG to set up an NGA login for HR, as Chair.  <b>Action:</b> to ensure completion of Safeguarding, DPO and cyber security training.
23.	<b>School items</b>	The school had obtained approval to dispose of two broken monitors, two PCs and four laptops. Certification confirming that the devices had been wiped had been obtained.
25.	<b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</b>	<b>Governors agreed that the following aspects of the meeting would help to improve outcomes for all learners at The Howard:</b> <ul style="list-style-type: none"> <li>• questions around attendance included the need to reach out to families</li> <li>• questions in regard to Safeguarding were robust</li> <li>• assigned Link Governor roles added an extra layer of vigilance to the strategic operations of the school</li> </ul>



26.	<b>Information / Questions to Board of Directors</b>	<p>The following were noted as recommendations/information to share with the Trust Board:</p> <ul style="list-style-type: none"> <li>• update the Risk Register in reference to industrial action.</li> <li>• the data protection issue arising from staff Chromebook and printing required resolution.</li> <li>• the NGA cyber security training video was not engaging; could another source be suggested.</li> </ul>
27.	<b>Confidentiality (Part 2 of minutes)</b>	<p>Information in Item 13 was deemed to be of a confidential nature to be included in Part 2 of the meeting's Minutes.</p> <p><b>A Governor asked whether communication with parents was shared with Governors.</b> This would be facilitated.</p>
28.	<b>Date and time of future meetings including committee meetings</b>	<p>The date of the next meeting will be <u>Tuesday 25<sup>th</sup> April 5.30pm.</u></p> <p><b>Action:</b> The Headteacher to send out an email to Governors in confirmation of this date.</p> <p>The meeting closed at <b>9.28am.</b></p>

Signed.....

Date .....

**See the page below for the Action Log**

## Action Log

### Actions arising from the LGC Meeting 01/02/2023

Item	Action to be taken	Action by whom	Action by when
8.	Distribute the Action Log to Governors on receipt of the 1 <sup>st</sup> draft of the minutes.	RM	on receipt
9.	Complete outstanding Declarations of Interest forms.	ALL	post meeting
14.e	Arrange for Governors to come into the school to look at the SEF.	RM	prior to next meeting
22.	Set up an NGA login for HR.	CG	post meeting
22.	ensure completion of Safeguarding, DPO and cyber security training.	ALL	priority
28.	Send out an email to Governors in confirmation of the date and time of the next LGC.	RM	post meeting