



Local Governing Board to The Learning Alliance

EGERTON PRIMARY SCHOOL LGB

Online Meeting via Teams

MINUTES – Part I



Date: 2nd December 2020 at 5:30 pm

Present:

Mr. N McKinlay (Chair)
Mrs A Hooper (Headteacher)
Mrs M Babinska
Mrs K Benson
Mrs E Elliott
Mr. T Hardman
Mr. Robin Maxwell-from 5:40 pm
Mrs C Wood
Mr A. Richmond

In attendance:

Mr D Twambley – TLA COO
Mrs N Phillips– TLA Director of Finance & Governance
Mrs C Gritton- TLA Clerk to Governors (left at 6:20 pm)

Clerk: Mrs S Pomeroy

Absent: Mr. W Tasho

Administration

- 1. Welcome, Apologies and Confirmation of Quoracy** - The Chair welcomed everybody to the meeting. Apologies were received and accepted from Mr W Tasho; the meeting was quorate.
- 2. Declarations of Interest** - There were no declarations of a personal or prejudicial nature. Mr W Tasho, Mr T Hardman and Mrs K Benson were asked to complete the Declarations of Interest on Governor Hub.
- 3. Minutes of the previous meeting and matters arising** - The Minutes of the Egerton LGB meeting held on 14th July 2020 were approved as a true and correct record.
- It was noted that the election of Mr. N McKinlay as chair of the LGB on 14th July 2020 for 1 year was confirmed by the Board of Trustees. Mrs C Wood had been nominated for the position of vice chair at the LGB meeting held on 14th July 2020. Following a vote, she was elected to the position for a period of 1 year. It was noted that the Board of Trustees had approved the appointments of Mrs K Benson and Mrs M Babinska (staff member) to the LGB for a period of 4 years (19th October 2020-18th October 2024.)

Strengthening Leadership, Collaboration and Governance

- 5. Matters for the Trust Board to share with LGB** – It was reported that the Agenda for the LGB meetings has been standardised across The Learning Alliance (TLA) schools and their priority focus will be education and welfare. There is a drive to minimise the amount of additional work senior leaders in TLA schools undertake, and therefore papers for LGBs will consist of repurposed standard management information and documentation. It was noted that bespoke training will be delivered around LGB roles and responsibilities, in the first instance by Trust and school staff. Governors were thanked for their contributions as an LGB to the consultation on the Scheme of Delegation and Terms of Reference and for posing questions in advance of the meeting on Governor Hub.
- 6. Receive Budget-** The Budget had been circulated with the agenda. The COO clarified the roles and responsibilities regarding financial matters, which are defined in the Scheme of Delegation. He explained that the responsibility for finance and staffing sits with the Headteacher and Trust Officers. The Trust sets the framework within which the Headteacher works to make operational decisions to support the education and welfare of the pupils. The LGB will receive financial information throughout the year. **Governors asked about the frequency of budget updates and when the first one will be available.** The COO responded that monthly budget summaries will be uploaded to Governor Hub and that TLA is currently working to align the finance systems from KMAT and CMAT before uploading information from the autumn term 2020. The budget has been set on a conservative, break even basis and the school is in a strong, secure position. There is a projected in year surplus of £9,243 and a prior year c/f surplus of £34,003, giving a projected year-end

position of £79,693. The Chair stated that the school had plans to allocate some of the surplus to a project to improve the fabric of the building. The COO explained that it is necessary for the Headteacher to prepare a business case for the project to be presented to the Trust Board for approval. **The Headteacher asked when financial training would be available.** A skills audit will be carried out first to identify training needs and bespoke training will then be arranged. **Governors queried their role as a critical friend in terms of financial matters.** The COO reiterated that finance is not the responsibility of the LGB. LGB members can access Trust Board minutes on Governor Hub and can raise questions on financial issues with the Trust Board via the final section on the LGB agenda.

Improving Education and Opportunities

7. Covid-19 Update – At Trust level, there is a focus on the core questions of What was the Covid-19 impact? How do schools support those worse affected? What remote learning do the schools offer? What do the schools need from the Trust to deliver? A document, “Impact of COVID-19 in 2019/20” was prepared by the Primary Headteachers in TLA and circulated to governors (Appendix 4d) to address these issues. The Headteacher reported that formative assessment is ongoing and summative assessments have recently taken place. Pupil progress meetings are scheduled for January 2021. Interventions for targeted children have been put in place. Five children are participating in a DfE funded Early Language Programme and 13 children are receiving support via the national Tutoring Programme. All interventions are carefully documented. Attendance in school is very strong and reflects the school’s successful approach to remote learning; children were eager to return to school in September 2020 when the school fully re-opened.

Governors asked whether the school has any remaining concerns around the period of the national school closure. The Headteacher responded that the concerns are now around the well-being of pupils due to self-isolation and worries when their parents are being tested for Covid-19. Guidance from the DfE is vague around whether Catch-up funding can be used to address well-being. Cheshire East have provided a template for reporting on the use of the funding. The school must show the impact of the funding and upload a report to the website.

Governors asked whether the school has enough resources to deliver remote learning. The Headteacher reported that the school received an allocation of 3 laptops from the DfE and has also invested in new iPads. The quality of work set during lockdown was good. Thematic work continued which had a profound effect on pupil well-being. It is more problematic to set remote learning for individual children, as opposed to whole classes, as the teachers need to balance teaching their class and setting and marking work for those individuals who are self-isolating. See-saw provides a platform to do this.

8. Strategic Vision

8.1 Curriculum-The Curriculum document (Appendix 5) was circulated prior to the meeting. It outlines the structure and design of the curriculum and highlights the strong characteristic of Global Learning.

Governors asked for further details on how RE is taught in school. The Headteacher explained the schools follows the SACRE local scheme of work and the Cheshire East RE Policy. This is supplemented with P4C and links to Global Learning. The school population is becoming more diverse and the RE curriculum needs to reflect this.

8.2 School Performance-Appendix 6 provides details of School Performance. The Headteacher explained that there is no national performance data available for 2020 due to the national closure of schools. The school anticipated the lockdown and carried out pupil assessments in the spring term 2020. This data has been compared to that from 2019 and is stronger. The school is pleased with the trajectory of the results and has set clear expectations for staff and pupil performance. It is expected that SAT’s will take place in 2021 and the school is preparing the children for the tests. Summative assessments will be completed this week and standards meetings are scheduled for January 2021. A comparison of autumn term data between 2019 and 2020 will then be possible.

Governors asked whether extra support was required for the higher number of children with SEN/D in Year 5. The Headteacher explained that the school has refined the way it deploys teaching assistants to support children with SEN/D and has created a skilled team which can be used flexibly to address identified needs. Research has shown that the quality of teaching and the quality of feedback provided have the biggest impact on learning.

- 8.3 Self Evaluation Form (SEF) (Appendix 7)-The Headteacher informed governors that the SEF is constantly updated and reflects the complexity of the school. It provides governors with an overview of the school's position. It was noted that the SEF is an excellent, comprehensive document which provides details of strategic developments. The Headteacher requested feedback on the SEF from the COO to ensure that it meets the requirements of TLA. The COO stated that the document does fulfil the requirements of the Trust; it provides a concise, accurate reflection of the school. He stressed that it should be a live, working document. **Governors asked when the school is next due an OFSTED inspection and discussed how prepared the school is.** The Headteacher stated that the school is fully prepared for an inspection and that being part of TLA allows the school to share expertise with the other schools, provides access to resources and allows the Headteacher to focus on the core responsibilities of standards and pupil welfare. **Governors asked if training will be provided for governors on their role in an OFSTED inspection.** Mrs Phillips responded that governor training will commence in the spring term 2021 and some of it will be focused on OFSTED.
- 8.4 School Improvement Priorities (Appendix 8)- The Headteacher explained that the School Improvement Plan is a living document and it will be adapted according to the progress of the Recovery Plan. The SEF informs the SIP and details the direction of school improvement. Both documents are useful to structure governor challenge.
9. **Student Welfare** (Appendix 9)-Pupil attendance was reported in this document. It was noted that two families are in crisis and receiving social care involvement. There is a focus in school on pupil well-being and early intervention.
10. **School Risk Register-** The Risk Register will have the oversight of the Trust Board Audit and Risk Committee and will go to their meeting to be held in December 2020; this will then be forwarded to Egerton LGB at the next meeting. The COO explained that the LGB have a role in assessing and monitoring risks and can feed items back to the Trust.

Fostering Identity and Ethos

11. **LGB Roles** – The COO discussed the role of Link Governors. Mrs Wood was appointed as Safeguarding Governor and Health and Safety Governor and Mrs Elliott as SEN/D Governor. Mr Richmond offered his support to Mrs Wood in carrying out the Safeguarding role. Governors may set up project specific Working Parties for items to be discussed outside of LGBs, which would not be minuted. As discussed earlier in the meeting, a training programme will be rolled out by the Trust and will assist in the delivering of a bespoke, tailored programme of training and be an opportunity to share best working practices throughout the Trust, resulting in a better connection between schools and school staff. **Governors asked whether TLA is aiming to establish specialisms.** The COO responded that strategic priorities will be discussed at The Trust Board meeting on 14.12.20. The three main themes of TLA are included on the agenda and form the basis of LGB meetings.
12. **Local Matters**-Governors discussed the Wrap Around Care provision at the school, Egerton Lions. The Headteacher reported that uptake for places was low in September 2020 due to factors relating to Covid-19. Numbers have subsequently increased and although income is down from the corresponding period in 2019, it is in line with the amount estimated in the budget.
13. **LGB Policy Review (Appendix 10)**- The Trust is considering all policies across the Trust and will produce a definitive list of Trust-wide policies and school specific ones with clear guidance on procedures for review. **The Safeguarding Policy, Behaviour and Exclusion Policy and Addition to the Behaviour and Exclusion Policy (Covid-19 updates), Health and Safety Policy and SEND Policy, all of which had been received with the agenda, were approved.** **The Chair asked what the personal implications are of him signing policies, given that he is not an expert in these areas.** The COO explained that the Chair is signing to show that the policies have been agreed and understood by the LGB. The policies have been checked for compliancy before they are presented to the LGB. The Chair requested that a covering note be added to future policies indicating where any updates have been made.
14. **Admission Arrangements**-The Headteacher reported that no changes are required to the school's Admission Arrangements.

15. Matters to Share with the Trust Board:

- Governor training schedule (timings and details)
- Finance Training for the Headteacher
- Covering note for polices

Date and Time of Next Meeting: 22nd February 2021 at 5:30 pm.

Meeting closed at 7:30 pm.

Minutes approved:

Date:.....