



Local Governing Board to The Learning Alliance

**BLACK FIRS PRIMARY SCHOOL LGB**

**MINUTES – Part I**



Black Firs Primary School

**Date: Thursday 29<sup>th</sup> June 2023 at 4.30pm**

**Present:**

Prof. P. Horrocks (PHo) (Chair)  
Mr P. Hanks (Vice Chair) (PHa)  
Mrs R. Cam (RC)  
Mrs S. Mahmood-Shakoor (SMS)  
Mrs K. Fowler (KF)  
Mr J. Cammiss (JC)  
Mr R. Sigley (RS)  
Mrs A. Markin (AM),

**Apologies:** Mrs E. Perriman-Rabone (EPR)

**In attendance:**

Mr M. Casserley – Headteacher (MC)  
Mr T. Hassall – Assistant Headteacher  
Mr A. Millington – Teacher  
Ms J. Harrison – Foundation Stage Manager  
Mrs A. Jones – Headteacher appointed for September 2023 (AJ)

**Clerk:** Mrs C. Gritton

**Administration**

**1. Welcome, Apologies and Confirmation of Quoracy** –Apologies were recorded as noted above. The meeting was quorate.

**2. Declarations of Interest** - There were no declarations of a personal or prejudicial nature for items on this Agenda.

Unless otherwise stated, all papers, links and policies had been uploaded to Governor Hub (GH), prior to the meeting.

**3. Minutes of the Previous Meeting** - The **Minutes** of the **BFPS LGB** meeting held on **27<sup>th</sup> April 2023**, were **approved** as a true and correct record.

**Action Log** – The **Action Log** was **updated as noted** thereon.

**4. School Performance**

**4.1 School Improvement Plan (SIP) Paper 4.1 SIP Priorities 2022V4** was received. **It was reported that** a key priority is the updating of the IT infrastructure and network. MC is in discussion with the Trust’s IT provider and has been assured that the necessary updates will be completed over the summer.

**Challenge: Governors asked what plans are in place in the event that the IT is not updated as planned. It was reported that** AJ is meeting with the Trust COO on 30<sup>th</sup> June 2023 and will discuss the school’s IT provisions. The COO has assured AJ that the work needed will be completed over the summer. Governors offered their support to MC and AJ to assist with ensuring the work is completed as planned.

MC would like to introduce a Bring Your Own Device to School Policy as detailed in the SIP. Discussions included:

**Governor challenge regarding:**

- the affordability for parents, to ensure that all pupils would have access to a suitable device
- safeguarding and digital monitoring
- parental support with particular regard to those who do not want their primary aged child to own a digital device
- how the policy would transition from primary to secondary

MC assured Governors that these matters had been considered and the initiative is still in the planning phase. Governors recommended a survey of parents to ascertain viability.

The SIP is a rag-rated, rolling action plan. SATs data will be available after the summer and comparison data will be a factor in setting actions for the next year. White Rose maths scheme is being embedded and the Trust has appointed a Trust primary lead for Maths to further support its primary schools. A number

of actions from the Ofsted inspection have already been completed and the remainder continue to be worked on.

**4.2 Admission and Pupil Number Update** **Governors noted that** Reception had increased numbers and **Governors challenged whether staff were confident that the staffing changes reported allowed sufficient staffing capacity for those numbers. It was confirmed that** the cohort has high numbers, but those numbers are stable from the start of the year, which has assisted with staffing planning.

With the exception of Yr4 (current Yr3), all year groups will be full in the next academic year.

**4.3 Pupil Progress and Attainment** **It was reported that** KS1 and Junior SATs had been completed and MC had carried out an analysis of the test papers, to ascertain the parameters by which pupils are measured over the years. Whilst Maths and grammar remained very similar, from 2019, the movement in marks allocated for Reading, has seen a 10% increase, requiring an increased in-depth analysis by pupils, which may have a dramatic impact, as schools had not been informed and may need to shift how reading is taught.

**Challenge; Governors asked how the SATs had been for the pupils. It was reported that** staff had reported that the Reading paper had been very challenging and MC's analysis explains why.

**4.4 Pupil Premium (PP) Sports and PE Funding** **The chair confirmed that** he had read the reports and there were no issues. **MC reported that** funding was used for Conwy costs, swimming and kayaking. **The Chair reported that** participation rates in activities is very positive and Governors thanked staff for their support in providing those activities' opportunities for pupils.

**4.5 Special Educational Needs and Disability (SEND)** **It was reported that** Governors' comments had been incorporated into the information plan.

**4.6 Looked After Children (LAC) and Early Help Report** Nothing to report.

## 5. School Welfare

**Paper 5 - School Welfare was received.**

**5.1 Attendance** **It was reported that** unauthorised holidays had proved challenging to attendance figures but attendance remains higher than the national average. The school's Cheshire East Attendance Adviser, who is supporting the school with attendance, has no concerns. The attendance figure for vulnerable pupils is lower than non-vulnerable pupils, but support interventions are in place. Persistent absence (PA) has seen a slight increase, but remains lower than the national average. The introduction of parental contracts is being considered across Trust schools.

**5.2 Behaviour** **The HT confirmed that** there were no issues.

**5.3 Safeguarding Paper 5.3 SCiES Team Audit Review Report May 2023 was received. It was reported that** the Single Central Record (SCR) is up to date. Safeguarding Children in Educational Settings (SCiES) audit of 5<sup>th</sup> May was completed, the Designated Safeguarding lead is preparing the action plan and the report and action plan will be shared with Governors when the action plan has been written. RS will take on the Safeguarding Governor role from 1<sup>st</sup> September 2023.

**5.4 Staff wellbeing** **It was reported that** staffing is being restructured to enable improved professional development opportunities and provide cover where needed for the next academic year. The closing date for the Higher Level Teaching Assistant role is 30<sup>th</sup> June 2023. The Trust held a staff wellbeing day last week, discussing, amongst other topics, induction, BlueSky, professional development and staff wellbeing survey results. The Trust executive/HR are planning on coming into school to support staff with wellbeing issues as a follow up to the survey results.

## 6. Policy Updates

**6.1 It was noted that** as at 29<sup>th</sup> June 2023, all statutory policies were up top date.

**6.2 Link Governor Updates** Governors will consider visits to look at English and phonics and will discuss with AJ in the autumn term.

## 7. Governance Matters

**7.1 LGB Composition** **It was confirmed that** the LGB constitution is full. **It was agreed that** PHo and PHa will remain as Chair and Vice Chair respectively for the academic year 2023/2024.

**7.2 Skills' Audit** Governors have completed the audit and the Trust Director of Quality will share the outcomes with the Chair as soon as possible.

<p><b>7.3 <u>Website compliance</u> It was confirmed that the website is complaint and AJ and Governors will carry out a further check in the autumn term.</b></p>
<p><b>8. Other Matters</b></p>
<p><b>7.1 <u>Local Matters</u> The Clerk will send suggested LGB dates for 2023/2024 to the Chair and AJ.</b></p>
<p><b>7.2 <u>Matters to Share with the Trust Board</u> Nothing to report.</b></p>
<p><b>7.3 <u>Matters for the Trust Board to Share with the LGB</u> Nothing to report.</b></p>
<p><b>7.4 <u>AOB</u> The Chair had attended a Trust Chairs' Forum where it was reported that no changes to how the trust and its schools governs are anticipated following merger.</b></p>
<p><b>Date and Time of Next Meeting: TBC Autumn Term 2023 at 4:30pm Meeting Closed at 6:10pm</b></p>

Minutes approved: .....

Date:.....