

Local Governing Board (LGB)



Date: Thursday 12th December 2024 at 4:30pm in person at SWS

Governors in attendance:	Mary Massey	(MM)	Chair
	Sean Houlston	(SH)	Vice Chair
	Pamela Simpson	(PS)	Appointed Governor
	Samantha Kay	(SK)	Parent Governor
	Sharon Yates	(SY)	Appointed Governor
	Lisa Hodgkison	(LH)	Appointed Governor
Other Attendees:	Liz Robinson	(LR)	Headteacher
	Allan Howells	(AH)	Director of Quality, TLP
			Trust
	Sarah Lomas	(SL)	Governance Clerk, TLP Trust

ITEM		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	Welcome, Quoracy, Apologies and Declarations	
	Governors were welcomed to the meeting.	
	The meeting was confirmed to be quorate. There were no apologies to receive, all Board	
	members were present.	
	There were no declarations of interest declared.	
2.	Introduction to new Headteacher	
	LR was introduced to the Board and all parties made their introductions.	
3.	Minutes of the last meeting and Matters Arising	
	a) The minutes from the previous meeting on 26.09.24 were confirmed as a true and accurate	
	record of proceedings. Governors approved the minutes.	
	ACTION: Upload a copy of the final minutes to Governor Hub and mark as signed.	Clerk
	b) The action log from the previous meeting was reviewed and the following items were	
	noted:	
	Item 2 – The invitation of staff to present on items at LGB meetings is currently on hold	
	following the Ofsted inspection. The PSHCE curriculum has been reviewed and alterations	
	have been requested. These changes will be actioned prior to any future presentations.	
	There are also changes required to the reading scheme.	
	Item 13 — Governors were informed that the Rewards and Behaviour policy has been	
	rewritten and an action was taken to check for reference to Team Teach training within the	
	policy prior to the issue of the draft policy for review.	
	ACTION: Confirm reference to Team Teach training within the new Rewards and Behaviour	LR
	policy.	
	All other items were marked as complete or in progress and the action log would be	
	updated to reflect this.	
4.	Membership update	
	a) Governors considered the current vacancies on the LGB as follows:	
	2 x appointed governors	
	1 x parent governor	
	It was confirmed that there were no new appointments or changes to membership to	
	report at this meeting.	



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	Strategic Direction and Progress Against Priorities	
5.	a) Governors received an update and introduction from the new Headteacher on the current	
	position of the school which was discussed under Part 2 of this meeting.	
	b) An update on the Ofsted outcomes and school response was provided under Part 2 of this	
	meeting.	
	c) The amendments to the School Improvement plan were discussed under Part 2 of this	
	meeting.	
	EDUCATION	
6.	Admissions and Pupil Numbers	
	Governors confirmed receipt of the data relating to pupil numbers as circulated prior to the	
	meeting. No questions were raised.	
7.	Attendance	
	Governors confirmed receipt of the attendance information circulated prior to the meeting. It	
	was noted that the Year 9 attendance data is the most concerning and this could be retained as	
	a baseline for monitoring purposes.	
	Q: Would it be possible to provide an indication of the persistent absence and an analysis by	
	group?	
	A: Yes, this can be provided going forward.	
	ACTION: Include persistent absence data and analysis going forward.	LR
	Governors queried what strategies The Oaks had utilised to improve attendance and whether	
	any of these could be adopted by SWS. It was confirmed that The Oaks has a clear system	
	whereby all attendance checks are completed each morning including phone calls and home	
	visits where required. This system is working well and has been adopted by Emma Hooley (EH),	
	TLP Director of Educational Initiatives, who is currently managing attendance at SWS.	
	Governors requested that data across the academic year be provided, along with the most	
	recent attendance data to identify short term and long-term trends.	
	It was highlighted that the end of term should be an exciting time and pupils should be	
	motivated to attend with end of term rewards etc.	
	motivated to attend with end of term rewards etc.	
	Q: Are there any cultural issues impacting attendance?	
	A: No. Conversely, EAL students have the highest levels of attendance by a significant margin at	
	92%. The school has recorded the highest levels of absence attributed to holidays this term.	
	,	
	Additional information relating to attendance was discussed under Part 2 of this meeting.	
8.	Rewards and Behaviour (to receive the latest data including the number of suspensions and	
	exclusions)	
	Governors confirmed receipt of the information within the Headteacher's report relating to	
	suspensions and exclusions.	
9.	Curriculum – To receive an update on progress and attainment including groups (pupil	
	premium, SEND, disadvantaged, gender)	
	It was confirmed that given the recent Ofsted inspection, this meeting would focus on the	
	resulting issues and actions identified, with progress and attainment to be considered at the	
	next LGB meeting.	
10.	Curriculum – Pupil Destination	
10.	next LGB meeting.	



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	As per item 9.	
	WELFARE	
11.	Safeguarding (to receive an update on the current caseload within school)	
	Governors acknowledged receipt of the data detailing the current safeguarding caseload within	
	school. There were no issues raised for discussion at this meeting.	
12.	Welfare and Wellbeing – Students	
	This item was discussed within Item 5 (Part 2) of this meeting.	
13.	Welfare and Wellbeing – Staff	
	This item was discussed within Item 5 (Part 2) of this meeting.	
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	
14.	Local Policy Approval	
	The following policies were circulated prior to the meeting for review:	
	a) Equality, Diversity and Inclusion – Governors approved this policy.	
	b) Suspensions and Exclusions – Governors confirmed that the policy required further review	
	due to the recent issues with permanent exclusions being overturned. It was confirmed that	
	a Trust-wide policy statement has been drafted for approval which is linked to the statutory	
	guidance. School's behaviour policies should then link to this statement and the statutory	
	guidance. Governors resolved to approve the policy in the interim until it is superseded by	
	the Trust Suspensions and Permanent Exclusions policy statement.	
	c) SEND – Governors approved the content of the policy subject to the following amendments:	
	Inclusion of LH as link governor.	
	Reference to be made to testing and what tests are taken to identify need.	
	Inclusion of a glossary of acronyms.	
	LH volunteered her support on the content of amendments.	
	ACTION: Add LH's name to the SEND policy as link governor and include additional	LR
	information on testing along with a glossary of acronyms.	LN
	It was highlighted that the current SEND report published by the school is not compliant	
	and amendments need to be made to comply with section 6.79 of the SEND Code of	
	Practice. ACTION: Amond the SEND report to ensure compliance with section 6.70 of the SEND Code.	
	ACTION: Amend the SEND report to ensure compliance with section 6.79 of the SEND Code	LR
	of Practice.	
	d) Careers Guidance – Governors resolved to put this policy on hold at the current time while	
	further reviews on provision took place.	
	e) Charging and Remissions – This policy was not available for this meeting but will be brought	
	to the spring term LGB.	Clerk
	ACTION: Add Charging and Remissions policy to the next LGB meeting agenda.	CICIK
	f) Relationships and Sex Education – This policy was not available for consideration at this	
	meeting and remains under review. It was noted that parental consultation would be	
	required prior to the approval of any changes.	
	g) Supporting Pupils with Medical Conditions – Governors approved the policy with no	
	changes required.	
	Governors acknowledged receipt of the following Trust policy:	
	h) Equality Information and Objectives policy	
	It was confirmed that an updated policy matrix is now in place and will be monitored going	
	forward to ensure oversight and maintenance of policies. Governors queried whether progress	



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	had been made on the identification of Trust and school policies. It was confirmed that all Trust	
	policies have been identified and assigned to central staff for development.	
15.	Governor Training Update	
	a) Governors were reminded to ensure completion of the mandatory training on Prevent and	
	Safeguarding and to upload certificates to Governor Hub.	
	ACTION: Complete mandatory training on Prevent and Safeguarding where required and	All govs
	upload certificates to Governor Hub.	as req.
16.	Stakeholder Engagement – Parents / Carers	
	Information relating to stakeholder engagement was discussed under Item 5c) (Part 2).	
17.	Stakeholder Engagement – Wider Community	
	Information relating to wider community stakeholder engagement was discussed under Item	
	5c) (Part 2).	
18.	Communication – to Trust	
	Communication items were discussed under Item 18 (Part 2) of this meeting.	
19.	Communication – from Trust	
	a) Governors were reminded of the recent issue of the Trust Equality and Diversity Survey and	
	requested to complete the survey via the link on Governor Hub.	
20.	AOB	
	The LGB meeting calendar for the remaining academic year was tabled for discussion. It was	
	proposed that half termly meetings be held for the remainder of the year to allow scrutiny and	
	monitoring in line with the Ofsted actions. It will be important to balance workload and a	
	focussed agenda and revisit of the Ofsted actions can be agreed in advance.	
	It was confirmed that LR would attend meetings as the sole school representative in the short	
	term whilst the immediate Ofsted work was underway.	
	Governors expressed thanks to LR for the work undertaken and the plans that had been developed in a short space of time.	

The meeting moved to Part 2.