



Date: 3rd March 2022 at 4.30pm

Present:

Prof. P. Horrocks (Chair)
Mr P. Hanks (Vice Chair) (PH) (Until 6:05pm)
Mrs A. Markin (AM)
Mrs S. Mahmood-Shakoor
Mrs R. Cam

Apologies: Mr J. Cammiss (JC)
Mrs K. Fowler (KF)

In attendance:

Mr M. Casserley (Headteacher)
Dr A. Howells – TLA Director of Quality (AH)
Mrs D. Wright – Deputy Headteacher
Mr T. Hassall – Assistant Headteacher
Mr A. Millington – Teacher

Clerk: Mrs C Gritton

Apologies – D. Twambley – TLA COO

Administration

1. Welcome, Apologies and Confirmation of Quoracy - The Chair welcomed everybody to the meeting, AH in particular, this being his first BFPS LGB meeting. Apologies were received and accepted from JC and KF and the meeting was quorate.
2. Future meeting Administration – Paper 2.0 Future Meeting Administration uploaded to Governor Hub (GH) prior to the meeting was **received**. **It was reported that** the Trust are looking to ensure that LGB meetings are efficient and streamlined and AH has been tasked with carrying out a governance review across the Trust and its schools and is looking to identify enhancement opportunities and good practice at TLA LGBs which can be shared across the Trust. **Governors reported that** their meetings had already been streamlined upon merger, when sub-committees ceased. Governors were concerned that further streamlining could curtail discussion and hamper decisions. Governors were reassured that their responsibilities under the TLA Scheme of Delegation were education and staff and student welfare and the Trust is simply keen to ensure that Governors have the proper training provided by the Trust and skills to carry out that role efficiently and effectively. Governors would like opportunities to meet other TLA schools' Governors for discussions on suitable topics.
3. Declarations of Interest - There were no declarations of a personal or prejudicial nature.
4. Minutes of the Previous Meeting - The **Minutes** of the **BFPS LGB** meeting held on **25th November 2021**, uploaded to GH prior to the meeting, were **approved** as a true and correct record.
Action Log – The **Action Log** was **updated as noted** thereon.
5. Composition of LGB and Governance Matters – **The Chair reported that** the LGB is looking to appoint another Parent Governor. The Clerk advised that whilst the LGB can have up to 3 Parent Governors, it can instead recommend a new Appointed Governor. The LGB will consider the most recent Governors' Skills' Survey and will consider the LGB's purpose and responsibilities in its appointment recommendation. This will be done during the summer term.
6. Matters for the Trust Board to Share with the LGB – On behalf of the COO, **it was reported that** the TLA Executive continue to carry out school visits, although the Headteacher reported that these had not been fortnightly as advised by the CEO. The CEO had advised BFPS that reading continues to be a challenging area on which the school should focus. A facilitative Special Educational Needs and Disability (SEND) review by the Trust is planned for later this week, to support the relatively new to post Special Educational Needs and Disability Coordinator (SENDCO).
 - **Governors asked whether there are any planned changes to the TLA schools' financial contributions to central services. It was reported that** AH was not aware of any changes being planned.

Strategic School Matters

7. Admissions Update – **It was reported that** the school is at capacity. Governors had been working with the school since November to consider in-year admissions’ applications and the process had been going well. **ACTION:** Governors requested Trust Board feedback on whether there are plans to set up a Trust schools’ Appeals’ Panel, as previously discussed.

School Performance

8. Performance report Paper 8.1 School Performance uploaded to GH prior to the meeting, was **received**.

8.2 Progress data Papers 8.2a MAG Sheet – Autumn 2021 and **8.2b Whole School Tracking Summary – Autumn 2021** uploaded to GH prior to the meeting, were **received**. The Headteacher explained how the documents relate to each other and triangulate data. **ACTION:** The Chair, Vice Chair and Headteacher will arrange a date to analyse post Easter data.

- **Governors asked whether there were any concerns about the data reporting that only 84% of pupils are meeting expectations. It was reported that** the last published data in 2019 showed that this figure was 86% and prior to that in 2016, the figure was lower than 84%, so in the challenging circumstances of Covid, 84% is not of particular concern.
- **Governors asked about those pupils exceeding expectations. It was reported that** Yrs5 and 6 are strong cohorts and there has been an increase in reading and Maths sessions with the greater depth group, both individually and in groups and pupils are achieving above expectations in Maths. Booster groups are also being held for all abilities.
- **Governors asked whether the greater depth work can be evidenced in the data. It was reported that** it could be seen in Paper 8.1.

8.2.1 **Governors recommended that** it might be helpful for them to be provided a case study to help them understand how to analyse the data. **ACTION:** SLT will consider whether and how this might be achieved.

8.2.2 **Governors noted that** the Pupil premium (PP) and Recovery funding spend information had been uploaded to the school website.

8.2.3 **The Headteacher reported that** as is similar in other schools, since Covid, pupils’ levels of emotional and behavioural maturity are not where they would usually be. This has knock-on effects on areas such as concentration. BFPS concerns are not so much for the academic catch-up, but instead for the maturity catch-up, and the Headteacher reported that some pupils would need a lot more nurturing support around transition and commencement at high school than usually expected.

8.3 Papers 8.3 example Two Yearly Plan and Planning and Assessing Flowchart uploaded to GH prior to the meeting, were **received**. **It was reported that** the CEO had recommended that the school ensure that planning is Ambitious, Broad and Connected (ABC). **Governors confirmed that** they thought the plan achieved this but would like the learning objectives to be more accessible.

- **Governors asked whether all teaching staff were able to use the digital app, Sway used by the school to create reports and presentations. It was reported that** staff are being trained in how to use Sway.
- **Governors asked how they can be assured that the school having mapped objectives to the curriculum, pupils are all being taught in accordance with that plan. It was reported that** the plan does map objectives to the curriculum and Sway can be utilise for triangulation of data.
- **Governors noted that the Assessment Framework informs the MAG to drive quality and asked where interventions are documented. It was reported that** interventions are documented in MAGS. The Assessment sheet shows a point in time and drives the action plan to group the pupils.
- **Governors noted that curriculum delivery drives improvement and effects change and asked how delivery is enunciated in the plan. It was reported that** Sway contains objectives and breaks down the learning tasks. Learning walks also gather evidence of diversity of delivery and triangulate data.

8.3.1 Curriculum Coordinator Reports Link Governor Reports for English, Maths, Computing and History uploaded to GH prior to the meeting, were **received**.

Reports and Updates

9.1 Student Welfare & Safeguarding inc Covid / Attendance – Paper 9.1 Student Welfare and safeguarding inc. Covid uploaded to GH prior to the meeting, was **received. It was reported that** overall absence figures were at only 3% of sessions missed due to Covid. This is relevant as missed session feed into expectations.

- **Governors noted that there were 75 sessions of unauthorised absences and reported that this appeared to be a very high figure. It was reported that** these were either unreported Covid absences or unauthorised holidays. **Governors advised that** the Headteacher remain alert to whether this is the start of an emerging pattern. Attendance is some way off target but is not unusual at this time of year. It is anticipated that less holidays will be taken in the coming weeks.
- **Governors asked whether pupils out of school isolating are set work online. It was reported that** Sways are published so students at home can access the same work plan as those in school. There is no online, live teaching as teachers are in the classrooms, but Sway plans allow pupils to access and complete work at home at a time convenient to them.

[PH left the meeting at 6:05pm]

9.1.1 It was reported that lagged funding is catching up to pupil numbers. There have been 43, first choice applications to the school for September 2022, so it is anticipated that admissions will reach Published Admissions Number (PAN). Offers for places go out in April and any appeals will take place around June.

9.1.2 Governors were surprised at the apparently low number of pupils listed as Autistic Spectrum Disorder (ASD) in paper 9.1. **It was reported that** this the numbers reflected diagnosed pupils which could account for the discrepancy. The school is aware that its layout is not as friendly an ASD space as staff would like. Staff however are aware of individual pupil needs and offer a nurturing environment as far as possible.

9.1.3 Governors were encouraged by the pupils’ sporting achievements.

9.1.4 Safeguarding Paper 9.1 Safeguarding meeting – Jan 2022 – Report and Recommendations uploaded to GH prior to the meeting, was **received. It was reported that** the Chair had met with the Designated Safeguarding Lead (DSL) and whilst the school’s Safeguarding Policy was kept up to date, a few policies associated with the Safeguarding Policy required updating. This has now been completed and the Policies brought to this meeting for ratification as below. **The Headteacher confirmed that** staff undergo regular safeguarding training, which is logged on BlueSky. **ACTION:** The DSL/Headteacher will prepare a checklist for new support staff to ensure their safeguarding induction and training also remains up to date. Governors were reminded to read Keeping Children Safe in Education Settings (KCSiES) on GH and confirm they have read it in their GH profile. **It was confirmed that** BFPS DSLs will have access to the school’s Single Central Record (SCR).

9.2 Strategic priorities 2022-23 Nothing to report

Governor Visits

10. AM confirmed that she had carried out a Maths Governor visit and the report will be available soon. RC has arranged to carry out a Phonics visit shortly. Governors were reminded that a pro-forma report is available. Governors were reminded to organise visit dates.

Policies

The following Policies had been uploaded to GH prior to the meeting and **were Approved.**

11.1 Special Education Needs Policy-update

11.2 Remote Learning Policy

11.3 Behaviour Policy

11.4 Health and Safety Policy

11.5 Medication & First Aid in School Policy

11.6 Safeguarding Appendix1 school closure Jan22

11.7 BYOD, E-safety, Internet Use, Mobile Phone, Personal device, Rules for responsible internet use

- **Governors asked how often the Remote Learning Policy would be used, asking whether there remains an expectation to provide online teaching. It was reported that** the Policy must be in place in the event that remote learning is needed again. Teachers are not currently expected to provide online teaching. **Governors noted that** although the Remote Learning Policy was agreed, there may be additional changes after April 1st 2022.

LGB Training Update

12. AH reported that a Governors' Induction Handbook is being prepared and further details for ongoing training will be available shortly. Governors were asked to log any training in their GH profile. Safer Recruitment training is available on NGA Learning Link for those who would like to be involved in recruitment. **ACTION:** The Trust will arrange Safer-recruitment training for the Chair and another member of the LGB.

Finance Update

13. On behalf of the COO AH reported that the management accounts forecast a small deficit. This is mainly due to a drop in After-School-Club numbers due to Covid. The Trust finance team do not have any concerns about the minor deficit. A Governor advised that they had some questions about finance and they would contact the COO direct. The finance team have begun work on next year's budget and will liaise with the Headteacher. **The Headteacher reported that** the shortfall on the Conwy budget is due to last year's figures being used for costing.

Matters to Share with the Trust Board

- It is important that the CEO and COO retain KIT meetings with the Headteacher with regard to the planned build.
- Governors requested Trust Board feedback on whether there are plans to set up a Trust schools' Appeals' Panel, as previously discussed.
- Governors would like training in unconscious bias (Not on NGA).

Date and Time of Next Meeting: Thursday 26th May at 4:30pm

Meeting Closed at 6:40pm



BFPS ACTIONS FROM THIS MEETING			
AGENDA ITEM AND ACTION	By When	By Whom	Completed
7. Governors requested Trust Board feedback on whether there are plans to set up a Trust schools' Appeals' Panel, as previously discussed.	ASAP	COO	
8.2 The Chair, Vice Chair and Headteacher will arrange a date to analyse post Easter data.	ASAP	Chair and HT	
8.2.1 SLT will consider whether and how a case study can be provided to Governors.	May Meeting	SLT	
9.1.4 The DSL/Headteacher will prepare a checklist for new support staff to ensure their safeguarding induction and training also remains up to date.	ASAP	Headteacher /DSL	
12. The Trust will arrange Safer-recruitment training for the Chair and another member of the LGB.	ASAP	Trust via Clerk/HR	
25 November 2021 Meeting			
4. Governors were asked to do safer recruitment and unconscious bias training in readiness for any recruitment panels.	ASAP	Governors	Ongoing
5. The Admissions'' Policy will be amended to record the LGB Appeals' Panels and will be republished on Governor Hub. Governors will check it and let the Headteacher know if there are any comments, otherwise it will be considered approved.	ASAP	Headteacher/ Governors	Complete

6. An update will be provided at the next meeting about the Conwy payments.	3/3/22	Headteacher	Ongoing
8.1c The Foundation Stage Manager will prepare a report for the next meeting detailing the assessment process and outcomes. SM will share power point slides to assist.	3/3/22	Foundation Stage Manager/SM	Complete
8.2 The updated SEF will be provided at the next meeting	3/3/22		Complete
9. The Chair and DSL will discuss safeguarding training requirements and ensure training is complete.	ASAP	Chair/DSL	Complete
10. The build plans will be placed on a board for parents to view.	When reasonable	Headteacher	Open forum planned March 2022
12.1 The chair will remind Governors to look at their subject areas with regard to the tracker spreadsheet to enable Governor visit priorities to be set at the next meeting.	3/3/22	Chair and Governors	Ongoing
27 September 2021 Meeting			
8.1A The Headteacher will provide data at the next meeting, showing whether children had expected, accelerated or the same progress from KS 1 going into KS2.	3/3/22	Headteacher	Complete
8.1B The Chair and Headteacher will set a date for a further review of data.			
8.3 The Headteacher will highlight positive actions by the school within the SIP, such as pre-teaching.	ASAP	Chair/ Headteacher	Complete
9B: The school will carry out a website review, including updating it with the Covid catch-up funding being published by the end of December and the LGB will review the updates at the next meeting.	25/11/21	Chair/Headteacher	Complete
	25/11/21	Headteacher	Complete
10. The Chair, Headteacher and other interested Governors will meet to discuss the 50 th Anniversary celebrations.	25/11/21	Governors/ Headteacher	Ongoing
DATE AND TIME OF NEXT MEETING – Thursday 26th May 2022 at 4.30pm			

Minutes approved:

Date:.....