



Local Governing Board to The Learning Alliance

BLACK FIRS PRIMARY SCHOOL LGB

MINUTES – Part I



Black Firs Primary School

Date: Thursday 2nd March 2023 at 4.30pm

Present:

Prof. P. Horrocks (PHo) (Chair)
Mr P. Hanks (Vice Chair) (PhA)
Mrs R. Cam (RC)
Mrs E. Perriman-Rabone (EPR)

Apologies:

Mrs S. Mahmood-Shakoor (SMS)
Mrs K. Fowler (KF)
Mr J. Cammiss (JC)
Mrs A. Markin (AM)

Absent: Mr R. Sigley (RS)

In attendance:

Mr M. Casserley – Headteacher (HT)
Mr T. Hassall – Assistant Headteacher (Items 1-13 and 16)
Mr A. Millington – Teacher (Items 1-13 and 16)
Ms J. Harrison – Foundation Stage Manager (Items 1-13 and 16)

Clerk: Mrs C. Gritton

Administration

1. Welcome, Apologies and Confirmation of Quoracy –Apologies were received and accepted from KF, JC, SMS and AM. The meeting was quorate.
2. Declarations of Interest - There were no declarations of a personal or prejudicial nature for items on this Agenda.
3. Minutes of the Previous Meeting - The **Minutes** of the **BFPS LGB** meeting held on **24th November 2022**, uploaded to Governor Hub (GH) and circulated prior to the meeting, were **approved** as a true and correct record.
Action Log – The **Action Log** was **updated as noted** thereon. The Link Governor process has been republished by the HT. The Chair and Governor SMS have completed Safer Recruitment, as has the school Office Manager and HT.
4. Governor Recruitment and Training Governors were reminded to update GH with any training completed.
5. Governance Review Nothing to report.

school Performance

6. School Improvement Plan (SIP) Paper 6.1 SIP Priorities 2022 v3 uploaded to GH prior to the meeting, was **received. It was reported that** the Trust have advised that the school will be transferring the provision of its IT to Novus. **The HT reported that** the school needs its whole network infrastructure replaced and updated. However, the HT is having some difficulty in contacting Novus and is concerned that the current IT, being not fit for purpose, may inhibit the provision and delivery of the curriculum. The LGB and the HT had discussed this matter some months previously and had agreed that it was important that the work be completed before the HT retires, as he holds all of the knowledge as to how the current system works and has been carrying out its maintenance and the HT has therefore obtained quotes from other IT providers. **[ACTION: The matter will be raised under LGB Matters to Share with the Trust Board and the Clerk will email the COO to see if there is something the COO can do to connect Novus with the HT as soon as possible.]**

The HT reported that the school is keen to move forward with the Bring Your Own Devices to School (BYODtS) initiative for Yr2 upwards. **Challenge: Governors asked what the school understands about the range of devices children might have and whether the school anticipates any barriers, such as with regard to families who cannot afford devices. It was reported that** the HT gleaned a lot of information from Teams and saw that there is a mix of devices used, from mobile phones to ipads. The school would look to support any children who did not have devices. **Challenge: Governors noted that the school had previously**

*looked into the BYODtS initiative and thought that the Trust had previously asked the school to be a lead on the initiative. The HT reported that the Trust had asked this, but the initiative had not been progressed. The HT reported that in order to progress the BYODtS initiative, the school needs the IT infrastructure to be updated. **Challenge: A Governor noted that the HT had previously said that one of the biggest issues about delivering lesson with technology to the pupils was lack of staff knowledge and asked whether that was no longer the case.** The HT reported that staff are a lot happier delivering IT teaching now. **A Governor recommended that the school would need to ensure its data protection assessments were secure and staff were fully trained to ensure data protection regulations' compliance.** The HT assured Governors that the school has already begun to consider that and that staff are already very knowledgeable. Governors expressed strong views about ensuring the children's online safety and **challenge: asked whether there is a Trust wide staff training programme for cyber-security.** The HT reported that cyber-security is dealt with in safeguarding terms but is aware that cyber-security goes beyond that. **[ACTION: A recommendation that the Trust consider whether provision of Trust wide cyber-security training might be beneficial; to be raised in Matters to Share with the Trust Board.]***

7. Admissions and Pupil Numbers (Figures reported under Admissions Appeals in Paper 8 as below). **It was reported that** the school is full. September 2023 places have been assigned and the HT said that sadly, the school does not have the places to give to some children already in the BF pre-school. It is anticipated that in-year applications will increase from the many local new housing developments.
8. Pupil Progress and Attainment Papers 8 School Performance, 8a Ofsted _Inspection Data Summary Report (IDSR) 2022 and 8b SEND Governor Report, uploaded to GH prior to the meeting, was **received. The Chair reported that** Governors had met and completed a data analysis and Papers 8, 8a and 8b recorded the outcome; Governors have no concerns about the data. **The HT confirmed that** the attainment targets were requested by the Trust and taken from Fischer Family Trust data.

School Welfare

- Papers 9. Student Welfare and Safeguarding inc Covid** (for items 9,10,11 and 12) and **paper 9a School Cleaning Schedule**, uploaded to GH prior to the meeting, were **received. It was reported that** a member of BFPS staff had taken on a family support worker role, through the Education Partnership (EP), to help provide timely , impactful family support in the local area. The member of staff would be working alongside a member of staff from another EP school and they would be fulfilling the role for each other's schools to provide independent support.
9. Attendance **It was reported that** attendance before Christmas had been affected by a number of viruses and illnesses around at the time. Attendance has improved since January and persistent absences (PAs) are not common. **Challenge: Governors asked whether absences across families with pupils in different Trust schools are tracked across the Trust. It was reported that** the Trust do not track that. **In response to governor challenge, it was confirmed that** with PA removed from the attendance data, it would improve the figures by around 1%, some of that 1% being children with Special Educational Needs and Disability, but those would be authorised absences. **Challenge: Governors asked how many of the unauthorised absences might be because children are unhappy in school. It was reported that** there are no school refusers. **[ACTION: the Chair asked that the attendance report provide detailed data and analysis to enable Governors to ascertain whether there is any pattern to absences and to enable meaningful comparisons of Pupil Premium (PP) and non PP pupils as well as SEND and non SEND pupils]. It was reported that** a Cheshire East Attendance Officer carries out termly visits and will challenge absences. There has been an increase in absences since Covid; the school used to have a 96% to 97% attendance record, but it is now 95%, so there is a sharper focus on attendance, especially for PP and pupils with SEND.
 10. Behaviour Nothing to report.
 11. Safeguarding **It was reported that** safeguarding is an area Ofsted inspect and there had been no issues. The school has seen an increase in safeguarding issues and a slight decrease in the number of Children in Need (CiN) and Early Help (EH) cases since Christmas. There has also been an increase in mental health issues. Emotional Literacy Support Assistant (ELSA) has seen an increase in demand and provides impactful support.
 12. Staff Wellbeing Nothing to report. Staffing was taken under Part 2.

Policy Updates
<p>13. Policy Approval Governors had provided comments on the Policies listed below, on GH prior to the meeting. Subject to those comments, the Policies were approved.</p> <p>13a. Charging Policy Minor typographical error amendments needed.</p> <p>13b. Admissions Policy No changes and submitted.</p> <p>13c. Behaviour Policy Recommendation to refer to contagious diseases rather than Covid.</p> <p>13d. Medications and First Aid Policy</p> <p>13e. Health and Safety Policy Minor typographical error amendments needed.</p> <p>14. Link Governor Monitoring</p>
Other Matters
<p>15. Finance P5 management accounts had been published. The HT and Trust Director of Finance had reviewed the school's finance position. The school has healthy reserves.</p> <p>16. Local Matters (Reported under Matters Arising at the start of the meeting). The Chair reported that there had been 2 applicants interviewed for the HT role and the person appointed knows the school well and understands the school's unique ethos and qualities.</p> <p>17. Matters to Share with the Trust Board</p> <ul style="list-style-type: none"> • A recommendation that the Trust consider provision of Trust wide cyber-security training • The HT has been unable to contact Novus and the LGB would appreciate the Trust Executive's assistance with regard to the LGB's concern that the current IT infrastructure may inhibit the provision and delivery of the curriculum <p>18. Matters for the Trust Board to Share with the LGB Nothing to report.</p> <p>19. AOB The HT would like to purchase better quality furniture for the new build, but costs were proving prohibitive.</p>
Date and Time of Next Meeting: Thursday 27th April 2023 at 4:30pm
Meeting Closed at 6:26pm

Minutes approved:

Date:.....