



# Local Governing Board to The Learning Alliance

## BLACK FIRS PRIMARY SCHOOL LGB

Online Meeting via Teams

### MINUTES – Part I



Black Firs Primary School

**Date: 26<sup>th</sup> May 2021 at 4.00pm**

**Present:**

Prof. P Horrocks (Chair)  
Mr P Hanks (Vice Chair) (PH)  
Mrs B Webb (BW)  
Mrs A Markin (AM) (From 4.53pm)  
Mrs S May (SM)  
Mrs R Cam (RC)

**Absent:** Mr T Hassall

**In attendance:**

Mr M Casserley (Headteacher)  
Mr D Twambley – TLA COO  
Mrs N Phillips– TLA Director of Finance & Governance (NP)  
Mrs D Wright – Deputy Headteacher

**Clerk:** Mrs C Gritton

**Administration**

- Welcome, Apologies and Confirmation of Quoracy** - The Chair welcomed everybody to the meeting. Apologies were received and accepted from Mr T Hassall and the meeting was quorate.
- Declarations of Interest** - There were no declarations of a personal or prejudicial nature.
- Minutes of the previous meeting and matters arising** - The **Minutes** of the **BFPS LGB** meeting held on **25<sup>th</sup> February 2021**, were **approved** as a true and correct record. **Matters Arising and Action Log** – The **Action Log was updated as noted** thereon. NP thanked Governors for completing their Governor Hub Declarations and Confirmations and confirmed that all BFPS Governors have now completed this exercise.
- Composition of LGB and New Appointments** – Mr G Roche and Mr T Vandersteen have resigned from the BFPS LGB. The Chair has contacted Mr Roche and Mr Vandersteen to thank them for their contributions to the LGB.  
Proposals for the approval of the TLA Governance and Search Committee meeting of 9<sup>th</sup> June 2021:
  - **AM**, whose term of office as Appointed Governor expires on 27<sup>th</sup> September 2021, **to be reappointed** as Appointed Governor for a term of four years immediately on the expiry of the current term of office.
  - **PH**, whose term of office as Parent Governor expires on 27<sup>th</sup> September 2021, **to be appointed** as Appointed Governor for a term of four years immediately on the expiry of the current term of office.

Governors were informed that TLA Governance and Search Committee will also be discussing:

  - The role of Staff Governors, with regard to the expiration of terms of TH on 19 July 2021 and BW on 27 September 2021.
  - The process for the election of Parent Governors

**Strengthening Leadership, Collaboration and Governance**

- Matters for the Trust Board to share with the LGB** – The TLA Board of Trustees (the Trustees) had asked that their thanks to all schools for their hard work during Covid, be shared with staff and Governors.
- Finance Update – Paper 6.0 Black Firs Finance Report – May** had been uploaded to Governor Hub prior to the meeting and was **received**. The school has the funds required to proceed with the building project with matched funding of £150k from Cheshire East Local Authority. The project will straddle two years so there may be potential to utilise some 2021/2022 funds if needed and there are no concerns that the project will put the school into a negative reserves position. **Governors asked the anticipated start date of the building project.** It was **reported** that the start date is contingent on tender documentation and whether contractors can meet aspirations. The current plans, approved in principle, reflect the latest iteration with the Headteacher’s requested amendments. **ACTION: a.** Governors will visit the school site before the end of the school year to discuss and walk through the plans. **ACTION: b.** The CEO and COO will consider the timetable of the project and will advise Governors through Governor Hub of the proposed timeline as soon as practicable.

AM joined the meeting and was advised of the discussions regarding reappointment.

**Governors asked whether the budget had been agreed for next year.** It was **reported** that the core budget is based on similar expectations to previous years and that this will be finalised over the coming weeks, following the COO and Headteacher discussions regarding the budget setting staffing lists. School Condition Allocation (SCA) funding is allocated for a fiscal year and the COO anticipates an announcement about the 2021/2022 allocation over the next couple of weeks. **ACTION: c.** The COO will keep AM informed with regard to budget setting and SCA funding.

7. **Governors' Skills' Audit – Paper 7.0 BFPS Skills' matrix** had been uploaded to Governor Hub and was **received**. NP thanked Governors for completing the Skills' Audit, the results of which will be used to inform training needs and LGB appointments and will be carried out annually. **ACTION:** The Chair, Headteacher and NP will consider the Audit results in detail to inform future Governor appointments.
8. **LGB Self-Assessment** – Governors were directed to the Governor Hub self-assessment questions for information. **ACTION:** NP and the Chair will discuss how the self-assessment will be completed.
9. **Risk Register** – The Trust Risk Register has been completed and school-level Risk Registers are being prepared, with an intention of efficient information flow between the Trust and schools.

### Improving Education and Opportunities

10. **Covid-19 Recovery Strategy (including staff wellbeing)**- The school has a happy, positive environment. Staff have not suffered any isolation issues and a large proportion have had Covid vaccinations. Regular wellbeing activities, such as yoga, are offered for staff and the Headteacher and Chair regularly discuss staff wellbeing matters and ideas to promote positive mental health.

#### 11. Strategic Vision

**11.1 School Performance – Papers 11.1 School Performance, 11.1.1 Whole School Tracking Spring 2021 and 11.1.2 MAG sheet Spring 2021** had been uploaded to Governor Hub prior to the meeting and were **received**. **Governors asked whether intervention plans are targeted, individual plans for individual children.** It was **reported** that behind the MAG sits detailed data on individual children as well as cohort action plans, intervention plans, provision maps and assessments and the Chair and Vice Chair have discussed that data with the Headteacher in detail. The Chair had **recommended** that external validation be sought where possible, to support the data and the COO **recommended** consideration of how to track school data against national data, over time to ensure the capturing of effective impact. It was **reported** that staff have been asked to provide summaries of assessment of impact on a regular basis and **ACTION: a.** will continue to do so. Governors **noted** that Ofsted will not be looking at 2021 results' data, but will be considering 2019 data and **Governors asked whether the school could confidently assert that it has addressed the issues from 2019.** It was **reported** that the school will need evidence of intervention to show issues have been addressed, evidenced via MAG. Staff have carried out some very focused work throughout lockdown and seen positive successes, particularly in writing, less so in Maths. Governors **noted** that the higher achieving children's outcomes appear to be lower than average and **asked what are the strategies to address that and requested an accessible data report for Governors.** **ACTION: b.** The CEO and Head teacher will prepare a screengrab of what Ofsted would look at and discuss how to address any issues.

**11.2 School Improvement Priorities (SIP) – Papers 11.2 School Improvement Priorities, 11.2 SIP Priorities 2020 v4, 11.2.2 SIP Priorities 2021 draft and 11.2.3 Change Model for SIP** had been uploaded to Governor Hub prior to the meeting and was **received**. The Chair asked Governors to **note** the importance of recognising key priorities and there were no questions. **ACTION:** The Chair, Vice Chair and Headteacher will discuss the Change Model for SIP in detail.

12. **Student Welfare – Paper 12.0 Student Welfare** had been uploaded to Governor Hub prior to the meeting and was **received**. **Governors asked what percentage of pre-school children go on to apply for a first-choice place in Reception at the school.** It was **reported** that around 90% of children in Reception will have had some time at Black Firs Pre-School.

**Safeguarding** – Governors were reminded of the requirement to attend the Trust online Safeguarding training on 8<sup>th</sup> June at 4pm. Governors were asked to contact NP or the Clerk if they have not received a Teams invite to that Safeguarding training.

**Governors asked whether all staff have safeguarding training.** It was **reported** that staff do online training in a three-year cycle. **ACTION:** The Safeguarding Governor will check that records are up to date with regard to safeguarding training.

### Fostering Identity and Ethos

#### 13. LGB Roles

**13.1 Link Governor Update** – This item was covered in the Headteacher’s Report and the Chair and Vice Chair have been into school to discuss it in detail. Should it be decided to pair Link Governor roles, RC requested that the SEND role be paired with English.

**13.2 Training Update** – This item was covered under items 7 and 8. Governors requested training on data and were advised in the first instance to view the Talking Heads training on Governor Hub.

#### 14. Local Matters

**14.1 Paper 14.1 Team Teaching Paper** had been uploaded to Governor Hub prior to the meeting and was **received**. The Chair reminded Governors of the importance of their understanding the ethos of the school and its use of team teaching, ensuring they are conversant with the benefits and potential risks thereof. Governors thanked the Headteacher for the informative paper. The review to be carried out by the TLA CEO will stress-test the model and Governor comments on the paper would be welcome both during and after the meeting.

**14.2 School Holiday Dates – Paper 14.2 School Holiday dates 2022/2023** had been uploaded to Governor Hub prior to the meeting and was **received**. It was **reported** that Congleton High School (CHS) also follow Cheshire East holidays and with the exception of a few INSET days, CHS holidays match those of BFPS’.

**15. Policy Review.** All Policies were uploaded to Governor Hub prior to the meeting for Governor review.

**Governors asked whether TLA Policies are in existence.** It was **reported** that TLA standardised Policies are being developed, to which addendums can be added for individual schools’ needs.

**15.1 Charging Policy** – Minor administration amendments had been made and the Policy was **approved**.

**ACTION:** Pre-school and wrap-around-care prices to be reconsidered in a separate Charging Policy for those services.

**15.2 Behaviour Policy** – The best practice clauses of the Covid Addendum previously approved had been incorporated into the Policy, minor administrative changes had been made and the Policy was **approved**.

**15.3 SEND Summary** – This procedural document was prepared by the school SENCO for staff use and was provided to Governors for information only. The SEND Governor confirmed that they had met with the SENCO and discussed the document in detail. The model intention is that identifying additional support needs is the responsibility of all staff.

**15.4 SEND Policy** – Minor amendments had been made and the Policy was **approved**.

**15.5 Health and Safety Policy** – The Policy is based on the Cheshire East model and was **approved**.

**15.6 Medication and First Aid Policy** was **approved**.

**15.7 Remote Learning Policy** – was **approved**.

The COO left the meeting at 6.34pm

**16. Matters to Share with the Trust Board** – Governors asked that their views on TLA LGB structures be considered by the TLA Governance and Search Committee when considering future changes to those structures.

### AOB

**17.1** Governors thanked the Headteacher for the hard work of all school staff and were looking forward to visiting the school as soon as safe and practicable to do so.

### Date and Time of Next Meeting:

**TBC Autumn 2021 Term**

**Meeting Closed at 6.37pm**

BFPS ACTIONS FROM THIS MEETING			
AGENDA ITEM AND ACTION	By When	By Whom	Completed
6a. Governors will visit the school site before the end of the school year to discuss and walk through the plans.	End of Term	CEO/COO	
6b. The CEO and COO will consider the timetable of the project and will advise Governors through Governor Hub of the proposed timeline as soon as practicable.	End of Term	CEO/COO	
6c. The COO will keep AM informed with regard to budget setting and SCA funding.	In a timely manner	COO	
7. Chair and NP to discuss how Audit results can inform future Governor appointments	Before the end of term	Chair/NP	
8. Chair and NP to discuss completion of the LGB Self-Assessment	Before the end of term	Chair/NP	
11.1a Staff will continue to provide impact assessment summaries, which can be shared with Governors	On a regular basis	Staff	
11.1b The CEO and Headteacher will consider how to address the issues around the lower than average higher achieving children's results	Before the end of term	CEO/HT	
11.2 The Chair, Vice Chair and Headteacher will discuss the SIP Change Model in detail	Before the end of term	Chair/V Chair and Headteacher	
12. The Safeguarding Governor will check that records are up to date with regard to safeguarding training.	Before the end of term	Safeguarding Governor	
15.1 Pre-school and wrap-around-care prices to be reconsidered.	Before the end of term	Headteacher	
<b>DATE AND TIME OF NEXT MEETING – TBC Autumn term</b>			

Minutes approved: .....

Date:.....