



Local Governing Board to The Learning Alliance

**EGERTON PRIMARY SCHOOL LGB**

Online Meeting via Teams

**MINUTES – Part I**



**Date: 19th May 2021 at 5:30 pm**

**Present:**

Mr. N McKinlay (Chair) NM  
Mrs A Hooper (Headteacher) AH  
Mrs K Benson KB  
Mrs C Wood CW  
Mr R. Maxwell-RM- left at 6:20 pm  
Mr. W Tasho WT

**In attendance:**

Mr. D Twambley DT – TLA COO-left at 6:30 pm  
Mrs N Phillips NP – TLA Director of Finance & Governance

**Clerk:**

Mrs S Pomeroy

**Absent:**

Mr T. Hardman  
Mrs M. Sedgwick  
Mrs E Elliott  
Mr A. Richmond

**Administration**

1. **Welcome, Apologies and Confirmation of Quoracy** - The Chair welcomed everybody to the meeting. Apologies were received and accepted from Mrs M. Sedgwick, Mr T. Hardman, Mrs E. Elliott and Mr A. Richmond; the meeting was quorate.
2. **Declarations of Interest** - There were no declarations of a personal or prejudicial nature.
3. **Minutes of the previous meeting and matters arising** - The Minutes of the Egerton LGB meeting held on 22<sup>nd</sup> February 2021 were approved as a true and correct record. Governors reviewed the action log and the following matter arising was discussed:  
OFSTED governor training  
Governors noted that this training was very successful. NP informed governors that a recording of the training session would be made available to governors.  
It was confirmed that all other actions had been met and closed as appropriate.
4. Mrs C. Wood informed governors of her intention to resign from the LGB with effect from 31.07.21. Governors thanked Caroline Wood for her outstanding contribution to the work of the LGB. The following terms of office are due to expire in the autumn term 2021:  
Robin Maxwell (appointed governor) 13.11.21  
Liz Elliott (parent governor) 31.10.21  
Both governors have indicated that they are willing to stand again for another term of office. NP will forward a form to NM to complete for the re-appointment of Robin Maxwell. This appointment requires the approval of the Trust board. **ACTION**  
The school will hold an election in the autumn term 2021 for a parent governor and recruit a co-opted governor to replace CW. **ACTION**

**Strengthening Leadership, Collaboration and Governance**

5. **Matters for the Trust Board to share with LGB** – There were no matters to share at this meeting.
6. **Finance Update-** A financial update (paper 6) was circulated prior to the meeting via Governor Hub. DT spoke to the report:
  - Overall, the school is expected to achieve a surplus of c.£4,000, against a budget of c.£9,000. This reduction is largely due to disruption to the Wrap Around Care (WAC) provision caused by Covid-19. It is expected that income from WAC will return to predicted levels as Covid-19 restrictions are eased.

- Other anomalies in cost profiles are detailed in the report.
  - The level of reserves forecast for 2020-21 is around £100,000, amounting to 12% of the General Annual Grant (GAG). This is above the Trust's requirement of 5%.
  - The Trust has received its School Condition Allocation for 2020-21 and Egerton will receive an amount of £32,000 on a pro-rata basis, based on pupil numbers at the October 2020 census.
  - The school also has a Devolved Formula Capital fund of £6,000 to support general capital costs.
- Governors asked whether this means that potentially the school can invest around £55,000 to improve the school site. DT responded that it is prudent to maintain a reserve level of 5% of the GAG and the school has exceeded this target. Therefore, there are plans to invest in the school site for the benefit of the children. AH informed governors that there are plans to replace fire doors, to improve the internet speed, to update the telephone system, to repair Velux windows and to repair the hall ceiling and install replacement lighting. All plans have been agreed with the Trust.
- The budget for 2021-2022 is in the process of being prepared. A detailed review has been carried out with AH and a break-even budget is the target. The budget will be ratified by the Trust in June 2021 and shared with the LGB for information.

**7. Governors' Skills Audit**-NP shared an analysis of the governor skills audit on screen with governors. She explained that the responses from governors had been RAG rated and used to identify training needs such as exclusions, admissions panels and SEN/D. The training offered will be a bespoke package developed by the Trust and tailored to the needs of governors. DT explained that some areas on which the LGB had scored low, such as marketing, were not essential for the LGB to fulfil its role. Governors asked if it would be useful for governors to be able to see how they had scored themselves in the previous skills audit. NP and DT agreed that this was a good idea. DT commented that no overall scores were red and that there are no areas of concern. NP will check whether WT completed the audit. **ACTION**

**8. LGB Self-Assessment**-DT explained that all the schools in the Trust have been asked to complete the self-assessment. Once all the schools in the Trust have completed this exercise, the results will be analysed and again used to identify training needs. NM commented that Egerton's LGB had found this to be a useful exercise which had prompted good discussion. Actions arising from the self-assessment included re-establishing governor-teacher link visits and familiarisation with the school website. DT informed the LGB that all the Headteachers in the Trust have been asked to review their school's website to ensure that it is complaint. The Trust is considering providing a checklist for the LGB to carry out future checks.

**9. School Risk Register**-DT informed governors that the Trust is working on developing a Trust level Risk Register which will be cascaded down to the individual schools within the Trust. The Trust Risk Register is scrutinised by the Audit Committee. There are no medium or high risks related to the school. Governors queried whether Covid-19 is a medium level risk to the school in terms of areas such as staffing, vulnerable children and the impact on teaching and learning. DT responded that Covid-19 is a high risk which is Trust-wide and appears on the Trust Risk Register. Systems are in place to mitigate the risks at a local level in terms of risk assessments, provision for remote education, governance, and recovery strategies. Governors requested that the Trust Risk Register be made available to governors. NP will upload this to the Resources section of Governor Hub. **ACTION**

#### Improving Education and Opportunities

**10. Covid-19 Recovery Strategy (including Staff Wellbeing)**-The Strategy document (paper 10) was circulated to governors circulated prior to the meeting via Governor Hub. AH informed governors that the contextual information is important and that the school's approach is based on research. AH highlighted the following points from the report:

- The school has retained the same aims and a 3-tier approach.
- The school is pleased with how staff have responded to implement the plan. Intensive training took place in the summer term 2020 and on two INSET days in the autumn term 2020.
- The spring 2021 lockdown was significantly different from the first lockdown in 2020 and many families struggled during the cold, dark, wet months. AH carried out home visits to all families, with some requiring extra visits.
- The school's provision for remote education improved significantly from the first lockdown. Teachers gave individual feedback to children via audio technology.

- Teachers were able to assess reading remotely and this provided a good insight into rates of progress.
- Parents engaged extremely well with the school's approach. The results from the parents' survey confirmed that they appreciated the school's offer.
- If the school were to face another lockdown it would be in a strong position to commence remote learning immediately.
- The staff deserve much credit for the considerable amount of work they put in daily to support the school's remote education offer.
- The impact of the spring 2021 lockdown on staff was significant. It has made the team stronger and closer.
- The school is aware of the unseen stress on staff and was grateful to support provided from governors and from the Trust.

Governors suggested that the staff survey should be repeated in the summer term 2021. **ACTION**

It was noted that staff were often working late to comment on children's work and that whilst this shows tremendous commitment, it is not conducive to staff well-being. AH explained that she had spoken to staff about this issue and that staff were encouraged to take breaks where appropriate and when it suited them throughout the day. The sporadic nature of the remote learning timetable helped with this and staff were able to work flexibly. There is not an easy way to ensure work-life balance when staff are working from home and have a desire to keep on top of their workload. The teachers worked alternate weeks at home and in school. They enjoyed the time in school as it renewed their connection with each other and with the children.

It was suggested that governors investigate ways to show their appreciation to the staff for all their hard work during the Covid-19 pandemic. NM will follow up on this. **ACTION**

- The school has approximately £1,000 of the Catch -Up Premium left. The funds have been used carefully and responsively to address pupil needs through intervention programmes. Reading books have also been purchased and the music curriculum boosted; it was decided to look beyond core subjects.

## **11. Strategic Vision**

**11.1 School Performance (including assessments)-** AH reported that all children were assessed upon their return to school in September 2020 and assessments were carried out again in the spring term 2021. The following points were highlighted to governors:

- The school is very happy with progress in Reading. Some children made more progress at home as parents found that this was the easiest subject to support.
- The school planned very carefully to repeat previous learning in Maths to consolidate concepts and then to move pupils on. The projections for attainment in Maths are still good and the school is hopeful that all classes will reach their targets. 86.6% were at EXP or above, based on the spring 2021 data.
- Writing is a national issue. It is a difficult subject to teach remotely and the school has seen a decrease in resilience and in the ability to write at length and at a good standard. Literacy is a strong subject in school and teachers are working together to moderate writing standards. Children on the borderline are identified and strategies put in place to enable them to reach the next level.
- AH visited another primary school within the Trust to moderate writing samples. This provides another layer of professional discussion and agreement. This activity will be repeated in 2021-2022.

### **11.2 School Improvement Priorities:**

**Review of action plan 2020-2021 Paper 11.2 (a)** -AH informed governors that the current action plan has been updated using information from pupil assessments, curriculum developments, staffing and SEN/D data. Governors commented that many of the actions on the SDP are assigned to the Deputy Headteacher and asked whether the Deputy has the capacity to lead on these actions. AH responded that the responsibility is shared with the Headteacher and that other senior leaders are involved in a growth model

of leadership. DT added that the school is in a strong position and many of these actions are not major developments points.

**Draft 2021-2022 action plan Paper 11.2 (b)**-AH explained that the draft SDP aligns with the wider work of the Trust and that the ethos of the school matches that of the Trust. The draft SDP encompasses the TLA recovery strategy. Governors asked whether it would be possible to review the draft SDP at the planning session on 15.07.21. NM confirmed that it will be an item on the agenda.

- 12. Student Welfare (including Safeguarding)**-AH reported that the school has seen an increase in the number of children experiencing anxiety and difficulties in focussing on learning. There are a wide range of issues to address and support is in place.

### **Fostering Identity and Ethos**

**13. LGB Roles –**

13.1 Link Governor Update- NM will produce and circulate a schedule for link governor visits to school. **ACTION** CW and NM are scheduled to carry out a safeguarding review on 22.06.21.

13.2 Training Update-Safeguarding training is arranged for 08.06.21 at 4:00-6:00 pm. The session will be recorded for those governors who are unable to attend. Staff governors, and those who work in a school, were asked to ensure that their training record on Governor Hub is updated and then they will not be required to attend this training.

**14. Local Matters:**

- Wrap Around Care (WAC)  
AH informed governors that the school needs to recruit additional staff for the WAC provision and is looking to increase the numbers from 30 to 40. A summer holiday club is also planned.
- Plans to develop the school building  
This item was addressed under agenda item 6.

**15. LGB Policy Review:**

Exclusions Policy-Governors reviewed and approved the Exclusions Policy. NM will sign the Policy. **ACTION** TLA Complaints Policy-NP informed governors that this policy has been reviewed and amended by the Trust board and will be circulated to the LGB.

AH informed governors that the guidance for Relationship and Sex Education has been updated and she is updating the policy accordingly. This will be discussed further at the governors' planning session in July 2021.

**16. Matters to Share with the Trust Board:**

Governor requested that the Trust Risk Register be made available for governors to view.

Governors thanked the Deputy Headteacher for her work during the Headteacher's absence in the spring term 2021.

The meeting moved to part two.

### **Date and Time of Next Meeting:**

**Informal Governors' Planning Meeting 15.07.21**

Autumn Term LGB Meeting-TBC

Minutes approved: .....

Date:.....

<b>ACTIONS</b>		
AGENDA ITEM AND ACTION	By When	By Whom
<b>From 19.05.21 meeting:</b>		
4. To provide a form to NM for LGB governor re-appointments (for RMX.)	May 2021	NP
4. To recruit a co-opted governor to replace CW	By autumn term 2021	AH/NM
4. To hold a parent governor election in the autumn term 2021.	Autumn term 2021	AH
7. To advise WT whether he needs to complete the skills audit.	May 2021	NP
9. To upload the Trust risk register to Governor Hub.	Summer term 2021	NP
10. To carry out a staff survey.	Summer term 2021	AH
10. To coordinate ideas to thank staff for their hard work and dedication during Covid-19.	Summer term 2021	NM
13.1 To produce and circulate a schedule for governor monitoring visits.	May 2021	NM
15. To sign the Exclusions Policy	May 2021	NM
<b>DATE AND TIME OF NEXT MEETING:</b> <b>Informal Governors' Planning Meeting 15.07.21</b> Autumn Term LGB Meeting-TBC		