



Date: Thursday 23rd May 2022 at 4.30pm

Present:

Mr P. Hanks (Vice Chair)
Mrs S. Mahmood-Shakoor (MS-S)
Mrs R. Cam (RC)
Mr J. Cammiss (JC)
Mrs K. Fowler (KF)

Apologies: Prof. P. Horrocks (PH)
Mrs A. Markin (AM)

In attendance:

Mr M. Casserley – Headteacher (HT)
Mrs D. Wright – Deputy Headteacher
Mr T. Hassall – Assistant Headteacher
Mr A. Millington – Teacher
Ms J. Milne -SENCo –(Item 7 only) (JM)
Ms J. Harrison – Foundation Stage Manager

Clerk: Dr A. Howells

Administration

1. Welcome, Apologies and Confirmation of Quoracy - The Vice-Chair welcomed everybody to the meeting. Apologies were received and accepted from the Chair (PH) and Mrs Fowler. The meeting was quorate.
2. Declarations of Interest - There were no declarations of a personal or prejudicial nature.
3. Minutes of the Previous Meeting - The **Minutes** of the **BFPS LGB** meeting held on **3rd March 2022**, uploaded to 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. All outstanding actions and matters arising from previous meetings had been completed or were covered on the agenda.

School Performance

4. Performance report Paper 4 School Performance uploaded to GH prior to the meeting, was **received**. The paper provided a detailed summary of the assessment of pupil performance and progress by year-group based on data assessed over autumn and spring terms. Mapping Assessment Grids (MAGs) had been used and internal moderation had taken place. Summary data was also provided on performance by pupil characteristics (gender, Free School Meal (FSM), Special Education Need (SEN)) within **paper 4a Whole School Tracking Summary – Spring 2022** which was uploaded to GH prior to the meeting and **received**. **The Chair reported** for the minutes that a dedicated ***governor session was held on 28th April to review in detail School Performance data.*** Governors had noted that whilst progress remained good there had been a marginal drop in pupils achieving greater depth in early years. This was attributed to the use of the new phonics scheme and a realignment of progress scores using aged-related text books in conjunction with the MAGs. The lack of external benchmarking would mean that teachers would continue to monitor progress closely to ensure that the revised assessment system used delivered robust and consistent outcomes. KS1 was targeted for particular focus at this time. Governors were advised that the Nuffield Early Language Intervention (NELi) Programme was now in use within the preschool setting and appeared to offer positive outcomes. NELi would continue to be monitored and evaluated to determine whether positive results were the impact of the NELi programme or the subsequent teaching intervention. Governors were advised that Pupil Premium (PP) numbers had increased, doubling from 10-20, and which included 5 service-children. Whilst PP funding and covid catch-up funding for the school remained at very modest levels, the funds were being deployed to target individual pupil needs and to extend the school day.
5. School Improvement Priorities Papers 5 School Improvement Priorities and 5a SIP Priorities 2021v4 uploaded to GH prior to the meeting, were **received**. These provided a summary of progress against SIP priorities. The detailed tabular progress chart (SIP v4) was colour-coded to highlight clearly the progress made against 2021-22 priorities. The HT summarised the ongoing progress being made on amber coded

elements, and confirmed that green elements had been completed. **PH and MS-S had met with the Head in May to review and confirm** the progress made against the SIP in detail.

Governors were informed that pupil performance in phonics was improving as staff and pupils became more familiar with the new phonics scheme of work (Little Wandle). However, Governors were notified that the phonics assessment methodology which used “alien phonic sounds and blends” appeared to disadvantage some able readers. Parental engagement to explain the phonic testing methodology was ongoing. **The Head confirmed to a governor question that 7 pupils in year 2** would require reassessment for phonics because of their previous Yr 1 outcomes.

Governors received an update on the anticipated School Improvement Priorities for 22-23. In addition to pupil progress and attainment these would include succession planning, capital developments and network infrastructure/ICT systems upgrades.

The HT reported that:

- two Assistant Heads had been appointed recently and they would work with him to cover the responsibilities of the retiring Deputy Head. Appointment of a replacement Deputy Head would take place after the new substantive HT appointment had been made.
- The HT was working with the Trust on capital developments (see item 10 below).
- Specialist consultancy had been used review and scope future ICT requirements. This suggested a cloud-based BYOD & supported solution. The HT was now in dialogue with the COO of the Trust on next steps. However, some modest investment in new laptop provision was still planned for summer 2022. **Governors sought reassurance** that any movement towards adopting BYOD strategy would be inclusive, both in respect of hardware and also the provision of equipment to those unable to provide their own. Governors also sought reassurance that digital security and safeguarding requirements would be secure within the solution.

6. Student Welfare **Paper 6 Student Welfare and Safeguarding** uploaded to GH in advance of the meeting was **received**. This provided a detailed analysis of pupil absence rates by year group across the academic year to date (20/05/22). The report highlight that attendance rates were 2.3% below the 3.5% threshold target. **Governors queried the causes and action being taken to address this**. They were advised that whilst there had been an improvement in authorised absence rates, the overall performance was reflecting a small number of pupils with higher unauthorised absences. There was anecdotal evidence that family holidays taken during term-time by a small number of families with multiple siblings across year groups amplified these negative rates. It also appeared that in some cases that holidays were being taken in term-time because they had been rearranged as a result of Covid disruption in 2021. **Governors expressed concern that any negative cultural shift towards unauthorised absence should be addressed** and requested that the school leadership reinforce to parents the importance of attendance. **[Action HT]**

Current Pupil Numbers by year group were provided in the Headteacher’s Report. There are 312 on role, although the school is currently funded for 305. The school had seen a doubling of the number of Pupil Premium pupils, which also included 5 from service families. Nine (9) in-year admissions appeals had been considered since the last report. The projected intake for Reception intake for 22-23 stood at 45, with 36 of the children already known to school via pre-school attendance. Whilst FSM numbers had increased, they remained relatively low compared to national averages.

Covid still maintained a presence in the school and local community, although pupil absence rates had reduced in recent weeks.

7. SEND Update The Chair welcomed to the meeting JM, who had been appointed recently as the new SENCo. A **verbal report** was provided on the induction and training undertaken and recent activities undertaken in the role. This included the preparation of an updated action plan, increased pupil knowledge, parental links, and audit of TAs (to understand skills and experience) and engagement with external agencies. The SENCo had also undertaken “Liquid Logic Training” and then used this to undertake 2 Education Health and Care Plan (EHCP) reviews. **It was reported that** an early focus would include Emotional Literacy Support [ELSA] as demand appeared greater as a consequence of Covid. The SENCo confirmed to a **Governor’s question that they had sufficient time to undertake the role effectively**. The SEN link governor confirmed that they

would visit the school in the next half term and also that their most recent monitoring report was uploaded onto Governor Hub.

Staffing Update [Part 2]

8. Reported under Part 2

LGB matters

9a. Governor Monitoring Visits- Governor Monitoring Visits had taken place for Art, ICT & Computing, Reading & English, Safeguarding and SEN. Governors were reminded to completed and submit monitoring visit forms to record the outcomes.

Governors were invited to consider whether to identify specific weeks during each term when to undertake monitoring visits. This would be considered at the next meeting.

9b. Training Update- The Clerk reported that a TLA Governors Handbook was now available on GH. NGA Training courses were being evaluated further. Governors were asked to provide the Clerk feedback on any NGA training that they had undertaken. Governors were also asked to log any training on their personal GH profile page.

9c. Skills Matrix Audit: Governors noted that individual skills audits had been completed by individual members since the last LGB meeting. The Clerk confirmed that theses would help inform future training and governor selections.

9d. Governor Vacancy: Governors noted the current vacancy. The recent skills audit would be used to support any nomination presented to the Trust for consideration.

9e. LGB Health Check- Governors undertook a collective exercise within the meeting to complete to Governor Hub Governance Health Check. Across the fourteen questions, grades of “strongly agree” were recorded against all, except 3 questions, where a grade of “Agreed” was recorded. Following this collective assessment exercise, it was agreed that the next meeting should include a presentation on staff wellbeing.

[Action HT]

Local Matters

10a. Building Work: The Headteacher reported that the summer building works had been delayed. A meeting had been held earlier in the day with the Trust COO to understand the causes of the delay and to consider next steps. The delay was a consequence of ineffective communication between architects and contractor. Governors were keen to ensure that the HT be actively involved in the remainder of the project to ensure that the impact of the delays are managed appropriately and that appropriate budgetary control is exercised. Governors were also keen that the HT be used to review the building specifications or any new or proposed adjustments to the build programme.

LGB Policy Review

11. The policy schedule was confirmed as up-to-date. No policies needed consideration at the meeting.

Matters to Share with the Trust Board

12. Capital development: Governors highlighted the need for building works to be completed to specification and requested that the Headteacher be actively involved in agreeing the final specifications with the architect and selected contractor.

Matters for the Trust Board to Share with the LGB

13a. Annual Trust Conference : The Clerk provided a brief oral update. The conference would take place on Friday 15 July 2022 in Crewe at Sir William Stanier School. Staff and Governors would be invited. Further details will follow.

Finance Update

14. Governors were advised that the HT had been working with the finance team to finalise the budget for 22-23. Good progress had been made and a draft budget was now in place.

Monthly Management accounts for 21-22 had been made available and circulated to all LGB members via Governor Hub.

Date and Time of Next Meeting: Thursday 13 October 2022 at 4:30pm

Meeting Closed at 7:15pm

Meeting dates for 22-23 have been be preliminary set for
 Thursday 13 October 2022
 Thursday 19 January 2023
 Thursday 27 April 2023
 Thursday 29 June 2023

All meetings will take place at the School, in-person commencing at 16:30. Dates will be confirmed by the Clerk in due course via calendar invitations.

BFPS ACTIONS FROM THIS MEETING

AGENDA ITEM AND ACTION	By When	By Whom	Completed
6 The school leadership reinforce to parents the importance of attendance. [Action HT]	Oct Meeting	Headteacher	
9e The next meeting should include a presentation on staff wellbeing. [Action HT]	Oct Meeting	Headteacher	
3 March 2022 Meeting			
7. Governors requested Trust Board feedback on whether there are plans to set up a Trust schools' Appeals' Panel, as previously discussed.	ASAP	COO	Completed
8.2 The Chair, Vice Chair and Headteacher will arrange a date to analyse post Easter data.	ASAP	Chair and HT	Completed
8.2.1 SLT will consider whether and how a case study can be provided to Governors.	May Meeting	SLT	Completed
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	completed
12. The Trust will arrange Safer-recruitment training for the Chair and another member of the LGB.	ASAP	Trust via Clerk/HR	Ongoing
22 November 2021 Meeting			
4. Governors were asked to do safer recruitment and unconscious bias training in readiness for any recruitment panels.	ASAP	Governors	Complete
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	Completed
6. An update will be provided at the next meeting about the Conwy payments.	3/3/22	Headteacher	Complete
	3/3/22		Complete

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			Completed
9. The Chair and DSL will discuss safeguarding training requirements and ensure training is complete.	ASAP	Chair/DSL	Completed
10. The build plans will be placed on a board for parents to view.	When reasonable	Headteacher	
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	Complete Complete
<u>27 September 2021 Meeting</u>			
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 Complete
8.1B The Chair and Headteacher will set a date for a further review of data.	ASAP	Chair/ Headteacher	
8.3 The Headteacher will highlight positive actions by the school within the SIP, such as pre-teaching.	25/11/21	Chair/ Headteacher	Completed
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	Headteacher	
10. The Chair, Headteacher and other interested Governors will meet to discuss the 50th Anniversary celebrations.	25/11/21	Governors/ Headteacher	Completed
DATE AND TIME OF NEXT MEETING – Thursday 13 October 2022 at 4.30pm			

Minutes approved:

Date:.....