



Local Governing Board to The Learning Alliance

BLACK FIRS PRIMARY SCHOOL LGB MINUTES – Part I



Black Firs Primary School

Date: Thursday 24th November 2022 at 4.30pm

Present:

Mr P. Hanks (Vice Chair) (PHa)
Mrs S. Mahmood-Shakoor (SMS)
Mrs R. Cam (RC)
Mr J. Cammiss (JC)
Mrs A. Markin (AM)
Mr R. Sigley (RS)

Apologies: Prof. P. Horrocks (PHo)
Mrs K. Fowler (KF)

In attendance:

Mr M. Casserley – Headteacher (HT)
Mr T. Hassall – Assistant Headteacher
Mr A. Millington – Teacher
Ms J. Harrison – Foundation Stage Manager
Dr A. Howells – TLA Director of Quality (AH)

Clerk: Mrs C. Gritton

Administration

1. Welcome, Apologies and Confirmation of Quoracy – Prior to the meeting, the Vice-Chair had agreed to chair in the Chair's absence. Everybody was welcomed 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 for items on this Agenda.
3. Minutes of the Previous Meeting - The **Minutes** of the **BFPS LGB** meeting held on **23rd May 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. All outstanding actions and matters arising from previous meetings had been completed or were covered on the agenda.
4. PHo was confirmed as Chair and PHa as Vice Chair for the BFPS LGB for the academic year 2022/2023.
5. RC was confirmed as SEND Link Governor and PHo as Safeguarding Link Governor for the academic year 2022/2023.
6. and 7. **It was confirmed that** the BFPS LGB has a full constitution under the TLA Terms of Reference. All Governors had completed their Declarations and Confirmations on GH.
8. Governor Visits **It was agreed that** the subjects on which the next Link Visits will be focused will be History, PE and Art. SMS will do Art. Maths and English Link Visits had been completed and sample reports are on GH for Governor use. **ACTION:** MC will republish the Link Visit process for Governors.
9. **Governors noted that** Ofsted had commented positively on the school's ethos and values, which are clear and well linked together.
10. **It was confirmed that** PHa had carried out the website review and it had been checked by the Headteacher. Governors thanked AH for the helpful website check form. **Governors received the school website review report** uploaded to GH prior to the meeting.

Headteacher's Report

11.1 School Performance **Governors received Papers 11 School Performance and 11a Whole School Tracking – Whole Year 2022 and Paper Black Firs Combined 2022 provisional analysis Cheshire East**, uploaded to GH prior to the meeting. **It was confirmed that** Governors had held a working party prior to the meeting, to discuss performance in detail. **It was noted that** due to Covid, triangulation of data had not been available to analyse the correlation between 'I can' statements and SAT results. Staff had therefore identified those children who need additional support and considered what provisions ought to be put in place to do this. Cheshire has published the pass rate since the report was written, and a pass is 19.4, where the school had thought that it was 22. Therefore, the school has actually performed better than the 84% reported in the school performance paper. When comparing Mapping Attainment Grids (MAGs) and external test results, **it**

was noted that generally the school's assessments were accurate. The school is closing gaps and the assessing of children's progress and current attainment, has become more accurate. The biggest gap is in the Infants' bookmark data correlation between Mapping Attainment Grids (MAGs) and Teacher Assessed Grades (TAGs), and the school is analysing why this was to ensure further improvements and the process will show sessional progress and close the correlation.

11.2 It was reported that the DfE have confirmed that it is satisfied with the way in which the school has used its National Tutoring Funding and there will be no claw-back. The school has delivered an international school tutoring system.

11.3 It was reported that the Trust has a new data reporting system for consistency across the Trust schools. However, the tests each school uses are different, so the data trawl cannot yet be standardised. BFPS informed the Trust that it will not be using the Trust recommended tests, as the school can show that it uses a professional, proper testing scheme which is giving accurate results.

12. Self-Evaluation (SEF) It was reported that the school is working through a new approach to the SEF.

12.1 Governors received Paper 12 SEND Governor Report, uploaded to GH prior to the meeting. **It was noted that** the Special Educational Needs and Disability (SEND) register is fluid and changes throughout the year. The Education Community Partnership continues to provide Speech and Language Therapy (SALT) and a Play Therapist, of which the school make great use. Use of the Emotional Literacy Support Assistant (ELSA) is to continue as is the Special Educational Needs Co-ordinator (SENCo) training via Bath University, at £3500.

12.2 Governors received the BFS Ofsted Final Report uploaded to GH prior to the meeting. **It was noted that** the inspection went very well. **It was reported that** Ofsted had asked how the school looks after its staff and the school had reported that staff are given the time to be able to compartmentalise their teaching and senior leadership roles. The SENCo is well supported and has developed a team of TAs with specific roles and provision mapping has been prepared to show how those roles are divided.

12.3 It was reported that the Headteacher feels that the ICT curriculum could be improved if the school invested in a new ICT infrastructure and the matter is being discussed with the Trust finance team.

13. School Improvement Priorities (SIP) 14. Pupil Attainment Targets and 15. Curriculum were referred to in Paper 11 School Performance.

16. Staffing Reported under Part 2.

17. Admission and Pupil Numbers and 17.2 New Cohorts **It was reported that** pupil numbers were up in the October 2022 census. This will be good for the school finances next year, including an increasing Pupil Premium (PP) funds, due to lagged funding, but because numbers have increased for a number of years, the school is actually always under-funded for the number of pupils it has. 23 families have requested in-year places, which the school did not have, but there have been no in-year appeals. Demand is outstripping places in the pre-school and additional pressure from this is anticipated in January.

17.3 Attendance **It was reported that** the school continues to resolve issues across the board, although unauthorised absences are increasing around holidays and persistent absence is an issue amongst a small groups of pupils, but these are being addressed. Despite this, the school's attendance figures remain above the national average. The school continues to be mindful of PP and SEND attendance and those figures are improving.

18. Update on Behaviour **It was reported that** the school has never excluded a pupil.

18.1 and 18.2 The Behaviour Policy is on the school website and includes the Exclusions Policy. The Policy has been communicated to all stakeholders and the pupils understand the school's expectations with regard to behaviour. The school's ethos is supportive and rewarding of good behaviour and the need for discipline is rare.

19. Update on Safeguarding **It was reported that** safeguarding remains good at the school. **Governors received Paper School Welfare and Safeguarding inc Covid** uploaded to GH prior to the meeting.

20. Pupil Premium (PP) and Sports' Premium and Covid Catch-Up **It was reported that** the PP and Sports' Premium statements are on the school website and had also been uploaded to GH prior to the meeting and were **received**. Catch-up funding is reported within the PP statement.

Finance

21. It was reported that the Headteacher had met with the Trust Finance Director to review P12 (2021/2022) and P2 (2022/2023) monthly reports and they would be uploaded to GH shortly. When the budget for the current academic year was set, a surplus of c.£50k was anticipated. The Trust allowed for a 3% teachers' pay rise, which has actually been announced by the Government at 5%. Non-teaching staff have been awarded an additional £1900 per year (allowing for a larger percentage increase for lower-paid grades) and all increases are to be back-dated. Utilities are anticipated to rise by 60% from April 2023. Therefore, the current forecast for the end of the academic year 2022/2023 is a c.£5k to £6k deficit. All schools nationally await Government updates on whether additional funding will be provided for schools. The Headteacher has been assured by the Trust finance team that it can retain its allocated IT, decorating and furniture budgets and the Trust accepts that if the school spends to its budget it may result in a deficit, but that is acceptable.

CHALLENGE: Governors asked whether build costs are going to plan. It was reported that the Headteacher is doing everything possible to trim the build budget, within building regulations. Current anticipated spend is £395k, which is currently under the £404k contracted, but there are further costs yet to be added.

CHALLENGE: Governors asked whether funds for the Conwy visit were being collected. It was reported that the cost of the trip had increased but the Headteacher is in negotiations with the Conwy centre manager to try to reduce the cost. Governors were very keen to retain the Conwy visit as an important aspect of BFPS pupils' experience, and its positive benefits had been noted in the Ofsted report. Governors discussed ways in which the school might fundraise to support the visit and breakfast clubs and pre-school were noted as school income streams.

22.1 Local Matters Governors received Paper 22a Pre-school Charges Report uploaded to GH prior to the meeting. **It was reported that** the pre-school charges had not increased for 4 years and did not reflect the cost of living increases in running the provision. The school is looking to create more capacity to provide pre-school opportunities to more children. **It was agreed that** the pre-school cost would rise to £5 an hour.

22.2 ICT Infrastructure Project Governors received Paper Replacement ICT infrastructure project uploaded to GH prior to the meeting. Governors were supportive of the proposed project, but noted that the Headteacher is discussing the matter with the Trust.

Matters to Share with the Trust Board

Nothing to report

Matters for the Trust Board to Share with the LGB

Governors were asked to please complete the Chair's Self Review posted on GH. Governors were advised that a Trust Equality and Diversity survey would soon be rolled-out across Trust schools and its Trust Board. The survey is based on National Governance Association (NGA) modelling and the Trust is very invested in equality and diversity, so Governors were asked to please complete that survey when available on GH.

AOB

Part 2

Date and Time of Next Meeting: Thursday 19th January 2023 at 4:30pm

Meeting Closed at 7pm

BFPS ACTIONS FROM THIS MEETING

AGENDA ITEM AND ACTION	By When	By Whom	Completed
8. MC will republish the Link Governor process for Governors May 2022 Meeting	ASAP	Headteacher	
6 The school leadership reinforce to parents the importance of attendance. [Action HT]	Oct Meeting	Headteacher	Completed
	Oct Meeting	Headteacher	

9e The next meeting should include a presentation on staff wellbeing. [Action HT]			
3 March 2022 Meeting 12. The Chair and 1 other Governor will complete Safer Recruitment training provided by the Trust	ASAP	Chair	Ongoing
DATE AND TIME OF NEXT MEETING – Thursday 19th January 2023 at 4.30pm			

Minutes approved:

Date:.....