



Local Governing Board to The Learning Alliance

BLACK FIRS PRIMARY SCHOOL LGB

MINUTES – Part I



Black Firs Primary School

Date: Thursday 21st September 2023 at 4.30pm

Present:

Prof. P. Horrocks (PHo) (Chair)
Mr P. Hanks (Vice Chair) (PHa)
Mrs R. Cam (RC) (Until 5:30pm)
Mrs S. Mahmood-Shakoor (SMS)
Mrs K. Fowler (KF)
Mr R. Sigley (RS)
Mrs E. Perriman-Rabone (EPR) (Until 5:45pm)

Apologies: Mrs A. Markin (AM), Mr J. Cammiss (JC)

In attendance:

Mrs A. Jones – Headteacher (AJ)
Mr A. Millington – Teacher (AM)
Mrs J. Harrison – Assistant Headteacher (JH)
Mrs J. Milne – Teacher (JM)

Clerk: Mrs C. Gritton

Administration

1. Welcome, Apologies and Confirmation of Quoracy –Apologies were recorded as noted above. The meeting was quorate. There were no declarations of a personal or prejudicial nature for items on this Agenda. Unless otherwise stated, all papers, links and policies had been uploaded to Governor Hub (GH), prior to the meeting. A special welcome was extended to AJ, at this her first meeting as Headteacher and thanks shared, for meeting with Governors to discuss the summer term data, earlier in the week. Items were taken out of order to ensure all Governors were present for the Headteacher’s Report and data discussions, but have been recorded in agenda order for ease of reference.
2. Minutes of the Previous Meeting and Matters Arising - The **Minutes** of the **BFPS LGB** meeting held on **29th June 2023**, were **approved** as a true and correct record. There were no outstanding Actions.
3. Membership and Effectiveness Update The LGB has a full constitution. RC will remain as SEND Link Governor and RS will be Safeguarding Link Governor. The Chair will discuss the role of Health and Safety Link Governor with Governors, outside of the meeting.
4. Election of Chair and Vice Chair. Self-review A unanimous vote recommends to the Trust Governance Committee, appointment of PHo as Chair and SMS and EPR as Vice Chairs, for the 2023/2024 academic year. AJ thanked PHa for his support in his role as Vice Chair for the previous academic year

Strategic Direction and Progress Against Priorities

5. Vision, Values and Ethos [**ACTION GOVERNORS: Deferred to next meeting**].
6. Self-Evaluation Form (SEF) As item 7 herein.
7. School Improvement Plan (SIP) **It was reported that** the Trust is currently reviewing and revising both the SEF and SIP, to make them more consistent across the Trust schools. BFPS focus will be on writing and reading this year. Everybody agreed that the Trust and school use of Fishcer Family Trust (FFT) data will be of great benefit to the school and to Governors in understanding the analysis of examination results.

Education

Paper Headteacher’s report to governors 21.09.23 (the Headteacher’s Report) was **received**. **It was reported that** the Trust is looking to standardise Headteacher reports to Governors. **In response to Governor challenge, it was reported that** the Special Educational Needs and Disability (SEND) coffee mornings had low attendance so far, but conversations had been useful and increased numbers are anticipated. Covid presented some difficulties for SEND identification and interventions, but staff are working on a whole school approach to SEND, TAs are well utilised and constant professional dialogues help ensure good practice. **Governor challenge: Governors asked whether the school uses CPOMS to track SEND. It was reported that** CPOMS is not an effective way to track SEND, but the school is in discussions with the Trust as to how best to improve SEND transparency.

Paper Data analysis summer 2023 and forecasts was received.

- 8. Admissions and Pupil Numbers** **It was reported that** the school is 1 over Pupil Admission Number (PAN) in Reception. An advertisement has been published for the recruitment of a specialist TA to support a student with an Education, Health and Care Plan (EHCP) in Reception. At the time of the meeting, there remain 4 spaces in Yr4 and 1 in Yr6.
- 9. Attendance** **Governor challenge: Governors asked whether the school has higher absenteeism amongst Pupil Premium (PP) students than non PP. It was reported that** BFPS non-attendance figures are lower than the national average overall, but are higher than previous years (as reflected nationally), so the school is reviewing the PP strategy to ensure that as a whole school strategy, it supports all students as much as possible and the Family Support Worker and Attendance Officer roles will support this. **[ACTION GOVERNORS: Governors will review the PP Strategy at the next LGB meeting and initials will be removed from the PP report].**
- 10. Behaviour** **It was reported that** the Trust is fully supportive of a stricter adherence to the wearing of school uniform. **In response to Governor challenge, it was confirmed that** there had been no parental concerns raised nor complaints, about the implementation of this. The school will continue to monitor students' and parents'/carers' needs with regard to the purchasing of uniform items and ensure that the uniform can be adapted to meet the school's curriculum. Where reasonable to do so, parents/carers will be consulted about any proposed changes.
- 11. Curriculum – Progress** As noted in the Headteacher Report. Governors were assured that future progress and attainment reporting will, as in the Headteacher Report presented today, continue to be accessible and provide meaningful data, enabling Governors to ask meaningful questions. Reporting will focus on analysis and summary of results and summary of impact and trends. AJ will give further consideration to how best to utilise FFT data. **The Chair confirmed that** Governors had met with AJ earlier in the week to receive the progress and attainment data and had the opportunity to ask questions.
- 12. Curriculum – Attainment** As noted in the Headteacher Report.

Welfare

- 13. Safeguarding** **It was reported that** with the Family Support Worker's support, the safeguarding team is being strengthened and triangulated with SEND support. A new school entry sign-in system will be introduced. Governors will be provided with ID badges, which must be worn in school, as must staff and visitor ID badges.
- 14. Wellbeing and Welfare – Students** As noted in the Headteacher's Report.
- 15. Wellbeing and Welfare – Staff** **It was reported that** following recruitment to the positions currently advertised, the school will be sufficiently staffed to deliver the curriculum. A long-serving cleaner has resigned and AJ thanked her, Mr Hassall and staff for the great job they did of keeping on top of cleaning during the period when the school did not have a full quota of cleaners. The resigning cleaner will be missed. Performance Management is managed across the Trust on BlueSky.

Local Matters and Stakeholder Engagement

- 16.** The **Policies** listed below were discussed and **it was agreed that** Governor comments would be received no later than Monday 25th September 2023 at which point, in the absence of substantial content comments, subject to administrative amendments, the policies will be considered approved.
- 16a. Data Protection Policy** (Trust Policy for information) **It was confirmed that** the Trust had reviewed the Trust Data Protection Policies and Procedures over the summer and those will supersede the school versions.
- 16b. Health and Safety Policy** - Governors were concerned about the health and safety implications of the poor state of repair of the playground equipment and fire extinguisher placements (As reported in the Headteacher Report). The Trust is aware that the playground equipment needs to be replaced; its use has been limited and it will be fenced off. The Trust is looking into the most cost-effective removal and replacement and at Governor suggestion, parents/carers may be asked to assist. **[ACTION CLERK/CHAIR: The Clerk will advise the Trust Director of Quality about the Governors' concerns and the Chair will look to raise the matter with the Trust COO, to ask the Trust what is intended to ensure such situations do not**

arise again]. [ACTION AJ: AJ will advise the cub and scout groups who use the school about fire exits and extinguishers and advise those in control of fire exits to ensure they can be used in an emergency].

16c. Attendance Management Policy

16d. Mobile Phone Policy Requires formatting but content **approved**.

16e. First Aid Policy **It was reported that** increasing numbers of staff are being first aid trained and a rolling programme is planned.

16f. Confidential Reporting (Whistleblowing) Policy (Trust Policy for information).

16g. Child Protection (Safeguarding Policy) **Approved**.

In response to Governor challenge as to the status of policies to which the listed policies herein, refer, It was reported that the Anti-Bullying and Behaviour Policies are currently being reviewed. **It was also reported that** the Trust is addressing policies across the Trust schools, looking to create consistency and alignment where possible.

17. Stakeholder Engagement - Parents/Carers **It was reported that** rather than hold a one-off Christmas lunch event, for which it is difficult to cater and manage, the year groups will have their own event, spread across holidays such as Christmas and Easter, to ensure all parents/carers receive equal care and attention.

18. Stakeholder Engagement – Wider Community **It was reported that** the school is attending the harvest festival at the local church.

19. Communication to Trust Executive, Board, Education Standards and Performance (ESP) Committee Matters referred to at item 16b above (Health and Safety).

Governors' support to align the school term dates with those of Cheshire East.

The Chair noted that AJ has strong and regularly used, communication lines with the Trust.

20. Communication from Executive, Board and ESP Nothing to report.

21. AOB **It was reported that** the new school logo and website will be launched after half term. AJ thanked AM for his work on those. Current website records will be archived until Christmas and parents/carers can continue to download photos until then.

It was reported that the school will not be proceeding with the Bring Your Own Deice to School plans. The Trust does not support this initiative, in part due to safeguarding concerns and in part because the Trust is of the opinion that the Trust/school should provide necessary equipment to its students. The Trust has supported and provided the means by which the school infrastructure can be upgraded and installation of a new server and work will begin on those shortly.

The Conwy trip is being organised and risk assessments have been updated.

It was reported that the Trust had asked the school to look at realigning the school term dates with those of Cheshire East (CE). **Governors and staff present asked it to be noted that they had always been in favour of aligning the school term dates with those of CE and expressed their full support to do so now and to continue to do so moving forward.** There is the possibility of a long-term plan to align INSET days across the Trust.

AJ thanked Governors for their warm welcome and support so far and Governors thanked AJ for her great, impactful work so far.

Date and Time of Next Meeting: 30th November 2023 at 4:30pm. (May be rescheduled due to a clash with a school event). Meeting Closed at 6:20pm

Minutes approved:

Date:.....