

PERRY HALL MULTI ACADEMY TRUST

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
WOODTHORNE PRIMARY SCHOOL
HELD AT THE SCHOOL AT 6.00 PM ON MONDAY 21 JANUARY 2019**

PRESENT: Mrs V Baker
Mrs A Cheema CEO, Perry Hall MAT
Ms A Gibson Chair
Mr T Hinkley Headteacher
Mr R Khular
Mr I Moore
Mrs P Panesar
Ms K Sidhu

IN ATTENDANCE: Mrs R Walker Clerk

APOLOGIES: Mr D Asbury Executive Headteacher
Miss K Titley

[MR T HINKLEY LEFT THE MEETING]

Minute Number	Minute	Actions
0429	<p><u>ANALYSING SCHOOL PERFORMANCE (ASP) SESSION</u></p> <p>The CEO explained to Governors what ASP was, the statutory outcomes for KS1 and KS2 and how they compared to national performance. This also included the progress measures and was from the end of the last academic year. It was agreed to continue with this item later in the meeting once all Governors had arrived.</p>	
0430	<p><u>APOLOGIES AND WELCOME</u></p> <p>Governors were welcomed to the meeting. The Chair advised that Mr A Moran had left the Local Authority and so was no longer a Governor.</p> <p>Mr Asbury and Miss Titley apologies were accepted</p>	
0431	<p><u>DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS</u></p> <p>Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest and Related Party Transactions.</p>	

	<p>Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.</p> <p>It was noted that Mr I Moore was employed by Manor Primary Trust and Mrs V Baker was employed by Woodlands Academy of Learning. However, there was nothing on the agenda for the meeting which indicated that there would be a direct conflict of interest.</p> <p>Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.</p> <p>The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.</p>	
0432	<p><u>ANY OTHER BUSINESS</u></p> <p>Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting:</p> <ul style="list-style-type: none"> • Governor Newsletter 	
0433	<p><u>MINUTES OF THE PREVIOUS MEETING(S)</u></p> <p>RESOLVED: That the minutes of the previous meeting, held on Monday 24 September 2018, be approved as a correct record, subject to amendments to text.</p> <p>[MRS V BAKER ENTERED THE MEETING]</p>	
0434(a)	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Appointment of Link Governors (Minute No. 412)</u></p> <p>Link Governor roles were to be clarified later in the meeting</p>	
0434(b)	<p><u>Arrangements for the Appointment of Staff (Minute No. 413)</u></p> <p>The CEO advised Governors that the Schemes of Delegation were to be reviewed by the Trust and would be presented to Governors at the next Governors meeting.</p>	
0434(c)	<p><u>Leadership Report (Minute No. 415)</u></p> <p>The Chair asked whether the awareness of parents around Free School Meals was improving and the CEO advised that the staff in the front office were raising awareness in terms of clarifying for parents the additional benefits for the School, if Free School Meals were claimed for KS1 pupils.</p>	

0434(d)	<p><u>Trust Items (Minute No. 417)</u></p> <p>The CEO updated Governors that the Trust had commissioned an external review of the School, focused on quality of teaching, learning, outcomes and leadership of the school, which had been due to take place during the preceding week, however it had now been postponed until the w/c 4 February 2019.</p> <p>[MR T HINKLEY RE-ENTERED THE MEETING]</p>	
0434(e)	<p><u>Site Issues (Minute No. 407a)</u></p> <p>The Headteacher advised that the majority of work planned would be carried out over the two week Easter School holiday. The CEO confirmed which budget the funds were drawn from and the Headteacher advised it was capital revenue. The CEO advised Governors that the Trust Board had pooled 15% of all the Schools' reserves for a capital programme so there was now a pool of money to be shared. The Chair questioned what the funds would cover and Headteacher advised would cover all outstanding work on site. The School still retained a healthy reserve, only 15% went to the central fund allowing capital programmes to go ahead.</p>	
0434(f)	<p><u>Minutes of the Resources Committee (Minute No. 408)</u></p> <p>ParentPay had now been introduced and there was an 89% uptake. The CEO noted this was the highest percentage uptake across the Trust and Headteacher acknowledged how the staff in the office had supported this.</p>	
0435	<p><u>MINUTES OF THE CURRICULUM AND STANDARDS COMMITTEE</u></p> <p>RESOLVED: That the minutes of the Curriculum and Standards Committee, held on Monday 12 November 2018 (Appendix 1) be adopted.</p>	
0436	<p><u>ELECTION OF VICE CHAIR</u></p> <p>The Vice-Chair role was vacant and the Chair requested nominations for Vice-Chair. Mr R Khular was nominated.</p> <p>[MR R KHULAR LEFT THE MEETING AT THIS POINT]</p> <p>RESOLVED: That Mr R Khular be elected Vice-Chair until the first meeting of the autumn term 2022.</p> <p>[MR R KHULAR WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF ^{VICE} CHAIR]</p>	
0437	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BOARD / BODY</u></p> <p>The Clerk reported that there were no terms of office due to come to an end before the date of the next meeting.</p>	<p>The Chair, CEO and Headteacher to review Governor skills</p>

	<p>Governors were informed that there were three vacancies on the Local Governing Board:</p> <ul style="list-style-type: none"> • 2 x Co-Opted Governors • 1 x LA Governor <p>The Clerk added that there were no attendance issues to report.</p>	<p>audit and any gaps with a view to promoting governor vacancies</p>
0438	<p><u>ANY URGENT ACTION TAKEN BY THE CHAIR</u></p> <p>There were no actions to be reported.</p>	
	<p><u>LEADERSHIP REPORT</u></p> <p>Governors had received the Leadership Report (Appendix 2) in advance of the meeting. Governors' attention was drawn to the following matters:</p> <ul style="list-style-type: none"> • The Chair questioned the numbers in Y4 and Y5 on role, as there had previously been high numbers who went to local Middle Schools and the Headteacher advised that this was a positive picture but the bulk of leavers happened later in the year and so would not be seen in this report. • The Headteacher advised there were some errors within the report, highlighting that Mr A Moran was no longer a Governor and additional changes to governor responsibilities that will be updated. • There had been no leavers so far this year. A "Temp-to Perm" member of staff in the office had now joined as a permanent member of staff. • There were no staffing changes in terms of teaching staff but three three lunchtime supervisors had been appointed. The Headteacher noted that the biggest challenge in recruiting for these positions was around DBS checks which were taking around seven weeks to complete and applicants found other jobs in the meantime. The CEO advised the maximum wait was seven weeks, it averaged around four weeks but was always the longest wait in September. • The Chair queried the make-up of the Senior Leadership Team (SLT) and the Headteacher ran through how it was currently composed. <p>The CEO advised that the staffing structure of the school was down to the Local Governing Body (LGB) to decide. They could make a recommendation to the trust board for the CEO to take back and review. Around February/March time, the Trust reviewed this to ensure the needs of the children were met. A new staffing structure was proposed in April and this was an annual review. A Governor asked if the SLT was different for each school in the Trust and the CEO confirmed it was. A Governor noted that the SLT was KS2 heavy and queried if that was appropriate. The Headteacher ran through the details and it was agreed it was perhaps Y6 heavy but evenly balanced across KS1 and KS2, of the six SLT members, three were from KS1 and three from KS2. The CEO asked Governors for their input regarding the structure of the SLT and Governors advised they were happy with the annual review. The CEO advised Governors on how the structure could be decided and also advised Governors that the people on TLRs were on a three year contract and so had to be paid for SLT responsibility regardless of whether they remained on the SLT as the structure changed. The CEO advised it was best to not look at the financial constraints when deciding structure, as that could inhibit decision making and Governors should be looking at the skill base required. The Chair asked if that was something that Governors should be working with the Trust on and the CEO advised</p>	<p>Working party of Chair, Mrs V</p>

<p>that would be most welcome. The Chair advised she would want to be involved and Mrs V Baker also volunteered. They would make up the working party, alongside the Headteacher to look at the SLT. A Governor noted that those on SLT tended to focus on school priorities rather than Year responsibility.</p> <ul style="list-style-type: none"> • Staff CPD was listed comprehensively within the report. • The Headteacher advised that all the plans detailed under Leadership were underway. There had been a visit to Dunstall Primary to look at their reading scheme and it had been adapted for the School. The impact had been quite promising so far, especially in Y6. Staff had also commented that they found guided reading easier to teach as they had something to teach from and the Headteacher was hopeful for more improvement as the term progressed. • The Chair questioned how the wellbeing had been received by the staff and the Headteacher advised well. Three half days of wellbeing had been brought in by the MAT and had been appreciated by the staff. The only stipulation was that staff had to spend the time ^{on} something they enjoyed. • A Governor questioned the updated website and the anticipated timescales. The Headteacher advised it was currently being developed and had seen a draft version the previous week. The prospectus was currently being worked on and it would be approximately three to four weeks before a version was available. The Chair asked who would maintain the website, and the Headteacher advised that Emma at the MAT, who also covered compliance. The CEO showed Governors the MAT website to demonstrate some of the things that would be on it. <p>[MR T HINKLEY LEFT THE MEETING]</p> <p>Governors commented on how hard it was to use the current website. The CEO advised the prospectus would be a video.</p> <p>[MR T HINKLEY REJOINED THE MEETING]</p> <ul style="list-style-type: none"> • The Headteacher demonstrated the draft website to Governors so they could get an idea of what it looked like. Governors were impressed with what they saw and all felt that the spirit of the school had been captured. The Headteacher advised that Emma at the MAT was currently working on adding the text. The Chair questioned if the current website was up to date as required and the Headteacher advised one item regarding staff needed to be updated but everything else was compliant. • The Headteacher explained that SMSC mentioned within the report stood for "Social, Moral, Spiritual, Cultural" which should be embedded throughout the curriculum. • The Headteacher was pleased to advise that the School had entered Game4Reading competition, which was against pupils from other Wolverhampton schools, and won. • Parents' events from the Autumn term were detailed within the report as well. • A PTA update was included in the report and the CEO noted how lucky the school was to have such a strong PTA. They had already raised £3,000 this year towards the cost of a new PA system. • There was incorrect information under the section around Quality of teaching and learning. The outcomes were from internal monitoring not an LA review as stated within the report. A Governor questioned the percentage of teaching judged as good and outstanding and the Headteacher advised there was some Requires 	<p>Baker and Headteacher to review structure of SLT</p>
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	<p>Improvement (RI) teaching and some teachers were on a support plan but no teachers were inadequate. This assessment was made from looking at books, looking at data, lesson observations, learning walks and talking to the pupils. Details of this were in Appendix 1 of the report. The Headteacher noted that where it was not as positive as it should be, was the amount of outstanding teaching. There were a lot of teachers on upper pay scale and but only a small amount of outstanding teaching. The Chair questioned if there were consistent themes and Headteacher drew Governors attention to the following page of Next Steps, which was getting pupils more involved in their own learning and taking responsibility for their own learning. The CEO noted that the Headteacher needed to undo teachers' understanding of what outstanding teaching looked like. Previously there had been a regular number of high performing pupils but the demographics of the area had changed and this had become more complicated. So the type of teaching had to change and it was key to work with the staff to help them understand that and amend their teaching styles. A Governor asked how this was being done and the CEO advised through coaching and staffing plans. The Headteacher noted that cultural change was required. The Chair commented that the MAT had been there and supported the School through the changes and the CEO advised that the pupils had to come first and they were the priority. A Governor noted the changing demographics would affect the School's results, and the Headteacher agreed, also advising that the curriculum change had also not been absorbed as well as it should have. A Governor commented that change was hard for longer-standing teachers than it was for NQTs. The CEO reported that people were keen to get their children into the School and that was a good sign. The Headteacher advised he would be happy for his children to attend the School and that was a very positive sign. The CEO reminded Governors that the School had come a long way and the Headteacher commented that teaching and learning had not been the key focus initially as a lot was required for facilities and health and safety and now that was resolved, the teaching could be focussed on as the basics were covered. The Chair agreed that the key from now was to focus on the people and the teaching. A Governor questioned whether all staff would come along or whether some would be lost and the CEO advised it was a journey that all were welcome to come along on and that would be down to the individuals.</p> <p>[MRS A CHEEMA LEFT THE MEETING]</p> <ul style="list-style-type: none"> • SEND had not been included and the Headteacher circulated the details for Governors (Appendix 3). • Safeguarding was included within the report and the Headteacher advised there had been an overhaul as to how information was stored. In order to be compliant information storage had to be consistent, which it had not been, and although the information was safe, it was not stored correctly and this had now been rectified. Under Safety, the Headteacher was pleased to advise Governors that Ruth Edwards, who did the fire drills and fire safety was fantastic at reporting and picking up on issues and ensuring they were actioned. All actions had been completed except those dependent on external resource. The Headteacher noted there had been an issue that doors were closing when the alarm went off but they were sticking on the magnet so people were unable to escape. This was outstanding to be resolved. • There was one accident this term to report. <p>[MRS A CHEEMA REJOINED THE MEETING]</p>	<p>Work outstanding on door magnets during fire alarms</p>
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	<ul style="list-style-type: none"> • The wooden seats had now been taken out and removed. • Attendance was on SIP and attendance across the School was improving. The rate of absence was falling, apart from authorised absences. The Chair questioned 3.9% in commentary and Headteacher advised it should be 4.2%. The Headteacher advised that this included non-school age children and attendance was actually 96.1%, which was just above the national average. This had been achieved by not authorising holidays as well as the office staff who were very focussed and persistent in conversations with parents around absence. • PP absence was still higher than non-PP but it had significantly fallen and this had been achieved by targeting families where issues were known. There were 2 families in particular, one family was key to building relationships with them and the other had been supported through an EHA and staff had been in regular contact. A Governor questioned if there was an issue with lateness and the Headteacher advised there was with the families mentioned above but not in general. Lateness was recorded as arriving after 9.15 am, and lateness was preferable to absence and that would be focussed on later. A Governor questioned whether there were other late issues and the Headteacher advised a new system installed for recording lates and the office staff had instigated that. The Headteacher noted it was the same people who were late on a regular basis. The next stage of core values and ethos would also encapsulate this. A Governor asked why there was such an increase in absence in nursery and the Headteacher and CEO advised attendance was not compulsory and lots of issues around children passing bugs around. A Governor noted the number in nursery were reduced following moving from two to one sessions per day and that made the percentage look bigger. • School Actions were re-issued to Governors as there was an error on it (Appendix 4). There had been no exclusions. Behaviour was good in school and the Headteacher noted there was a difference on the playground and at lunchtime and children felt that teachers sorted issues out better than lunchtime staff and sometimes behaviour escalated at lunchtimes. This was to be resolved by the teachers showing the lunchtime staff how to play with children at lunchtime. Staff absence had impacted on that. • The report on incidents indicated no major concerns • Early Years report – the Headteacher advised that the School was working with a consultant from the MAT who had come in to do work in this area, focusing on an enabling environment and Early Years had improved significantly this last year. • Autumn term data was presented in the appendices which would be discussed at the Curriculum and Standards committee. 	
0439	RESOLVED: That the Leadership report (Appendix 2) be adopted.	
0440	<p><u>PUPIL PREMIUM ACTION AND SPENDING PLAN 2018/19</u></p> <p>This was included as an appendix in the Leadership report. The Chair asked if there was anything to note within this and the Headteacher advised no. No questions were raised by Governors.</p>	
0441	<u>SPORTS PREMIUM ACTION AND SPENDING PLAN 2018/19</u>	

	<p>The Headteacher circulated the Sports Funding Strategy Statement (Appendix 5) and advised the needs of the school had not changed from the previous year and the areas of spend had not changed. There was more money available this year as there was an underspend last year. A New PE coordinator was looking at the needs of the school and would be providing more information, especially regarding a smaller sized football pitch markings, etc. Sports coaching could not be bought in, the money could only be used to upskill staff and this had been arranged from an external provider who could also provide an impact report at the end of their coaching.</p>	
0442	<p><u>SCHOOL PERFORMANCE SUMMARY – ANALYSING SCHOOL PERFORMANCE (ASP)</u></p> <p>The Headteacher circulated the School Performance Summary from the academic year 2017/18 (Appendix 6). The CEO explained that 0 was average and anything above that was positive. Currently the school performed as average across the board. Reading, Writing and Maths combined was higher than the national average. The CEO advised the PP pupils brought the average scores down. The CEO showed Governors the breakdown for all the groups, by gender and PP. The key was the progress and the Headteacher advised that the reason the progress was not there, was because the pupils came in at a high level. The CEO explained the difference between the current report and previous scoring.</p> <p>The Headteacher drew Governors attention to the graphs showing clusters of pupils who had underperformed. The Headteacher advised there may be a reason behind this at individual level but as a large group it clearly showed underperformance and it was key to understand why this was. The CEO noted that the teaching needed to be modified to the children. The Headteacher reported that it was the performance of middle ability pupils and disadvantaged pupils where the focus was required. The Chair questioned whether this was understood when writing the SIP and the CEO confirmed it was. The Curriculum Committee were to review the report and raise any questions at the next Curriculum and Standards Committee meeting. Governors who did not attend that were to send any questions to those who did attend.</p> <p>A Governor noted there was a big gap between male and female as well. The Headteacher advised that there was some suggestion in Y2 the pupils had not been assessed accurately and he also advised that it was the difficult pupils to teach, who were underperforming. The Chair asked how much of the disappointing performance was down to teaching and how much was resources and the CEO advised it was teaching. The Headteacher agreed. The CEO shared that she had carried out numerous school reviews and the staff cuts did not make an impact on the performance, it was the mind-set of the teaching staff. The CEO noted that budgets would continue to become tighter, so new ways of teaching were to be embraced, it was about taking responsibility for all of the pupils. A Governor questioned how close the schools in the MAT worked together and the CEO shared some details of projects that were working across the Trust, including Y6 children going to the Art Gallery as a cross-Trust group as well as moderation and standardisation, which took place across all the schools. NQTs could visit other schools to see different ways of working. CPD and coaching was carried out together. A Governor noted that there had been big improvements in other schools within the Trust and other schools had more experience of teaching disadvantaged pupils which she hoped could be shared.</p>	<p>Governors to continue to look at the School Performance Summary in more detail at the next standards committee meeting</p>
0443	<u>SAFEGUARDING (STANDING ITEM)</u>	

	<p>The Safeguarding report was circulated (Appendix 7). This was carried out by Helen Baker from 4Safeguarding. The Headteacher advised Governors of the remit of the report. During the audit a number of staff were spoken to as well as the Headteacher. Green was compliant, amber was partial and red was not compliant. The Headteacher advised that none of the reds on the report were big concerns and all would be addressed in a short timescale. All the red items had actions by them.</p> <p>Formalising supervision for DSL with senior managers had come up on every report for all schools within the MAT and was a new requirement.</p> <p>The Governing Body to monitor filters on laptops had been brought up and the Headteacher advised that something would be put on laptops to ensure that they were monitored. A Governor questioned who the alert would go to if something in appropriate was viewed and it would go to the Headteacher. The Governing body would need to check this when it was in place. The Chair questioned who the safeguarding governor was and the chair was agreed as the Safeguarding Governor ongoing</p> <p>Child in Care policy was a new requirement and a policy just needed to be adopted.</p> <p>Children Missing in Education (CME) was already part of the Safeguarding policy at a MAT level and the School had been advised it should also be included in the attendance policy, which would be updated.</p> <p>The CEO advised that self-disclosure of those covered by Disqualification under the Childcare Act 2006 was already in the staff handbook and so did not need to be a red action.</p> <p>Key documents needed to be uploaded for staff and the Headteacher advised that there was a platform for these to be uploaded and there was a list of documents within the report which were available but they were stored in a different place than had been checked during the audit.</p> <p>Managing Allegations of Abuse Against Staff was a new requirement that had not yet been completed but would be.</p> <p>The Headteacher advised that the Single Central Record (SCR) needed to be updated with supply teachers regardless of how short a period of time they were on site for and the Headteacher had now put a process in place to do this.</p> <p>The Headteacher advised that all staff had signed the Disqualification under Childcare Act 2006 but records for staff not covered by this needed to be destroyed.</p> <p>Child protection through the curriculum needed more work across the curriculum, it was covered in PHSE but not included in the wider curriculum.</p> <p>The Headteacher also needed to ensure that new suppliers were aware of the School's safeguarding procedures and DSL contact numbers.</p>	<p>The Chair of Governors needed to undertake Safer Recruitment Training.</p>
0444	TRUST ITEMS	

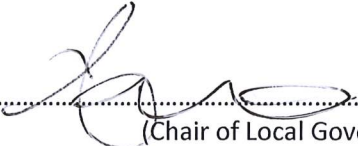
	<p>The CEO advised that the Trust was looking at revising the Schemes of Delegation in March and would come out to LGBs.</p> <p>A Wellbeing/Heath package was being looked at for staff to help retain and recruit and this was due to be approved at the next Trust Board meeting. The package was to be provided by Busy Bees. The Chair questioned if there had been any consultation with staff and the CEO advised that had already been received and was going back to next Trust Board meeting. This would potentially be rolled out in the near future.</p>	Updated Scheme of Delegation to be issued		
0445	<p><u>GOVERNOR AWAY DAY – W/C 1 JULY 2019</u></p> <p>The Governor Away Day would be similar to the last one and there would be the opportunity to do a learning walk, Headteachers would present action plans and Governors would be able to contribute to the School Improvement Plan as well as possible speakers on key topics.</p>	CEO to confirm date with Governors for the away day.		
0446	<p><u>LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT</u></p> <p><u>SEND Update</u></p> <p>The SEND Link Governor presented a report on her initial visit to the School. A few questions had come out of the visit:–</p> <ol style="list-style-type: none">1. Should the SENDCo be part of the SLT? This question had been raised by the SENDCo herself and the CEO noted that at other schools within the MAT, the SENDCos were part of the SLT. However, this School was currently in a transitional period following conversion, part of which would involve looking at the staffing structure. Additionally the number of SEND pupils at Woodthorne was much lower than at other schools within the MAT.2. Were procedures the same for all Schools within the MAT and were there any plans to get SENDCos together across the MAT to share experience? The CEO advised that there were plans in place for cluster meetings, including SENDCo, so that people could learn from each other and share best practice.3. Did the SENDCo have access to information around pupil progress and how monies were spent within that area of the School? The CEO and the Headteacher advised that the SENDCo should have the strategic overview of provision for the SEND pupils. The Headteacher clarified that she may not have the information around the finances currently but the SENDCo should have knowledge of how monies from Education, Health and Care Plans (EHCPs) was spent as well as performance targets against national targets and small incremental progress the pupils were making against their own targets. <p><u>Link Governors</u></p> <p>Link Governors were confirmed as below and Mrs P Panesar would shadow other Link Governors before committing to a specific area.</p> <table><tr><td>EARLY YEARS FOUNDATION STAGE</td><td>Mrs A Gibson</td></tr></table>	EARLY YEARS FOUNDATION STAGE	Mrs A Gibson	
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	<table><tr><td>KEY STAGE 1</td><td>Mr R Khular</td></tr><tr><td>KEY STAGE 2</td><td>Mr Ian Moore</td></tr><tr><td>INCLUSION/SEND/MORE ABLE</td><td>Ms K Sidhu</td></tr><tr><td>PUPIL PREMIUM</td><td>Mrs V Baker</td></tr><tr><td>SAFEGUARDING (including CP)</td><td>Mrs A Gibson</td></tr></table> <p>The Chair asked if Governors were happy with their understanding of their responsibilities and all were. Governor reports were on GovernorHub.</p> <p><u>Finance meeting update</u></p> <p>The Governor advised that a deficit of approximately £70,000 had been agreed with the LA. This had been paid by the Department for Education (DfE) and the School now had three years to repay the DfE. The Chair questioned if the news around the shared 15% of reserves could be shared with parents and the CEO advised that the wording should be that the Trust had secured the funding and asked the Chair to be sensitive around the wording.</p> <p>Staffing and costs were on track although there was a slight overspend on site and ICT. The Chair questioned the impact of the recent sickness on the budget and the Headteacher advised that supply staff had to be utilised in the last week and so there would be an impact. There were thirteen staff off sick on one particular day. The Chair asked if this eroded the budget and it was advised there would be an impact.</p> <p>Additional funds had been found in the School Fund account which had been put back into the School and this may be put towards replacing staff laptops. The Headteacher was looking at a programme to replace a number of them and there may need to be additional funds spent on this.</p>	KEY STAGE 1	Mr R Khular	KEY STAGE 2	Mr Ian Moore	INCLUSION/SEND/MORE ABLE	Ms K Sidhu	PUPIL PREMIUM	Mrs V Baker	SAFEGUARDING (including CP)	Mrs A Gibson	Staff laptops were to be replaced with possible additional funding required
KEY STAGE 1	Mr R Khular											
KEY STAGE 2	Mr Ian Moore											
INCLUSION/SEND/MORE ABLE	Ms K Sidhu											
PUPIL PREMIUM	Mrs V Baker											
SAFEGUARDING (including CP)	Mrs A Gibson											
0447	<u>GOVERNOR TRAINING</u> <p>There was no update at this meeting.</p>											
0448	<u>SKILLS AUDIT FEEDBACK</u> <p>The Clerk confirmed that only three completed skills audits had been returned and so was unable to present analysis for the Governing Body. The CEO requested the Clerk compile all skills audits from the previous year and as that left only one audit outstanding, the Clerk would send the details to the Chair, Headteacher and CEO to look at as soon as possible.</p>	Clerk to provide skills analysis once final questionnaire received										
0449	<u>CHAIR'S CORRESPONDENCE</u> <p>The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.</p>											
0450	<u>PROPOSED STAFFING RESTRUCTURE FOR SEPTEMBER</u>											

	This was to be deferred to the next Governors meeting following outputs of the working party review.	
0451	<p><u>SIP EVALUATION</u></p> <p>This was contained within the Leadership report as Appendix 4 and the Headteacher advised he had RAG-rated everything within that. The Chair noted there was a lot of red and questioned how realistic it was that all actions would be completed. The Headteacher advised that work had started on the core values. The CEO suggested that perhaps red was not the right colour if things were in progress. The Headteacher advised he would review the colour coding. Actions highlighted red should only be those that would not be achieved by the year end.</p> <p>Staff meetings were booked in for Spring 2 for Core Values and that would help to form the behaviour policy, which would then come to governors. The Chair questioned whether this would be shared at the next Governors meeting and the Headteacher advised that it would depend on how the meetings went. An update would be received at the next Governors meeting and the Headteacher gave Governors an overview of his plan to achieve this. The Chair clarified that the Behaviour policy was dependant on these meetings and the Headteacher agreed that staff had to buy-in to the policy.</p> <p>The Headteacher advised Governors that many of the actions were inter-dependant and he would go through and re-evaluate the RAG rating.</p> <p>The Chair questioned if there were any issues that the Headteacher foresaw with achieving everything within the SIP and the Headteacher advised there were not. A Governor questioned around the quality of teaching, for Y5, as Writing jumped out as an anomaly. The Headteacher advised that this was probably cohort specific and quickly looked into the data to confirm this, advising it was an increase on the previous year.</p>	<p>Update colour status on SIP to be shared at Standards Committee</p> <p>Output of vision and values work to be shared at next FGB</p>
0452	<p><u>ISSUES ARISING FROM SCR</u></p> <p>The Headteacher advised there were two volunteers who were not on the SCR. They had been DBS checked but not added to the SCR. The Chair questioned who the volunteers were and the Headteacher advised in the main, they were students as well as some people who came in to hear the children read.</p> <p>The CEO explained how DBS checks worked and the following risk assessments that could sometimes be required.</p>	Head to ensure DBS checks completed on volunteers
0453	<p><u>ANY OTHER BUSINESS (GOVERNOR NEWSLETTER)</u></p> <p>The Chair questioned whether a newsletter should be issued for this term as the last one had gone out at the beginning of the Autumn term. All agreed that Easter was a good time to send out the next newsletter.</p>	Chair to produce newsletter draft for Spring 2 term
0454	<u>ANY OTHER BUSINESS (SICKNESS)</u>	

	<p>A Governor questioned whether there were any staff on long term sickness that Governors needed to be concerned about and the CEO advised there was one potential long-term sick who would be referred to Occupational Health. There was no need for Governors to be alarmed at this point, but they would be advised if this became a concern. The Chair questioned how the continuity of responsibility of staff off sick was covered and the Headteacher advised that was covered internally at the moment.</p>	
0455	<p><u>DATE OF NEXT MEETING</u></p> <p>RESOLVED: That the next meeting of the Local Governing Body be held at the School at 6.00 pm on Monday 13 May 2019.</p>	

The meeting closed at 8.21 pm.

Signed: .....
(Chair of Local Governing Body)

Date: 13/05/19.....

