



Heygreen Primary School Local Governing Body (LGB) Meeting Rainbow Education Multi Academy Trust (REMAT)

Date:	1st October 2018 (4.00pm) at Heygreen Primary School	
Present:	Mr A Toole - Chair Miss L Harriman - Assistant Head Mrs L Partington Mrs N Rutter – Head Mrs J Taylor – Vice Chair	
Apologies:	Ms D Bimpson Mr D Cadwallader Mrs V Martinez-Starnes Mr J Nichols – Executive Head, REMAT	
In Attendance:	Mr Steve Travis – Clerk to Rainbow MAT	
<u>Items</u>	<u>Discussion</u>	<u>Actions</u>
1. Welcome & Introductions	<p>The Chair welcomed those present to the meeting and introduced Mrs Partington. Mrs Partington then described her skills, experience and background which had led to her being invited to join the LGB and the REMAT Board. Governors warmly welcomed Mrs Partington and noted that she had agreed to be Lead Governor for SEND.</p> <p>The Head reported that Mrs Cowley had submitted her resignation as she was unable to attend meetings due to other commitments. Those present noted & accepted the resignation and thanked Mrs Cowley for her service.</p> <p>After reference to the Scheme of Delegation, it was noted that the meeting was inquorate (as over two thirds of Governors entitled to vote are required to be present) but Governors agreed to proceed with the meeting in order to receive the updates on results and Headteacher report. No significant decisions would be required.</p> <p>Governors discussed the membership of the LGB and the Chair suggested that the LGB needed strengthening to ensure that future meeting were quorate.</p> <p>The Chair asked about cover arrangements when the Head takes her maternity leave. The Head confirmed that Miss Lottie Harriman, Assistant Headteacher, would assume the role of Acting Headteacher (with support provided from within REMAT) for approximately 6 or 7 months. Governors noted the cover proposals, wished the Head well and welcomed Miss Harriman to her role.</p>	<p style="text-align: center;">LP</p> <p style="text-align: center;">LGB</p>

	Governors noted that the forthcoming Ofsted Inspection was due to take place before 1.12.18.	
2. Election of Chair	<p>Consideration was given to the need to appoint a Chair and Deputy Chair and revise the membership of the Local Governing Body (LGB).</p> <p>The Clerk invited nominations and the Head nominated Mr Toole as Chair. This was seconded by Mrs Taylor and unanimously approved by those present. It was noted that the appointment required approval of REMAT Trustees (as per Scheme of Delegation).</p> <p>Mr Toole assumed the Chair.</p>	AT/REMAT
3. Election of Deputy Chair	<p>Nominations for Deputy Chair were invited.</p> <p>The Head nominated Mrs Taylor as Deputy Chair. This was seconded by the Chair and unanimously approved by those present.</p> <p>Governors agreed on the need to develop and strengthen the LGB.</p>	LGB
4. Consideration of Apologies for Absence	<p>Apologies from Ms D Bimpson, Mr D Cadwallader, Mrs V Martinez-Starnes and Mr J Nichols were received and accepted.</p> <p>Governors discussed the terms of office of Governors and the Head agreed to check and report back on the expiry of Mr. Toole's term of office.</p> <p>It was agreed that Mrs Taylor and the Chair would speak to colleagues who had expressed an interest in joining the LGB as Governors. The Head agreed to hold elections for the positions as soon as practicable if neither potential Governor came forward.</p>	NR AT/JT NR
5. Declarations of interest	<p>The Chair invited Governors to declare:</p> <p>i) <u>Annual Declaration of Pecuniary & Personal Interests</u></p> <p>Forms were distributed, explained, completed by all LGB members and returned to the Head for safekeeping. Those not present would be invited to complete the forms at the next meeting.</p> <p>ii) <u>Declarations relevant to the agenda</u></p> <p>No items were raised.</p> <p>There were no other declarations.</p>	LGB ST
6. Minutes of meeting 16.7.18 & Matters Arising	<p>The minutes of the Local Governing Body (LGB) meeting of 16th July 2018, distributed in advance with the meeting papers, were agreed as an accurate record and signed by the Chair.</p> <p><u>Item 18/26</u> Parent Support Group – The Head confirmed that she and Mrs Martinez-Starnes were still to meet to determine the role and function of this proposed group.</p>	NR/VMS

	<p>Young Carers Policy – Mrs Taylor agreed to submit her comments on the policy via email.</p> <p><u>Item 18/30</u> The Head provided feedback on the potential for more INSET days if required</p> <p><u>Item 18/31</u> Mrs Taylor asked the Head if Mrs Wardale had provided feedback on her Graded Care Training. The Head agreed to check this and reported that Mrs Wardale would shortly be taking maternity leave with her family engagement role being covered by Mrs Mitchell during her absence.</p> <p>All other actions listed in the minutes had been completed. There were no other matters arising from the minutes.</p>	<p>JT</p> <p>NR</p>
<p>7. Notice of any other business</p>	<p>No items of other business were raised.</p>	
<p>8. Governors Page on Website</p>	<p>The Head displayed the school website and Governors scrutinised the detail of Governor Membership and Pecuniary Interests, which would be updated following the meeting to reflect actions taken.</p> <p>Governors noted that the website would be compliant once the changes agreed or reported at the meeting had been effected.</p>	<p>NR</p>
<p>9. School Improvement Update/Headteacher Report</p>	<p>The Chair invited the Head to deliver her report.</p> <p>The Head then handed over to Miss Harriman, Assistant Head, who took those present through the 24-page report (distributed in advance of the meeting). Governors considered the report page by page, making comments and asking questions as they arose. The following points were raised:</p> <ul style="list-style-type: none"> • Governors discussed on entry attainment, EYFS outcomes and Phonics scores. • The Chair asked why children sometimes go to other schools after attending the Nursery and the Assistant Head described geographical, siblings and other issues that influenced the decision to sometimes send children to other schools. • Mrs Partington asked if children were turned away from school. The Assistant Head explained how the Nursery is oversubscribed which means that not everyone can receive a place. • Governors noted the improved attendance of EYFS children and the Head described the high levels of mobility which can have an adverse effect on attendance. • The Assistant Head described the fluctuations in Phonics results and the Head referred to the social and emotional challenges faced by some children which can contribute to under performance. The Head described the support and interventions in place to address the identified issues. • The Chair asked what the national average pass rate was for Phonics. The Assistant Head confirmed that it stands at 83%. • The Head and Assistant Head then explained how some 	

	<p>the data covering the performance of children at both Key Stages at all levels across all subjects</p> <ul style="list-style-type: none"> • The Head then provided a single sheet showing <i>Three-Year Trends across EYFS, KS1 & KS2</i> • The Assistant Head drew Governors attention to the School Development Plan Priorities for 2018/19: <ul style="list-style-type: none"> ○ Reading in KS1 & KS2 ○ Maths in KS2 ○ EYFS – boys’ attainment/higher attainers ○ VGPS in KS1 & KS2 ○ Phonics – to close the gap with national average ○ Attendance – continue to build on good progress • Governors thanked the Trust Attendance Officer for his hard work and effective support which had delivered good progress in improving attendance and reducing Persistent Absence. • Governors discussed the support and interventions to be deployed during 2018/19 to improve attendance and reducing Persistent Absence. • Mrs Partington asked if the school could provide attendance data broken down across year group and gender and the Head confirmed this could be done using data from Arbor • Mrs Partington asked how many children were classed and PA (persistently absent). The Head confirmed the number to be currently 10 – compared to 45 last year. • Mrs Taylor asked about PA children with “open EHAT’s” and the Head described <ul style="list-style-type: none"> ○ the continual monitoring ○ the support in school ○ the work undertaken with families ○ Team Around School meetings ○ Use of CPOMS ○ Use of MARF’s (multi agency referral forms) • Governors noted the improving trend for attendance over the last 3 years • Governors received and noted detail of the Health & Safety Walk of 16.7.18 • The Head then displayed the Governor information held securely on the <i>Single Central Record</i>. Governors discussed & noted: <ul style="list-style-type: none"> ○ Governor details ○ Review procedures ○ DBS checks ○ Section 128 checks ○ Prohibition and European check systems ○ On-entry recording procedures • Detail of staff CPD since Sept 2018 was noted • The Assistant Head then reported on the weekly triangulation that takes place to monitor the Quality of Teaching, Learning & Assessment • The Chair asked about the difference between a Learning Walk and lesson observation and the Head and Assistant Head set out the main differences. • It was noted that attendance currently stands at 97.5%. • Enrichment Opportunities were noted. • Detail of weekly Parent Workshops was noted. • Governors received and noted the Safeguarding and Behaviour Report including work with partner agencies. • It was noted that there had been no racist or bullying incidents this term. • Mrs Taylor asked that future reports recorded detail of escalations and break down Operation Encompass referrals. This was agreed. 	<p style="text-align: center;">SLT</p> <p style="text-align: center;">SLT</p>
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	<ul style="list-style-type: none"> Mrs Partington asked how many safeguarding concerns had been reported and the Head confirmed there were 42 so far during 2018/19 and 192 during 2017/18 <p>There were no other comments and Governors thanked the Head and Assistant Head for a comprehensive and informative report.</p>	
10. Review of Policies	<p>The following policies were considered and ratified:</p> <ul style="list-style-type: none"> Safeguarding Policy 2018 Admissions Policy Behaviour Policy Exclusion Policy Risk Assessment Policy English Subject Leader Policy 	
11. Any Other Business	<p>Mrs Taylor asked about “C3” items on the school maintenance log. The Head displayed the log and Governors agreed that the Head should contact SPIE, the school contractor, for an update on progress.</p> <p>There was no other business and the Chair thanked everyone for attending.</p> <p>The meeting was closed by the Chair at 6.20pm.</p>	SLT
12. Date & Time of Future Meetings	<p>Governors agreed to hold the next LGB meeting on 23.1.19 at 4pm.</p> <p>The focus of meeting would be:</p> <ul style="list-style-type: none"> School Development Plan Attendance 	LGB
13. Impact of the Meeting	<p>Those present agreed the following impact list:</p> <ul style="list-style-type: none"> Meeting had increased their understanding of <ul style="list-style-type: none"> School Development Plan Priorities for 2018/19 Data, results and outcomes Headteacher Report had briefed Governors to enable them to have a sharper understanding of school issues and progress Robust challenge provided by Governors LGB strengthened and need to increase membership of LGB further Governors in a better position to advise on strategic/operational matters/direction of the school if required by REMAT Board 	
	Signed	Date