



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

Date:	8th December 2017 (9.30am) at Heygreen Primary School	
Present:	Mr D Cadwallader Ms D Bimpson Mrs E Cowley Mrs V Martinez-Starnes Mr T MacQuarrie Mrs N Rutter – Headteacher Mrs J Taylor – Vice Chair Mr A Toole - Chair	
Apologies:	Mr G White, Mr J Nichols – Executive Head, REMAT	
In Attendance:	Mrs E Davin REMAT EYFS Lead, Mr Steve Travis – Clerk to Rainbow MAT	
<u>Items</u>	<u>Discussion</u>	<u>Actions</u>
1/1 Welcome & Introduction of New Governors	<p>The Chair welcomed those present to the meeting and introduced Veronica Martinez-Starnes and Tony MacQuarrie to the meeting and explained that the third new Governor, Liz Cowley, was in school and would be joining the meeting shortly.</p> <p>Governors introduced themselves individually, welcoming Mrs Martinez-Starnes and Mr MacQuarrie, who then provided those present with background to their appointments.</p> <p>Governors approved the new format of agenda and agreed to use the revised version to guide the meeting.</p>	
1/2. Consideration of Apologies for Absence	Apologies from Mr White and Mr Nichols were received & accepted.	
1/3. Declarations of interest	<p>The Chair invited Governors to declare:</p> <p style="padding-left: 40px;">i) <u>Annual Declaration of Pecuniary & Personal Interests</u></p> <p>It was agreed that forms would be distributed to, and</p>	

	<p>completed by, all new LGB members and returned to the Headteacher of School for safekeeping.</p> <p>ii) <u>Declarations relevant to the agenda</u></p> <p>No items were raised.</p> <p>There were no other declarations.</p>	
1/4. Approval of Minutes of meeting 30.10.17	<p>The minutes of the Local Governing Body (LGB) meeting of 30th October 2017, distributed in advance with the meeting papers, were considered for accuracy, page by page.</p> <p>Governors agreed that they did not require hard copies of meeting papers at future meetings.</p> <p>Governors discussed the impact of GDPR (General Data Protection Regulation) which will apply in all EU member states from 25 May 2018. Mrs Taylor set out the steps the LSCB (Local Safeguarding Children Board) were taking to meet the new requirements. Governors agreed that a secure "Governors Portal" should be created on the school website to store LGB documents, reports, minutes and policies.</p> <p>The minutes were agreed as an accurate record of the meeting and signed by the Chair.</p>	ADMIN
1/5 Matters Arising from Meeting 30.10.17	<p><u>Item 7 page 3</u> Case studies will be re-written</p> <p><u>Item 7 page 4</u> The Headteacher reported that the absence of 1 member of staff had triggered Stage 1 of the Attendance Procedure and 3 other staff members will trigger Stage 1 if they are absent again.</p> <p>It was agreed that the Clerk should use the term Headteacher rather than Headteacher of School</p> <p>All other actions listed in the minutes had been completed. There were no other matters arising from the minutes.</p>	ST
1/6 Election of Governor Roles	<p>The Headteacher reported that the school needed to appoint a number of Lead Governors and went on to describe the roles and responsibilities of each position.</p> <p>Governors approved the following appointments:</p> <ul style="list-style-type: none"> • Safeguarding – J Taylor • SEN – T MacQuarrie • Pupil Premium – D Cadwallader <p>It was agreed that the Lead Governors would meet key staff in due course.</p> <p>Mrs Martinez-Starnes asked about Pupil Premium. The Headteacher described the meaning of Pupil Premium and "disadvantaged pupils".</p>	

<p>1/7. Notice of any other business</p>	<p>No items of other business were raised.</p>	
<p>1/8 Governor Code of Conduct</p>	<p>The Chair invited Mr Cadwallader to explain the purpose and content of the NGA Code of Conduct.</p> <p>Mr Cadwallader set out the protocols for the conduct of meetings stressing the confidential nature of the business discussed at the meeting. Governors were reminded that in order to have full and frank discussions, sometimes on issues of a sensitive or confidential nature, any issues discussed or comments made during Governors' meetings should not be repeated outside the Governing Body unless they appeared in the Minutes in which case they were in the public domain.</p> <p>The Headteacher distributed hard copies of the National Governors Association Code of Conduct to those present.</p> <p>Mr Cadwallader described the role of Governors in holding senior leaders to account and providing challenge to ensure that the school delivers the highest quality of education to its children and obtains good financial value for the money it spends.</p> <p>Governors adopted the National Governors Association Code of Conduct.</p> <p>It was agreed that all Governors and the Clerk would apply for DBS clearance via the school. Governors and the Clerk agreed to provide the required documentation.</p>	<p>LGB/ST</p>
<p>1/9 MAT Governance Structure</p>	<p>Mr Cadwallader described the hierarchical structure of Rainbow Trust (REMAT): Members, Directors & Local Governing Boards (LGB's) and Governors noted the roles, responsibilities and liabilities of each tier.</p> <p>Mrs Taylor asked about the role of the LGB in regard to providing challenge to Directors. Mr Cadwallader said that some REMAT Directors would sit on individual LGB's and would be receptive to challenge from other board members.</p> <p>It was agreed that REMAT Trust Directors minutes, once approved, would be distributed to LGB's for information.</p>	<p>DC</p>
<p>1/10 School Improvement/Headteacher Report</p>	<p>The Chair invited the Headteacher to deliver her report.</p> <p>The Headteacher took those present through her 19 page report (distributed in advance of the meeting).</p> <p>Detail of the report was listed under the following headings</p> <ul style="list-style-type: none"> • School Context • Leadership & Management • Quality of Teaching, Learning & Assessment • Personal Development, Behaviour & Welfare <p>Governors noted that an Ofsted inspection was imminent and 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"> • Mr Cadwallader asked for the meaning of “functional skills”. The Headteacher described the content of the accredited course offered to parents. • The Chair asked how full the school was. The Headteacher set out the vacant places across year groups. • The Chair asked if lessons being observed were videoed. The Headteacher confirmed that they were. • Mrs Taylor asked how “pupil voice” was recoded during lesson observations. The Headteacher gave examples of the feedback provided and presented a pro forma used by children to make comments. • The Chair asked how “guided comprehension” was provided. The Headteacher described how the intervention is utilised across the school. • Mrs Taylor suggested using “young advisers” to obtain feedback from children. The Headteacher described the open culture of the school and explained that she did not feel there were any difficulties in obtaining feedback from children at school. The use of the “cup system” for children to register if they did not understand a topic or subject was set out. • Governors noted that a “worry box” was located in the reception area for children to submit written comments and concerns. • Governors noted that the 3 Week Intervention Plan had resulted in the required improvement of a staff member. • Mr Cadwallader asked how the school attainment would fare in comparison to national averages. The Headteacher confirmed the Yr2 support needs and outlined the characteristics of the cohort, which would continue to present challenges as they move through the school. • Mr MacQuarrie asked if EFL was provided in school. The Headteacher confirmed this was not provided at present. • Mr Cadwallader asked how it was that disadvantaged children outperformed non disadvantaged children. The Headteacher stated that she believed this to be due to the effective use of Pupil Premium funding by the school. • Governors discussed the “<i>Outcomes for 2016/17 Actual Compared to Non Mobility Report</i>” noting the attainment of of whole class and disadvantaged pupils. It was agreed to include national averages in future reports. • Governors discussed disaggregated outcomes. • The Headteacher of School then referred Governors to the Disaggregated Outcomes at KS2 and set out the impact of increasing numbers of children joining the school without English language skills. • Governors suggested ways of raising parental awareness of the value of Pupil Premium funding to the school. • Mr Cadwallader asked about SPAG results. The Headteacher explained the 2016 65% and 2017 81% results and the reasons for the improvement. • Mr Cadwallader asked for the detail of Pupil Premium funding and expenditure and enquired if the school was “diminishing the difference”. The Headteacher referred Governors to the detail of Pupil Premium spending and funding and confirmed that overall the 3 yr trends showed the gap between 	
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	<p>disadvantaged and non disadvantaged children was closing.</p> <ul style="list-style-type: none"> • Mr Cadwallader asked about the gap between disadvantaged and non disadvantaged children in KS1. The Headteacher explained that she believed the gap existed because the children had not been in school long enough for the interventions to deliver the intended results, but that it would reduce over time. • Mrs Martinez-Starnes asked for details of booster classes. The Headteacher explained that these had been trialled in the past with limited success and that the school was trying to deliver additional support during the school day. • Mrs Martinez-Starnes offered to set up a Parents Support Group. • The Chair asked if the school was concerned about KS1 Writing progress. The Headteacher confirmed that it was an area of focus and described the support and interventions along with additional teaching resources being allocated to address the issue. <p>The meeting then adjourned at 11.10am to allow Governors to undertake a Learning Walk to observe the school in operation and to view the use of the “cup systems”.</p> <p>The meeting re-convened at 11.55am and Governors continued their exploration and review of the Headteacher Report.</p> <ul style="list-style-type: none"> • Governors noted the positive progress of KS2 across Reading, Writing & Maths. • Mr Cadwallader asked why boys featured as a School Development Plan priority. The Headteacher explained that girls outperformed boys in every year group (except last years Yr6) and that 70% of SEN children are boys. • Mrs Taylor asked if EHAT’s (Early Help Assessment Tools) were in place for persistently absent children. The Headteacher confirmed that this depended upon the specifics of each case and circumstances. • Mrs Taylor asked how many children made up the 12.8% Persistent Absence total. The Headteacher confirmed that the Attendance Officer would provide a detailed breakdown later on during the Governors Day. • Mr Cadwallader asked if the school issued Fixed Penalty Notices for unauthorised absence. The Headteacher confirmed that they did. • Mrs Taylor asked if the school issued rewards for good attendance. The Headteacher confirmed that they did. • Governors discussed the work of the Educational Welfare Officer and Attendance Officer, noting that only 6 children needed to be absent on any one day for the school to fall below the national target. • One fixed term exclusion and one incident of bullying was reported and Governors noted the work of the school and progress being made in resolving the matter. • Governors welcomed updates on British Values, school events and the School Council. • Mrs Martinez-Starnes asked for a glossary of terms and acronyms. 	<p>VMS</p> <p>NR</p>
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	<p>There were no other comments and Governors thanked the Headteacher of School for a very good report.</p> <p>Two children then joined the meeting to present examples of their work to Governors.</p> <p>Governors then considered the separate Safeguarding Report – Autumn Term.</p> <p>The Headteacher provided detailed information on Safeguarding, drawing Governors attention to the commissioning of the CPOMS data and incident recording system. It was agreed that future reports would show the overall number of safeguarding incidents and the number of individual children affected.</p> <p>Mrs Taylor asked for detail of the 12 EHAT's the school is leading on and the Headteacher described the multi agency work.</p> <p>Mr Cadwallader asked if the school had filters on I pads to restrict internet access. The Headteacher described the in school arrangements and Governors noted that the school offered to install filters on the IT equipment of parents and children.</p> <p>The Headteacher described the information provided to parents and children on E-Safety and the issue of Acceptable Use of IT to all staff.</p>	
<p>1/11 Heygreen / Rainbow Trust Policies</p>	<p>The Headteacher confirmed that the policies due for review and ratification had been distributed to Governors in advance of the meeting. Governors agreed that in future policies would be approved 7 days after distribution to Governors (unless queries or objections were raised); in line with standard policy review procedures.</p> <p>The following policies were ratified</p> <ul style="list-style-type: none"> • Equality & Diversity • Home Visits • Complaints • Safer Recruitment • SEND Complaints • Whistleblowing <p>Mrs Taylor asked the Headteacher to withdraw the Safeguarding Policy to enable her to make some amendments and submit for approval. It was agreed that the policy would be approved 7 days after distribution to Governors (unless queries or objections were raised) and loaded on to the school website.</p> <p>The Sports Premium Spending 2017/18 Report was received, noted and approved.</p>	<p>JT/NR</p> <p>NR</p>
<p>1/12 Any Other Business</p>	<p>There was no other business and the Chair thanked everyone for attending, especially the new Governors.</p>	

	The meeting was closed by the Chair at 12.40pm.	
1/13 Date of Next Meeting	It was agreed that next LGB meeting would take place on 29.1.18 at 4pm.	LGB
	Signed	Date