



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

<b>Date:</b>	<b>16<sup>th</sup> April 2018 (4.00pm) at Heygreen Primary School</b>	
<b>Present:</b>	Mr A Toole – Chair Ms D Bimpson Mr D Cadwallader Mrs N Rutter – Head of School Mrs J Taylor Mr G White	
<b>Apologies:</b>	Mr J Nichols – Executive Head, REMAT Mr T MacQuarrie Mrs E Cowley Mrs V Martinez- Starnes	
<b>In Attendance:</b>	Mr Steve Travis – Clerk to Rainbow MAT	
<b><u>Items</u></b>	<b><u>Discussion</u></b>	<b><u>Actions</u></b>
<b>18/13 Welcome &amp; Introduction of New Governors</b>	The Chair welcomed those present to the meeting.	
<b>18/14. Consideration of Apologies for Absence</b>	Apologies from Mr Nichols, Mr MacQuarrie, Mrs E Cowley & Mrs V Martinez- Starnes were <b>received &amp; accepted</b> .	
<b>18/15. Declarations of interest</b>	The Chair invited Governors to declare: i) <u>Annual Declaration of Pecuniary &amp; Personal Interests</u> <b>No</b> items were raised. ii) <u>Declarations relevant to the agenda</u> <b>No</b> items were raised. There were <b>no</b> other declarations.	
<b>18/16. Approval of Minutes of meeting 29.1.18</b>	The minutes of the Local Governing Body (LGB) meeting of 29 <sup>th</sup> January 2018, distributed in advance with the meeting papers, were considered for accuracy, page by page.	

	<p>Governors <b>agreed</b> to a spelling correction in the heading of agenda item 18/02.</p> <p>The minutes were <b>agreed</b> as an accurate record of the meeting and <b>signed</b> by the Chair, subject to the agreed correction - proposed by Mr Cadwallader, seconded by the Chair.</p>	ST
<p><b>18/17 Matters Arising from Meeting 29.1.18</b></p>	<p><u>Item 18/04 page 2</u> The Head described the new school text messaging system.</p> <p>Governors <b>discussed</b> the impact of GDPR (General Data Protection Regulation) which will apply in all EU member states from 25 May 2018. Mr Cadwallader reported that REMAT are considering the introduction of <i>Governorhub</i>, an online communication and data storage system for Governors.</p> <p>Governors <b>noted</b> that the Head had completed a half day GDPR training course.</p> <p>The Head reported on the REMAT plans to set up a trust-wide central database, recruit a trust-wide Data Protection Officer and detailed the new policies and procedures introduced by REMAT to manage data storage, IT use and consent issues, in light of the new GDPR legislation.</p> <p>Governors <b>discussed</b> the security arrangements to protect GoogleDrive along with encryption arrangements for laptops and memory sticks etc.</p> <p>It was <b>agreed</b> that GDPR would be considered at the next meeting.</p> <p>The Head <b>agreed</b> to arrange access for the Clerk to GoogleDrive</p> <p>It was <b>noted</b> that DBS certificates for all Governors had now been obtained.</p> <p>The Head <b>agreed</b> to liaise with Mrs Martinez-Starnes regarding Parent Support Group development.</p> <p><u>Item 18/04 page 3</u> The Head confirmed that she and Mrs Taylor had met prior to the meeting to finalise the Safeguarding Policy. Governors <b>approved</b> the policy in principle, giving Governors seven days to raise any comments. It was <b>agreed</b> that the policy be uploaded to the GoogleDrive.</p> <p><u>Item 18/06 page 3</u> Mr Cadwallader <b>confirmed</b> that some Governors were still to complete/submit their skills audit template which will enable the development of a matrix to show the skill gaps that exist on the LGB.</p> <p>It was <b>agreed</b> that Governors should submit detail of any training (via their work and other voluntary commitments as well as the school) to the Head, to enable the compilation of an accurate Training Log, held on the GoogleDrive.</p> <p><u>Item 18/07 page 5</u> The Head displayed the CPD records for staff (including EYFS) and Governors <b>noted</b> the arrangements for staff to update their own records as training is completed.</p> <p>Mr White joined the meeting at 4.20pm.</p> <p><u>Item 18/07 page 6</u> The Head provided a case study on Yr 3 Reading which explored why results had decreased by 10% between Summer and Spring Terms. Governors <b>noted</b> the findings – pupil mobility &amp; consequent pupil ability changes – along with the actions and interventions in place to raise attainment.</p> <p>Governors <b>received</b> the case study and <b>noted</b> examples of the data</p>	<p>Govs</p> <p>NR/ST</p> <p>NR</p> <p>Govs</p> <p>NR</p> <p>Govs</p> <p>Govs</p>

	<p>held on the Arbor system. Mr White <b>asked</b> how many pupils had reached “expected” levels at the end of Yr 2. The Head confirmed that 79% 3 had reached the level at the end of Yr2. Mr White <b>asked</b> about the reasons for the low attainment of two specific pupils. The Head provided a detailed response which centred largely on the very poor attendance of the two children.</p> <p><u>Item 18/07 page 7</u> Governors <b>noted</b> that the Attendance Policy would be considered at agenda item 18/21 of the meeting.</p> <p><u>Item 18/07 page 8</u> The Head reported that EWO (Educational Welfare Officer) resources had been increased from 2 to 3 hours per week and that the REMAT Executive Head was focussing upon attendance and the reduction of persistent absence (PA) as a matter of urgency. Governors <b>discussed</b> persistent absence (PA) levels and the current actions and interventions being deployed to combat the issue. The Head confirmed that PA is reducing (it is still 16.5% compared to a national average of 12.25%) but that further work is required. Governors <b>noted</b> that the school was “middle ranking” on a table/report showing cumulative attendance for Liverpool Schools. Mr White <b>asked</b> the Head to describe the work of the EWO at school. Governors <b>noted</b> the detail of the EWO work and also referred to the reducing PA trend, the recent outbreak of Chicken Pox and the school’s support and interventions intended to reduce PA. The Head described the work of the school’s Attendance Officer and detailed the records kept in school. Governors <b>noted</b> the school’s “zero tolerance” approach to the taking of term-time holidays along with the arrangements for the issue of FPN’s (fixed penalty notices) to parents of children who are taken out of school on an unauthorised absence basis. Mrs Taylor <b>asked</b> if PA pupils were subject to EHAT’s (Early Help Assessment Tools) as PA can be an early indicator of neglect. Governors <b>discussed</b> the suggestion and it was <b>agreed</b> that the school would explore this further.</p> <p>It was <b>agreed</b> that EWO services would be reviewed at the next LGB meeting.</p> <p><u>Item 18/07 page 9</u> The Head reported that visitor arrival/signing in arrangements had been reviewed and strengthened. The Chair <b>asked</b> if all visitors wore lanyards whilst on the premises. The Head confirmed this to be so.</p> <p><u>Item 18/10 page 10</u> Mr Cadwallader <b>confirmed</b> that he was the Governor with responsibility for liaison with the “Liverpool Promise”. Mrs Taylor <b>reported</b> that she was meeting Liverpool Promise staff on 11.6.18 as part of her work role in reducing persistent absence.</p> <p>All other actions listed in the minutes had been completed. There were <b>no</b> other matters arising from the minutes.</p>	<p>NR</p> <p>NR</p>
<p><b>18/18 Notice of any other business</b></p>	<p>Three items of other business were raised by the Head.</p> <p>Two items were agreed as confidential and recorded under a separate confidential minute.</p> <p>The Head provided details of three children in Yr 2 that the school wished to disapply from forthcoming SATS tests. Full details of each case were provided to Governors and it was <b>noted</b> that parents supported the disapplication in each case.</p>	

	<p>Details of the support and interventions deployed to support each pupil were reported and <b>noted</b>.</p> <p>Governors <b>agreed</b> to support the disapplication and the Chair signed three forms to this effect.</p>	
<b>18/19 Audit of Skills Update</b>	<p>Governors <b>agreed</b> that this item had been covered under agenda item 18/17, Matters Arising.</p> <p>It was <b>agreed</b> to review progress with this item at the next LBG meeting.</p>	DC
<b>18/20 School Improvement /Headteacher Report</b>	<p>The Chair invited the Head to deliver her report.</p> <p>Before delivering her report, the Head played a 4-minute video, prepared for and shared with parents, showing this term's enrichment activities.</p> <p>The Head then took those present through her 20-page report (distributed in advance of the meeting).</p> <p>Governors considered the report page by page, making comments and asking questions as they arose. The following points were raised:</p> <p><u>School Context</u></p> <ul style="list-style-type: none"> <li>• Mrs Taylor <b>asked</b> how the school filled vacant class places. The Head described the current oversubscription for September 2018 places compared to the available spaces in Yr's 5&amp;6. Governors <b>discussed</b> possible promotional activities.</li> <li>• Governors <b>discussed and noted</b> the gender split and levels of pupil premium and EAL children in each year group.</li> </ul> <p><u>Outcomes</u></p> <ul style="list-style-type: none"> <li>• Governors considered the numbers of children achieving ARE (age related expectations) in Reading, Writing &amp; Maths for each Year Group – including Spring Term results.</li> <li>• Mr White <b>asked</b> for details of "combined" forecasts and the Head confirmed the figure to be: last yr 63% / this yr 70%.</li> <li>• Governors then focused upon: <ul style="list-style-type: none"> <li>- Whole school class comparisons over two terms for each year group which showed improvements</li> <li>- Pupil Premium – no issues of concern reported</li> <li>- Boys attainment – an area of development &amp; listed as a priority area in the School Development Plan</li> <li>- EAL &amp; non-EAL progress and attainment comparisons</li> </ul> </li> <li>• Mr White <b>asked</b> if EAL pupil performance was improving across the whole school. The Head confirmed this to be the case and <b>agreed</b> that this should be highlighted as a strength within the SEF (self-evaluation form).</li> <li>• Mr White <b>asked</b> if pupil outcomes are Good or Outstanding. The Head confirmed that the judgement was Good, describing her reasoning and rationale behind the judgement by referring to last year's data and current areas for development</li> <li>• The Head confirmed that the current Ofsted "window" closes in December 2018.</li> <li>• Mr White <b>asked</b> for GLD (good level of development) &amp; ARE (age related expectation) predictions for the current year and the Head displayed a 2017-18 Predictions Report covering: <ul style="list-style-type: none"> <li>- Reception</li> <li>- Yr1</li> <li>- KS1</li> <li>- KS2</li> </ul> </li> </ul>	NR

	<p><u>Leadership &amp; Management</u></p> <ul style="list-style-type: none"> <li>• Mr Cadwallader <b>asked</b> for an explanation of Spring Term Maths attainment and the Head described how “higher attainer” categories are allocated to pupils.</li> <li>• Governors <b>discussed</b> the “greater depth” predictions and <b>noted</b> an improving picture.</li> <li>• It was <b>agreed</b> that EYFS data would be considered at the next meeting.</li> <li>• School Development Plan updates <b>noted</b>.</li> <li>• Mr White <b>asked</b> about progress with Phonics and the Head described the progress being made and the recent award of a £15,000 grant to support training in this area.</li> <li>• Subject Leadership updates were also <b>noted</b>.</li> </ul> <p><u>Quality of Teaching, Learning &amp; Assessment</u></p> <ul style="list-style-type: none"> <li>• Governors <b>discussed</b> the findings of recent lesson observations and book monitoring, <b>noting</b> the support being provided to specific staff to improve.</li> <li>• The Chair <b>asked</b> if staff welcomed lesson observations. The Head described the process and the level of staff involvement and interaction.</li> <li>• Governors <b>noted</b> arrangements for Subject Leader monitoring.</li> </ul> <p><u>Personal Development, Behaviour &amp; Welfare</u></p> <ul style="list-style-type: none"> <li>• Governors focussed upon Attendance data <b>noting</b> recent actions to improve attendance, Absence Reports and Safeguarding issues.</li> <li>• Details of seventeen Section 175 Safeguarding Audit actions were <b>received and noted</b>.</li> <li>• Full details of all Safeguarding Incidents were reported to staff</li> <li>• Governors <b>noted</b> that there had been 0 incidents of racism or bullying since the last Headteacher Report</li> <li>• The need to arrange a Health &amp; Safety Learning Walk was <b>agreed</b>.</li> <li>• Mr Cadwallader <b>asked</b> for details of Parental Engagement Meetings and the Head described their purpose and the process along with the overwhelming support of parents/positive results following such intervention.</li> <li>• Governors <b>discussed</b> the current level of Persistent Absence (PA) in Yr6 – 26.1% and also noted that Yr 5 attendance was above target at 97.1%</li> <li>• Mrs Taylor asked if PA children were spoken to directly about the issue. The Head confirmed that they were not at present but that this would be explored. It was <b>noted</b> that children do meet regularly with the Learning Mentor and play “Attendopoly” as an attendance incentive.</li> <li>• Governors discussed the possibility of targeting PA pupils and introducing EHAT’s (Early Help Assessment Tools) for them along with “Graded Care Profiles”.</li> <li>• Governors then received updates on: <ul style="list-style-type: none"> <li>- Staff training</li> <li>- British Values</li> <li>- Prevent Training for Governors</li> <li>- Equal Opportunities</li> <li>- School Council</li> <li>- Building Information</li> </ul> </li> <li>• Governors <b>noted</b> the welcome news that the school would be receiving a donation of 30 laptops from Garston Primary School.</li> </ul> <p>There were no other comments and Governors thanked the Head for her detailed report.</p>	<p>NR</p> <p>NR/Govs</p> <p>NR</p>
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<b>18/21 Review of Policies</b>	<p>The Chair asked Governors to consider 3 policies, distributed in advance of the meeting, for approval:</p> <ul style="list-style-type: none"> <li>• Food and Drink Policy</li> <li>• Attendance and Punctuality Policy</li> <li>• Young Carers Policy</li> </ul> <p>The Chair asked if future policies being considered for review could have “track changes” switched on to highlight any changes – this was <b>agreed</b>.</p> <p>It was <b>agreed</b> that the school website would be revised with the correct details of the current Chair added.</p> <p>Mr Cadwallader <b>asked</b> what happens if parents did not contact school on time to report their child’s absence and the Head described the actions taken after 9.10am including possible home visits by the school Attendance Officer.</p> <p>Governors <b>discussed</b> how the school encouraged families to select hot dinners for their children and <b>noted</b> the levels of debt and the efforts of the school in recouping outstanding dinner monies from families.</p> <p>Mr Taylor <b>agreed</b> to check with Barnardo’s about current terminology to be used within the Young Carers Policy.</p> <p>There were no further questions or comments and the three policies were <b>unanimously approved</b>.</p>	<p>NR</p> <p>NR</p> <p>JT</p>
<b>18/22 Any Other Business</b>	<p>There was no other business not already covered under agenda item 18/18.</p>	
<b>18/23 Date &amp; Time of Future Meeting</b>	<p>Governors <b>agreed</b> to hold the next Local Governing Body Meeting on Monday 16.7.18 at 4pm.</p>	<p>LGB</p>
<b>18/24 Impact of the Meeting</b>	<p>Governors <b>confirmed</b> that the meeting had:</p> <ul style="list-style-type: none"> <li>• Provided guidance to the Head on her Case Study development (focus on Pupil Premium)</li> <li>• Reviewed school outcomes and validated judgements in the Self Evaluation Form</li> <li>• Confirmed GDPR arrangements</li> <li>• Considered and ratified 3 policies</li> </ul> <p>There was no other business and the Chair thanked everyone for attending.</p> <p>The meeting was closed by the Chair at 6.25pm.</p>	
	<p><b>Signed</b></p>	<p><b>Date</b></p>