



Heygreen Primary School Local Governing Body (LGB) Meeting

Rainbow Education Multi Academy Trust (REMAT)

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| Date: | 30th October 2017 (4.00pm) at Heygreen Primary School | |
| Present: | Mr D Cadwallader – Chair Ms D Bimpson Mr J Nichols – Executive Head, REMAT Mrs N Rutter – Head of School Mrs J Taylor Mr A Toole | |
| Apologies: | Mr G White | |
| In Attendance: | Mr Steve Travis – Clerk to Rainbow MAT | |
| <u>Items</u> | <u>Discussion</u> | <u>Actions</u> |
| 1. Election of Chair | <p>Mr Cadwallader welcomed those present to the meeting and introduced Mrs Taylor. Mr Nichols then described the skills, experience and background of Mrs Taylor that had led to her being invited to join the LGB.</p> <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>It was noted that, due to their role as Directors of REMAT, Mr Cadwallader and Mr White would need to step aside as the current Chair & Deputy, but would remain as LGB members for a further period.</p> <p>Mr Nichols reported on progress with the recruitment of new LGB members for Heygreen and St Silas.</p> <p>Mr Cadwallader nominated Mr Toole as Chair. This was seconded by Mr Nichols and unanimously approved by those present.</p> <p>Mr Toole assumed the Chair and stated that the valuable contributions of Mr Cadwallader and Mr White would continue to be welcomed as he developed into the role of Chair of Heygreen Primary School with their support.</p> | AT/DC/GW |
| 2. Election of Deputy Chair | <p>Nominations for Deputy Chair were invited.</p> <p>Mr Nichols nominated Mrs Taylor as Deputy Chair. This was seconded by Mr Cadwallader and unanimously approved by those present.</p> | |

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| | <p>A discussion took place on the support required by Mrs Taylor as Deputy Chair and it was agreed to hold a Governors Day to enable new LGB members to meet children and staff and to familiarise themselves with the workings of the school. Mr Nichols described the succession planning arrangements within REMAT and set out the team working approach and support available within the organisation.</p> <p>Governors agreed on the need to develop and strengthen the LGB, as discussed that the LGB meeting of 17.7.17.</p> | <p>JN/LGB</p> <p>LGB</p> |
| <p>3. Consideration of Apologies for Absence</p> | <p>Apologies from Mr White were received & accepted.</p> <p>Governors discussed the attendance record of the two Parent Governors and the obstacles they faced in attending meetings.</p> <p>It was agreed that the Head of School would contact Mrs Imran and Mr Akilo to set out the commitment and expectations for LGB members and to ask if they wished to continue to serve as Governors. If not, it was agreed to hold elections for the positions as soon as practicable.</p> | <p>NR</p> |
| <p>4. Notice of any other business</p> | <p>No items of other business were raised.</p> | |
| <p>5. Declarations of interest</p> | <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 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> | |
| <p>6. Minutes of meeting 17.7.17 & Matters Arising</p> | <p>The minutes of the Local Governing Body (LGB) meeting of 17th July 2017, distributed in advance with the meeting papers, were agreed as an accurate record (proposed D Cadwallader) and signed by the Chair.</p> <p><u>Item 4</u></p> <p>It was agreed that the Clerk should distribute draft minutes to the Chair and Head in the first instance and then circulate an approved draft to LGB members, when available, to be ratified at the subsequent meeting.</p> <p>The Head of School confirmed that the Data Protection Policy had been distributed to Governors in advance of the meeting. Mrs Taylor asked the Head of School to clarify procedures within the policy and Mrs Rutter took those present through the detail. It was agreed that the policy would be approved 7 days after distribution to Governors (unless queries or objections were raised); in line with standard policy review procedures.</p> <p>All other actions listed in the minutes had been completed. There were no other matters arising from the minutes.</p> | <p>ST</p> <p>LGB</p> |

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| <p>7. Head of School Report</p> | <p>The Chair invited the Head of School to deliver her report.</p> <p>The Head of School took those present through her 33 page report (distributed in advance of the meeting). Mr Nichols proposed that 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"> • Mr Cadwallader asked for the meaning of “SLACK”. Mr Nichols described the virtues and features of the communications App and explained that it was used across REMAT. • Governors discussed the work/life balance of staff. • Mr Cadwallader asked about the Quality of Teaching & Learning and the issue of Teacher 5. The Head of School set out the programme of review, support and monitoring put in place to manage the issue. Governors noted the reported receptiveness of Teacher 5 to the interventions. • Mrs Taylor asked the Head of School to set out the timetable for improvement and this was provided. • The Chair queried the recruitment processes of the school and Mr Nichols described the robust procedures employed across REMAT. • Governors discussed the value of videoing lessons being observed and agreed that this practice should continue. • Mr Cadwallader asked about the “non negotiables” detailed within the report. Governors discussed the terminologies used and it was agreed that the REMAT Central Management Meeting would review use across the Trust. • Mrs Taylor asked for detail of school demographic data listed under Contextual Information. After discussion, Governors agreed that categorisations should be standardised across REMAT, with reference to the “pocket guide” produced by Liverpool LSCB. • The Head of School described the schools efforts to engage with “hard to reach” parents and the use of CPOMS as a recording tool. • Mr Cadwallader asked how the school would secure improvements to children working at Greater Depth in KS2 in Reading and Maths. The Head of School provided detail of the actions, support and interventions being deployed and described case studies of specific children not expected the achieve the expected level of progress. It was agreed that these case studies should be included within the Ofsted file. • The Head 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. Mr Nichols described how REMAT prepare for, receive and support such children detailing teaching methods, CPD and liaison with other schools. • The Chair asked if good practice examples from other school were adopted. Mr Nichols confirmed this to be so. • Mr Cadwallader asked for the detail of Pupil Premium funding and expenditure and Governors noted the verbal update provided by the Head of School and the availability of a full written Pupil Premium report. The three page section detailing Pupil Premium information within the Head of School Report was noted. • Mr Cadwallader asked for information on “more able” Pupil Premium children. The Head of School drew Governors attention to the data covering the performance of children during 2016/17 at both Key Stages at all levels across all subjects. • Pupil Attendance was noted as being at 94.6% compared to the 97% target. • The Chair asked if staff attendance was still causing concern. | <p>REMAT</p> <p>REMAT</p> <p>NR</p> |
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| | <p>The Head of School confirmed that the REMAT HR Dept had been asked to help address the issue and she agreed to report back to future meetings and include an item on staff attendance in future reports.</p> <ul style="list-style-type: none"> Mrs Taylor asked for detail of persistent absence. The Head of School described Yr6 as the major cause of concern; she then described liaison with secondary schools, the themes and trends that had emerged and set out the good work of staff in visiting homes to ensure that children attended school. Governors discussed persistent absence in detail and noted the school support and interventions put in place to address the issue. Governors discussed approaches to teaching and learning to ensure that children remained engaged. <p>There were no other comments and Governors thanked the Head of School for a very good report.</p> | NR |
| 8. Review of Policies | <p>The Data Protection Policy had been considered under Agenda Item 6.</p> <p>Mr Cadwallader asked Governors to consider “in school” procedures within the Lockdown Policy. The Head of School set out current arrangements along with the forthcoming introduction of key fobs. Governors noted the difficulties of operating a procedure within an open plan layout.</p> | |
| 9. Update on REMAT | <p>Mr Nichols provided an update on Rainbow Trust (REMAT) development:</p> <p><u>Garston Primary</u></p> <ul style="list-style-type: none"> Academy Order signed Due Diligence procedure underway Likely date of conversion/joining REMAT 1.4.18 <p><u>St Gabriel's</u></p> <ul style="list-style-type: none"> Background to schools position explained & current support arrangements set out <p>The Chair asked what would be the optimum size of REMAT and Mr Nichols confirmed the current target as 1,000 children.</p> <p>It was agreed that the Chair, Mr Nichols and key Heygreen staff would arrange to meet.</p> <p>Mr Nichols described the close working relationship between REMAT and the Diocese.</p> <p>The Head of School left the meeting at 5.37pm.</p> <p>Mr Nichols reported on the Head of School's “excellent” work since assuming the role in September.</p> | JN/AT |
| 10. Date & Time of Future Meetings | <p>Governors agreed to hold a Governor Review Day on 8.12.2017</p> <p>The format was agreed as: 09.30-11.00 – Local Governing Body Meeting 11.00 – 14.30 – Governor Review</p> <p>It was agreed that LGB meeting dates for the remainder of the academic year would be set on 8.12.17</p> | <p>LGB</p> <p>LGB</p> |

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| 11. Any Other Business | <p>There was no other business and the Chair thanked everyone for attending.</p> <p>The meeting was closed by the Chair at 5.45pm.</p> | |
| | Signed | Date |