

# St Silas Primary School Local Governing Body (LGB) Meeting

## Rainbow Education Multi Academy Trust

<b>Date:</b>	<b>21<sup>st</sup> February 2018 (9.30pm) at St Silas School</b>	
<b>Present:</b>	Mr D Cadwallader – Chair Ms A Cornes Mrs K Henderson Mr S Lawley – Acting Head of School Mrs R Mohammed Ms A Seaward	
<b>Apologies:</b>	Mr J Nichols – Executive Head REMAT Mr A Toole Mr G White	
<b>In Attendance:</b>	Steve Travis – Clerk to Rainbow MAT	
<b><u>Items</u></b>	<b><u>Discussion</u></b>	<b><u>Actions</u></b>
<b>1. Consideration of Apologies for Absence</b>	<p>Apologies for absence were <b>received</b> and <b>accepted</b> from Jonathan Nichols, Andy Toole and Garry White.</p> <p>Mrs A Al-Awlaqi was not present.</p> <p>The Chair reported that Andy Toole was unable to attend due to work commitments and that Garry White had relocated (a 3hr drive away) but was happy to continue to serve of the LGB if video conferencing facilities could be arranged for when he was unable to attend in person. Governors agreed that the school should explore how this could be put in place.</p>	Admin
<b>2. Notice of any other business</b>	<p>The Acting Head asked for three items to be considered:</p> <ul style="list-style-type: none"> <li>• A staff member’s request for leave of absence</li> <li>• A staff member’s request for a pay increase</li> <li>• A request to upgrade the school wi-fi system</li> </ul> <p>Governors <b>agreed</b> to consider these items.</p> <p>No further items of other business were raised.</p>	

<p><b>3. Declarations of interest</b></p>	<p>The Chair invited Governors to declare:</p> <p>i) <u>Updates to Register of Interests</u></p> <p>It was <b>noted</b> that</p> <ul style="list-style-type: none"> <li>• Mrs Henderson has a friend who works at the school</li> <li>• Ms Cornes has a friend who works at the school</li> <li>• Ms Seaward has friends who work at the school</li> <li>• The Acting Head's partner also works at the school</li> </ul> <p>After discussion regarding the definition of a "friend", it was <b>agreed</b> that the Registers of Interest would be amended accordingly.</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>Admin</p>
<p><b>4. Minutes of meeting 24.11.17 &amp; Matters Arising</b></p>	<p><u>Minutes</u></p> <p>The minutes of the Local Governing Body (LGB) meeting of 24<sup>th</sup> November 2017, distributed in advance with the meeting papers, were agreed as an accurate record and signed by the Chair at the end of the meeting.</p> <p><u>Matters Arising</u></p> <p>Item 6: Matters Arising - Mrs Henderson reminded Governors that she was available to provide safeguarding training needs for the LGB if required.</p> <p>This led to a discussion regarding Link Governor roles at school and, after discussion it was <b>agreed</b> that the following Governors would be the responsible Link Governors:</p> <ul style="list-style-type: none"> <li>• Mrs Henderson – Safeguarding Governor (including Attendance and Punctuality)</li> <li>• Ms Cornes – SEND Governor (including Pupil Premium)</li> </ul> <p>It was also <b>agreed</b> that the Acting Head would refer to the School Development Plan to identify if other areas required Link Governors, such as Teaching &amp; Learning.</p> <p>Page 4: Head of School Report – Mrs Henderson <b>proposed</b> that the school add the following categories to the school context section of the Headteacher Report.</p> <ul style="list-style-type: none"> <li>• Child Protection (CP)</li> <li>• Early Help Assessment Tool (EHAT)</li> <li>• Child in Need (CIN)</li> </ul> <p>The Acting Head confirmed that the school held this data and this was <b>agreed</b>.</p>	<p>KH/LGB</p> <p>KH AC</p> <p>SL</p> <p>SL</p>
<p><b>5. Ofsted Inspection Outcome</b></p>	<p>The Acting Head distributed hard copies of the Ofsted Report for the inspection which took place on 15/16<sup>th</sup> November 2017 and judged the school to be <u>Outstanding in every area</u>.</p>	

	<p>The Chair and Governors acknowledged and celebrated the excellent report and <b>asked</b> that their thanks to all staff be formally recorded in light of the excellent outcome and their hard work in achieving such a positive result for the school.</p> <p>The Acting Head described the two-day inspection process and provided feedback on his experience of it.</p> <p>Mrs Mohammed <b>asked</b> when the last inspection had taken place. The Acting Head confirmed that it was over 5 years hence.</p> <p>Mrs Henderson congratulated the school commenting on how hard it is for schools to be judged Outstanding across the board.</p>	
<p><b>6. Head of School Report</b></p>	<p>The Chair invited the Acting Head to deliver his report.</p> <p>The Acting Head took Governors through his report, distributed in advance of the meeting and then invited questions.</p> <p>Ms Cornes <b>welcomed</b> the continuing link to support trainee teachers and gave examples of how the school has benefited from this arrangement.</p> <p>Governors discussed the characteristics of the Yr 4 Cohort.</p> <p>Curriculum development was discussed and Governors <b>noted</b> that the school are supplementing the “Plan Bee” curriculum support tool by referencing the National Curriculum for foundation subjects.</p> <p>Mrs Henderson <b>asked</b> if the Breakfast Club was provided at no cost. The Acting Head confirmed that it was free for Reception children and upwards.</p> <p>Mrs Henderson <b>queried</b> the recent dip in school attendance. It was <b>noted</b> that the whole school attendance stood at 93.9% - 1.9% below the pan-Liverpool average for the Autumn Term. Governors considered the impact on children and staff of the recent spread of viruses</p> <p>The Acting Head set out the current actions and interventions used by the school to manage, monitor and improve attendance:</p> <ul style="list-style-type: none"> <li>• Walking Bus</li> <li>• Work of school Attendance Officers</li> <li>• Liaison with Educational Welfare Officers (EWO)</li> <li>• Issuing of Fixed Penalty Notices as appropriate</li> <li>• Weekly attendance monitoring/tracking meetings</li> <li>• Prize Draws and other incentives to encourage attendance</li> </ul> <p>Governors discussed other possible ways of improving attendance including the introduction of an “attendance early warning system”.</p> <p>Mrs Mohammed <b>commented</b>, providing examples of family circumstances that could impede good attendance.</p> <p>Governors <b>noted</b> the work of the school tackling Persistent Absence and poor punctuality.</p> <p>Mrs Mohammed <b>asked</b> for details of staff ratios in the yard during breaks. The Acting Head provided the detail of school arrangements for cover during breaks and confirmed that ratios are always exceeded.</p>	

	<p>Ms Cornes <b>asked</b> about bullying and racist incidents. The Acting Head referred to his report of 1 racist incident and outlined the outcome of the subsequent investigation. Governors <b>noted</b> the detail of the incidents included under Item 12 of the Headteacher Report.</p> <p>Governors <b>noted</b> the “Current Outcomes for Attainment – End of Autumn Term” and the Acting Head reported on the data for each cohort and pupil group (ie SEN, EAL etc) across the range of subjects.</p> <p>The Acting Head described the work of staff in analysing the data and explained how the results are used to target support and interventions for pupils.</p> <p>Mrs Henderson <b>asked</b> if staff knew the names of children in receipt of Pupil Premium within the school. The Head confirmed that staff were aware of Pupil Premium recipients and Governors <b>noted</b> the levels of disadvantaged children in each class.</p> <p>The Chair <b>asked</b> if Governors could also attend the PREVENT training at 3.30pm on 28.2.18. This was <b>agreed</b>.</p> <p>Mrs Henderson <b>commended</b> the school on its level of after school provision.</p> <p>There were no other questions and the Chair thanked the Acting Head for his report.</p>	LGB
7. Update on REMAT	<p>The Acting Head provided an update on Rainbow Trust (REMAT) development on behalf of Mr Nichols, Executive Head:</p> <p><u>Garston Primary</u></p> <ul style="list-style-type: none"> <li>• Date of conversion/joining REMAT 1.4.18</li> </ul> <p><u>St Gabriel's</u></p> <ul style="list-style-type: none"> <li>• Support still ongoing</li> </ul> <p>Mrs Henderson <b>asked</b> if schools joining REMAT had different policies and Terms and Conditions. The Chair explained the process of harmonisation of policies and terms which takes place when a school joins the Trust.</p> <p>Governors <b>noted</b> the following points:</p> <ul style="list-style-type: none"> <li>• Mrs Donaldson would return as Head from maternity Leave on 19.3.18</li> <li>• Mrs Donaldson would then shadow the REMAT Executive Head one day per week as part of the REMAT Succession Strategy</li> <li>• Mr Lawley will cover the one day as Head at St Silas and become Teaching &amp; Learning Lead across REMAT</li> </ul> <p>Governors discussed the role of St Silas as the sponsor school and the Acting Head set out how high quality teaching is maintained during staff re-organisations and how other schools will take on more support roles as the Trust matures.</p> <p>There were no further questions or comments.</p>	

<b>8. Date &amp; Time of Future Meetings</b>	Governors <b>agreed</b> to hold the next meeting at 9.30am on 21 <sup>st</sup> June 2018	
<b>9. Any Other Business</b>	<p>i) A staff member's request for leave of absence ii) A staff member's request for a pay increase</p> <p>The above matters were referred for consideration by a panel comprising Ms A Cornes, Mrs K Henderson and Mrs R Mohammed.</p> <p>iii) A request to upgrade the school wi-fi system</p> <p>The Acting Head reported that an assessment of the existing wi-fi system had found it to be inadequate. Ms Seaward gave examples of poor coverage in the Nursery. It was confirmed that a budget existed to meet the costs of a new system.</p> <p>Governors <b>agreed</b> to delegate responsibility to Senior Leaders for the identification, purchase and commissioning of a new wi-fi system that would meet school's needs.</p> <p>There was no other business and the Chair thanked everyone for attending.</p> <p>The meeting was closed by the Chair at 10.50pm.</p>	<p>Panel</p> <p>SLT</p>
<b>10. Tour of School &amp; Feedback</b>	<p>A Learning Walk, led by the Acting Head, then took place.</p> <p>Governors were led on a tour around the school to observe the school during its working day.</p>	
	<b>Signed</b>	<b>Date</b>