



Local Governing Board Meeting  
Minutes of the meeting held on 24<sup>th</sup> June 2021 at 6.00pm

The expectation is that all Governors will come to each meeting having read all relevant documents/papers and be prepared to challenge/question and enter into discussions and any decision-making process.

Governors are also reminded of their responsibilities relating to public office and the highlighted responsibility will be discussed at this meeting:

**Selflessness**, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

Governors Present:	
Mrs J Kirkham	Chair of Governors
Mr S Russell	Head Teacher
Mr J Elbro	Governor
Mrs A Barnes	Staff Governor
Mis R Voice	Virtual Governor

Others in Attendance:	
Mr S Bradbury	Observer
Amanda Prosser-Davies	Clerk

Notes
The LGB meeting commenced at 6.00pm. The meeting was quorate.  Papers had been circulated to Governors before the meeting. Papers tabled at the meeting included. •

Agenda Item	Topic - Apologies and Attendance
1.	Apologies were received from Mr T Hand and Mr K Caveen. Mrs Stilgoe was not present, and no apologies were received.  Attendees introduced themselves. Miss Voice and Mr Bradbury were welcomed to the meeting.
Actions. None.	
Decision. None.	
Agenda Item	Topic - Election of Chair/Vice-Chair.
2.	The Clerk asked for nominations for the role of Chair of the Local Governing Board (LGB). Mrs Kirkham was nominated for the role. Governors unanimously voted for Mrs Kirkham to undertake the role of Chair of the LGB.  The Chair requested nominations for the role of Vice-Chair. Mr Elbro was nominated for the role of Vice Chair.  Governors unanimously voted for Mr Elbro to undertake the role of Vice Chair of the LGB.

Action. The Clerk is to update records to reflect the election of Chair and Vice Chair.	
Decision. Mrs Kirkham was elected as Chair of the LGB. Mr Elbro was elected as Vice Chair of the LGB.	
Agenda Item	Topic - Governing Board Matters
2.	<p>(a) Membership. An update was given on the current membership of the LGB.</p> <p>Mrs Kirkham – Chair. Mr Elbro – Vice Chair. Mr Russell – Headteacher Mrs Barnes – Staff Governor Mrs Stilgoe – Parent Governor Mr Caveen – Governor Miss Voice – Virtual Governor</p> <p>Miss Voice was elected to the LGB by Governors following a successful recruitment process. It was noted that Miss Voice will join the meetings virtually.</p> <p>The Chair advised that an election for a Parent Governor had been undertaken and Mrs L Hopkins had expressed an interest in the role. The Local Governing Board agreed to elect Mrs Hopkins to the LGB subject to the DBS check being undertaken.</p> <p>Mr S Bradbury attended the meeting as an observer following expressing interest in the role of Governor at APA. Mr Bradbury advised that he was keen to take up the role. Governor agreed to appoint Mr Bradbury to the LGB subject to a successful recruitment process being undertaken.</p> <p>It was noted that Mr Caveen will resign from the LGB at the end of term therefore there will be one Governor vacancy.</p> <p>Mrs Kirkham will contact Mrs Stilgoe to establish if she would like to continue in the role of Parent Governor.</p> <p>(b) Confidentiality. Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.</p> <p>(c) Declaration of Interest Business and Pecuniary. No declarations of interest were made by Governors in respect of any items appearing on the agenda.</p> <p>(d) Code of Conduct. Governors were reminded that they should adhere to the Code of Conduct that was in place.</p>
Actions. The Clerk will update the records to reflect the changes to the LGB. Mrs Kirkham will contact Mrs Stilgoe to establish if she would like to continue in the role of Parent Governor.	
Decision. Miss Voice, Mrs Hopkins and Mr Bradbury were appointed to the LGB.	
Agenda Item	Topic - Minutes of the previous meeting – 18 <sup>th</sup> March 2021.
4.	<p>Discussion.</p> <p>Governors reviewed the minutes of the previous meeting held on 18<sup>th</sup> March 2021.</p>

	Governors agreed that the minutes be approved and accepted as a true record of the meeting.			
Actions. The Clerk to ensure that the minutes are signed as appropriate.				
Decision. That the Minutes of the Local Governing Board meeting held on 18th March 2021 be approved.				
Agenda Item	Topic - Matters Arising from the previous meeting – 18 <sup>th</sup> March 2021			
5.				
Action Table				
Meeting Date	Minute Number	Action	Owner	Status
180321	2	The Headteacher is to advertise the Parent Governor role again in the Summer Term.	HT	Completed – Mrs Hopkins was the only applicant.
180321	2	The Clerk is to send the Business Interest form to Mrs Stilgoe	Clerk	Sent – Not returned.
180321	3	The Clerk to ensure that the minutes are signed as appropriate.	Clerk	Ongoing.
180321	7	The Headteacher is to discuss the use of Sports Premium funding to fund the repairs to the playground with the CFO.	HT	Completed – Can not use the finding for repair to the playground. Other funding avenues are to be explored.  The Headteacher is to obtain a quotation for the works to inform the costs.  Governors discussed obtaining monies from bids with private companies.  RV offered to explore the different types of funding available and will advise the Headteacher
180321	8	Governors should complete the personal development statement and return them to her by the next Governors meeting.	ALL	The Governor Development cycle will recommence from 2021-2022.
180321	9	Governors are to comment on the Governor Development Plan by the end of the Spring Term.	ALL	Completed.
Agenda Item	Topic – Chair and Vice Chair Actions			
6.	The Chair advised that she had dealt with two complaints from Parents that had been resolved informally.			
Actions. None.				
Decision. None.				

Agenda Item	Topic – Head Teachers Report including Covid Response.
7.	<p>The Headteachers report had been uploaded to the Teams area ahead of the meeting for Governors to review. The Headteacher gave Governors the following verbal update:</p> <ul style="list-style-type: none"> <li>• The attendance is pleasing, absences are below the national figure including authorised, non-authorised and persistent absences.</li> <li>• Y2 are below target due to a persistence absence of one child that impacts on the cohort average. The EWW has been involved and the absence is being manage appropriately.</li> </ul> <p><b>JK asked if the family support worker is working with the family to provide support.</b> SR confirmed that the FSW and EWW were both supporting the family.</p> <ul style="list-style-type: none"> <li>• Staffing absence were updated.</li> <li>• There has been an increase in numbers of vulnerable children registered on the PRIME database. The amount increased since 2019/20 with 10 children including an EHCP child who has a 1:1 support worker to support.</li> <li>• Safeguarding issues have been recorded and referred to agencies as required. There has been an increase in reported cases linked to emotional health, behaviour and well-being. The Ankermoor Angels support is being overtaken by different nurture groups to focus on areas of needs via the family support worker.</li> </ul> <p><b>JE enquired whether the issues are linked to the impact of Covid-19.</b> SR confirmed the cases were linked and that there has been an increase in children who did not showcase issues pre the pandemic. There are issues with children who are suffering with the behaviour to learning, emotional health and punctuality. Additional support is being given by staff in various ways.</p> <ul style="list-style-type: none"> <li>• The devices that have been issued by the DfE are used in class to support learning. Eight devices are ready to be distributed immediately if there should be a bubble burst. This approach is being monitored according to the cases reported in the local area.</li> <li>• There may be an impact on the assessment week due to numbers of children who are required to self-isolate.</li> <li>• A parental survey was undertaken when children returned to school and the feedback was positive. The feedback was circulated to Governors for review. A further survey will be undertaken before the end of the summer term.</li> <li>• A pupil and staff survey has also been undertaken.</li> </ul> <p><b>AB enquired how many families were in school to try and gauge the family response rather than the per child response.</b> It was noted that 54 families had completed the survey.</p> <ul style="list-style-type: none"> <li>• The communication tree had been implemented to ensure that complaints/concerns are escalated to the correct person to deal with. The communication tree has had some impact.</li> <li>• The risk assessment has been reviewed and a roadmap has been created for staff to be aware of the timeline of key events across the term.</li> <li>• The Risk Assessment has been updated and uploaded to the website.</li> <li>• The cleaning has been reduced due to the decrease in rates in the local area. This will be reviewed due to an increase in cases in Tamworth within the last week.</li> <li>• PDMs have been undertaken to provide quality CPD for staff. The leaders have showcased their skillset.</li> <li>• There continues to be a link with the Little Sutton Hub who are supporting the school with Phonics.</li> <li>• The Collaborative Monitoring has been undertaken of Writing and Leadership. The visits have informed areas of development and next steps.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Mathematics Leader has completed focused learning sessions based on guided practice as part of Rosenshine Principles.</li> <li>• The AIP priorities have been written by staff who are leaders of areas or subjects.</li> </ul> <p>JK added that the new format of the AIP document is useful, at the Governance Forum meeting TH provided training to Governors on the rational and layout of the document and how it is used and implemented in school. Training will be circulated to Governors in the Autumn Term.</p> <p>Governors thanked the Headteacher and staff for their resilience and commitment throughout a challenging period of time.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
<p>Agenda Item</p>	<p>Staffing Update including changes known for September.</p>
<p>8.</p>	<p>The Headteacher provided an update on the staffing structure for the Autumn Term and the rationale behind the decisions.</p> <ul style="list-style-type: none"> <li>• There are significant changes to the staff structure from September to ensure that the best practice is in the right areas of the school.</li> <li>• We have had to amend the plans to bring Y2/Y2 together due to building works not being complete.</li> <li>• The staff team in Y1 will be a strong team that will support the cohort.</li> </ul> <p>JK enquired how the cover will be arranged for staff who work part time. The ratio of children (a class and a half) will have enough resource in place to half. The SLT are to carryout a further review of structures.</p> <ul style="list-style-type: none"> <li>• Y3/4 will be amalgamated together due to low numbers. There will be 35 in the class</li> <li>• The skills of the staff will be utilised to get the best outcomes for the children.</li> <li>• The teaching of the PHSE by the TA will allow the release time for staff in Y3/4.</li> <li>• There will be a Y5/Y6 phase.</li> <li>• SR will undertake focus groups with Y5/Y6 to grow their knowledge.</li> <li>• Rocket Music will teach Music along with progressive Sports who will teach PE in addition to enrichment activities.</li> </ul> <p>AB asked about the Y3/Y4 resources that will be purchased. SR advised that resources will be purchased to support the cohort such as class novels to support the guided Reading approach for children to be listened Reading twice a week.</p> <p>RV advised of an approach that had good study outcomes for children, whereby children would be encouraged to watch TV with the subtitles on. SR advised that the school had changed the approach that children come in after break to Read and some watch “Newsround” to encourage them to be wider aware and support comprehension.</p> <p><b>JK enquired whether Enrichment will be happening in the same format.</b> SR advised that the arrangements would change, Art will stay be part of the Curriculum, ICT will continue along with rocket music and Progressive sports. Wow weeks will continue to ensure the enrich activities are still delivered.</p> <p><b>JK enquired how will the school ensure that the children have a broad and balance curriculum.</b> AB advised the activities will be taught in the classroom by class teachers.</p>

	RV noted that independent schools have a duty to share their resources and asked whether this has been explored. RV will enquire about possible opportunities.
Actions. RV will update on findings from the discussions with independent schools.	
Decision. None.	
Agenda Item	Topic - PAN
9.	Governors agreed that the PAN will remain at 30. There will be an intake of 23 children in Reception. The school are utilising the use of twitter and Facebook to advertise school places and showcase what the school can offer.
Actions. None.	
Decision. None.	
10.	Topic - Admissions 2023/2024
	SR updated Governors on the statutory changes to the Admissions policy for 2021-2022. Governors agreed to adopt the changes. SR advise that he will amend the policy, display on the website and send to the LA.  Governors agreed that the Admissions policy for 2023/2024 will remain the same.
Actions. SR will amend the policy, display on the website and send to the LA.	
Decisions. The Governors agreed to make the statutory changes to the Admissions Policy.	
Agenda Item	Topic - Next steps – Autumn Term
11.	SR gave the following update: <ul style="list-style-type: none"> <li>• We are waiting to see what restrictions will be in place in September.</li> <li>• We are identifying what has worked well during the last academic year to identify any changes that can stay in place.</li> <li>• We will be focusing on establishing a new normal in consultation with staff and parents.</li> <li>• The AIP Priorities will remain the same with a focus on the Curriculum to ensure that it is broad and balanced.</li> <li>• We have adapted our processes and grouped subjects in faculties with staff remaining as subject leaders but will be grouped together to support each other.</li> <li>• The IfE programme will continue for a further year, the Covid Catch up funding may also continue. We are awaiting further information from the DfE.</li> <li>• The interventions have been led in Phonics, in class support, nurture groups and the Reading Champion.</li> </ul> <p>Governors noted that the in the current climate plans are likely to change and will be impacted upon by the pandemic.</p>
Actions. None.	
Decision. None.	
Agenda Item	Topic – Budget update
12.	The Headteacher confirmed that he met with the CFO. There is a total income of £770k work has gone into reviewing the budget and identifying savings. There is a forecast of a £7k deficit to budget which is minimal.

	<p>Staff savings have meant that the total staffing ratio to budget is now 75%.</p> <p>Governors noted that the ratio of staff to budget was now as the Trust recommend. Governors thanked the Headteacher for achieving the savings without requiring a restructure, keeping small class numbers and ensuring that there is still a broad and balanced Curriculum being delivered.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Premises/Site update.
13.	<p>The Headteacher advised that KC had undertaken a Health &amp; Safety Inspection in school on 14<sup>th</sup> May 2021.</p> <p>The actions were as follows:</p> <ul style="list-style-type: none"> <li>• Undertake a Stress Risk Assessment.</li> <li>• Implement recommendations for the external areas including the playground due to concerns relating to Slips, Trips and Falls.</li> <li>• Review the storage of COSHH data.</li> </ul> <p>JE advised that he would like to take over the role of Link Governor for Health &amp; Safety. Governors agreed the change.</p> <p>All compliance checks are up to date, the Health &amp; Safety policy for the school has been added to the Teams folder for Governors to note and for approval. JE advised that he would review the policy and provide feedback to SR.</p> <p>Governors delegated the approval of the policy to JE as Link Governor for Health &amp; Safety and his extensive Health &amp; Safety knowledge.</p> <p>AB enquired whether the school had received a grant for the new play equipment. SR confirmed that the equipment had been funded from the Sports Premium budget due the sports provision not being in place due to the pandemic. The funding also paid for Accelerated learning to deliver different types of activities. SR advised that enquires have been made with a company to build an additional outdoor play area with the left-over grant.</p>
<p>Actions. JE advised that he would review the policy and provide feedback to SR.</p>	
<p>Decision. Governors agreed to delegate the approval of the Health &amp; Safety Policy to JE.</p>	
Agenda Item	Governance Review & Development Plan
14.	<p>The Chair advised that the review is a Skills audit and 360° appraisal of the Chair.</p> <p>Governors agreed to have a Governor Day early in the Autumn Term to discuss the review, development plan, review the website including Governor information and identify link governor roles.</p> <p>The Clerk suggested that the link governor roles may reflect the faculties.</p> <p>JK advised that she would arrange the the Governor Day that will hopefully be able to be held face to face.</p> <p>The clerk advised that training will be arranged for the Autumn Term based on the needs from each LGB as identified in the Development plan.</p>
<p>Actions. JK will arrange the the Governor Day for early in the Autumn Term.</p>	
<p>Decision. None.</p>	



Agenda Item	Topic – Governors Reflection.
15.	<p>1. What have we achieved tonight that will improve outcomes for the children in the Academy?</p> <p>Governors identified that the additional Governor and their skill set will add skills and experience to the LGB.</p> <p>2. Nolan Principle – Selflessness – what does this mean for me personally and the Academy in general?</p> <p>Governors noted that by undertaking the role of governor which is a voluntary role therefore they are selfless in nature. They also identified that Governors treat others how they would like to be treated.</p> <p>3. Reflection on the key items for action arising from the meeting.</p> <p>Actions were identified as part of the meeting.</p> <p>4. Items to be shared with the Trust Board.</p> <p>The Headteacher will advise the ELT of the enquiries relating to grants and support form independent schools.</p>
Actions. None.	
Decision. None.	
Agenda Item	Confidential Items
16.	No confidential items were identified.
Agenda Item	Topic - Date of next meeting
17.	<p>Dates of the LGB meetings for 2021-2022 are:</p> <p>25<sup>th</sup> November 2021  17<sup>th</sup> March 2022  23<sup>rd</sup> June 2022</p> <p>The meeting closed at 19:46pm.</p>