



Local Governing Board Meeting
Minutes of the meeting held on 20th January 2022 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 (JK)	Chair of Governors
Mr S Russell (SR)	Head Teacher
Mr J Elbro (JE)	Governor
Mrs A Barnes (AB)	Staff Governor
Miss R Voice (RV)	Virtual Governor
Mr S Bradbury (SB)	Governor

Others in Attendance:	
Mr T Hand (TH)	Trustee and Vice-CEO - Fierté Trust Executive Leadership Team.
Julie Jacks	Clerk

Notes
<p>The LGB meeting commenced at 6.00pm. The meeting was quorate.</p> <p>Papers had been circulated to Governors before the meeting. Papers tabled at the meeting included.</p> <ul style="list-style-type: none"> • Autumn Polices • LGB Meeting Minutes 240621 • Entrust Governors Information Pack Primary School Edition Autumn Term 2021 • Headteacher Report • LGB Code of Conduct • Parent Questionnaire October 2021

Agenda Item	Topic - Apologies and Attendance
1.	Apologies were received by Mrs L Stilgoe (LS) and Mrs L Mclean (LMc).
Actions. None.	
Decision. None.	
Agenda Item	Topic - Governing Board Matters
2.	<p>(a) Membership. The membership had been reviewed at the previous meeting and can be referenced in the minutes from 24th June 2021.</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) Register of Business Interests</p>

	<p>All Business Interests forms have been received by APD.</p> <p>(d) Declaration of Interest Business and Pecuniary All Declarations have been received by APD.</p> <p>(e) Website Review/ GIAS This took place May/June 2021. Changes required have been completed. Website review due February 2022 documented through Linda Webster. GIAS updated by SR two weeks previously. JK advised that school capacity needs to be changed as it doesn't reflect the new PAN.</p> <p>(f) Code of Conduct All attendees confirmed they had read the new Code of Conduct. Signatures to be obtained at the next Curriculum and Standards Meeting on 10th February 2022.</p> <p>(g) Safeguarding L1 Training The Chair advised that this had been confirmed at the previous Curriculum and Standards Meeting on 7th October 2021.</p>
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Actions.
SR to update GIAS with revised PAN.

Decision.
None.

Agenda Item	Topic - Minutes of the previous meeting –24 th June 2021
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3.	<p>A couple of errors were highlighted. All Governors agreed to approve minutes with advised changes.</p> <p>The Headteacher provided the following updates:</p> <ul style="list-style-type: none"> • Item 10 – The admissions policy for 2023/2024 has been completed and will be sent to Linda Webster, the Local Authority and TH in due course. • Item 13 – John has approved the Health & Safety Policy but due to postponement of the meeting arranged for 25th November 2021, this will be sent along with the other policies that are due for discussion in Agenda Item 9. • Item 14 – COVID restrictions limited the opportunity to develop Governors in school but now these are easing, there is eagerness for this to happen this term. Consideration of a workstream linked to SEND to be discussed with JK prior to Easter break.
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Actions.
JK and SR to arrange a date for workstream discussion prior to Easter break.

Decision.
None.

Agenda Item	Topic - Matters Arising from the previous meeting – 18 th March 2021
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Action Table

Meeting Date	Minute Number	Action	Owner	Status
240621	8	RV will update on funding from the discussions with independent schools	RV	Ongoing
240621	10	SR will amend the policy, display on the website and send to the LA.	SR	Completed
240621	13	JE advised that he would review the policy and provide feedback to SR.	JE	Completed
240621	14	JK will arrange the Governor Day for early in the Autumn Term.	JK	Completed

		Governor Day agreed for 1 st March. Time TBA.		
Agenda Item	Topic – Chair and Vice Chair Actions			
5.	No actions.			
Actions. None.				
Decision. None.				
Agenda Item	Topic – Head Teachers Report			
6.	<p>The Headteachers report had been uploaded to SharePoint ahead of the meeting for Governors to review. The Headteacher highlighted that the report had been compiled for the previously arranged meeting on 25th November 2021 which had been delayed and gave Governors the following verbal update:</p> <ul style="list-style-type: none"> • Positive COVID cases in staff were prevalent in November/December, one staff member remains on long term absence. • Attendance was varied across different year groups. This has been rising post-Christmas and will hopefully increase towards the target of 96.5% as the COVID risk reduces. <p>JK asked if the change in recording attendance around COVID cases is impacting those figures. SR advised that the data may be skewed but admin staff are efficient at accurately recording those absences and there are regular weekly updates with the Admin staff linked to their absence reports. This will be an important comparison.</p> <p>JK raised awareness that attendance letters are triggered even when the absence relates to COVID and could antagonise parents. SR advised that no attendance updates had been sent to parents recently as this exact response had been received following information from the EWW being sent in Sept 2021. More attendance information will be sent once this period of COVID settles. SR referred to the process for absence management detailed in the report.</p> <ul style="list-style-type: none"> • No H&S incidents this term. • New Site Technician has been employed since September 2021 who is supporting H&S. SR gave praise for his work and contribution so far which was echoed by AB. SR thanked TH for his recommendation for this staff member. <p><u>Achievement of Pupils – Summer 2021</u></p> <ul style="list-style-type: none"> • EY outcomes are 1% below previous year but quality In the Moment grounding supported the data. Training has taken place and will be another aspect for Governors to look at. • Phonics outcomes increased on previous year and more in line with National figures. There continues to be support from Little Sutton Hub. • KS1 – all data outcomes are above national figures apart from GDS in Maths. Writing and Maths expected outcomes are 7% above National figures. Collaborative Monitoring linked to Maths is scheduled for tomorrow – Maths has been identified as a key area to focus on. • KS2 – only writing is above National expectations for children working at, in terms of attainment. Pupil progress for KS1 was positive. • Current Y6 is looking extremely promising as an excellent greater depth group supported by a recent staff change. Focus needs to be on the lower 20%. Intervention Staff Meetings and Pupil Progress Meetings will support this. • Reception children are a weaker cohort this year although the building blocks are there. Adaptations are being made to assist with progress. • Y1 – very strong and positive start with high expectations continuing. 			

- Y2 – still developing. Low level behaviour is a consideration. Learning and Teaching has been impacted by COVID, but stability is returning. AB confirmed that despite learning gaps, it is actually maturity levels that are having the biggest impact.
- Y3 & 4 – there is a real need for lower end support for a cluster of low ability children. Intervention focus is a priority.
- Y5 - made a promising start until November when the class teacher was absent. Existing staff provided support but whilst this absence continues, more permanent measures have been agreed to secure consistency for pupils.

JK asked how support for children requiring reading intervention was being managed due to the reading champion now supporting Y5. SR advised that roles had been defined to ensure clarity and consistency for the Y5 class. The reading champion is now focusing on Pupil Premium readers to inspire learners especially the lowest 20%.

JK asked if there were non Pupil Premium learners in the lowest 20% that were being missed due to this. SR explained that the funding had been used to support all children to impact their needs and vulnerabilities also.

Quality of Teaching, Learning and Assessment

1. Implementation of Guided Practice in Maths – learning has been broken down into small steps to prevent information overload. A Mastery Meeting was held in October 2021 which assisted with staff understanding of the Guided Practice and the I do, We do, You do Model.
2. Use of flashbacks to ensure previous learning is retained – this has proved beneficial. This is embedded in classrooms, especially Maths but looking to disseminate across other subjects.
3. Identify key needs for teachers and initiate support plans – support plans have been put in place through monitoring and conversations at PPMs. SR has relinquished responsibility to other staff members for leading on these. 1:1's with staff are being initiated as the next phase of support.

JK questioned the rationale for long term plans not being cyclical. SR confirmed that flashbacks have had a great impact and are revisited regularly on a daily basis. The White Rose material is being followed to support learning and teaching in school. LTPs have been created in 2021/2022 and MTPs feed into everyday teaching. This may be observed during forthcoming Collaborative Monitoring Meeting.

4. STEM faculty focus on Science to ensure subject is developed – exploring the creation of assessment opportunities and consideration of formative /summative assessments. Faculties have been created and Governors are invited for link up opportunities. Still need to drive change.
5. Humanities faculty focus on R.E. – to ensure a clear understanding, that progression is visible and that MTPs are in place linked to the Staffordshire syllabus. Key leader in RE is currently absent so promotion of this faculty is important. The next two faculty meetings are crucial to ensure a positive impact.
6. Creativity faculty focus on P.E. - currently have CPD for progressive sports but important to consider the LTP.

Quality of Leadership

1. A staff member is undertaking a NPQLTD which will support her development and growth. She is also working with the Maths Mastery Hub and with Claire Keay for incremental coaching.
2. AIPs have been created and have been streamlined further to ensure key focus areas. Staff now have a clear awareness of Academy Improvement areas.
3. Opportunities for Governor visits in March are welcomed.

Safeguarding Key Issues

- No families are officially linked to Prime Social Care Services. There is an in house undertaking to focus on staff and pupil well-being. This incites confidence in parents and allows issues to be identified proactively.
- Ensuring staff have awareness of the Peer on Peer Policy adopted into the Trust either reviewed in Staff meetings or during briefings.
- Ensuring that an impact on less external support is maintained going forward.

SEND/PP/Inclusion Priorities

- Investment by SENDCO lead in ensuring that all teachers are confident in assessing and diagnosing precise SEN/D needs. Pupil Voice has been completed with plans for Staff Voice and Parent Voice to be conducted during this term.
- Limiting cognitive overload by embedding explicit instruction and scaffolding through lessons. The SENDCO lead is imperative to promoting this progress in learning.
- Ensuring that targets are SMART and refined allowing Staff an understanding of how to support pupils.
- Being mindful of the assessments that are being used to baseline pupils.

School Improvement Priorities

Three key areas – Curriculum, Learning and Teaching, and impact on SEND.

- Faculties have been developed all of which have an action plan and SID. A supplementary action plan has been completed for other areas of the curriculum. Faculty folders have been set up in line with the expectations document with all being categorised into four key areas to ensure consistency. The website is starting to be populated with key documents.
 - Next Steps – faculties are set to begin to consider their actions. All action plans have clear objectives which link back to the schools AIP. Supplementary action plans have one aspect of need so there is a clear vision. Plans are due to be reviewed w/c 24th January 2022.
- Maths leader has re-written expectations document and led PDM on Guided Practice. First meeting with Maths hub and NPQLTD has taken place. This ongoing drive for progress will enable other leaders and teachers to access this knowledge and gain support in the future.
 - Next Steps – Maths Mastery Hub completed learning walk on 19th November 2021. Hub observations and Collaborative Monitoring planned for December didn't take place. Collaborative Monitoring is now due on 21st January 2022.
- SEND action plan has been written with a clear timeline in place.
 - Next Steps – SEND leader to develop intervention processes to ensure needs are a clear focus in key areas of reading and phonics. Interventions have been positive and staff have been proactive in their record keeping and support processes.

AB reiterated that the new recording process implemented by the Headteacher had been positively received and was currently being adopted by most staff.

The Headteacher advised that an expectations document had been created to allow staff easier access to relevant information thereby helping to support time management.

Key emerging issues and key positives to highlight were advised.

Actions. None.	
Decision. None.	
Agenda Item	COVID 19 Response
7.	<p>The Headteacher gave Governors the following update:</p> <p><u>Academy Risk Assessments</u></p> <ul style="list-style-type: none"> • Staff have been excellent in managing absences. • At the time of the original report in November 2021, there was stability in staffing and absences were generally limited. • During November 2021, the rate increased with ten staff members absent at one point. • The response was managed and existing staff were excellent in their approach and flexibility. This meant that all classes remained open. • Risk assessment continues with associated actions in place. • School related COVID restrictions have been lifted from 20th January 2022, so focus now needs to be on continuing school life with minimal effect. <p><u>Cases in School</u></p> <ul style="list-style-type: none"> • LTS absence due to a dependent having COVID. • The Deputy Headteacher remains absent linked to COVID. • Pupil cases remain limited. All parents have been kept informed of changes to guidance. <p><u>Intervention for Excellence</u></p> <ul style="list-style-type: none"> • Ongoing work with the Trust Intervention Manager for Excellence. Staff have increased their efforts to continue to support children across the board. Support both internally and externally has enabled this programme to continue. Support visit from Rebecca Harris will take place on 24th January 2022. <p><u>Covid Recovery Fund</u></p> <ul style="list-style-type: none"> • The previous sum of money has been spent on human and classroom resources where identified. • The new funding is linked to increasing Pupil Premium spend. This is currently being utilised for Sarah Elbro's role to ensure impact on vulnerable learners.
Actions. None.	
Decision. None.	
Agenda Item	Understanding Data
8.	<p>The Chair advised that this had been completed at the previous C&S Meeting and would be addressed at the next C&S Meeting on 10th February 2022. The document is available via SharePoint - all Governors were reminded to access this in advance of this date.</p>
Actions. None.	
Decision. None.	
Agenda Item	Autumn Term Policies for approval

9.	The Agenda Item was identified as a confidential minute.
Actions. None.	
Decision. None.	
Agenda Item	Budget 2021-22
10.	The Headteacher advised that the COO is responsible for reviewing each academies budget and continues to provide relevant support. Two Budget Meetings have been held so far this term. The Academy is presently meeting expectations across the budget with a current overspend of £1000 which will be monitored to ensure the budget remains healthy going forward.
Actions. None.	
Decision. None.	
Agenda Item	Premises/Health & Safety Update
11.	<ul style="list-style-type: none"> The Headteacher advised that new Compliance checks have been completed by the Site Technician, and operationally he is ensuring that site checks are rigorous and the premises are well maintained. Both the Site Technician and Lead Cleaner undertake checks at the beginning and end of each school day ensuring children's safety. A rotten tree outside of the school is due to be removed next week. Two trees are being removed linked to the removal of the Nursery Reception bank project being undertaken over the summer. The playground has been raised with the COO as a H&S issue and a Risk Assessment has been completed. Will look into opportunities to access funding stream to support repair/resurfacing. <p>RV asked when the next opportunity to apply for funding would be available. TH advised that the main source of additional funding is from the Condition Improvement Fund (CIF) from the DfE. Following enquiries, the bidding process prioritises building integrity and repair and playgrounds aren't included in this remit.</p> <p>RV asked for an idea of the cost involved – the Headteacher advised circa £50,000. RV advised that she is happy to continue pursuing funding options.</p>
Actions. None.	
Decision. None.	
Agenda Item	Governance Review – 360° Appraisal of the Chair
12.	<p>The Chair advised Governors that the review cycle this year would involve a 360° appraisal of the Chair. All to complete audit forms and return in advance of the spring meeting for onward submission to the Governance Forum Meeting in the summer term.</p> <p>The Governor Review Cycle is changing from a rolling system to an identical format across all Academies from next year. The Chair suggested this could be covered on the Governor Day if time allows.</p>
Actions. None.	
Decision. None.	
Agenda Item	Governance Development Plan

13.	The Chair advised that the need for succession planning was discussed at the Governance Forum on 19 th January 2022. Vicki Blundell is going to be recording a taster training session about taking on the role of Chair/Vice Chair. The Chair invited Governors to take part in the training. This is incorporated in the Governance Development Plan as there is a need to empower other Governors to take on these roles. The Chair recommended reviewing this plan at the Governors Day to achieve maximum input prior to submission to the Governance Forum.
Actions. None.	
Decision. None.	
Agenda Item	Ofsted readiness
14.	<p>The Chair reminded Governors that they could access training on Ofsted Expectation of Governors that had been delivered and recorded by TH at the Governance Forum on 29th September 2021. Ofsted are working on a delayed schedule but an inspection could be imminent. The Chair advised that a folder will be created on SharePoint with all documentation relevant to an inspection and asked Governors to be familiar with this as well as the last OFSTED report from September 2019. Governors were invited to provide suggestions on what should be included.</p> <p>The Chair advised that the Scheme of Delegation had been updated and was much clearer on detailing accountability and responsibility for activities of the Trust. Vicki Blundell delivered and recorded a training session at the Governance Forum on 19th January 2021. The Chair will provide the link for this to all Governors.</p> <p>RV sought clarification on the role of Governors during an OFSTED inspection. The Chair advised that this involve questioning around an individual's responsibilities and where to seek information if required. Governors are also invited to the feedback session following an inspection.</p>
Actions. JK to provide links to Governors for training sessions on Ofsted Expectation of Governors and Scheme of Delegation.	
Decision. None.	
Agenda Item	Entrust Governor Information Pack
15.	<p>The Chair advised that the Entrust Governors Information Pack is available via SharePoint and highlighted the presence of useful articles within its contents.</p> <p>The Chair added that every future agenda would include a Bullying item even if there were no incidents to report, so that this could be minuted. This item should cover any form of abuse inclusive of peer on peer abuse.</p>
Actions. None.	
Decision. None.	
Agenda Item	Governors Reaction
16.	<p>1. What have we achieved tonight that will improve outcomes for the children in the Academy?</p> <p>The Headteacher expressed his gratitude to staff for coping during the COVID pandemic whilst ensuring ongoing care and attention for children and supporting interventions and wellbeing. This was concurred by JE and RV.</p>

	<p>2. Nolan Principle – Openness – what does this mean for me personally and the Academy in general?</p> <p>Openness – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear lawful reasons for doing so.</p> <p>RV was impressed with the Headteachers openness that his knowledge is not all encompassing and recognised his willingness to seek information and advice.</p> <p>The Chair added that this LGB and Ankermoor Primary Academy has a principle of openness embedded and has always promoted honesty and transparency. AB concurred.</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>No items were raised.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Confidential Items
17.	Agenda item 9 was identified as a Confidential Minute.
Agenda Item	AOB
18.	<p>The Chair sought confirmation that all Governors agreed with Link Governor roles that were chosen at the Curriculum and Standards Meeting on 7th October 2021. The Chair recapped for the benefit of SB.</p> <p>Safeguarding – Leigha Mclean SEND - SB Pupil Premium and Sports Premium/Website and GIAS - JK STEM Faculty - RV Creativity Faculty/ Health & Safety - JE Humanities and Personal Growth Faculty - LS</p> <p>The Headteacher advised that he would be looking for Link Governor Meetings to be held before the Easter break to review the autumn term in order to support learning and understanding for the Governing Board. Emails will be sent to Faculty Leaders who will then contact the Link Governors to arrange.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Date of next meeting
19.	<p>Date of the LGB meeting:</p> <p>17th March 2022 6pm</p> <p>The meeting closed at 19.42.</p>

Action Table				
Meeting Date	Minute Number	Action	Owner	Status
240621	8	RV will update on funding from the discussions with independent schools	RV	
200122	2	SR to update GIAS with revised PAN.	SR	
200122	3	JK and SR to arrange a date for workstream discussion prior to Easter break.	JK/SR	
200122	14	JK to provide links to Governors for training sessions on Ofsted Expectation of Governors and Scheme of Delegation.	JK	