



Local Governing Board Meeting
Minutes of the meeting held on 17th March 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
Mrs L Stilgoe (LS)	Parent Governor

Others in Attendance:	
Amanda Prosser Davies	COO – Fierté Trust Executive Leadership Team
Julie Jacks	Clerk

Notes
<p>The LGB meeting commenced at 6.06pm. 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"> • Spring Polices • LGB Meeting Minutes 200122 • LBG Confidential Meeting Minutes 200122 • Headteacher Report 010921 - 030322 • Link Meetings information including Faculty, H&S, PP and Safeguarding.

Agenda Item	Topic - Apologies and Attendance
1.	Apologies were received from Mr S Bradbury and Ms L Hopkins.
Actions. None.	
Decision. None.	
Agenda Item	Topic - Governing Board Matters
2.	(a) Membership. There is currently one vacancy.
	(b) Confidentiality

<p>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 Governors declared an interest on matters relating to the agenda items.</p> <p>(d) Website Review/ GIAS This was confirmed as compliant – Linda Webster last checked February 2022.</p> <p>(e) Code of Conduct These were signed by all Governors at the C&S Meeting on 10th February 2022.</p> <p>(f) Scheme of Delegation The Chair asked if all Governors had viewed the Scheme of Delegation. The training session can be accessed via Governance>Shared Documents>! All Governors>Governors Training>Scheme of Delegation.pptx. The Scheme of Delegation document can be found at Governance>Shared Documents>! All Governors>Statutory Documents>Scheme of Delegation Approved. Docx and is colour coded so it is clear to see accountabilities and responsibilities. The Chair suggested that this could be reviewed as part of Governors Day.</p>				
<p>Actions. None.</p>				
<p>Decision. None.</p>				
Agenda Item	Topic - Minutes of the previous meeting – 20 th January 2022			
3.	An error was highlighted in Agenda Item 14. All Governors agreed to approve minutes with the advised change.			
<p>Actions. None.</p>				
<p>Decision. Governors agreed that the minutes from the meeting held on 20th January 2022 were a true and accurate record of the meeting.</p>				
Agenda Item	Topic - Matters Arising from the previous meeting – 20 th January 2022			
4.				
Action Table				
Meeting Date	Minute Number	Action	Owner	Status
240621	8	RV will update on funding from the discussions with independent schools	RV	Ongoing.
200122	2	SR to update GIAS with revised PAN.	SR	Ongoing.
200122	3	JK and SR to arrange a date for workstream discussion prior to Easter break. <i>Arranged for 22nd March 2022 to accommodate pre-arranged meeting between SB and Mrs Cannon.</i>	JK/SR	Completed.

200122	14	<p>JK to provide links to Governors for training sessions on Ofsted Expectation of Governors and Scheme of Delegation.</p> <p><i>The Scheme of Delegation document can be found at Governance>Shared Documents>! All Governors>Statutory Documents>Scheme of Delegation Approved. Docx</i></p> <p><i>The OFSTED expectations can be located at Governance - Anker Moor Governors>Shared Documents>Anker Moor Governors>Ofsted>Governance Forum Ofsted Expectations 22nd September 2021.pdf</i></p> <p><i>Details will be reviewed on the Governors Day.</i></p>	JK	Completed.
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Actions.

None.

Decisions.

An update on actions and matters arising was accepted by Governors.

Agenda Item	Topic – Chair and Vice Chair Actions
5.	No formal actions were advised although the Chair was pleased to share that she had cut the safety tape on the new playground equipment.

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. It was noted that this was the first report in the new format to align with other schools across the Trust. The Headteacher gave Governors the following verbal update.</p> <p>The Chair highlighted the number on roll and capacity figures as inaccurate. SR explained that the information was taken from Integrus, so this was populated from different sources. Once the GIAS has been updated, this should adjust accordingly.</p> <p>The Chair asked if the HT report would remain in this format for the foreseeable future. APD confirmed this and added that the format was driven by OFSTED expectations.</p> <ul style="list-style-type: none"> • FSM figure of 30.9% against Local Authority average (LA Av) of 14.4% and National Average (NA) of 21.6%. • SEN figure of 14% against LA Av average of 11.8% and NA of 12.6%. Some children have been added to the register and there are IEPs in some cases. <p>AB asked how similar schools were classified for the benchmarking exercise. SR advised this was according to the size of the school and the number of children on roll.</p>

- Learner Characteristics clearly show which year groups have SEND and a workstream will be completed in the Summer where high number of SEND exist in different classes.
- There are spaces in some cohorts but not others.
- Single Central Record was last checked by Linda Webster in February 2022 and will be reviewed in September 2022.
- There are no children on a CPP.
- Leigha Hopkins completed a SEND visit but has not yet submitted a report. Possible reason is lack of Governor experience and although JK was present, the responsibility for the report lies with Leigha as the Link Governor. The report is required to be factual but also challenging in the face of an external review.
- Health and Safety Meeting was held with Link Governor JE 18th February 2022 – actions were identified but none were deemed as high priority.
- SEND update – the SEND Information Report is due on the website, but the County Council is in the process of adapting this. The deadline to fulfil this is end of March/beginning of April – the current report is still valid but the new one will need to be added linked to County/Fierte needs. The SEND Link Governor SB has a meeting with SENDCO lead on 22nd March 2022.
- Pupil Premium Update – The Pupil Premium Strategy Statement 2021/22 is available on the website. PP is ongoing – spend is tracked and any actions that have taken place need to be added by 31st July 2022. PP Link Governor meeting with JK was held on 2nd March 2022.
- Governance – skills audit will be completed on the Governors Day. There is currently one Governor vacancy. Terms of office due to end – JK 1st October 2022, AB October 2023; all other Governors 2025.
- No GDPR breaches.
- Relationship with Learners and Parents – Learner Survey was completed June 2021 and Parent Survey October 2021.
- Staffing Update – staff wellbeing review not undertaken in last 12 months, but staff workload expectations have been reviewed within the same timeframe. No reportable incidents have been reported. Staff Professional Development and Performance is current and up to date. There have been 95 days lost to teacher absence and 75 days lost to support staff absence.

The Chair asked if the staffing absence could be defined as actual staff numbers rather than days. APD advised that this was an area where Integris wasn't syncing properly and has been raised as an issue as accuracy is crucial.

- A new site caretaker has been employed and a new lunchtime supervisor has started to cover a maternity leave.
- Benchmarking Data shows as lower in all cases – FTE Teacher data should show as 7.2.
- Overall Attendance Rate is 93.6% as compared to 96.8% this time last year – this is lower due to COVID impact.
- Persistence Absence Rate is 19.3% as compared to 4.5% this time last year – this is reflective of COVID but also other absences. Action taken to address this has included letters to parent and follow up appointments for persistent absentees. There has been a mixed reaction but guidance from the DfE does advise that this needs to be challenged moving forward.

RV asked what counted as persistent absence. SR advised that this was a dip below 90% in attendance. SR added that a lot of hard work had gone into combatting this over the last few years and that achieving a figure of 4.5% was a positive achievement as the National Average was 9%. Unfortunately, the current figure reflects the COVID impact and the challenging attitude of parents in the wake of the pandemic.

JK asked if the absences were COVID related or were for other reasons. SR explained that Office Staff had thoroughly tracked the process for persistent absentees and that further investigation was needed to clarify this. There was a need to reinforce the expectation of children being in school and refreshing the approach to gain buy in from parents and children.

- Authorised Absence Due to Illness is 5.2% as compared to 1.3% this time last year.
- Unauthorised Absence – Family Holidays has decreased by 0.1% from this time last year. The expectation has been set that these will no longer be approved and that penalties could be applied.
- Covid Related Attendance Data has not transferred.
- Overall Attendance is lower against benchmarking figures but is comparable with other Trust schools. There is an attendance meeting on 18th March 2022 with all Trust schools to look at absenteeism.
- Attendance by year group and learner characteristics – data is from start of term to 3rd March 2022.
- Behaviour update was provided – Learner voice survey not completed in last 12 months.
- Behaviour incidents – one fixed term exclusion and one bullying incident.

JK asked if the incidents were linked – SR advised they were two separate incidents with two different children. **JK asked how the bullying incident was handled.** SR advised that a peer-on-peer risk assessment had been logged and that a subsequent meeting with parents had been held to share this. There haven't been any further incidents since.

- Children are well behaved across school. MarvellousMe is being used significantly more and SR has written an expectations document for staff to ensure it is used appropriately and responsibly. Parental feedback has been positive.
- One day exclusion was actioned for a child in KS2. Parents and JK as Chair of Governors were informed accordingly.

JK asked if this exclusion had impacted the child's behaviour. SR advised that the parents were more committed since the action and there was reinforcement of recognition for the child. **JK asked if there were any SEN implications** – SR confirmed SEMH.

- Personal Development – update was provided.

JK asked if Prevent Training was up to date which was confirmed by SR.

	<ul style="list-style-type: none"> Quality of Education – update was provided. Quality of Curriculum Implementation reflects teaching profile in school – no data available from last report. Data information is linked to core outcomes – targets vs degree on track. Reflective of the current situation and detailed coverage was provided at the C&S Meeting on 10th February 2022. Support has been provided to staff members across different year groups to reinforce Quality of Education as identified in the Curriculum AIP.
Actions. None.	
Decision. None.	
Agenda Item	COVID 19 Response
7.	<p>SR advised that the COVID 19 Risk Assessment had been updated in January 2022 and that guidance changes were pending on 1st April 2022. COVID related absences will no longer be discountable.</p> <p>Cases in school – minimal cases at present but does fluctuate although not as high profile as it was previously. Government guidance is being followed regarding self-isolation although this may change on 1st April 2022.</p> <p>IfE continues in school – teachers have been working proactively in KS1 and it is pleasing to see transition from starting points.</p> <p>Covid recovery fund 2021/2022 – part of this was used for Sarah Elbro’s role as Reading Lead/Reading Champion.</p> <p>JK asked if the Reading Champion was still covering classes due to absence. SR advised that this was no longer the case, and that classroom support was provided linked to PPA together with general support when required.</p>
Actions. None.	
Decision. None.	
Agenda Item	Understanding Data
8.	<p>The Chair advised that this could be looked at on the Governors Day.</p> <p>APD advised that this had been superseded by the HT report and was no longer relevant.</p>
Actions. None.	
Decision. None.	
Agenda Item	Spring Term Policies for approval

9.	<p>The following policies were approved by Governors – Art, D&T, Geography, Grammar, History, Quality Feedback and Monitoring, Reading and Phonics, Science, SMSC and British Values, Writing.</p> <p>AB suggested having a separate policy committee due to the investment of time required to review these. JK advised that this could be discussed on the Governors Day to determine the easiest way for this to be managed.</p> <p>JK asked if time was a factor affecting which elements of Geography were taught and at what depth – SR responded that this was driven by the National Curriculum and was adapted into the Geography Policy by the Faculty.</p> <p>JK asked if the PTA had reconvened which was confirmed by SR.</p>
<p>Actions. All Governors to discuss proposal for a policy committee on the Governors Day.</p>	
<p>Decision. Governors approved all Spring Polices.</p>	
Agenda Item	Budget 2021-22
10.	<p>APD advised that a meeting with SR had been held earlier that day looking at P6 data ending 28th February 2022. The following updates were provided.</p> <ul style="list-style-type: none"> • Budget reforecasting will be required due to increase in utilities – gas is due to increase by 150% and electricity by 70%. This is obviously a national issue but there has been discussion on how these costs can be mitigated. • The cost of living and inflation is rising, and support staff costs have risen with 1.75% pay increase. • Additional Government funding will be available in the form of a supplementary grant based on pupil numbers and pupil premium which will provide support for a two-year period. • Coding has been checked to ensure consistent financial reporting. Changes in staff due to COVID and general absence has impacted on the budget. • Bottom line shows a deficit of £1716 against a forecast of £1170 so closely matched considering the challenges that have been faced. APD praised SR for this achievement. • Will be working closely with SR to set budget for 2022/2023 with ongoing dialogue regarding costs and prioritising spend based on risk. Teaching and Learning is the main priority followed by Health and Safety. <p>JE asked if there were other options regarding gas and electricity supply. APD advised that the Trust was unable to secure a better deal/rate at the current time and that it would be a case of sitting tight. The extra funding will go some way in offsetting this but will have to be used conservatively over an ongoing period – therefore a drive on savings will be imperative.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Premises/Health & Safety Update

11.	<p>SR advised that a Health and Safety Meeting was held with JE on 18th February 2022 and all relevant information had been documented and was available for Governors to review. Three actions that were identified were;</p> <ol style="list-style-type: none"> 1. Check COSHH is up to date. 2. Check training matrix is up to date. 3. Ensure Judicium is sent to staff to support training needs. <p>SR added that the Judicium programme encompassed many actions and required an investment of time which was challenging for staff, but that they were trying to take a balanced approach.</p> <p>JK asked if there were still processes in place to deal with threats to the school i.e., bomb threats. SR advised that some drills had been carried out pre-COVID and the Business Continuity Plan was current but that a bomb drill had not specifically been carried out and may be a sensitive topic in the current climate. Training for reception staff on certain procedures was suggested.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Risk Register
12.	<p>APD advised that every school should have its own Risk Register which then feeds into the Trust wide Risk Register. This is currently in the process of being arranged and developed. Clarification was sought on the type of risk that would be included – APD explained that these risks could encompass financial, reputational, staffing, H&S, etc. Staff absence is currently the main risk reflective of the COVID impact. SR completes a report that is reviewed as part of the budget meeting.</p>
Agenda Item	Governance Review
13.	<p>The Chair advised that the Review Cycle for 2021/2022 incorporated a 360° Review of the Chair of Governor’s Performance. This needed to be completed along with a Skills Audit – options were to complete on the Governors Day or take away from the LGB meeting to complete in advance. JE opted to take a paper copy to complete in advance and RV will receive an electronic copy. Both documents can also be accessed on SharePoint - 360° Review and Skills Audit.</p> <p>RV advised that she had completed a skills audit in the last 12 months so was exempted from redoing this but was asked to complete the 360° review.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Governance Development Plan
14.	The Chair advised that this would be discussed on the Governors Day.
<p>Actions.</p>	

None.	
Decision. None.	
Agenda Item	Ofsted readiness
15.	The Chair advised that this would be discussed on the Governors Day but reminded Governors that the training was available on SharePoint and recommended reviewing this in advance of the meeting on 22 nd March 2022.
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>JE noted that the format of the Headteacher Report was an improvement compared to the previous version.</p> <p>The Chair felt that there was a good plan for the Governors Day which would include focussing on ensuring that roles were being fulfilled and making relevant preparations for an OFSTED inspection. Also, that APA is a more confident school that does everything possible for the children and is focussing on getting the children back on track after COVID.</p> <p>2. Nolan Principle – Objectivity – what does this mean for me personally and the Academy in general?</p> <p>Objectivity – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.</p> <p>The Chair personally noted that this meant removing emotion from decisions and dealing with them fairly and rationally. In terms of the academy, objectivity is evident in many areas inclusive of assessments and self-evaluation.</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>
Actions. None.	
Decision. None.	
Agenda Item	Confidential Items

17.	No confidential items were identified.
Agenda Item	AOB
18.	<p>RV asked about the recruitment process for the new Headteacher at APA. The Chair advised that an appointment at this level would be actioned by the Trust. It is currently unknown who will be on the panel, but this can be clarified. The Advert went live on 14th March 2022 with a closing date of 1st April 2022. Interviews will take place on 7th April 2022.</p> <p>RV asked if there was any scope for Governors to meet the candidates. The Chair advised that she had been asked to attend the shortlisting meeting and would find out what information could be shared with the Board regarding the recruitment process. APD confirmed that the Chair of Governors would attend the interview process in response to an earlier query.</p> <p>RV asked for information on the format of the interview – SR explained that as part of his interview process, he had to hold a meeting with parents, a meeting with staff, a meeting with the school council, a presentation on a specific area and finally a formal interview so it was very intensive.</p> <p>It was agreed that RV would join the Governors Day remotely via call at 2pm – any change would be notified to the Chair.</p>
<p>Actions. JK to find out what information can be shared with the Board regarding the HT interview process.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Date of next meeting
19.	<p>Dates of the next meetings.</p> <p>12th May C&S 23rd June LGB</p> <p>The meeting closed at 7.21pm.</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	
170322	9	All Governors to discuss proposal for a policy committee on the Governors Day.	All	
170322	18	JK to find out what information can be shared with the Board regarding the HT interview process.	JK	