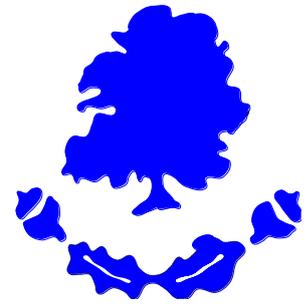


# Forest of Galtres Anglican Methodist School



## Minutes of the Local Governing Committee Meeting

Thursday, 23<sup>rd</sup> November 2017 at 6.30pm

**Present:** Allyson Buckton (Headteacher) Stephen Popplewell (until 8.20pm)  
Sue Van Hout (Chair) (from 6.45pm) Joanna Hopkins (until 8.06pm)  
Simon Cowton Tracy Evans

**In attendance:** Gemma Taylor (Observing)  
Liz Andrews-Wilson (Clerk – Governance Support Officer)

		<b>ACTION</b>																																
1.	<p><b>Apologies for absence, consent and declarations of interest</b> Apologies were received, with consent from Reverend Trevor Gant and Hannah Rawcliffe. There were no declarations of Interest. Sue Van Hout had advised that she would be arriving late for the meeting so Stephen Popplewell had agreed to Chair the meeting until she arrived.</p> <p><b>Introduction of Tracy Evans and Simon Cowton</b> The Headteacher invited Tracy Evans (new parent governor) and Simon Cowton (new Trust Appointed governor) to introduce themselves to the LGC. TE and SC were welcomed to the meeting. It was noted that Lesley Ackrel had resigned from her governor role since the last LGC.</p> <p><b>Outstanding Business Interest forms</b> Simon Cowton reviewed, signed and returned his Business Interest form to the Clerk.</p>																																	
2.	<p><b>Minutes of the meeting held on 28<sup>th</sup> September 2017 - Previously disturbed.</b> <i>(including confidential minutes)</i> Governors reviewed the minutes and the two sets of confidential minutes from the last LGC meeting held on 28<sup>th</sup> September 2017. The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>																																	
3..	<p><b>Action Points and matters arising</b></p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Finance Manager to provide a breakdown of the 5% central charges</td> <td>4</td> <td>Carried forward – HLTY's Finance Director to be given this action</td> </tr> <tr> <td>2.</td> <td>The Finance Manager to circulate the details on the new National Funding Formula once available</td> <td>4</td> <td>Carried forward as more details was due to be released</td> </tr> <tr> <td>3</td> <td>The Headteacher to ask the pre-school setting staff to nominate someone to become a Trust Appointed member of the LGC</td> <td>4</td> <td>The pre-school had been approached and were considering the offer</td> </tr> <tr> <td>4.</td> <td>The Chair to share the slides from the CYC 'Holding the Headteacher to account' training session</td> <td>4</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>The Headteacher to follow up on ideas of ways to appoint a Foundation governor</td> <td>6iii</td> <td>See Item 8</td> </tr> <tr> <td>6.</td> <td>All governors to complete their Skills Audit forms and return them to the Clerk</td> <td>7iii</td> <td>Completed</td> </tr> <tr> <td>7.</td> <td>Clerk to arrange for the ratification of the appointment of Simon Cowton</td> <td>7vii</td> <td>Completed</td> </tr> </tbody> </table> <p><b>Matters Arising</b> There were no matters arising.</p> <p>6.45pm – Sue Van Hout entered the meeting and began to Chair from this point forward</p>		Action	Item	Status	1.	The Finance Manager to provide a breakdown of the 5% central charges	4	Carried forward – HLTY's Finance Director to be given this action	2.	The Finance Manager to circulate the details on the new National Funding Formula once available	4	Carried forward as more details was due to be released	3	The Headteacher to ask the pre-school setting staff to nominate someone to become a Trust Appointed member of the LGC	4	The pre-school had been approached and were considering the offer	4.	The Chair to share the slides from the CYC 'Holding the Headteacher to account' training session	4	Completed	5.	The Headteacher to follow up on ideas of ways to appoint a Foundation governor	6iii	See Item 8	6.	All governors to complete their Skills Audit forms and return them to the Clerk	7iii	Completed	7.	Clerk to arrange for the ratification of the appointment of Simon Cowton	7vii	Completed	
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<p>4.</p>	<p><b>Resources (Overseeing Financial Performance)</b> Governors noted that the accounts had been prepared by the Finance Manager, who was unable to attend the meeting.</p> <p><b>Budget Monitoring Reports</b> These had been circulated with the agenda and scrutinised by the governors prior to the meeting.</p> <p><b>End of Year Audits</b> The Finance Manager had prepared the Forecasted Year End accounts (2016-17), which were pending audit, these had been circulated with the agenda. The LGC acknowledged the draft document. The Headteacher advised that the end of year position was positive. <b>A governor challenged why the administration staff budget had variances listed against these budget codes.</b> The Headteacher advised that the administration staff had done additional work, during the holidays.</p> <p><b>Finance Update</b> The Headteacher advised that the variances spread themselves out over the year, as an invoice may cover a quarter. She explained that expenditure and income were fluid and constantly being monitored and updated. The Headteacher reported that she had asked the Finance Manager if there were any areas of concern or areas that needed better budgeting. She advised that the only area that could vary enough to cause concern would be any potential staffing changes. Therefore, the Headteacher had asked the Finance Manager to provide some budget scenarios to reflect various potential changes.</p> <p>A governor asked if there was to be any large budget changes this year. The Headteacher advised that the general expenditure and income should present a relatively settled picture, but the three year old funding was more random as it is paid three times a year (which creates a variance); where as normal per pupil income is credited in September.</p> <p>The governors discussed the funding levels provided to the pre-school for the three year olds, noting that the income was low. A governor again raised concerns about the possible intentions of HLTY to charge a 5% top slice to the provision (see Item 12). The Headteacher informed governors that the numbers in the pre-school had risen, partly due to the changes at the Skelton provision. The Headteacher reported that the pre-school had opened with a positive start. A governor suggested that the LGC should consider the possibly of running an additional bus service from Skelton to collect and return children to the village.</p> <p>A governor asked if academies still have access to benchmarking data. The Headteacher agreed to ask HLTY or the EFA if it was possible to still have this information. It was noted that the governors wanted to scrutinise the 'value for money' aspects of their governance role and ensure financial probity.</p>	<p><b>MAT Board</b></p> <p><b>Head</b></p>
<p>5.</p>	<p><b>Standards (Holding the Headteacher to Account)</b> <b>Headteacher's Report</b> Governors agreed that they liked the new report format and noted the content of the report, which had been previously circulated and was taken as read.</p> <p>A governor asked if the school needed to respond to the Church of England's recent statement about 'Valuing all God's Children', with reference to Transphobic and Biphobic bullying. The LGC discussed the Stonewall charity that provides excellent learning resources. <b>The governors challenged the Headteacher to advise how the school support different family models.</b> The Headteacher advised that she would review the Behaviour Policy and review the books in the library to ensure that there was a cross section of books which show all types of families. She reported that the school had a very inclusive education programme. Governors asked that once the policy has been reviewed, a report should then come back to the LGC with some examples of best practice. Governors related this back to the themes of Tolerance and British Values that were both heavily focused on within the school.</p> <p>A governor asked what the process was for an informal support plan. The Headteacher explained the process, citing monitoring, peer support and observations as a few tools that were used. She added that if the performance of that member of staff does then not improve to a satisfactory level then a formal capability procedure would begin.</p> <p>Governors asked how to access the data reports. The Headteacher advised that she intended to set up a secure section on the website to enable governors to log in to review data. The governors</p>	<p><b>Head</b></p> <p><b>Agenda</b></p>

	<p>noted the positive response to the parent survey, with 88 being returned. The Headteacher reported that she would be following up on any issues that had been raised</p> <p><b>A governor challenged the SLT to explain how the school maintain such good attendance figures.</b> The Headteacher commented that it was the school's culture and the children were really engaged. The governor suggested that new parents should be advised of the schools Attendance Policy, and asked (wherever possible) to arrange medical appointments outside of school hours.</p> <p><b>The SLT were also challenged to explain how the school manages systematic absences from persistently absent children.</b> The Headteacher advised that in some cases the school can request a Doctors note if there was a questionable illness pattern occurring.</p> <p><b>ASP Data Report presentation</b> The Headteacher tabled School Performance summary 2016-17 (tabled item 1). She highlighted that the Progress scores were already known and had been discussed at previous meetings. She advised that the data should be reviewed with caution as the 'confidence intervals' were not so reliable for school with small cohorts.</p> <p>The Headteacher highlighted some of the key pieces of data, noting specifically the data on disadvantaged pupils and low prior attainment pupils. She advised that the school was aiming to close the gaps. The Headteacher drew governors' attention to the Key Stage 2 Writing - progress and attainment - by pupil group table. The governors questioned the usefulness of this data, as the data appeared to average out and did not allow for a child's statistics to champion their skills in one practical subject. The Headteacher explained that Year 2 were in the fortunate position of having a teacher who does moderation across the county, so this year the data would be much more reliable. The Headteacher added that the data from the current Year 6 should be more reliable as the assessment methods were more robust.</p> <p><b>A governor challenged the middle attainment figures as they seemed unusual.</b> The Headteacher advised that this skewing of the data may have resulted from the process used to monitor and assess the children last year. Governors noted that it was important to get the Year 2 statistics correct, so that the Year 6 results (externally marked) do not produce surprising figures, and create worry and upset for parents and children. The school were providing the parent with a clear understanding of what expectations were now on the children.</p> <p>The Headteacher commented that the Key Stage 1 results looked more in line with the national average. The Headteacher reiterated that the handwriting policy had been reviewed to encourage joined up script. The Driver Youth Trust had advised that joined script helps children to master a comfortable fluid flow of writing that enables them to develop through into secondary school.</p> <p>The Headteacher informed governors that a letter had been received from Nick Gibb (Minister of State at the DfE) congratulating the school on their phonics screen results.</p> <p>The Headteacher agreed to set up the log ins for the governors to access the ASP data as an overall picture. Noting that pupil data would not be available, as standard.</p> <p><b>Inspection Data Summary Report</b> The Headteacher tabled the Inspection Data Summary Report (tabled item 2). She explained that the data was still based on unvalidated data, so this was to be updated in due course. The report gave some advice about the types of questions that might be asked by an Inspector. She added that this data would be more useful in future years as more data becomes available for comparison.</p> <p>The Headteacher talked governor through the ways that the data was represented and the reliability of the data. Governors noted that it was interesting to see the data sets with the extreme outlying results taken out. The Headteacher advised that she wanted to ensure that all children were working where they should be and attaining at the correct level. She added that this data could help to present a direction of travel.</p> <p>The results reflected the fact that the focus on Maths had paid off.</p> <p>The Teaching and Learning working group were to do some further analysis on this dataset.</p>	<p><b>Head</b></p> <p><b>T&amp;L agenda</b></p>
6.	<p><b>Local Governing Committee (Strategic Direction)</b> <b>Appointment of Trust Appointed Governor – subject to MAT Board ratification</b> Gemma Taylor (Assistant Headteacher) was put forward as a nomination for one of the Trust</p>	



	from the Anglican and the Methodist Church.	
9.	<b>Safeguarding</b> The Headteacher advised that there was nothing to report. Sue Van Hout was selected to be the Safeguarding point of contact.	
10.	<b>Governing Body Training</b> <ul style="list-style-type: none"> <li>• The Headteacher had completed the Finance module on Learning Link</li> <li>• Tracy Evans had completed the Parent Governor module on Learning Link</li> <li>• Tracy Evans was to attend Welcome to Governance on 6.12.17</li> </ul>	
11.	<b>Policy update</b> <b>HLTY Policy Tracker (for information)</b> <b>Statutory Polices and Information Checklist (for information)</b> <b>FoG Policy tracker</b>  All three documents had been reviewed and noted. The Headteacher reported that she had received copies of the HLTY policies that had been approved by the MAT Board.	
12.	<b>Items to Raise with the Trust Board</b> <ol style="list-style-type: none"> <li>1) The Finance Manager to provide a breakdown of the 5% central charges</li> <li>2) The Resources Committee to confirm if the MAT Board are to apply the 5% top slice to the pre-school provision and if so when would the charge start</li> </ol>	
13.	<b>Any Other Business</b> None.	
14.	<b>Next meeting</b> Thursday, 25th January 2018 at 6pm	

The meeting ended at 8.45pm

\_\_\_\_\_  
Signature of the Chair

\_\_\_\_\_  
Date

***Action plan following the LGC meeting 23<sup>rd</sup> November 2017***

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	The Finance Director to provide a breakdown of the 5% central charges (see Item 12)	3	Finance Director	Jan 2018
2.	The Finance Manager to circulate the details on the new National Funding Formula once available	3	SS	Jan 2018
3.	The Headteacher to ask HLTY or the EFA if it was possible to still have access to benchmarking information	4	Head	Jan 2018
4.	The Headteacher to review the Behaviour Policy and review the books in the library to ensure all families models were represented	5	Head	Jan 2018
5.	The Headteacher to set up the log ins for the governors to access the ASP data as an overall picture	5	Head	Jan 2018
6.	The Clerk to arrange for Gemma Taylor's appointment to be ratified by the Trust Board	6	Clerk	Jan 2018
7.	Mrs Evans to complete the website audit, away from school, to check on compliance	6	Tracy Evans	Jan 2018
8.	Mr Cowton to ask his contact to check through the website	6	Simon Cowton	Jan 2018
9.	Gemma Taylor to carry out the Health & Safety inspection checklist	7	Gemma Taylor	Dec 2017

**Future agenda items:**

- Risk Register (standing item)
- Safeguarding
- Revised Behaviour Policy and examples of good practice
- Gemma Taylor – appointment ratification

**Future Teaching and Learning agenda items:**

- Further analysis on the Inspection Data Summary Report
- SIAMS - evidence to support the inspection framework