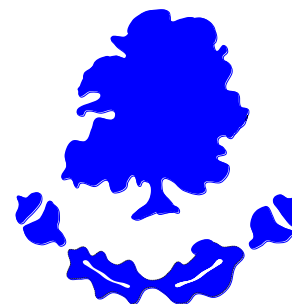


Forest of Galtres Anglican Methodist School



Minutes of the Local Governing Committee Meeting

Tuesday, 20th March 2018 at 6pm

Present:

Allyson Buckton (Headteacher)	Stephen Popplewell
Sue Van Hout (Chair)	Joanna Weatherill
Simon Cowton	Tracy Evans
Gemma Taylor (until 8.08pm)	Hannah Rawcliffe (until 8.08pm)
Reverend Trevor Gant	

In attendance:

Sara Simpson (Finance Manager) (until 7.10pm)
Liz Andrews-Wilson (Clerk – Governance Support Officer)

					ACTION																																
	Opening prayer The meeting was opened in prayer.																																				
1.	Apologies for absence, consent and declarations of interest No apologies were received, as all of the LGC members were present. There were no declarations of Interest.																																				
2.	Minutes of the meeting held on 25th January 2018 - Including Confidential minutes 1 and 2. <i>Previously distributed.</i> Correction: Main minutes, p5, item 13, point 4: ‘Governors would like to suggest that the MAT consider running a HLTY Governors’ Conference’. The Chair advised that the CEO had suggested running a HLTY Governors’ Conference. With this correction noted the minutes and the confidential minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.																																				
3.	Action Points and matters arising <table><tr><td></td><td>Action</td><td>Item</td><td>Status</td></tr><tr><td>1.</td><td>The Finance Director to provide a breakdown of the 5% central charges (carried forward from 23.11.17)</td><td>3</td><td>The Finance Director had a report ready to circulate</td></tr><tr><td>2.</td><td>The Finance Manager to circulate the details on the new National Funding Formula once available (carried forward from 23.11.17)</td><td>3</td><td>On the agenda</td></tr><tr><td>3.</td><td>Mr Cowton to ask his contact to check through the website (carried forward from 23.11.17)</td><td>3</td><td>See Matters Arising</td></tr><tr><td>4.</td><td>Mrs Evans and Mr Cowton were to look into other road safety ideas and transport solutions and report back</td><td>3</td><td>See Matters Arising</td></tr><tr><td>5.</td><td>All governors to complete the Safeguarding training - copies of certificates to be passed to the Headteacher</td><td>4</td><td>Carried forward</td></tr><tr><td>6.</td><td>The Headteacher to report back on the decision made by the Nursery re: future governance arrangements</td><td>4</td><td>See Matters Arising</td></tr><tr><td>7.</td><td>Mrs Van Hout was to meet with Kirsty Mills, to see how she was getting on in the role of SENCo</td><td>6</td><td>See Matters Arising</td></tr></table>					Action	Item	Status	1.	The Finance Director to provide a breakdown of the 5% central charges (carried forward from 23.11.17)	3	The Finance Director had a report ready to circulate	2.	The Finance Manager to circulate the details on the new National Funding Formula once available (carried forward from 23.11.17)	3	On the agenda	3.	Mr Cowton to ask his contact to check through the website (carried forward from 23.11.17)	3	See Matters Arising	4.	Mrs Evans and Mr Cowton were to look into other road safety ideas and transport solutions and report back	3	See Matters Arising	5.	All governors to complete the Safeguarding training - copies of certificates to be passed to the Headteacher	4	Carried forward	6.	The Headteacher to report back on the decision made by the Nursery re: future governance arrangements	4	See Matters Arising	7.	Mrs Van Hout was to meet with Kirsty Mills, to see how she was getting on in the role of SENCo	6	See Matters Arising	
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8.	The Chair and the Headteacher were to meet to review the Safeguarding Audit	9	On the agenda	
<p>Matters Arising</p> <p>Action 3: Mr Cowton’s IT contact had noted a number of observation about the website:</p> <ul style="list-style-type: none">- Can a usage report (hit counter) be added by the provider?- It would be more user friendly if it was stripped back, to make it simpler- Some links and pictures do not go anywhere- There are lots of pages and some education jargon, some of the basic things might be quite hard for parents to find - he suggested prioritising what was most likely to be looked at - so that parents can identify the ‘need to know’ information, i.e.: ‘Hot topics’ area- Need to consider the marketing impact of the website to attract more pupils- He advised that the documents that parents need to consult should be in an Open document format such as PDFs, as it was best to avoid documents that can only be opened in Microsoft packages <p>Mr Cowton agreed to forward these comments in full to the Headteacher. The Headteacher and Ms Evans advised that statutory requirements dictate what has to be on the website and requires there to be a lot of information, such as policies (which might not be of interest to the parents) are on the website.</p> <p>Action 4: Mr Cowton noted the road safety concerns (parking and traffic speed) that had been discussed at a previous meeting. He had been researching the possibility of arranging for a bus to bring the children from Skelton. The Headteacher confirmed that difficult conversations had been had with the parents who park badly and make the road unsafe. Ms Evans reported that she had contacted the Council and asked that a Traffic Warden to attend. She also suggested using cones to block off the really high risk areas. She noted that the local residents had concerns about parents parking in dangerous places; not the parking per se. Ms Evans agreed to speak to the pub to see if parents could park there at drop off and pick up times, and walk the children down to school. The Headteacher stated that she would repeat the notice in the Newsletter highlighting where to park. She also noted that the use of cones would prove to be difficult because of the need to get the buses into the lay-by. A governor suggested getting more ‘Please do not park here’ signs to put out.</p> <p>Action 6: The Headteacher advised that the Shipton Pre-school had decided they would like to come under the governance of the school. She explained that the staff would need to go through the TUPE process to move over to the school’s payroll. The Finance Manager was checking whether there were any financial liabilities. The Headteacher advised that the Pre-school were in a very good position and had healthy numbers coming through. She added that a start time would have to be agreed, preferably 9.15am to avoid any further parking and traffic issues.</p> <p>Action 7: The Chair advised that she had met with the new SENCo and Sarah Cope (HLTY SENCo). She reported that Kirsty was settling in well and was now looking at starting her SENCo training.</p>				SC

<p>The Headteacher reported that Shan Brough-Jones (School Improvement Adviser) was due to visit the school, but had been forced to re-schedule because of the recent bad weather. Once she had attended, the Headteacher would circulate her report to the governors.</p> <p>SEF</p> <p>The Headteacher reported that the SEF had been reviewed in detail at the Teaching and Learning Working Group meeting. A governor asked if a staff survey had been completed recently, in order to provide the evidence required by the SEF. The Headteacher advised that it was probably a good time to run the survey again and it would be helpful for the governors to lead on this. Ms Evans agreed to organise this next term and once she had been sent the details she would circulate the survey to the staff and collate the responses. The SEF was to be reviewed again at the next Teaching and Learning Working Group meeting.</p> <p>Leadership and Management section of the SEF</p> <p>The Chair advised that she was keen to work towards moving the Leadership and Management section of the SEF from Good to Outstanding. The Headteacher advised that governors would have to be really clear on what evidence they were basing their judgement on, as an Outstanding judgement for this area would normally go hand in hand with Outstanding results. She added that the LGC would need to consider the effectiveness of governance. It was agreed that the Teaching and Learning Working Group would look at this at their next meeting and a further discussion would take place at the next LGC. A governor asked for the discussion to explore the difference between Good and Outstanding.</p> <p>Governors agreed that they needed to review what was in place to protect the Headteacher's well-being and morale, and what support she had for her career and professional development. The Headteacher advised that becoming part of the MAT had been a supportive process. She was due to have an interim performance review which would look at well-being. She added that being a Headteacher of a Church school meant that she can utilise the Diocesan support network. The Chair noted the importance of having the stronger links with the other schools in the MAT and the Headteacher noted that the Central Team and the Trustees are also supportive.</p> <p><i>[6.45pm - Hannah Rawcliffe stepped out of the meeting]</i></p> <p>The Headteacher reiterated the need to have the evidence in place to prove that the Leadership and Management of the school was Outstanding.</p> <p><i>[6.46pm - Hannah Rawcliffe re-entered the meeting]</i></p> <p>Update on Stillington Community Primary School (SCPS) work log</p> <p>The Headteacher advised that the school were invoicing SCPS for her time, which was working out to be about one day a week. She advised that her Executive Headteacher report and the School Improvement Visit report had been circulated. In response to a question, the Headteacher advised that she and Mrs Brown were the only staff going over to SCPS. There had been some joint moderation work and staff had been giving piecemeal support and advice. A governor commented that the staff (FoG) would be gaining a great deal, in terms of their own CPD, through the support arrangements.</p> <p>The Headteacher advised that Sarah Cope (HLTY's SENCo) had been proving the SEN provision at SCPS, which was in addition to her work at FoG. Governors felt reassured that the workload was not having a big impact on the staff at FoG. The Headteacher advised that the Governing Body also needed some support and Sue Van Hout offered to join the Governing Body to support them. The Headteacher reported that SCPS' Milestone Review had been done. She advised that it was positive but acknowledged that a lot of work still needed to be done.</p>	<p>TE</p> <p>T&L</p> <p>T&L</p> <p>LGC</p>
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5.	<p>Resources (Overseeing Financial Performance)</p> <p>Management Account Period 5 (<i>for information</i>) and the Finance Manager's Report</p> <p>Governors had received the Management Accounts and variance reports prior to the meeting. The Finance Manager advised that the Start Budget was the only budget approved by the Central Team, and that the bottom line will always be the same, but the variances will be different. She informed the LGC that work would begin on the Start Budget after Easter.</p> <p>The Finance Manager noted the following points:</p> <p>Income</p> <ul style="list-style-type: none"> • A2 Other Government Grants - The Nursery was not pulling in as much income as had been forecasted. The School to School support at SCPS was having a positive impact on the budget (circa £43,000) • A4 Other income - This budget code was over budget by £10,221; owing to an increased catering income, Childcare income and extended School income <p>Staffing Expenditure</p> <ul style="list-style-type: none"> • B0 Teaching Staff - This budget code was over spent by £16,144 owing to a staff member extending their hours and the backfill costs for the SCPS support • B1 Educational Support Staff - This budget code was over spent by £2,660 owing to TA and extended school staff members overtime (off set by A4), this code also included increased pensions costs • B3 Admin Staff - This budget code was over spent by £2,956 owing to increase Midday Supervisor hours and increased pensions costs <p>The Staffing Expenditure variances had gone over budget by £20,000, in Period 6.</p> <p>Other Expenditure</p> <ul style="list-style-type: none"> • CO Maintenance of Premises - This budget code was not yet balanced, as the school was awaiting invoices for the Nursery re-development, once the invoices have been accounted for this budget code should be balanced • C1 Other Occupational Costs - Over spent, this budget was to be increased in the Start Budget to allow for the increased price of cleaning materials • DO Educational Supplies and Service - This budget code was over spent because of the costs of the Sports Coaches. The Finance Manager advised that the Sport Grant monies are all paid in one go, so this code would balance • FO ICT Costs - This budget code was over spent by £4,426 owing to the website reconstruction. This work had not be forecasted in the Start Budget, but it had been added to the Christmas Budget <p>Final outturn position to year end</p> <p>The Finance Manager advised that the surplus was only circa £250. No spending would be anticipated from the Capital account. She recommended that the LGC authorise her to move the cost from the revenue account to the capital account. Governors were happy to approve this proposal.</p> <p>The Finance Manager advised that the deadline for the submission of the LGC accounts had been set as 8th June 2018. The accounts would need to be presented to the LGC, with enough time for the Finance Manager to make any amendments. The Governors agreed to bring the date of the next LGC forward to the 7th June 2018, at 6pm, papers were to be circulated in advance to allow for scrutiny.</p> <p>Restructure proposals (if relevant)</p> <p>No report was given.</p>
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	<p>National Funding Formula</p> <p>The Finance Manager advised that she had condensed the literature which had been sent through about the National Funding Formula. She explained that she had pulled out the relevant parts and provided a break down for FoG. She advised that the school would be better off, by £14,000 under the new NFF. In response to a question she advised that this money was to be used to help to support low prior attainers. In response to a further question she advised that the attainment levels are judged at the point the pupils move from KS1 to KS2.</p> <p>The Finance Manager reported that the Support Staff were to receive a 2% increment. She also advised that all schools had been asked to budget for the 2% rise in Teachers pension. She added that this was having a big impact on all schools.</p> <p>The Finance Manager received no further questions and was thanked for her report.</p> <p><i>[7.10pm - Sara Simpson left the meeting]</i></p>															
6.	<p>Standards (Holding the Headteacher to Account)</p> <p>Teaching and Learning Working Group held on 16.01.18</p> <p>The minutes from this meeting had been circulated with the agenda. The Governors noted their content.</p>															
7.	<p>Local Governing Committee (Strategic Direction)</p> <p>Chair’s report</p> <p>The Chair advised that the next Chair’s meeting was not scheduled to take place until mid June. The Chair asked the governors to send her ideas for the governor’s newsletter.</p> <p>Link governors</p> <p>The Chair advised that she was keen to re-establish the link governor roles, to increase the governor’s presence and their understanding of the school. She outlined how link roles have worked in the past, and stated that the LGC needed to think about how best to link the governors to the different areas of the school and how to facilitate the governors coming in. A governor commented that it was better to work with the class, rather than a subject - that way the governor gets to know their staff contact and ‘their’ class, which helps governors to get a good feel for the school and how difference things are managed. It was noted that it was difficult for Reverend Gant to attend during term time.</p> <p>A governor commented that the information from the link visited needed to feed into the SEF. The Headteacher and Chair advised that they would circulate a proforma that governors could use to support their visit and capture the sorts of details that would be needed. Governors explored the role of the link governor. A governor commented that he hoped the staff did not think that the Links were there to judge them. A suggestion was put forward that it might be helpful for the governors to have conversations with the staff about pupil progress, looking at the specific support that was being given to the children.</p> <p>The following roles were agreed:</p> <table><tr><td>Pupil Premium, SEN and LAC</td><td>Sue Van Hout (to continue to support these groups)</td></tr><tr><td>School Council</td><td>Tracy Evans</td></tr><tr><td>EYFS</td><td>Steve Popplewell</td></tr><tr><td>Year 1</td><td>No Link Governor – as this was Hannah Rawcliffe’s class</td></tr><tr><td>Year 2</td><td>Jo Weatherill</td></tr><tr><td>Year 3</td><td>Simon Cowton</td></tr><tr><td>Year 4</td><td>Tracy Evans</td></tr></table>	Pupil Premium, SEN and LAC	Sue Van Hout (to continue to support these groups)	School Council	Tracy Evans	EYFS	Steve Popplewell	Year 1	No Link Governor – as this was Hannah Rawcliffe’s class	Year 2	Jo Weatherill	Year 3	Simon Cowton	Year 4	Tracy Evans	<p>All</p> <p>Head & Chair</p>
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	<p>Reverend Gant advised that he would attend whenever he had a holiday from work. The governors were to contact their link class teacher to arrange a convenient time for them to attend.</p> <p>LGC reconstitution proposals The LGC reconstitution proposals had been circulated with the agenda and governors had reviewed the document. No objections were raised.</p> <p>Proposed by: Sue Van Hout Seconded by: Tracy Evans All in favour</p> <p>Governor recruitment The Headteacher reported that she had been speaking to a potential Foundation Governor and the Methodist Minister about his appointment. She outlined the skills set of the potential governor and the LGC were more than happy for the Headteacher to follow this up.</p> <p>The Skills Audit was to be reviewed at the next LGC meeting.</p>	<div>All</div> <div>Agenda</div>				
8.	<p>HLTY Update Board minutes (10.01.18) / Central Team Update The LGC noted the Board minutes from the meetings held on 10.01.18. There was no update from the Central Team. The Headteacher advised that the Trust Board had advised that the Church School Committee minutes were to be shared at LGC level.</p> <p>The Chair noted that she had been alarmed by some of the questions and challenges which had been raised by the Trustees at the Board meeting. She was referring to the discussions around the strategic direction of the MAT. She explained that the questions that were being raised seemed to be the types of questions that should have been answered and long established. The Headteacher advised that the Academy agenda and educational landscape was forming and changing as time goes on, so the questions represented the challenges that the Trustees were putting forward.</p> <p>Risk Register There were no changes to the three items placed on the Risk Register.</p> <p>Health & Safety Group Update There was no update from the Health & Safety Group.</p> <p>GDPR Governors noted the information that had been circulated with the agenda showing what the school / Trust are doing to ensure compliance with the General Data Protection Regulation. The Headteacher advised that support was being given by the Central Team and that the Trust was working on a new privacy notice. She added that under the new regulations, the MAT needed to appoint a Data Protection Officer (DPO), this role had been given to Wendy Munro (Operations Director) and Jerri Ryder (Executive Assistant) was to support Wendy with some of the GDPR administration. They were in the process of contacting third party providers such as Payroll, to check if they are compliant with the regulations.</p> <p>The Clerk advised that the Trust had signed a contract with the Governance Service to use a new system called MinutePad, which will help to support effective governance and ensure compliance with the GDPR. The Service would be launching MinutePad to all schools across the Trust after Easter. She explained that the system allows governors to log into a password protected online portal which will store all governance papers and negate the need for school information to be sent</p>					

	out to personal email addresses. She further explained that a prompt email would be sent to the governors normal email address to tell them that there were papers for their attention on MinutePad.	
9.	Safeguarding The Headteacher advised that the Safeguarding audit was not required to be submitted for this year. She had received notice from the Safeguarding Board advising that they would be conducting bi-annual audits going forward, due to the excellent take up and the responses that had been received across the sector.	
10.	SIAMS Update Changes to the SIAMS Framework & the Methodist Appendix The Headteacher outlined the key elements of the Leadership of Character Education document which had been circulated with the agenda. She advised that this document supports the SIAMS Framework and contains some useful guidance and good case studies which are useful reference documents. The Headteacher specifically mentioned the Methodist Appendix. She noted that there are not many Methodist schools so the guidance had previously been limited. But having identified this as an area that required further guidance SIAMS had released the Methodist Appendix, developed by the Director of Education for the Methodist Church. The Headteacher advised that all the governors need to be aware of the seven elements listed in the appendix and why they are important. Valuing all God's Children report The Headteacher advised that this report was a follow on from the LGBT conversation that the LGC had at a previous meeting. Links with churches The Headteacher reported that since the last LGC meeting she had seen an increase in the amount of engagement that the churches were having with the school and she described the relationships as 'flourishing'. She noted that the links with the Clergy needed to be further developed. She went on to list the religious figures who were attending the school on a regular basis and the support that they were providing. She advised that support was being given to the staff to help to develop them. There was also now a member of staff working in the Chaplain role funded by the York Circuit: this was one of the locals church's families worker. Training - 8.05.18 The training date was noted.	
11.	LGC Training Feedback from Termly Workshop - Governors' Responsibilities & Sharing Best Practice - 31.01.18 No one had been available to attend this session. Volunteers to attend: Termly Workshop 25.04.18, 6.30-8.30pm, West Offices The Clerk informed governors about the Governors' Termly Workshop session which would be taking place on 25.04.18, at West Offices. Ms Evans, Mrs Van Hout and Reverend Gant advised that they would attend this session.	
12.	Policy Updates HLTY Reserves Policy for adoption The governors were informed that this policy had been discussed at both the Chair's and Headteacher's meeting. The Chair advised that a discussion had been had at the Chair's meeting about the ethics of holding Reserves. The LGC agreed to ADOPT this policy.	

13.	Items to Raise with the Trust Board <ol style="list-style-type: none"> 1. The LGC would like to know more about the strategic direction of the MAT and would like to receive some information about the direction of travel 2. The LGC would like some feedback on the Visions and Values day that was held at the MAT 3. The LGC requested to have sight of the Development Plan - noting that a summary document would be helpful <p>It was felt that there was a lot of misunderstanding and mis-information still in place and the LGC would like to see this improve.</p>	
14.	Action list for the Trust Board See the confidential minutes.	
15.	Any Other Business The Staff Governor advised that a number of staff had asked her to raise their concerns with the LGC, as they did not know what the staffing structure would look like for 2018-19 and staff had worries about this. The Headteacher advised that she and the Finance Manager had been doing budget modelling, looking at the different scenarios. A further discussion about the staffing structures was to be taken as a confidential item. <i>[8.08pm – Gemma Taylor and Hannah Rawcliffe left the meeting]</i> Part of Any Other Business was recorded as a confidential minute.	
16.	Next meeting Thursday, 7 th June 2018, at 6pm The LGC noted that the Trust Board wanted the primary school LGCs to have an additional meeting in July, once the KS2 results have been released. A date for this meeting was to be agreed.	

The meeting ended at 8.50pm

Signature of the Chair

Date

Action plan following the LGC meeting 20th March 2018

	Action	Agenda	Person	Date
1.	All governors to complete the Safeguarding training - copies of certificates to be passed to the Headteacher	3	All	End of March 2018
2.	Mr Cowton to forward the comments made by his IT contact, in full, to the Headteacher	3	SC	April 2018
3.	Ms Evans to speak to the pub to see if parents could park there - at drop off and pick up times	3	TE	April 2018
4.	All governors to let the Headteacher know if able to attend the SIAMS training session, on the 8 th May 2018	4	All	April 2018

5.	Ms Evans to organise the staff survey and collate the responses, Headteacher to pass on the details	4	TE	June 2018
6.	All governors to send the Chair ideas for the governor's newsletter	7	All	April 2018
7.	The Headteacher and Chair to circulate a Link Governor Visit proforma	7	Head & Chair	April 2018
8.	All governors were to contact their link class teacher to arrange a convenient time for them to attend	7	All	April 2018

Future agenda items:

- Moving the Leadership and Management section of the SEF from Good to Outstanding
- Skills Audit to be reviewed

Future Teaching and Learning agenda items:

- Review the SEF
- Moving the Leadership and Management section of the SEF from Good to Outstanding