

Forest of Galtres Anglican Methodist Primary Academy
Minutes of the Meeting of the Local Governing Committee held on 28th March 2019

Present:	Sue Van Hout (Chair) Stephen Popplewell Tracy Evans Trevor Gant	Allyson Buckton (Headteacher) Andrew Foster Gemma Sutton (Assistant Headteacher) Hannah Rawcliffe
In Attendance:	Sara Simpson (Finance Manager) Isabella Kvist-Hansen (Clerk, Governance Support Officer)	

		<u>Action</u>																												
1.	<u>Welcome, Apologies for Absence and Declarations of Interest</u> The meeting was opened in prayer by Reverend Trevor Grant. <i>Declarations of interests – see confidential minutes.</i>																													
2.	<u>Minutes of the meeting held on 24th January</u> The minutes were agreed to be a true and accurate record of the meeting and was signed by the Chair.																													
3.	<p><u>Action Plan and Matters Arising</u></p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Responsibility</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Send training certificate to Headteacher regarding safeguarding training</td> <td>Andrew Foster</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Arrange school visits with focus on impact of new curriculum approach</td> <td>Remaining Governors</td> <td>Carried forward</td> </tr> <tr> <td>3.</td> <td>Provide a paragraph for the SIAMS self-evaluation case for excellence.</td> <td>Andrew Foster and Trevor Grant</td> <td>Carried forward</td> </tr> <tr> <td>4.</td> <td>Send information to Governors following the visit from the Methodist Director of Education</td> <td>Headteacher</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>Arrange the staff/Governor meeting. Tracy Evans and Andrew Foster to lead structured conversations with staff</td> <td>Assistant Headteacher, TE and AF</td> <td>Completed</td> </tr> <tr> <td>6.</td> <td>Look at SIAMS Reports and share links</td> <td>All Governors</td> <td>On agenda/ongoing</td> </tr> </tbody> </table> <p>Action 2 – Governors SP and AF agreed to arrange visits before Easter or at their earliest convenience. Action 3 – Governor AF reported that he had been looking into the difference between ‘good’ and ‘excellent’ and agreed to submit a paragraph to the Headteacher. Action 5 – Governors TE and AF had arranged two staff focus groups and the discussions had been very positive and fruitful. An action plan would be drafted based on the outcomes of the focus groups. The Headteacher advised that this was in development and would be discussed with staff at the training day after Easter. She agreed to keep Governors updated and send information accordingly. Action 6 – Examples of reports were distributed with the agenda. Governors were encouraged to continue to share relevant reports and information.</p>		Action	Responsibility	Status	1.	Send training certificate to Headteacher regarding safeguarding training	Andrew Foster	Completed	2.	Arrange school visits with focus on impact of new curriculum approach	Remaining Governors	Carried forward	3.	Provide a paragraph for the SIAMS self-evaluation case for excellence.	Andrew Foster and Trevor Grant	Carried forward	4.	Send information to Governors following the visit from the Methodist Director of Education	Headteacher	Completed	5.	Arrange the staff/Governor meeting. Tracy Evans and Andrew Foster to lead structured conversations with staff	Assistant Headteacher, TE and AF	Completed	6.	Look at SIAMS Reports and share links	All Governors	On agenda/ongoing	<p>AF & SP</p> <p>AF</p> <p>All Govs.</p>
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	<p>Matters arising A Governor asked if there were any information or feedback from the Trust on the new logos. The Headteacher replied that she had been in contact with the Trust's COO but no feedback had been provided yet.</p>	
4.	<p><u>Resources (Overseeing Financial Performance)</u> The budget monitoring report for period 6 and a summary of variance were distributed with the agenda. The Finance Manager highlighted the following:</p> <p>Income</p> <ul style="list-style-type: none"> - The forecasted income was under budget with £30k against the start budget. This was mainly due to the delays in Shipton Nursery funding and fewer children than expected in the internal Forest Nursery - The start budget had been updated to take into account the Teachers Pay Awards <p>Staffing expenditure</p> <ul style="list-style-type: none"> - Staffing expenditure was under budget for period 6 due to the missing spending on Shipton Nursery staff and the delayed TUPE process - Supply costs were over budget with £7k <p>The Headteacher added that supply cover insurance covered long term absence, but the school had to cover the costs of supply cover for short term absence.</p> <p>A Governor asked if there was seasonal variation in staff absence. The Finance Manager replied that there was no clear pattern and that staff absence was always difficult to predict.</p> <p>Other expenditure</p> <ul style="list-style-type: none"> - Other expenditure was under budget due to underspending on Educational Supplies and Services, Other Supplies and Services, Maintenance of Premises and Indirect Employee Expenses. <p>The Headteacher asked which budget post catering came under. The Finance Manager advised that it came under Other Supplies and Services, and added that they needed to look into this going forward. The Headteacher replied that a clearer break down of charges was needed to make sure that the numbers matched with the number of school meals. She added that the price would be going up from September 2020.</p> <p>The forecasted outturn position for period 6 was a £3k deficit.</p> <p>The Finance Manager reported that the bottom line was that the adjusted start budget, which now included the Teachers Pay Award, showed a £13k surplus.</p> <p>The Headteacher added that they needed to show that they were proactive about managing the financial situation and find ways to keep costs down.</p> <p>A Governor asked how much they were 'off the grid'. The Finance Manager replied that the forecast show that they were £17k off the grid.</p> <p>A Governor asked about costs related to maternity leave. The Headteacher replied that they were covered and that the costs would be reimbursed.</p> <p>A Governor asked about reimbursement from teacher training. Governor GS replied that the costs were only reimbursed when the training was completed. She</p>	

	<p>mentioned, in addition to reimbursement already discussed at prior LGC meeting, other training completed by members of staff of which £2k could be reimbursed.</p> <p>The Finance Manager advised that £1.5k was currently accounted for in the budget and added that the extra £2k had to be added to the budget.</p> <p>A Governor raised a questions about future views on number of children joining the nursery.</p> <p>The Headteacher replied that it would be clearer when the Shipton Nursery was under the governance of the school from 1st April 2019. She advised that it was currently expected that there would be 17 children.</p> <p>The Finance Manager advised that they could make videos to go on the website to advertise the new nursery.</p> <p><i>The following discussion has been recorded in the separate confidential minutes.</i></p>	
5.	<p><u>Headteacher's Report</u></p> <p>The report was distributed with the agenda. The Headteacher invited questions and comments from Governors.</p> <p>A Governor noted in the attendance report that out the 15 children in Y2 6 had unauthorised absence.</p> <p>The Headteacher replied that the data was correct and that it was 6 different children. She added that if the total absence percentage showed that all year groups were below 1% unauthorised absence. She advised that the attendance was strong and above the national average.</p> <p>A Governor asked about the 2 children identified as potential persistent absentees and if this was being managed.</p> <p>The Headteacher advised that both children had had extended leave periods to visit family overseas.</p> <p>A Governor asked about data related to families being fined for absence.</p> <p>The Headteacher replied that no fines had been issued as no one was meeting the threshold.</p> <p>Governors asked about disruptions to learning caused by absence.</p> <p>Governor GS answered that it was very disruptive if it was a full week of absence. She added that some parents would ask for work for the child to complete while absent. Governor HR added that one week's absence could mean that a child missed a whole part of the curriculum, which the teachers then had to spent additional time addressing later.</p> <p>Governor HR suggested that the school could put on the website how much one day's absence equates to, and added that this could be effective to make parents realise how much teaching was missed by just one day's absence.</p>	
6.	<p><u>Standards (Holding the Principal to Account)</u></p> <p>Governors noted the draft minutes from the Teaching & Learning Working Group.</p> <p>The Headteacher advised that the SEND on a Page Termly Report was distributed for Governors information, and that it would be scrutinised further at the coming Teaching & Learning Working Group. She added that this format was an alternative to the SENDCo report.</p>	
7.	<p><u>Pupil Premium</u></p> <p>The following information was shared with Governors;</p> <ul style="list-style-type: none"> - There were currently 3 pupils eligible for FSM at the school - A total of 9 pupils were eligible for Pupil Premium due to deprivation (FSM6) - 1 pupil was eligible for Pupil Premium (Forces) - There were 3 Looked After Children (2 adopted from care and 1 under special guardianship order) 	

<p>8.</p>	<p><u>Local Governing Committee Strategic Direction</u></p> <p>The Chair reported that she would participate in a Chair’s meeting the following week. She added that there had not been a meeting for a while.</p> <p>A Governor asked about the outcome of the Trust Governance Review.</p> <p>The Headteacher replied that she had been told that there was currently a draft report but it had not yet finalised and confirmed.</p> <p>The Chair expressed that a Governors Newsletter had not been sent out for some time and asked Governors if they should carry on with the newsletter.</p> <p>A Governor suggested that the newsletter was a good idea if there was something worthwhile to put in.</p> <p>Governors agreed to think about topics for the newsletter and present to the Chair.</p> <p>The Chair thanked Governor TE for submitting her Link Governor Report.</p> <p>A Governor suggested that the report was very constructive and positive and that it should be shared with teachers.</p> <p>TE confirmed that she was happy for the report to be shared.</p>	<p>All Govs.</p>
<p>9.</p>	<p><u>HLTY Update</u></p> <p>Governors noted the update from the Board of Trustees and the distributed information about the apprenticeship levy.</p>	
<p>10.</p>	<p><u>Safeguarding (standing item)</u></p> <p>The report of the external safeguarding review and the completed NYCC safeguarding audit toolkit were distributed with the agenda.</p> <p>The Headteacher reported that the external review had been commissioned by the Trust and had been completed throughout all the schools in the Trust.</p> <p>The Headteacher advised that she was disappointed with the review. The action plan included areas which had already been discussed and completed by the schools. She added that it felt like the report and the action points were generic and not tailored to the individual school.</p> <p>It was also not clearly specified in the report which actions were legal requirements and which were good practice.</p> <p>The Headteacher advised that the safeguarding audit toolkit from the NYCC Children Board was a much more thorough document and the different areas were broken down and clearly emphasised. She suggested that this was a much more useful document compared to the external safeguarding review.</p>	
<p>11.</p>	<p><u>SIAMS</u></p> <p>Governors noted the distributed notes from the new Ethos Working Group.</p> <p>The Headteacher reported that she had shared some of the slides from a leadership event arranged by the Church of England Foundation for Educational Leadership (CEFEL), which she had participated in the previous week. She added that it had been a really good event and that she would be participating in further sessions. It had also been a good chance to network with colleagues from other schools.</p> <p>Governor AF reported that the Diocese arranging a workshop on collective worship with the Chaplain, which he looked forward to participating in.</p> <p>To allow Governors to prepare for the forthcoming SIAMS inspection, examples of SIAMS reports were distributed and Governors were encouraged to share more reports and useful information.</p>	

<p>12.</p>	<p><u>LGC Training</u></p> <p>Governors noted the distributed information about the DfE Workload Reduction Toolkit twilight session which would take place at Manor CE Academy, and the information about the CYC training on Exclusions.</p> <p>Sue Van Hout reported that she had completed the Safer Recruitment training arranged by CYC.</p> <p>The Clerk agreed to share the full training record of completed training at the next LGC meeting.</p>	<p>Agenda</p>
<p>13.</p>	<p><u>Policy Updates</u></p> <p>The Collective Worship and Religious Education Policy were shared with Governors as a part of SIAMs Inspection preparations.</p> <p>13.1 The Mental Health and Emotional Wellbeing</p> <p>The Headteacher reported that the policy was inspired by the Church of England Mental Health and Wellbeing toolkit shared with Governors at a previous meeting.</p> <p>Governors approved the policy.</p>	
<p>14.</p>	<p><u>Items / Actions for the Trust Board</u></p> <p>Governors appreciated the received information about the Apprenticeship Levy. However, they had hoped that the information would focus more on support available to schools from the Trust and a clear direction for spending. They would like to see a strategy from the Trust on how to secure best possible returns from the money paid into the levy.</p> <p>Governors were awaiting feedback following the Trust Governance Review.</p>	
<p>15.</p>	<p><u>Any Other Business</u></p> <p>The Headteacher reported that rumours had started in the village about the school potentially closing down. A Governor had therefore gone out in the village to see what she could find out, and had tracked down the source of the misinformation, which had been shared in an informal setting. They had now contacted the Clerk to the Parish Council and sent a letter to information them about the rumour and to give the Parish Council a clear view on the matter. A copy of the letter was shared with Governors.</p> <p>This was also an opportunity to check in with the Parish Council and to start sharing more information in order to build up a good relationship.</p> <p>A Governor suggested that the school could also contact other Parish Councils in the school's area as a way of widening the school's network and distribute information in Parish Council updates and news.</p> <p>EEF guidance for Governors</p> <p>Governors noted the distributed guidance from the Education Endowment Foundation (EEF). The guidance was shared with Governors for their information and to provide information about the EEF's work.</p>	
<p>16.</p>	<p><u>Dates of future meetings</u></p> <p>6th June at 6:00pm</p>	

The meeting closed at 8.07pm

Chair, Mrs S Van Hout

Date

FOREST OF GALTRES ANGLICAN METHODIST PRIMARY SCHOOL ACTION POINTS
From the Meeting of the Local Governing Committee held on 28th March 2019

	<u>Action Point</u>	<u>Item</u>	<u>Responsibility</u>	<u>Timescale</u>
1	Arrange school visits with focus on impact of new curriculum approach	3.2	Governors AF and SP	Before Easter (or at earliest convenience)
2	Provide a paragraph for the SIAMS self-evaluation case for excellence	3.3	Governor AF	Ongoing
3	Look at SIAMS Reports and share links	3.6	All Governors	Ongoing
4	Think about topics for Governors newsletter and present to the Chair	8	All Governors	Before LGC 6 th June

Items for the Next Agenda:

End of year training record