Hope Learning Trust York

Forest of Galtres ANGLICAN METHODIST PRIMARY SCHOOL

Forest of Galtres Anglican Methodist Primary Academy

Minutes of the Meeting of the Local Governing Committee held on ~~28th March~~ 26th Sept 2019

Present:	Sue Van Hout (Chair) Stephen Popplewell Tracy Evans Trevor Gant	Allyson Buckton (Headteacher) Andrew Foster Hannah Rawcliffe
In Attendance:	Sara Simpson (Finance Manager) *[until 6:42pm]* Isabella Kvist-Hansen (Clerk, Governance Support Officer)	

		Action
1.	***Election of Chair and Vice Chair*** Sue Van Hout expressed that she was happy to be re-elected as Chair. There were no further expressions of interest. **Resolved: Sue Van Hout was unanimously elected as Chair for a duration of 1 year subject to final approval by the Trust Board.** Stephen Popplewell expressed that he was happy to be re-elected as Vice Chair if there were no expressions of interest from other Governors. **Resolved: Stephen Popplewell was elected as Vice Chair for a duration of 1 year.** Governors recorded their thanks and appreciation to the Chair for her good work and strong leadership as well as for her commitment to the LGC and the school.	
2.	***Welcome, Apologies for Absence and Declarations of Interest*** Annual Business Interest forms were distributed and returned. The Chair welcomed everyone to the meeting. Apologies for absence were received with consent from Joanna Weatherill and Gemma Sutton. There were no declarations of interests.	
3.	***Minutes of the meeting held on 6th June 2019 including confidential minutes*** The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.	
	Action Plan and Matters Arising	

	Action	Responsibility	Status
1.	Finalise Governor newsletter for distribution.	Chair	To be completed
2.	Update website to include information on impact of absence to raise awareness with parents.	Headteacher	Completed
3.	Reschedule meeting on Thursday 28/11 2019 and inform governors.	Clerk/ Headteacher	Completed
4.	Arrange annual governor assembly visits.	Assistant Headteacher	Carried forward
5.	Arrange governor/teacher get together.	Headteacher	Carried forward

Action point 1 – The Chair reported that the newsletter was almost finalised and would be ready for distribution shortly.
Action point 4 – With the Assistant Headteacher starting her maternity leave, assembly visits had not yet been finally agreed. HR agreed to take over the arrangements. Assembly visits were to be arranged for Governors; JW, SVH, SP and TG. **HR**
Action point 5 – the Headteacher agreed to look into dates where most members of staff would be present. **HT**

Matters Arising
Governors noted that SIAMS was no longer a standing agenda item. The Clerk agreed to add this item to future agendas.

4. ***Resources (Overseeing Financial Performance)***

The budget monitoring report for period 11 (July 2019) and a summary of variance were distributed with the agenda.
The Finance Manager highlighted the following from the report:

- Income was under budget firstly due to the delays in the arrangements with the former Shipton pre-school and secondly due to the lack of funding for admin support provided to Stillington Primary school, which had still not been received.
- Staffing expenditure was over budget due to costs of supply cover.
- Other expenditure was over budget mainly on 'other occupational costs' such as caretaking supplies and water and electricity charges.

Overall the period 11 accounts showed a deficit of £20k compared to a predicted surplus of £13k.
The Finance Manager reported that she was currently working on finalising the period 12 end of year reports.

A Governor asked if the school expected to receive the money owed for admin work carried out to support Stillington Primary School.
The Headteacher replied that in light of the current consultation of closure, it was likely that they would now receive the money. She advised that there had been some confusion over the arrangements from Stillington's side, but they had proof of the agreed arrangements, which could be shown to NYCC. The Headteacher advised that the Trustees could provide more support with getting the money in as the cover arrangements had been confirmed by the Trust Board. The Finance Manager added that they still expected the £5k to come in otherwise, it would increase the deficit position, which would have to be carried forward to the 2019-20 budget.
Governors discussed the current situation at Stillington Primary School. Governors expressed that they were concerned about the situation and the potential consequences for the school if the money owed was not to be received. They agreed to seek clarification from the Trust Board on what support was provided to the school in terms of getting this money back.

The Headteacher reported that a member of staff from the school would move into a Trust-wide SENCO role two days per week alongside her teaching commitments.
Governors recorded their congratulations to the member of staff on her new role and expressed that it was well done.

The Finance Manager informed that following the audit in October 2019 and confirmation of year-end figures, the information would be presented to Governors at the next LGC meeting.

[Sara Simpson left the meeting at 6:42pm]

5. ***Headteacher's Report***

The Headteacher's reported that the distributed report was in a new format provided by the Trust.

5.1 Pupil Progress

The Headteacher advised that it was still early in the year and too early to record progress targets for year 6 students.

The Headteacher suggested that a date for the next Teaching and Learning Working Group meeting, to review end of year data for year 3, 4 and 5, should be agreed in liaison with the Chair of the Committee and the Clerk. **HT, Clerk and JW**

5.2 Attendance

The Headteacher advised that there were no problems to report. The overall attendance to date this academic year was 97.6%. PP students' attendance was high.

Attendance return reports had been distributed as reference. Governors noted that there had been 3 cases of unauthorised absence this year. None of these cases were pupils with English as additional language (EAL).

A Governor raised a question about EAL pupils and the diversity at the school.
The Headteacher replied that diversity at the school was typical for the area. The Staff Governor added that EAL pupils might speak a different at home or have a parent from another country.

5.3 Behaviour and Discipline

There were no problems to report.

5.4 SEND Update

Governors noted the distributed SEND on a Page (SOAP) document which showed summer term 2019 data.
Governors discussed the number of SEND children working at age related expectations in maths, reading and writing. The Headteacher advised that the children had showed strong progress. National comparison data was not yet released for SEND children but this would be interesting to explore.

A Governor noted that compared to the national and local averages there were comparatively a higher number of SEND pupils at the school (national: 12.5%; local: 13.1%; school: 18.5%).
The Headteacher replied that some children were no longer on the SEND register and added that it was always cohort specific. In the summer term 2019 there had been 27 children on the register, while this academic year there were 24 or 17% of the student body.

A Governor asked if the number had decreased to 24 due to children leaving the school.
The Headteacher confirmed that 5 SEND children had been in year 6 and had now left the school, however pupils with additional needs had also joined the school.

Governors discussed the acronyms and resulting difficulties in interpreting the information included in the SOAP report. They agreed that adding an explanatory key to reading the document would be helpful to ensure effective monitoring by Governors. The Headteacher agreed to raise this with the SENDCO and the Trust. **HT**

5.5 Staffing Update

The Headteacher informed that all positions were filled. 2 members of staff were now on maternity leave. An overview of attended training was included in the report.

A Governor raised a question about the process around maternity covers.
The Headteacher replied that this was currently with the Trust's HR team.

Feedback from Governors on the new format

A Governor reported that the new report format did not provide the same narrative and sense of events in school. Governors agreed that they found it useful to receive updates on matters in school

	through the Headteacher's report. The Headteacher added that with the new agenda format this information was more split up and now covered under new separate agenda items such as Curriculum Development and Vision and Values. She suggested that going forward updates on matters in school could be provided under these headings to give Governors a more detailed narrative.	
6.	***Statutory Test/Exam Results Overview*** Governors noted the minutes from the Teaching and Learning Working Group held on 11th July 2019. Governors were pleased to see the strong pupil outcomes. A Governor asked if they had received a decision on the request for having a paper remarked. The Headteacher replied that it had been decided that the mark would not be changed. The Headteacher advised that she would circulate documents showing comparative data which had been received on the same day as the meeting. She informed that the school's outcomes were above both national and local averages in all key measures. Discussion followed, with Governors noting that the good outcomes should be shared in the Governor newsletter to share the strong pupil outcomes with parents.	**HT** **Chair**
7.	***Academy Development Plan (including SEF)*** The Headteacher reported that the ADP was in a new format introduced by the Trust, which aimed at only presenting headlines to make the information more concise. In addition to this there would be a more detailed document to support the headlines which would also include actions. The three headline strands included in the ADP were: 1. Aim for high pupil outcomes 2. Development of school EYFS provision 2-5 yrs 3. Support the development of staff in order to work effectively across the wider Trust. A Governor reported that the ADP was a key document for Governor monitoring and that it was an important tool for Governors to get information. She was concerned that the new format would not be sufficient and requested that the supporting document with actions should also be available to Governors. This was noted by the Headteacher. A Governor asked if there should be a strand to represent SIAMS. The Headteacher replied that this would be reflected in the detailed document. A Governor asked if it would be beneficial to have an EYFS Link Governor. It was agreed that this was something to consider going forward.	**Agenda**
8.	***Curriculum Development*** The Headteacher reported that it was still early in the year and that this would be presented to Governors in detail. The Teaching and Learning Working Group would scrutinise subject action plans and 2-year curriculum plans.	
9.	***Vision and Values*** Revd A Foster reported that he had been in contact with Barbara Eaton (MAST) to express concerns raised at the previous meeting regarding the unclear comments about spiritual development during the SIAMS inspection. He reported that the Church of England Education Office had released guidance on spiritual development which could perhaps be shared to guide staff training. The Headteacher advised that she was familiar with the guidance but it mostly focused on different approaches to spiritual development at different schools. She suggested that this could be a subject for the Ethos Committee to discuss.	

	The Headteacher reported that they had not received a feedback form following the SIAMS inspection, which would have been a good tool to feed back Governors' concerns. The Headteacher reported that a lot of work had gone into articulating the vision prior to the SIAMS inspection. The new logos had also been introduced. The Staff Governor added that the vision was well embedded and that the children were able to articulate it. It was further noted that it was visible on the school website. **Resolved: Governors agreed that there was no need to update the vision and values currently.**	
10.	***Chair's Report/LGC Strategic Direction*** The Chair reported that at the termly Chairs of Governor meeting a proposed new structure had been presented based on recommendations from the Trust-wide governance review. This structure was based on a model where there would not be individual LGCs at each school. The LGCs would instead be replaced by a board overseeing governance at several schools. The Chair expressed dissatisfaction towards this structure and added that she did not find the model viable. Discussions followed, with Governors noting that this model might not be very popular amongst Governors at other schools either. *Governor Training* Governors noted the shared training opportunities at CYC. The Chair reported that she would attended the Link Governor training session at CYC and Safeguarding training arranged within the Trust. She suggested that they could decide at the next meeting who would attend what training sessions. Information could then subsequently be shared with all Governors at LGC meetings. *Question from Trustees* Governors had received that following question from Trustees: *Trustees would like to thank all the staff for all their hard work for 2018/2019 and congratulations on the outcomes from the school's Ofsted and SIAMS inspections.* *Trustees also thanked governors for their response to the question on key priorities post-Ofsted. However, further clarity was requested to ensure the success criteria is adequate and appropriate how this would be monitored and through what evidence, and what the regularity of governor involvement would be in the monitoring process."* Governors replied: Key priorities will be monitored through evidence included in documents such as the ADP, subject action plans, 2-year curriculum plans, pupil outcome data, Headteacher's reports and through scrutiny at the Teaching and Learning and Ethos working groups. In addition, Governors collect evidence through their Link Governor visits, and through feedback from the Headteacher on staff performance management, where targets would be linked to these AFIs. The full LGC meetings will provide an overview of the monitoring process while the working groups will involve further scrutiny. Minutes from working groups are distributed with LGC agendas to disseminate information to all Governors.	
11.	***Admissions*** The Headteacher reported that the published admission number (PAN) was currently 27. Changes introduced now would be effective in 2021. **Revolved: Governors agreed to keep PAN at 27.**	
12.	***Safeguarding*** There was nothing to report at this meeting.	
13.	***Health and Safety*** The Headteacher reported that a policy update visit had been completed and relevant checks had	

	carried out by a NYCC Health & Safety Adviser.	
14.	***Premises and Maintenance*** The Headteacher reported that a health and safety walk around the school was to be arranged to inspect findings from the latest health and safety report. The Headteacher further advised that there had been a water leak in the library. The Trust was aware of this and the Site Manager had done inspections of the roof. She added that a new roof might be needed and solutions had been discussed with the Finance Manager, COO and Support Services Manager.	
15.	***Policy Review*** The Headteacher reported that the NYSCB model Child Protection Policy had been updated and would be presented for approval at the next meeting.	**Agenda**
16.	***Any Other Business*** There was no further business for discussion.	
17.	***Dates of future meetings*** Thursday 5th December at 6:00pm. Teaching and Learning working group: TBC (before half-term). Ethos working group: TBC (after half-term)	

The meeting closed at 7:59pm

S Van Hout — 5/12/19.

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 26th September 2019

	Action Point	Item	Responsibility	Timescale
1	Arrange annual governor assembly visits for Governors: JW, SVH, SP and TG	3.4	HR	Ongoing
2	Arrange Governor/Teacher get together	3.5	Headteacher	Ongoing
3	Arrange a date for the first T&L working group	5.1	JW, Clerk and Headtecaher	Before half-term
4	Request adding an explanatory key to the SEND on a page document to ensure effective monitoring by Governors.	5.4	Headteacher	Before next LGC meeting 05/12/19
5	Circulate document showing comparative pupil outcome data.	6	Headteacher	Completed
6	Add information about comparative data to the Governor newsletter.	6	Chair	As soon as possible

Items for the Next Agenda:
EYFS Link Governor
Child Protection Policy

Item	Agenda number	Current RAG rating	Comments
Resources – Finance update	4	RED	Grant not yet received for admin support provided to Stillington Primary School. Governors are concerned about the situation and the potential consequences for the school, if the money owed is not received. Governors would like to receive clarification from the Trust Board on what support is provided to the school.