



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING  
HELD VIA VIDEO LINK  
ON THURSDAY 15 OCTOBER 2020 AT 6.30PM**

**Present:** Mrs Natalie Garrett (Chair)  
Mrs Louise Weaver  
Mr Alan Eaton  
Mr Tim Hughes  
Mr Simon Blackbond  
Mrs Rachel Gallyot

**In Attendance:** Dr Annabel Kay (CEO Warriner MAT)  
Mr Matt Green (Headteacher)  
Mrs Catherine Musgrove (Clerk to the Warriner MAT)  
Mrs Wendy Willie (Clerk)

**ACTIONS**

1.	<b>Mr Blackbond to complete PREVENT training. Certificate to be sent to Mr Green</b>	<b>Mr Blackbond</b>
2.	<b>Health &amp; Safety Policy to be added to the website</b>	<b>Mr Green</b>
3.	<b>Trust Health &amp; Safety Policy to be shared with Mr Green</b>	<b>Mrs Musgrove</b>
4.	<b>Governor visits to be discussed in line with the monitoring plan and school calendar</b>	<b>Mrs Garratt/ Mr Green</b>
5.	<b>Website audit to be undertaken</b>	<b>Mrs Musgrove</b>
6.	<b>Summer 2020 Whole School Data document to be put onto GovernorHub</b>	<b>Mr Green</b>
7.	<b>Summer 2020 Whole School Data to be an item on the next agenda</b>	<b>Mrs Willie</b>
8.	<b>Attendance strategy for Pupil Premium pupils to be shared at the next meeting</b>	<b>Mr Green</b>
9.	<b>Pupil Voice information to be sent to Mr Green</b>	<b>Mrs Gallyot</b>
10.	<b>Article to be submitted to the Banbury Guardian</b>	<b>Mr Blackbond</b>
11.	<b>NCC Teachers' Pay Policy 2020-21 to be finalised for ratification at the next meeting</b>	<b>Dr Kay/ Mr Eaton</b>
12.	<b>Health &amp; Safety Governor to complete a health and safety walkabout</b>	<b>Mr Hughes</b>
13.	<b>Mr Green to be provided with the model MAT Admissions Policy once finalised</b>	<b>Mrs Musgrove</b>
14.	<b>Auditors' Presentation to be the first item at the next meeting</b>	<b>Mrs Willie</b>
15.	<b>Letter of thanks to be sent to all staff from the LGB</b>	<b>Mrs Garratt</b>
16.	<b>All governors to review and advise of any amendments to the Register of Interests</b>	<b>ALL</b>

*This meeting was held via video link through Microsoft Teams due to Covid-19.*

### 1. **Welcome & Consent to Absence**

Dr Kay welcomed everyone to the meeting and introduced Mrs Catherine Musgrove, Trust Clerk and Senior Governance Professional who will attend meetings to advise and support the Local Governing Board (LGB). Dr Kay explained that she would chair this evening's meeting to help provide guidance on chairing. Dr Kay added that during an Ofsted monitoring visit the governing body will be assessed on their strategic questioning, therefore, Dr Kay will steer governors away from being operational to being more strategic. No apologies were received. All documents were made available on GovernorHub prior to the meeting.

### 2. **Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests**

None.

### 3. **Minutes of the meeting held 16 July 2020 & Review of Actions**

The minutes having been circulated were agreed as a true copy. Minutes deferred for signing.

#### **Review of Action Points**

Please refer to table above for new/outstanding actions. The following was reported:

Mrs Musgrove clarified that the latest Trust Health & Safety Policy is very specific to the Trust and, therefore, may not be appropriate for the school. Policy to be shared with Mr Green.

**Action: Mrs Musgrove**

Governor visits to be discussed in line with the monitoring plan and school calendar.

**Action: Mrs Garratt/Mr Green**

The Ofsted training to be delivered by Frances Bartlett has been deferred, as it is felt that face to face training will be more beneficial. Virtual training will take place at the end of the year if face to face training is not possible.

### 4. **Headteacher's Update**

Report dated 13 October 2020 had been circulated. Mr Green gave an overview of the report with the following questions raised:

**Mr Hughes asked about the inconsistencies in the School Improvement Director's (SID) report following the visit on 6 October.** Mr Green advised that one class did not have their criteria displayed and in one class the learning environment needed to improve. The SID visited 5 of the 7 classes and they were consistent.

**Mr Hughes asked with regard to the new Philosophy for Children currently running in years 2 and 5, will this be delivered by other teachers.** Mr Green advised that no other members of staff are trained to deliver this, although staff could undertake this training next year.

**Dr Kay asked with regard to the Self-Evaluation Form (SEF) Grades detailed on the first page of the report, why Early Years Foundation Stage (EYFS) and Behaviour and Attitudes are graded as 'Requires Improvement'.** Mr Green explained that with regard to EYFS, as there is a mixed Reception and Year 1, when observations were undertaken the focus was on Year 1. More impact needs to be seen for Reception pupils. The learning environment for Reception pupils also needs to be addressed. With regard to behaviour, there is the need to stimulate better behaviours for some Reception pupils. **Dr Kay asked if there is a plan in place to address this.** Mr Green confirmed that plans are moving forward, with the learning environment to be addressed prior to half-term. **Dr Kay asked with regard to behaviour, is the issue with behaviour or behaviour for learning.** Mr Green clarified that it relates to behaviour for learning. **Dr Kay asked if this had been built into the EYFS assessment.** Mr Green said yes.

**Mrs Gallyot asked with regard to capacity of leadership to upskill leaders, is the SEF Grade ‘Good’ a true self-evaluation if the school is building capacity. If HMI visit they will want to speak to subject leaders without senior leaders being present.** Dr Kay clarified that the leadership capacity ultimately sits with Mr Green, but there is potential for a couple of members of staff who will take part in training. Mr Green added that he has every faith that subject leaders will be able to articulate how their subject was built and what it would look like, but they may not be able to monitor and evaluate the subjects. **Mrs Gallyot asked if there is a danger that the intent of the subject leader does not match the implementation. Will they know where they are on the journey.** Dr Kay agreed that in terms of intent this would be ‘Good’ but implementation would be ‘Requires Improvement’.

**Mrs Gallyot highlighted that the curriculum is graded as ‘Good’, but Personal Development is graded as ‘Requires Improvement’ and asked if this is not a contrast. Would Personal Development not match the curriculum.** Mr Green advised that the PSHE curriculum was only launched in September, therefore, outcomes for pupils can not yet be evaluated. Evidence to show the PSHE curriculum is helping towards the development of pupils should be seen by January 2021.

**Mrs Garratt asked in relation to getting the children to achieve in line with the national average and above, is there any area that has been identified to focus on pushing forward more.** Mr Green explained that one of the key questions driving the data are those pupils who achieved Greater Depth (GDS) at KS1 and whether the school is ensuring they remain at GDS throughout their journey through the school. Mr Green displayed a document ‘Summer 2020 Whole School Data’ on screen through Teams. Mr Green explained that the data report and tracking systems are new in the school and that the school’s data also sits within the Trust data. Mr Green briefed on the document showing year group progress and how pupils are identified who did not achieve as expected. Mr Green gave the following overview of year groups:

- **Year 1:** It is evident that the lockdown had an impact on some pupils, with a small minority doing no work during the lockdown.
- **Year 2:** Outcomes are very strong and were good last year. Two pupils did not do any work during the lockdown. Their gaps have been identified and work is being undertaken with them to address issues.
- **Year 3 – Lower KS2:** This cohort is of concern as previously advised. The cohort is low attaining and had a poor curriculum. These pupils will be supported moving into years 4 and 5. The staff working with the pupils in Year 4 have had extensive personal development during the lockdown. During the monitoring visit it was identified that these pupils are now making good progress. It is hoped that by the end of Year 4 their data will be more in line with national figures.
- **Year 4 (current Year 5):** This cohort has a strong teacher who has had CPD. Their outcomes should be better than where they are now. The current Year 5 are a target group to help ensure they match their outcomes when they move into Year 6.
- **Year 5 (current Year 6):** The class teacher has had support from the SID and another Headteacher within the Trust. Outcomes are looking strong for Year 6 this year.
- **Year 6 cohort who left in August 2020:** The combined score was 70% and in line with national figures, which is a huge improvement on the previous two years. However, we were aiming higher than this prior to Covid and the lockdown, which had an impact. It is disappointing but it is where the children were.

Dr Kay expressed that governors need time to review the data document in order to raise questions. It was noted that normally the report would be shared before the meeting. It was agreed that the document would be shared on GovernorHub and that this be an item on the next agenda in order for questions to be raised.

**Action: Mr Green/Mrs Willie**

**Mr Hughes asked if the impact the pandemic has had on the school is common across other schools.** Dr Kay replied that across the Trust they are seeing issues with stamina for writing. Younger children have bigger gaps because learning behaviours are not embedded. Mr Green commented that he felt the start of term in the school was more settled than in other Trust schools because the school opened at the end of the summer term, which allowed gaps to be identified and closed.

**Dr Kay asked what the strategy is to address attendance issues for Pupil Premium pupils.** Mr Green stated that the strategy is being produced and can be shared at the next meeting.

**Action: Mr Green**

**Mr Eaton asked if an update would be available in December on the progress being made by those pupils identified as needing extra support.** Mr Green explained that after every data drop he meets with teachers to review the data for every pupil. Pupils who are underperforming or at risk of underperforming are identified with interventions put in place which can be measured. Mr Green briefed on some of the programmes being put in place to help with spelling, reading and writing.

**Mr Hughes asked if curriculum leads would have the opportunity to be involved in monitoring and evaluation.** Mr Green said yes, adding that the first monitoring was to establish if the strategy embedded is working. Mr Green is meeting with staff in other Trust school to discuss how they can upskill middle leaders and involve them in monitoring. There is an expectation that subject leaders will submit subject leader reports to the LGB at the end of the academic year.

Dr Kay explained that a shared leadership model is being developed for humanities and RE across three of the Trust schools, Finmere Primary School, Farthinghoe Primary School and Southfield. **Mr Hughes asked if the model would cover teaching, learning and the curriculum.** Dr Kay clarified it will mainly cover the curriculum and the monitoring of the delivery of their subject area. **Mr Hughes asked if teaching and learning would also be covered by the same person.** Dr Kay clarified that the monitoring of teaching and learning is covered within the MAT team.

**Mrs Gallyot asked if further thought had been given to mini safeguarding sessions.** Mr Green said yes, adding that a PREVENT training session was run in September which all staff completed.

**Mrs Gallyot asked if any Pupil Voice had been done to support evidence for behaviour and attitudes.** Mr Green said this had not yet started. Mrs Gallyot to send Mr Green information on Pupil Voice.

**Action: Mrs Gallyot**

## **5. Contingency Plans for 2<sup>nd</sup> Lockdown**

Document 'Remote Learning Protocol Primary' had been circulated. Governors were informed that in the event of school closure everything will move onto Google Classrooms. Staff will record or deliver live lessons and work will be added to Google Classrooms. Pupils have already been using Google Classrooms in school and login details will be sent to parents. In order to support Pupil Premium pupils who do not have access to a device at home, a laptop loan scheme will be launched. If there is capacity in the scheme, needs across the school will be established. Dr Kay added that a laptop purchase scheme will also be made available to parents. Mr Eaton highlighted that having more than one child at home trying to access Google Classrooms is difficult. Dr Kay advised that this is why lessons are recorded to enable them to be accessed at different times. Master classes for parents will also be recorded to help parents support their children. If staff are poorly and unable to deliver lessons, other staff across the Trust will provide lessons. There is a MAT Teams platform which all staff are able to load and access lessons through. **Mrs Garratt asked if those provided with access to a laptop would also be helped with WiFi access.** Dr Kay confirmed the plan is to provide this where needed. **Mr Eaton asked if children log in in school.** Mr Green confirmed pupils are logging in in school and briefed on what has been uploaded for the year groups.

**Mrs Weaver asked what is in place for children who are currently self-isolating.** Mr Green advised pupils will be directed to using White Rose maths and the Oak National Academy. Children will be notified of which topics are being covered in school. **Mrs Weaver asked about accessing reading books at the level a child is working at.** Mr Green stated that currently books are not going in or out of school. **Mrs Garratt asked if the work will be set for the same amount of time as before.** Mr Green confirmed it would be three hours as before.

#### **6. LGB Marketing Plan to increase pupil numbers for September 2021**

Mr Green confirmed he had updated the document following input from governors and briefed on the actions taken. Dr Kay asked Mr Blackbond if the article for the Banbury Guardian had been submitted. Mr Blackbond confirmed he has the article and that he needs a jpeg file of the flyer. Mr Blackbond to move this forward. **Action: Mr Blackbond**

Governors were informed that flyers promoting the new pre-school had been printed for them to collect for distribution.

#### **7. DfE Update on Rebrokering**

Dr Kay said no update is available on the status of the rebrokering. An Efficiency Review was undertaken by the DfE with a report awaited. Dr Kay confirmed that the Trust would continue as they are in running the school.

#### **8. Northants County Council (NCC) Special Educational Needs & Disability (SEND) Provision**

Dr Kay reported that the proposal is going to Cabinet for debate in December. Fiona Baker, County Councillor and Cabinet Member for Children's Services for NCC, is very supportive of the school and the SEN proposal and will do all she can to support the application.

#### **9. Safeguarding**

Dr Kay will undertake safeguarding audits in all MAT schools. Termly reviews will be fed back to the LGB. Dr Kay clarified that she would check the Single Central Record (SCR) and ensure that actions are being undertaken, as there is no requirement for the Safeguarding Governor to undertake this. Governors were informed they should hold Dr Kay to account and track recommendations made. **Mr Hughes asked if there is any problem with Dr Kay overseeing safeguarding in the school when the school is not officially part of the MAT.** Dr Kay replied she does not believe it is a problem, adding that the Safeguarding Governor could join her during some of the checks, although the governor could not review individual files due to confidentiality.

**Mrs Gallyot asked if site walkabouts are undertaken, which are documented in a site risk assessment.** Mr Green clarified that a site risk assessment is in place, however, his daily walk around the site is not documented. Mrs Gallyot suggested that the Health & Safety Governor takes part in a walkabout and that this is documented. Mr Hughes to undertake a health and safety visit as soon as possible. **Action: Mr Hughes**

#### **10. Teachers' Pay Recommendations**

Document '2020 Report on Teacher Appraisal' detailing anonymised pay recommendations had been circulated. Mr Green confirmed he had set staff robust targets. The Trust has taken the view that if there was a data target for staff, unless there was a reason for concern, the view is that the target has been met. Dr Kay briefed on the eight members of staff listed in the document and asked if governors were in agreement with the pay progression recommendations. All pay progression recommendations were agreed by the LGB as presented. Mr Green confirmed he will write to teachers to confirm the pay recommendation was ratified which will be backdated.

It was noted that Frances Bartlett completed Mr Green's appraisal, which will be ratified by the Trustees of the Warriner MAT, as Mr Green is employed by them, not Southfield.

## 11. Teachers' Pay Policy 2020-21 (NCC)

The model Teachers' Pay Policy 2020-21 had been issued by NCC. Mr Eaton and Dr Kay to work on finalising the policy. Policy to be presented at the next meeting for ratification.

**Action: Dr Kay/Mr Eaton**

**Mr Hughes asked if the Pay Policy would be aligned with the MAT's Pay Policy.** Mrs Musgrove clarified that the Trust has a policy negotiated with the unions. The Trust would be looking to align the policies, however, this is not appropriate at the current time. Dr Kay added that all personnel policies are negotiated regionally. It was confirmed that the national guidance on pay uplifts has been worked into the budget. **Mr Hughes asked if there is any difference in policies.** Dr Kay advised that it has been found that Oxfordshire staff are paid more than NCC staff. The Trust has, however, ensured all staff are paid at the same level so there are no discrepancies.

## 12. Management Accounts – 31 August 2020

The accounts for August 2020 are the last accounts being produced solely for the school by the School Business Manager. September accounts have been worked on by the Trust and will be presented to governors in the near future. The budget and accounts have been checked by the MAT Team. Going forward Dr Kay recommended a Finance Committee be in place.

Mrs Hughes, School Business Manager, has been given notice as it is felt it is more cost effective to bring this into the Trust. Once the audit is completed the Trust Finance Lead and Dr Kay will work on the budget. The budget was based on the school joining the Trust from 1 September 2020. The August accounts are as accurate as possible, with a significant deficit predicted across the year. The September accounts will be more accurate. Dr Kay is still negotiating the write-off of last year's deficit and predicted deficits for this academic year with the DfE. **Mr Eaton asked if the DfE are not engaging with the negotiations.** Dr Kay advised that the DfE are awaiting the Efficiency Review report on which they will base their decision.

## 13. Governance

### a) Pecuniary Interest Forms/Register of Interest

Mrs Willie asked that all governors check the Register of Interests as circulated and advise of any changes, as the Register must be published on the school website. Once face to face meetings resume updated pecuniary interest forms will be issued for completion.

**Action: ALL**

### b) Agreement to publish governor details on the website/GOV.UK

Governors were reminded that it is a statutory requirement that their details be published on the school website and on the GOV.UK Getting Information About Schools website. The LGB structure, attendance at meetings and interests must be published. No objections were made to publication of governors' details.

### c) Governor Visits 2020-21

Discussed under item 3.

## 14. Any Other Business

### a) Annual Accounts

**Mr Eaton asked, as Finance Governor, would he be required to be involved with the auditing of the annual accounts year ending 31 August 2020.** Dr Kay clarified that the audit will be undertaken week commencing 9 November. Once completed a pre-audit meeting will be held which Mr Eaton would be involved in. Auditors' Presentation to be the first item at the next meeting.

**Action: Mrs Willie**

**b) Covid-19 Cases**

Mrs Garratt stated that with the schools in the town having positive cases, she feels it is only a matter of time before the school is closed. Dr Kay advised that a positive case was confirmed in one of the Trust schools. The support from the DfE had been very strong and straight forward. **Mrs Garratt asked if that school had remained open.** Dr Kay said yes, adding that governors would be informed if there is a case at Southfield.

**c) Admissions**

Mrs Musgrove said she understood that consultation on admission arrangements had been raised at the last meeting. Mrs Musgrove clarified that this opens in October with any consultation to be completed by January. The arrangements for 2022-23 must come to the next LGB meeting in order to go to consultation. Mrs Musgrove to provide Mr Green with the model MAT policy once it is finalised.

**Action: Mrs Musgrove**

**d) Staff Wellbeing**

**Mrs Gallyot asked about staff wellbeing and if a letter of thanks would be appreciated from the LGB to help staff feel supported.** Mr Green agreed that staff would appreciate a letter from governors. Mr Green added that feedback from staff has been that as the school had been as normal as it can be, that mentally it has been good for staff to come back. Letter of thanks to be sent to staff on behalf of the LGB.

**Action: Mrs Garratt**

**Mrs Garratt asked if it were felt there could be issues with teachers if they have childcare issues, could there be a knock on effect.** Dr Kay said yes this is anticipated and would be dealt with as issues arise.

**15. Date of next meeting – Thursday 10 December 2020 6.30pm**

Dr Kay thanked governors for the support provided this term and the progress they had made.

There being no further business the meeting closed at 8.20pm.

Signed \_\_\_\_\_ Dated \_\_\_\_\_