



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING
HELD VIA VIDEO LINK
ON THURSDAY 10 DECEMBER 2020 AT 6.30PM**

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

Apologies: Mrs Catherine Musgrove (Clerk to the Warriner MAT)

In Attendance: Dr Annabel Kay (CEO Warriner MAT)
Mr Matt Green (Headteacher)
Mrs Wendy Willie (Clerk)

ACTIONS

1.	Mr Blackbond to complete PREVENT training. Certificate to be sent to Mr Green	Mr Blackbond
2.	Extraordinary LGB meeting to be convened once accounts are finalised	Mrs Willie
3.	AGM to be scheduled once accounts are finalised	Mrs Willie
4.	Reappointment of Auditors to be an item on the AGM agenda	Mrs Willie
5.	Health & Safety Policy to be an item on the next agenda for adoption	Mr Green/ Mrs Willie
6.	Governor monitoring visits document to be circulated once finalised	Mr Green
7.	Pupil Premium Strategy document to be circulated once finalised	Mr Green
8.	Data to be an item on the next agenda	Mrs Willie
9.	Updated Rapid Improvement Plan to be loaded onto GovernorHub	Dr Kay/ Mrs Willie
10.	SEND and Complaint's policies to be cross-referenced	Mr Green
11.	Rebranding to move forward	Dr Kay/ Mr Green
12.	Exclusion Policy to be drafted for review at the next meeting	Mr Green
13.	Policies to be finalised as agreed	Mr Green

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

1. Welcome & Consent to Absence

Mrs Garrett welcomed everyone to the meeting. Apology as noted above which was accepted. All documents were made available on GovernorHub prior to the meeting. The meeting was quorate.

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

None.

3. Presentation of draft Report of Financial Statements 01.09.2019 – 31.08.2020

Dr Kay informed governors that the accounts are not yet ready to be presented. A meeting was held with the accountants last week which Mr Eaton attended. It was explained that there is a problem with reconciling payroll with Northants County Council (NCC), which the accountants have been asked to resolve as soon as possible. An extraordinary meeting will be called once the accounts are ready. An Annual General Meeting (AGM) will also be convened once the accounts are finalised.

4. Reappointment of Auditors for Recommendation to the Members

Dr Kay proposed that Cooper Parry be retained as the auditors for the Academy Trust. **Mrs Garrett asked if there is any conflict of interest due to Cooper Parry being the auditors for the Warriner MAT.** Dr Kay and Mr Eaton clarified that there is no conflict of interest. With no objections raised, it was agreed that Cooper Parry be recommended to continue as auditors for the Academy Trust. Reappointment of auditors to be an item on the AGM agenda. **Action: Mrs Willie**

5. Minutes of the meeting held 15 October 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:

- Mr Hughes, as Health & Safety Governor, met with Mr Green to gain an overview of health and safety around the school. The school currently buys into Plumsun, who provide support for health and safety. Plumsun undertook a health and safety visit and have provided priorities to be actioned. Plumsun also provide model policies and Mr Hughes is to meet with Mr Green in January to work through those policies which need to be adopted. A Health & Safety Policy has been drafted, which will be presented to governors at the next meeting for adoption. **Action: Mrs Willie**
- Mr Green and Mrs Garrett had discussed governor monitoring visits, with a draft document 'Objectives from the School Development Plan (SDP) to be monitored' shared on the screen. Mr Green briefed on the content of the document. Document to be circulated once finalised. **Action: Mr Green**
- Mrs Musgrove had completed an audit of the school website with actions identified. Policies are the main documents missing from the website and Mr Green advised he would get policies up to date by 31 January. Mrs Musgrove will undertake another audit of the website once it has been updated. Mrs Gallyot commented that Covid Catch-Up information needs to be added to the website. Mrs Weaver highlighted that teacher and class information is out of date. Mr Green said he is aware that parts of the website need to be updated as soon as possible.
- A draft Pupil Premium Strategy document was shared on the screen. Mr Green briefed on the seven strategic objectives and the plans which sit alongside these objectives. Attendance is currently a focus. Parents of Pupil Premium pupils are to be contacted about attendance and getting pupils back into school. **Mrs Garrett asked about pupils with persistent lateness.** Mr Green stated that he speaks to those parents concerned regarding lateness. Pupil Premium Strategy document to be circulated once finalised. **Action: Mr Green**
- Mr Blackbond reported that an article regarding the pre-school was published in the Brackley Town Talk magazine. **Mrs Garrett asked if there were further opportunities for the article to be published.** Mr Blackbond said there are more opportunities and thanked Dr Kay and Mr Green for their input into the article.

6. Confidential minutes of the meeting held 15 October 2020 & Matters Arising

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

7. Headteacher's Update

A report dated 1 December 2020 had been circulated and was taken as read with questions invited:

- **Mrs Gallyot asked about the Rapid Improvement Plan being written against areas for improvement identified by Ofsted in relation to the Headteacher's Report. Mrs Gallyot also asked when the Rapid Improvement Plan would be updated and whether the plan will roll on.** Dr Kay clarified that the Headteacher's Report is not specifically linked to the SDP. The Rapid Improvement Plan supersedes the SDP, which Dr Kay and Mr Green continually update. After a year the Rapid Improvement Plan will be replaced by the SDP, with the SDP to build on what is in place.
- **Mr Hughes asked if the Self-Evaluation Form (SEF) grades could be clarified with regard to behaviour and attitudes, given that two groups have behaviour problems.** Mr Green reported that behaviour in lessons is generally very good and would not concur that two groups have behaviour problems. There has been a vast improvement in behaviour over the last 12 months. Less behavioral issues are now being dealt with, with plans in place for those pupils who need support with behaviour. **Mr Hughes asked about Philosophy for Children (P4C) being run in two classes.** Mr Green clarified that P4C is not specifically related to behaviour of pupils, it is more their social and moral development. It is hoped that pupils will be better at conflict resolution through P4C.
- **Mrs Gallyot highlighted that she is aware that when HMI visited a school in Special Measures that was receiving support from a Trust they were not part of, HMI considered the support as external. Mrs Gallyot asked if HMI visit the school would the support being provided by the Warriner MAT be seen as external support.** Dr Kay confirmed that the support would be seen as external support but not necessarily in a negative way. Mrs Gallyot expressed that the governing body needs to be clear on what its intentions would be to support the school should the Warriner MAT be seen as external support. Mrs Gallyot added she is happy to work with Mr Green on what the leadership capacity would look like with or without the support of the Warriner MAT. Mr Green reported that HMI undertook a Covid support visit. HMI were impressed with the work being done in the school, with the support from the Warriner seen as being positive.

8. Summer 2020 Whole School Data

Document detailing summer whole school data had been made available on GovernorHub. **Mrs Garrett asked if there is any data on the impact of Covid.** Mr Green said not at present. Pupils are currently doing PUMA and PIRA tests, the results of which can be reviewed in January. **Mrs Garrett asked if any data is available relating to nursery.** Mr Green advised that nursery data would also be provided in January. Data to be an item on the next agenda. **Action: Mrs Willie**

9. Rapid Improvement Plan

Updated plan to be put onto GovernorHub as the analysis for Term 1 has now been completed.

Action: Dr Kay/Mrs Willie

10. Special Educational Needs & Disability (SEND) Information Report & Covid-19 Arrangements

SEND Report November 2020 and report 'Special Arrangements in relation to Covid-19' produced by Mrs Rachel Cosgrove, Special Educational Needs Coordinator (SENCo), had been circulated.

Special Educational Needs & Disability (SEND) Policy

A draft policy had been circulated. **Mrs Garrett asked if 'voice of a child' needs to be linked to a separate policy.** Mr Green said no, explaining that this is seeking the views of the child and is specific to SEND. Mr Green to cross reference the SEND and Complaints policies. **Action: Mr Green**

11. Management Accounts

Mr Eaton had joined the recent Trust accounts review meeting with Dr Kay. It was reported that the accounts will become more accurate as the management of the accounts is moved into the Trust. The forecasted deficit of £144,000 reduced to £120,000 in the October forecast. Funding the MAT would usually take from the budget has been removed. Funding for Covid has been included in the budget but does not fully cover the cost of dealing with Covid. Catch-Up funding received will be spent.

12. DfE Update on Rebrokering

Dr Kay and Mr Duncan Raper, Chair of the Board of Directors & Member of the Warriner MAT, had a meeting with the Department for Education (DfE) last week. The rebrokering has been unable to progress due to Covid restrictions. A decision will now be made by Easter 2021. The DfE have requested that a budget be resubmitted on pupil numbers as submitted by NCC. These pupil numbers are very low and will take the budget to the bear minimum. The DfE have acknowledged that there will be a large deficit. Next operating year the school must operate without a deficit, as a deficit will be seen as a negative in joining the Trust. Governors discussed the deficit being written off by the DfE. **Mr Hughes asked if it was felt the school is still viable.** Dr Kay said she could not comment on viability at the moment. It was stated that the size of the school buildings continues to be the main problem. It is hoped that the SEND provision can be developed which will absorb some of capacity.

Mrs Garrett asked if anything further can be done to end the contracts that were previously bought into which are no longer required. Dr Kay clarified that a lot of the contracts have been terminated with only a few remaining in place. A decision on the remaining contracts can be made once a decision has been received from the DfE.

13. Proposed rebranding

Mr Green expressed that rebranding of the school with a new name and new management needs to move forward, as it is felt the school has a negative image in the town. Mrs Garrett confirmed that all governors were in agreement to move forward with rebranding the school. Dr Kay and Mr Green to move this forward. **Action: Dr Kay/Mr Green**

14. Safeguarding

Mr Green reported that two cases detailed in the last Headteacher's Report have been positively resolved. There are no pupils on Child Protection plans and no pupils with a Social Worker. There is currently one case being closely monitored.

All staff will undertake safeguarding training in January 2021. Mr Green confirmed that governors could attend this training, although it will be virtual. **Dr Kay asked if all staff have completed PREVENT training.** Mr Green confirmed all staff had completed PREVENT training.

15. Policies for Approval

The following policies had been made available prior to the meeting, with questions raised by Mrs Garrett and Mr Eaton via email.

a) Teachers' Pay Policy 2020-21 (NCC)

The model NCC policy had been reviewed by Mr Green and Mr Eaton with options chosen appropriate to the school. It was clarified that the policy is not aligned to the Trust because the school still operates under NCC. **Mr Hughes asked if there are any negative consequences when recruiting within the MAT.** Dr Kay said no, as the same pay structure is in place. **Mr Hughes asked if the governing body has to determine the pay range for the Headteacher.** Dr Kay clarified that the pay range for the Head depends on the size of the school and the pay ranges are set nationally. **Mr Hughes asked if there is funding for a Deputy Head post.** Dr Kay confirmed that the budget cannot support a Deputy Head post.

b) Special Educational Needs & Disabilities (SEND) Policy

Draft policy produced by Mrs Cosgrove had been circulated. **Mr Eaton asked if the SEN Code of Conduct 2014 mentioned in the policy is available.** Mr Green clarified this is a national document. With no further questions raised, it was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

c) Child Protection and Safeguarding Policy September 2020

The model NCC policy had been adapted to the school and was proposed for adoption. Details of the Safeguarding Governor, Mrs Weaver, and the Chair and Vice Chair to be added to the policy. It was noted that Dr Kay is detailed in the policy to act as cover if the Designated Safeguarding Lead (DSL) and Deputy DSLs are not available. Mr Green commented that it is very unlikely that Dr Kay will need to cover this position, but is available should support be required. **Action: Mr Green**

Mrs Weaver asked when the policy would be reviewed again in line with Covid. Mr Green clarified the policy would be reviewed annually. The Covid Risk Assessment will be updated as required with any update to be sent to governors.

With no further questions raised, it was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

d) Early Years Foundation Stage (EYFS) Policy

Mr Green explained this policy had been written in consultation with nursery and reception staff. Mrs Gallyot highlighted that the policy refers to Keeping Children Safe in Education 2018 statutory guidance. Reference to be amended to 2020. **Action: Mr Green**

Mrs Garrett asked if management of behaviour should be linked to the Behaviour Policy. Mr Green advised that the policies will be cross-referenced. **Mrs Garrett asked if the same policy should be produced with the nursery logo featured on the front page.** Mr Green stated the logo can be added to the front cover of this policy. It was confirmed that the school has an age range of 3-11, therefore, every policy will cover these age ranges. Dr Kay stated that Ofsted would not see the nursery as a separate entity. Mr Green added that this is why the governors need to scrutinise nursery data.

With no further questions raised, it was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

e) Behaviour Policy

Mrs Garrett asked if all staff had been trained in the expectations detailed in the policy. Mr Green confirmed that staff had, with further training taking place on the January inset day. **Mr Hughes asked if the star reward system is successful.** Mr Green explained that as this has only been in place for six months it is too early to establish if it has been successful. Mrs Garrett raised the issue of inconsistencies with applying dojos. Mr Green agreed this needs to be addressed with staff to ensure consistency. **Mr Hughes asked if governors could allow the school to lower the number of dojos.** Mr Green stated this is an operational decision.

Mrs Gallyot asked if within the policy there is the opportunity for pupils to 'right their wrong' as in her experience pupils find this to be positive. Mr Green advised that class teachers are allowed to use their own class-based system and briefed on examples across the classes.

Mr Eaton asked about the reference on page 5 to The Warriner MAT Exclusion Policy. Mr Green stated that the school would follow the MAT Exclusion Policy should a pupil need to be excluded. Dr Kay recommended that the school has its own exclusion policy and that the reference to The Warriner

MAT be deleted from the policy. This was agreed. With no further questions raised, it was proposed that the policy be adopted. All governors voted in agreement with the proposal, motion carried.

Action: Mr Green

Exclusion Policy

Exclusion policy to be drafted and presented at the next meeting.

Action: Mr Green

f) Anti-Bullying Policy

Mr Green explained that the policy had been written by the schools in the MAT Trust following a parental complaint. **Mr Hughes highlighted that the policy states parents can raise issues and asked if any issues had been raised.** Mr Green confirmed no issues had been raised to date.

With no further questions raised, it was proposed that the policy be adopted. All governors voted in agreement with the proposal, motion carried

g) Feedback Policy

Mrs Gallyot referred to the third bullet point within the policy which states ‘ALL adults working with pupils across the school will provide feedback to pupils on their personal, social and emotional needs, they will support their emotional development by ensuring time is made to support this development in their class environment’ and asked how this would be monitored and if there is training to support this. Mr Green explained this is about support and feeding back to pupils when potentially they have done something wrong and the feedback will be what a pupil can do to improve. With regard to emotional development, feedback will help pupils build resilience. **Mrs Garrett asked if there is a monitoring process on how teachers are feeding back, could teachers use different styles.** Mr Green stated they need to make sure the expectation is there for every member of staff.

Mr Hughes referred to the impact on pupil outcomes mentioned in the policy and asked how this will be assessed. Mr Green advised that the data would provide this but that he would also expect to see improvements in, for example, spelling in books during book scrutinies.

Mr Hughes asked if there should be a separate marking policy. Mr Green clarified that marking is a form of feedback. The Feedback Policy is a way of sharing what is expected to be seen in books or when talking to pupils, for example. **Mrs Weaver asked why there is no expectation that verbal feedback be recorded.** Mr Green said this is due to the increase in teacher workload in recording verbal feedback, adding that teachers workload has to be taken into consideration. Dr Kay clarified that this is not a statutory policy but a statement of intent which could be appended to the Curriculum Policy. The policy is guidance for teachers on the expectations.

With no further questions raised, it was proposed that the policy be adopted. All governors voted in agreement with the proposal, motion carried

h) Remote Learning Policy

It was stated this policy is in place to make it clear to teaching staff the expectations should the school go into another national lockdown, either a whole school lockdown or if year groups were to shut down.

Mr Hughes asked if remote learning is linked to teachers’ terms and conditions. Dr Kay advised there is no statutory guidance on what remote learning should look like. Platforms have been set up which are accessible to everyone. Dr Kay explained how the schools within the MAT would support each other should a school be shut. Mr Green added that if a pupil is self-isolating, the teachers are setting the same work for individual pupils through Google Classrooms so no lessons are missed.

Mrs Gallyot asked if there is a Data Protection Impact Assessment (DPIA) in place. Dr Kay confirmed a DPIA is in place.

Mrs Weaver asked what processes are in place to ensure pupils are safe working online. Mr Green stated that Google Classrooms is secure within the school network.

With no further questions raised, it was proposed that the policy be adopted. All governors voted in agreement with the proposal, motion carried

Mrs Garrett asked if staff are required to sign they have read some of the policies annually. Mr Green said yes, staff do sign to confirm they have read some of the policies.

16. Governance

No issues were raised.

17. Any Other Business

a) Governor Training

Dr Kay advised that MAT governor training is being held in February, to which Southfield governors would be invited.

b) Section 8 Inspection

Mrs Weaver asked with regard to the Section 8 monitoring visit, is there anything governors need to be mindful of at present. Mr Green clarified that a two-day inspection is to be held over the next two days, during which monitoring and evaluation will take place to obtain evidence.

c) Covid-19

Mrs Garrett asked if there is anything governors need to be aware of in relation to cases. Mr Green said there is nothing further to report since his last email. Today is day 13 without any cases.

Dr Kay thanked governors for their input adding that governor questioning is very strong, which is very positive, with governors holding the school to account.

18. Date of next meeting – Thursday 28 January 2021 6.30pm

There being no further business the meeting closed at 8.00pm.

Signed _____ Dated _____