



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING  
HELD VIA VIDEO LINK  
ON MONDAY 12 APRIL 2021 AT 6.30PM**

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

**Apologies:** Dr Annabel Kay (CEO Warriner MAT)

**In Attendance:** Mr Matt Green (Headteacher)  
Mrs Catherine Musgrove (Clerk to the Warriner MAT) (left at 6.50pm)  
Mrs Wendy Willie (Clerk)

**ACTIONS**

1.	<b>Pay responsibilities to be removed from the Resources &amp; Audit TOR</b>	<b>Mrs Musgrove</b>
2.	<b>NCC Teachers' Pay Policy to be sent to Mrs Musgrove</b>	<b>Mrs Willie</b>
3.	<b>Pay Committee TOR to be produced</b>	<b>Mrs Willie</b>
4.	<b>Pupil Premium Strategy document to be presented at the next meeting</b>	<b>Mr Green/ Mrs Willie</b>
5.	<b>Trust GB dates to be circulated</b>	<b>Mrs Musgrove/ Mrs Willie</b>
6.	<b>Nursery data to be presented at the next meeting</b>	<b>Mr Green/ Mrs Willie</b>
7.	<b>Mr Green to schedule in governor monitoring visits</b>	<b>Mr Green</b>
8.	<b>Staff Governor job description and nomination forms to be sent to Mr Green</b>	<b>Mrs Willie</b>
9.	<b>Milestones to be added to the Rapid Improvement Plan</b>	<b>Mr Green</b>
10.	<b>Boxed Up Success Criteria information to be circulated</b>	<b>Mr Green</b>
11.	<b>Staff Survey to be issued</b>	<b>Mr Green</b>
12.	<b>Letter to be drafted to be issued with staff survey</b>	<b>Mrs Gallyot</b>
13.	<b>Letter of thanks to be sent to support staff</b>	<b>Mrs Garratt</b>
14.	<b>Questions relating to Data Protection Policy to be raised with Mrs Musgrove</b>	<b>Mr Hughes</b>
15.	<b>Children with Health Needs who cannot attend school Policy to be linked with the remote learning offer</b>	<b>Mr Green</b>
16.	<b>Link to LAC/PLAC guidance to be inserted into Looked After Children &amp; Previously Looked After Children Policy</b>	<b>Mr Green</b>

17.	<b>Health &amp; Safety Staff Representative to be highlighted to staff</b>	<b>Mr Green</b>
18.	<b>Some staff to be briefed on identifying issues during a fire drill</b>	<b>Mr Green</b>
19.	<b>Governors to notify Mrs Musgrove if they wish to attend the MAT data training</b>	<b>ALL</b>
20.	<b>Attendance Policy review to be completed</b>	<b>Mr Blackbond</b>
21.	<b>Attendance Policy to be circulated for approval once reviewed</b>	<b>Mrs Willie</b>
22.	<b>Pupil Voice Survey to be undertaken</b>	<b>Mr Green</b>

*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. **Resources & Audit Committee**

##### a) **Terms of Reference (TOR)**

Draft TOR had been circulated and were reviewed. Mrs Musgrove advised that the personnel section within the TOR could be overseen by the LGB instead of the committee. **Mr Hughes asked with regard to personnel issues, if there were to be for example a staff grievance raised, would all governors sit on a grievance panel.** Mrs Musgrove clarified that only three governors would be required to make up a panel.

**Mrs Gallyot asked if under item 17 the CEO would be involved with the approval of teachers' pay, as the school is currently still a standalone academy and stated that a Pay Committee would deal with pay recommendations under the current pay policy.** Mrs Willie confirmed that under the Pay Policy issued by Northants County Council (NCC) which is currently adopted, a Pay Committee of 3 governors would consider staff pay recommendations. It was agreed that Mrs Musgrove amend the TOR to remove reference to pay responsibilities. Mrs Willie to send Mrs Musgrove the current Pay Policy. **Action: Mrs Willie/Mrs Musgrove**

Mrs Willie to draft TOR for the Pay Committee.

**Action: Mrs Willie**

**Mr Eaton asked about the 5 year budget plan as noted in point 2.** Mrs Musgrove clarified that the budget would be dealt with by the Trust and that Mr Eaton would be invited to budget meetings to ensure there is involvement at LGB level.

With the above noted it was agreed that the TOR be adopted.

##### b) **Confirmed committee meeting dates: 27 April & 23 June**

#### 4. **Minutes of the meeting held 28 January 2021 & 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.

Mrs Musgrove advised that the Trust governing bodies were very receptive to a governor observing their meetings. Mrs Musgrove to send meeting dates to Mrs Willie for circulation to enable governors to establish which meetings they can observe. **Action: Mrs Musgrove/Mrs Willie**

*(Mrs Musgrove left the meeting)*

## **5. Headteacher's Update**

A report had been circulated and was taken as read with questions invited. Mr Green stated that Pupil Premium data and information on how the funding has been spent will be presented at the next meeting.

**Mr Hughes asked with regard to the Quality of Education SEF Grade a lot of the next steps involve having greater consistency and asked if the grade 2 is generous and what would be considered outstanding.** Mr Green explained that the quality of education is based on the outcomes of the curriculum which were shared with Ofsted. The strength of the schools curriculum is recognised across the Multi-Academy Trust (MAT). Although the school is not outstanding it is better than requires improvement. Mr Green explained that the consistency relates to staff and that he is addressing issues identified with the staff concerned. Staff training and monitoring has also been undertaken following the last peer review. **Mr Hughes asked if this would suggest that the grade should not be a 2.** Mr Green stated that there is enough evidence to support the grade 2.

**Mrs Weaver asked with regard to Early Years writing being satisfactory, what measures are in place to develop this.** Mr Green explained that the current class structure in Early Years has not worked. From September 2021 Nursery and Reception will be together and years 1 and 2 will be together. This will help with teachers' planning and staff are being supported with teaching and learning.

**Mrs Garratt asked if data is available for Reception and Nursery.** Mr Green advised this data would be presented at the next meeting, adding that if there were any concerns with the data these would have been flagged up.

**Mr Hughes asked about the Key Stage 1 (KS1) maths data relating to those pupils achieving Greater Depth.** Mr Green explained the colour coding in the report and clarified that half of the pupils were at Greater Depth. **Mr Hughes asked if there were any patterns identified in the data.** **Mr Green said no patterns had been identified.** Mr Green advised that the data would be updated for the next meeting.

**Mr Hughes asked about the temporary contracts in place for newly appointed teachers.** Mr Green clarified that currently the school is under the Department for Education's recovery plan with all new contracts to be temporary.

**Mrs Garratt asked about support for Pupil Premium pupils.** Mr Green said consideration needs to be given as to how to support these pupils better and how teachers can be upskilled to support pupils.

**Mrs Weaver asked about the Warriner MAT strategy being reflected in the classroom environments.** Mr Green said this was from the monitoring which took place in October. Several members of staff were not displaying the Boxed Up Success Criteria. Mr Green to circulate information on the Boxed Up Success Criteria. **Action: Mr Green**

**Mrs Weaver asked if classroom observations would commence again.** Mr Green advised that monitoring and observations are carried out with Mrs Lovett, MAT School Improvement Director, and the MAT team.

**Mrs Gallyot asked if staff workload expectations had been reviewed in the last 12 months and, if not, if there is a plan to do this.** **Mrs Gallyot also asked if any issues came out of the wellbeing survey.** Mr Green clarified that the staff questionnaire was the Ofsted staff questionnaire. Mr Green added that it is difficult to determine what staff workload should look like, as the last 12 months have not been 'normal'. Mrs Gallyot stated that the governors have a duty of care to the Headteacher and staff. It was agreed that a staff survey be sent out to all staff. Mrs Gallyot to draft a letter from the governors to be issued with the staff survey. **Action: Mr Green/Mrs Gallyot**

**Mrs Gallyot asked if a Pupil Voice Survey could be undertaken as this had not happened during the last 12 months.** It was agreed that a formal pupil survey could be undertaken. **Action: Mr Green**

Mrs Gallyot stated that with regard to evidence of challenging the Headteacher, this is difficult for governors and raised the issue of seeing more evidence to support what the Headteacher is telling governors. Mrs Gallyot added there is not a lot of external validation to support what the Headteacher is saying and it needs to be minuted that governors have seen evidence. Mr Green advised that the monitoring and evaluation programme needs to move forward and that this will provide the required evidence.

**Mrs Weaver asked about the development of sharing termly outcomes with parents so they have a better understanding of how their children are doing.** Mr Green explained that this came from the Ofsted parents' survey and how information could be fed back was discussed. Mr Green added that posts on social media displaying children's work attract more views than information posted about the school itself.

**Mr Hughes asked if there had been the opportunity to discuss with staff what they have learnt from using technology during the lockdown and how it could be used going forward in classrooms.** Mr Green said this is to be discussed during a staff meeting in two weeks' time.

**Mrs Garratt asked about the School Development Plan (SDP) being produced.** Mr Green said he feels the SDP needs to be more strategic, with three main elements:

- i. Curriculum
- ii. Staff Development
- iii. Community Engagement

Governors would be provided with the strategic overview of these three elements with the detail sitting underneath the SDP. Mr Green suggested that a sub-committee be formed to look at this idea further.

### **Support Staff Pay**

Mr Green confirmed that staff pay increase are automatic. Staff appraisals are to take place with targets to be set. Mr Green expressed that he was incredibly grateful to the support staff for their work during the lockdown and that the school could not have operated during the lockdown without them. Mrs Garratt to write to support staff on completion of appraisals, on behalf of the governors thanking them for their hard work. **Action: Mrs Garratt**

**Mrs Garratt asked if Mrs Riley, Office Manager, is being supported in her role.** Mr Green confirmed that Mrs Riley is being supported by the MAT.

### **6. Safeguarding**

Mr Green advised that three families are involved in the Early Help Assessment process. A strategy meeting for one family was held over the Easter holidays with no further action taken.

### **7. Policies for Approval**

The following policies had been made available prior to the meeting. Policies were assigned to individual governors for review and recommendation for adoption:

#### **a) Data Protection (Mr Hughes)**

Mr Hughes raised several questions which it was felt needed to be answered by Mrs Musgrove who had finalised the policy. It was agreed that the policy be adopted subject to the questions being raised by Mr Hughes with Mrs Musgrove. **Action: Mr Hughes**

**b) Attendance** (Mr Blackbond)

Review to be completed. Mrs Willie to circulate policy to all governors by email for approval once reviewed.  
**Action: Mr Blackbond/Mrs Willie**

**c) Children with Health Needs who cannot attend school** (Mrs Gallyot)

Mr Green to link the policy with the remote learning offer. With no further amendments proposed, it was agreed that the policy be adopted.  
**Action: Mr Green**

**d) Equality** (Mrs Garratt)

**Mrs Garratt asked about the School Council.** Mr Green stated that the School Council are to meet through Google Classrooms. With no amendments proposed, it was agreed that the policy be adopted.

**e) Looked After Children & Previously Looked After Children** (Mrs Gallyot)

Mr Green to insert a link to the latest LAC/PLAC guidance. With no further amendments proposed, it was agreed that the policy be adopted.  
**Action: Mr Green**

**f) Whistleblowing** (Mrs Garratt)

**Mrs Garratt asked if training is undertaken annually and if staff sign to say they have read the policy.** Mr Green advised that training had not taken place since he had been in post. Staff will be provided with the policy and read receipts will be noted to establish that staff had accessed the policy.  
**Mrs Garratt asked who the HR and financial advisors are to the Trust.** Mr Green said he believes Stone King are the HR advisors and Cooper Parry are the financial advisors.

With no amendments proposed, it was agreed that the policy be adopted.

**g) Relationships & Sex Education** (Mrs Weaver)

**Mrs Weaver asked if parents are notified when this policy is updated.** Mr Green advised that parents will be notified when it is updated. **Mrs Weaver asked when staff last undertook sex education training.** Mr Green said he was not aware when staff last received training but under the new statutory guidance training will take place before September 2021. With no amendments proposed, it was agreed that the policy be adopted.

**h) Freedom of Information** (Mr Blackbond)

With no queries raised it was agreed that the policy be adopted.

**i) Gifts & Hospitality** (Mrs Weaver)

Mrs Weaver commented that under point 4 the definition of donations is not covered but feels they need to be cross-referenced. **Mrs Weaver asked when the Gift Register was last reviewed.** Mrs Willie stated that this is a new policy and, therefore, a register would have not been in place to be reviewed. It was added that the Gift Register would not normally be presented to governors to review. With no amendments proposed, it was agreed that the policy be adopted.

**j) Investment** (Mr Eaton)

With no queries raised it was agreed that the policy be adopted.

**k) Health & Safety** (Mr Hughes)

With no queries raised it was agreed that the policy be adopted. It was noted that Mr Hughes is meeting with Mr Green on 26 April to look at the policies which link to the H&S Policy.

**Mrs Weaver asked if there is a document which provides an overview of all policies.** It was clarified that a policy schedule is being developed but that an overview of policies would not normally be provided.

## 8. Governance

### a) Governor Monitoring

#### **Health & Safety Governor Visit**

Mr Hughes had undertaken a visit on 24 March 2021 with a governor visit form completed and posted on GovernorHub. Mr Hughes briefed on his visit. Mr Green to approach staff to take up the position of Health & Safety Representative. **Action: Mr Green**

Mr Hughes clarified that if he were to attend a fire drill it would only be as an observer. Mr Blackbond raised the issue of using people to create different scenarios during a fire drill to see how staff and pupils react. Mr Green advised he would brief staff on identifying issues. **Action: Mr Green**

**Mrs Garratt asked if money could be raised to replace the rotten equipment sealed off in the playground.** Mr Green clarified that it is only one post and that he needs to establish the warranty period for the equipment.

### b) MAT Training – Data Training for Primary School Governors 21 April 7pm

Governors were asked to attend this training as the next meeting will focus on data and the new data template will be used. A Teams link for the training is available on GovernorHub. Governors to notify Mrs Musgrove if they wish to attend. **Action: ALL**

## 9. Any Other Business

### a) Covid Policy

**Mrs Weaver asked if there is any update to this policy.** Mr Green confirmed there had been no update. **Mrs Weaver asked about lateral flow testing in school.** Mr Green clarified that Government guidance states that primary school pupils do not have to be tested.

## 10. Date of next meeting – Thursday 13 May 2021 6.30pm

There being no further business the meeting closed at 8.10pm.

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