



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING
HELD VIA VIDEO LINK
ON THURSDAY 13 MAY 2021 AT 6.30PM**

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

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

In Attendance: Dr Annabel Kay (CEO Warriner MAT)
Mr Matt Green (Headteacher)
Mrs Rachel Cosgrove (SEnCo Warriner MAT) (left at 7.05pm)
Mrs Wendy Willie (Clerk)

ACTIONS

1.	Trust GB dates to be circulated	Mrs Musgrove/ Mrs Willie
2.	Mr Green to schedule in governor monitoring visits	Mr Green
3.	Mr Hughes to be provided with a copy of the staff survey results	Mr Green
4.	Letter of thanks to be sent to support staff following completion of the staff appraisals	Mrs Garratt
5.	Link to LAC/PLAC guidance to be inserted into Looked After Children & Previously Looked After Children Policy	Mr Green
6.	Health & Safety Staff Representative to be highlighted to staff	Mr Green
7.	Some staff to be briefed on identifying issues during a fire drill	Mr Green
8.	Mr Green to be registered as a Director at Companies House	Mrs Willie
9.	Mrs Musgrove to be asked to set up NGA subscription	Mrs Willie
10.	Staff Governor nominations to be invited	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. Apologies as noted above which were 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. Minutes of the meeting held 12 April 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. The following was reported:

- A member of staff is currently evaluating Pupil Premium. A new template document has been issued by the Department for Education (DfE) which every school must use.
- The Rapid Improvement Plan is to be reviewed. A new plan will be available for review at the next LGB meeting on 1 July.
- Results of the recent staff survey were shared on screen. Mr Green briefed on some of the feedback from staff which was generally very positive. Mr Green will look into the lower scoring areas. **Mr Hughes asked how many staff had completed the questionnaire.** Mr Green confirmed 14 responses had been received out of 25 staff members. Mr Hughes to be provided with a copy of the survey results. **Action: Mr Green**

Special Educational Needs

Mrs Rachel Cosgrove, Special Educational Needs Co-Ordinator (SENCo), was welcomed to the meeting. Mrs Cosgrove briefed on her role with the following noted and questions raised:

- Mrs Garratt and Mrs Gallyot undertook an SEN visit with an SEN audit completed. The audit identified strengths and areas to be worked on.
- It was identified that support staff had had a lot of training in the past and are experienced in working with SEN children.
- There are currently 26 pupils on the SEN Register, which has increased from approximately 18 pupils. **Mr Eaton asked if 26 pupils is higher than normal.** Mrs Cosgrove explained that the number of pupils originally on the register was lower than the national average. A lot of these children were classed as having 'moderate learning difficulties', however, their specific needs need to be identified.
- A tighter process has been introduced to help identify SEN children.
- More evidence based interventions are being introduced, with interventions now measurable.
- A Teaching Assistant (TA) is trained in delivering the Nuffield Early Language Intervention (NELI) programme and is currently working with 5 children. **Mrs Garratt asked if there is enough capacity for the children to take part in this intervention as it is a 20-week programme.** Mr Green confirmed there is capacity for the children to undertake this intervention.
- Mrs Cosgrove is trained in drawing and talking, a social and emotional intervention. A cohort of children is being identified to undertake this therapy.
- It is hoped a phonics programme, such as Read, Write Inc, can be rolled out next year as an intervention. **Mr Hughes asked if a programme would specifically be for SEN children or if a better phonics programme is needed for the school generally.** Mrs Cosgrove explained that quite a few children did not pass the phonics screening, which could be due to a variety of factors. The current programme is not targeted enough and is not measurable. Mr Green added that it was mainly the English as an Additional Language (EAL) pupils who did not pass the screening. It was noted that there are some Read, Write Inc and Numicon resources already in school which have not previously been implemented properly and could be used.
- Teachers are doing one SEN review each for a child this term to help them become part of the planning and review cycle for SEN pupils.
- An EAL strategy is being rolled out, with EAL pupils to be screened for fluency and to ensure that no SEN needs are missed. The EAL cohort was the most difficult to engage with during the lockdown.

- Work is being undertaken with SEN and non-SEN children in Year 1 and Reception on behaviour. Work is also being done with their parents.
- **Mr Eaton asked if the limited hours Mrs Cosgrove has in the school is an issue in dealing with pupils.** Mrs Cosgrove advised she is working more than her allocated hours and is happy to do this to help build capacity going forward. There is also no one on the staff who could currently undertake this role.
- **Mr Eaton asked if the increase in SEN pupils has impacted on the budget.** Mrs Cosgrove stated that two children have been allocated Higher Needs Funding, which is used to fund TAs to support these children.
- Mrs Garratt said she has noticed a lack of engagement from some parents. Mr Green said he would like to hold a parent training session on the importance of reading and writing, although how to encourage parents to attend will have to be considered.

With no further questions raised, Mrs Cosgrove was thanked for attending and left the meeting.

4. Attainment Data

Nursery & Reception

Document 'Nursery and Reception Data' had been circulated showing anonymised data for all pupils. Mr Green briefed on the document with the following noted and questions raised:

- Pupil Premium pupils are doing well.
- A number of EAL pupils did not engage in remote learning during the lockdown and did not receive any support with home learning. These children are of concern and it is not currently known if they will reach their Early Learning Goals. These children also have specific interventions.
- Four pupils joined the school at Easter and have just completed their baseline assessments.
- It is expected that those children highlighted red in the document will engage in the NELI programme from September.
- **Mrs Garratt asked if all nursery pupils are required to be in school.** Mr Green clarified that due to their age the nursery pupils only attend part-time. From September they must attend full-time which will be beneficial.
- **Mrs Weaver asked if there is any reason why the baseline entry was so low.** Mr Green said he has looked back at data and historically Year 1 and Reception baselines were below national average. It was noted that children in nursery have been affected by not being able to socialise during the lockdowns. **Mrs Weaver asked if this is in line with other schools in the area.** Dr Kay said that there is only one other primary school in the MAT, which has a very different demographic.

Data

Document 'Headteacher Data Summary Report' dated April 2021 had been circulated. It was noted that the report is the new format used by the Trust. All governors had attended the online Data Training for Primary School Governors on 21 April to help understand the report. The following was noted and questions raised:

Attendance

Attendance is strong with figures in line or above national average and compare favourably with attendance across the Trust. Early Years Foundation Stage (EYFS) term 4 data is affected by two pupils with significant absence. Year 6 attendance is affected by one pupil who has a lot of support in place.

Three-Year Data Trend

- Over the last three years pupil numbers have dropped significantly. In 2018-19 there were 22 pupils in Reception. This year there are 8 pupils, three of whom have significant SEN needs.
- Year 6 SATs will be undertaken to help back up the data in place following the PIRA and PUMA tests and teacher assessments.

- Data for 2018-19 is not included in the report as there is no data and there are no accurate teacher assessments for this period for particular year groups. The 2019-20 data is being used as a start point.
- Year groups remain on track to achieve their targets, which shows how good the remote learning provision was.
- It was noted that the younger the pupil, the bigger impact lockdown had had.
- **Dr Kay asked about the Year 6 reading being so phenomenal and the Year 6 data across the board being impressive.** Mr Green said this is due to a combination of factors. Year 6 have had good teaching throughout their time in the school. They were also the first group to follow the new curriculum. Dr Kay noted that although this was an able cohort, the targets took this into account. **Mrs Garratt added that Year 6 do not appear to have been impacted by the lockdown and asked if anything can be learnt from this and their teaching.** Mr Green said this is being addressed through Continuing Professional Development (CPD).
- **Mr Hughes asked if data could be split down into gender, etc, and asked if Pupil Premium data could be shown for the whole school.** Dr Kay advised that the data report had been agreed across the Trust in the presented format, with no further groups to be added to the report.
- **Mrs Weaver asked why data for Oxfordshire is in the report and not Northamptonshire.** Mr Green said this is due to not being able to obtain data for Northamptonshire.
- **Mrs Garratt asked the reasons for Year 3 having the biggest difference between boys and girls.** Mr Green clarified that of the 5 boys in Year 3, two of them are SEN or EAL. None of the girls are SEN or EAL.
- **Mrs Garratt asked what percentage of teaching requires improvement.** It was stated that this is not known because of the lockdown.
- **Mrs Garratt asked about maths, as it appears to be working well.** Mr Green said that the Maths Lead had worked hard to embed White Rose prior to the Warriner being involved with the school, with maths being strong for a number of years. This has allowed the focus to be on reading and writing.
- **Mrs Weaver asked about the data not changing in writing from the autumn to spring for years 1, 3 and 5.** Mr Green said those pupils not at the expected standard in the autumn have been identified as SEN and work is being done to close the gaps.

5. School Development Plan Update

The current plan is to be evaluated and this will be shared at the next governors' meeting. A new plan is to be produced which will include milestones. There will be three strands:

- i. Curriculum development
- ii. Staff development
- iii. Community engagement

It was noted that community engagement is an area governors can play a big part in next year. The focus will be to make the curriculum clear and sequenced and to improve teaching.

6. Safeguarding

No concerns or issues were brought to the governors' attention.

7. Documents/Policies for Approval

Pay Committee Terms of Reference (TOR)

It was proposed that the TOR be adopted as presented. All governors voted in agreement with the proposal, motion carried.

8. Governance

a) Governor Monitoring

SEND Governor Visit

Mrs Gallyot had undertaken a visit on 21 April 2021 with a governor visit form completed and published on GovernorHub.

Mrs Garratt recently met with Mr Green to review the curriculum. Mr Green explained that they are looking carefully at the feedback from the Ofsted inspector, to ensure everything is mapped out in every subject each term, so parents are aware of what their children will be learning. Staff are leading the mapping of the curriculum. This work will be finished for September and the details of the curriculum and how it is sequenced will be available for governors to review. The Warriner MAT principles of teaching and learning are being applied to every subject.

A two-year CPD programme is being followed. Governors were shown on screen the Embedding Formative Assessment development programme and Mr Green briefed on the workshops available and how staff use these. Mr Green added that feedback from teachers following the first sessions has been very positive. Teachers are beginning to change their practice which is making a difference to learning in the school.

Mr Green explained that for each subject there is an associate body. In order to support and upskill subject leaders, these organisations will be accessed to benchmark subjects. Subject leaders will put together a folder of evidence to help achieve an external award with the associate body.

Mr Hughes asked if governors could be provided with feedback on the broader impact of practice in the school. Dr Kay clarified that this will be provided through the peer reviews that are taking place next term.

Mr Hughes asked if anything could be provided to parents to help create a 'buzz'. Mr Green said he would like to host another Ofsted update session, ideally in late June/early July.

Mrs Garratt asked about using a proforma to help address the issue of teachers not doing things the way they are required to. Mr Green explained that a new proforma is being trialed in Year 3 based on the six principles to be applied in lessons.

b) Head/Governor Position

It was explained that in line with the Memorandum and Articles of Association, as Headteacher Mr Green is entitled to be a governor. It was proposed that Mr Green take up the position of governor with immediate effect. All governors voted in agreement with the proposal, motion carried. Mrs Willie to register Mr Green as a Director of the Academy Trust at Companies House. **Action: Mrs Willie**

c) National Governance Association (NGA) Membership

It was proposed that the governing body subscribes to the NGA, in order to access resources and training at a cost of £169 for one year. All governors agreed with this proposal. Mrs Musgrove to be asked to set this up. **Action: Mrs Willie**

9. Health & Safety

Mr Hughes, Health & Safety Governor, visited on 26 April 2021 with a report published on GovernorHub. Mr Hughes advised that the visit had focused on risk assessments and confirmed these are in place. Mr Green explained that there are gaps in the risk assessments and he would like staff to be involved in completing these. Mr Hughes and Mr Green had discussed the need for a staff representative for health and safety. Mr Hughes reported that he feels the school is making good progress.

10. Any Other Business

a) Meeting dates 2021-22

Mrs Willie to liaise with Mrs Musgrove on meeting dates for the next academic year. Governors agreed they were happy with the current timings for meetings. **Mr Hughes asked about having a Staff Governor in post** and Mr Green agreed that nominations could be invited from staff.

Action: Mr Green

b) Covid Guidance

Mr Blackbond asked about the change in guidance from 17 May. Mr Green clarified that parents will be asked to continue to wear masks on site. Day-to-day there will be no changes in school from the 17 May.

c) End of day pick up

Mrs Garratt raised concern with regards to health and safety that children are playing on the field at the end of the school day, with parents staying on site to let their children play. Mr Green clarified that once a child leaves their teacher to go to their parents, they are the parents responsibility. Mr Green said he should not have to monitor children's behaviour once they are released from class, which he will make clear to parents.

11. Date of next meeting – Thursday 1 July 2021 6.30pm

It was agreed the meeting would be held in school.

There being no further business the meeting closed at 8.05pm.

Signed _____

Dated _____