



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING
HELD VIA VIDEO LINK
ON THURSDAY 1 JULY 2021 AT 6.00PM**

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)
Mrs Wendy Willie (Clerk)

ACTIONS

1.	Health & Safety Staff Representative to be highlighted to staff in September	Mr Green
2.	Information to be provided for staff on health and safety role	Mr Hughes
3.	Staff Governor Nomination process to be resent to Mr Green	Mrs Willie
4.	Register of Interests to be updated	Mrs Willie
5.	Dr Kay to be contacted about the safeguarding audit	Mr Green
6.	Governor visit to be completed in September re phonics and reading in Early Years	Mrs Gallyot
7.	Governor monitoring to be discussed for the new academic year	Mr Green/ Mrs Garratt
8.	NGA login details to be confirmed to governors	Mr Green
9.	Governors to be directed to the NGA finance training	Mrs Musgrove
10.	Action AP4 to be carried forward to next Finance & Audit meeting	Mrs Willie
11.	Website to be check for Nursery details	Mr Green
12.	Data Protection video to be shared with governors	Mrs Musgrove
13.	Admission Policy criteria to be amended in line with changes if agreed by Parliament	Mrs Musgrove/ Mr Green
14.	LinkedIn profile to be sent to Mr Green	Mr Blackbond

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**

Mr Blackbond advised he is currently the Child Welfare Officer for Brackley Football Club. Register of Interests to be updated.
Action: Mrs Willie

3. **Minutes of the meeting held 13 May 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:

- Governor monitoring visits are on hold due to Covid. A monitoring schedule will be aligned to the School Development Plan (SDP) priorities, with the assumption that visits will commence in September.
- With regard to having a staff member linked to health and safety, Mr Green expressed that staff need to focus on teaching and learning going forward. **Mr Hughes asked if staff had been made aware there is a position to engage with health and safety**, adding it would not necessarily create extra workload for someone. Mr Green stated that the issue is that the member of staff would be diverted from teaching and learning and with so much work with Ofsted, the new curriculum, etc, this must be the focus. Currently Mr Green is the health and safety link and this is sufficient. **Mr Hughes asked if health and safety has been mentioned to staff** and Mr Green clarified it is an agenda item, together with safeguarding, at all staff meetings. Mr Hughes agreed it should not be a distraction for staff, but that the offer should be there for a member of staff to take it on should they wish. Mr Green agreed this could be raised with staff in September and it was agreed that Mr Hughes would write a piece for staff on health and safety.

Action: Mr Green/Mr Hughes

4. **Ofsted Monitoring Report – Confidential feedback**

Confidential discussion held, please refer to confidential minute.

5. **Headteacher's Report**

Mr Green gave a verbal report, with the following noted and questions raised:

- No significant change in pupil numbers. A pupil has joined Year 2 who has not been in school for two years. This pupil has significant special needs.
- No staff resignations received, with no changes in staffing since the last meeting.
- An admin post has been advertised with several applications received to date.
- Mrs Bartlett, Warriner School Improvement Partner (SIP), undertook a learning walk yesterday with a report awaited. The learning walk showed that strategies put in place are making a difference.
- PIRA and PUMA tests have been completed. Data received so far indicates progress as expected with the gap to be closed for some pupils. Data will be shared with governors in September.
- Phonics data is very good. Of the 15 Year 1 pupils 4 did not pass the phonics test. Three of these pupils have significant Special Educational Needs (SEN), the fourth child has English as an Additional Language (EAL). Seven Year 2 pupils retook the phonics test. Five of these pupils past. The two pupils who failed are SEN and one is also EAL.
- The Early Years team have completed training for the new Early Years framework which is to be introduced in September. The Early Years outcomes are as expected with no surprises in the data.
- The provision for English is being changed from September with a new curriculum, which should be a big focus for governor visits.
- New Relationships & Sex Education (RSE) curriculum in place from September.

- Whole school assemblies will start again in September.
- Quality and diversity is to be embedded into the new curriculum from September. Further information to be provided to governors in September.
- There were no racist or sexual incidents and no incidents of bullying or cyberbullying to report.
- No fixed-term or permanent exclusions since the last meeting.
- Attendance is currently in line with national figures. Attendance of Pupil Premium pupils remains low. Support is being put in place for parents to help address attendance.
- Staff absence has been high over the last 6 weeks for various reasons. Some of these absences were Covid related. Absences had to be covered with supply which has impacted on the budget. **Mrs Garratt asked if governors need to be made aware of any issues, such as issues related to mental health.** Mr Green said generally staff are fine. It is a stressful job, particularly with the Ofsted inspection during these last few weeks of term. Mr Green added that he had supported any staff who had needed to talk.
- The school continues to be supported by Dr Kay, Ms Lovett, Warriner School Improvement Director, as well as by various teachers across the MAT.
- Staff are continuing with the two-year development programme.
- The school is operating with the minimum number of staff, therefore, if someone leaves they will have to be replaced. **Mr Blackbond asked if Newly Qualified Teachers (NQTs) can be appointed.** Mr Green explained that the school is now able to appoint Early Career Teachers (ECTs) (formerly NQTs). If a teacher leaves the school will look to recruit an ECT. Mr Hughes commented that the Ofsted inspectors were struck by how much Mr Green does and that capacity does need to be addressed. Mr Green advised that from September there will be more capacity in the staff team, which will give him more capacity. Mr Hughes added that staff need to be able to take on more responsibilities to enable Mr Green to manage other things. Mr Green clarified that there is a strategy to deal with this, with members of staff identified to take on more middle leadership responsibilities over the next 12 months. **Mr Eaton asked if there are teachers who are very good but who do not want leadership responsibilities.** Mr Green advised that robust conversations are being held with teachers in this respect. Mr Green added that as Headteacher he can delegate to teachers on the Upper Pay Scale (UPS). A teacher on UPS should be leading on a whole school responsibility.
- Mr Green is dealing with a number of complicated safeguarding cases, which are time consuming.
- All staff will undertake safeguarding training in September.
- Dr Kay is completing a safeguarding audit tomorrow, which will be reported to governors in September. **Mrs Weaver asked how this audit fits in with her role as Safeguarding Governor.** Mrs Musgrove clarified that safeguarding had been delegated to the Chief Executive Officer (CEO) of the Trust. As CEO Dr Kay is undertaking this audit in each school. The Safeguarding Governor can be invited to attend, however, it is Dr Kay who completes this audit. The report produced by Dr Kay should be reviewed by the Safeguarding Governor. Mrs Gallyot highlighted that in discussions with HMI, governors had to say that they had not done as much as a governing body as they should. Mrs Weaver, for example, had not been into school and had not yet completed safeguarding training. Mrs Gallyot expressed that as Mrs Weaver has responsibility for safeguarding she should be part of the audit. Mrs Gallyot had highlighted to the inspectors that the situation had not been helped by the Department for Education (DfE) taking so long with their decision on the way forward for the school. Until the DfE make a decision safeguarding is Mrs Weaver's responsibility. It was agreed that Mr Green would contact Dr Kay about the safeguarding audit. **Action: Mr Green**
- **Mrs Garratt asked if governors were permitted to look at confidential staff records.** Mrs Musgrove confirmed that governors should not be reviewing personnel files.
- Performance management for teachers will be completed in September.

- **Mr Hughes asked if there is capacity for governors to contact subject leaders to get to know them and give governors the confidence to say that staff are doing things.** Mr Green said that allowing governors to visit school in the normal way, prior to the pandemic, would give governors more confidence. Mrs Musgrove explained that having a schedule of visits in place at the start of the academic year is key, with visits linked to the priorities in the SDP. It was noted that sharing the Monitoring Policy with staff had been beneficial within the Trust and this policy can form the basis of monitoring visits from September.

6. **School Development Plan (SDP) Review**

The SDP had been updated for the Ofsted inspection. The SDP will be reviewed once the data is received. A Self-Evaluation Form (SEF) will be written which will inform the SDP. The SDP will be ready for the first governors' meeting on 14 October 2021.

7. **Safeguarding**

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

8. **Election of Chair & Vice Chair effective 1 September 2021**

Mrs Garratt was unanimously elected as Chair. Mr Hughes was unanimously elected as Vice Chair.

9. **Link Governor Positions**

was agreed that Mrs Gallyot would undertake the role of Early Years Foundation Stage (EYFS) Governor from September and that Mr Blackbond would shadow the Safeguarding Governor role. No other changes were made to the link governor roles.

Mr Green stated that a monitoring visit should be undertaken in September to look at phonics and reading in Early Years. **Action: Mrs Gallyot**

10. **Resources & Audit Committee Business – Chair, Mr Alan Eaton**

a) **Approve minutes of the last meeting held 27 April 2021**

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

b) **Review of Action Points**

AP1 CM; share details of governor finance training with governors

Governors to be provided with NGA login details to access the eLearning. Mrs Musgrove to direct governors to the finance training. **Action: Mr Green/Mrs Musgrove**

AP2 AK; to contact NCC to understand latest position with regard to renting school building for SEND provision

Mr Green clarified that Dr Kay had received no response from the Local Authority (LA), therefore, the view has been taken that this will not move forward. Brackley Youth Engagement Committee are to open a Youth Club and they will refurbish the building.

AP3 MG; to calculate number of funded nursery hours required for current staffing structure to be financially viable

Mr Green confirmed that based on the number of pupils the current staffing model is financially viable. Mr Green will work on this further with the Finance & Audit Committee.

AP4 AK; to consolidate the Risk Register to ensure it includes risks from Trust and at school level to produce a single document for Southfields. Include attainment outcome risks.

To be carried forward.

Action: Mrs Willie

AP5 AK; to bring recommendations to the next Finance and Audit meeting from Whitley Stimpson on areas for focus for the internal audit.

Areas of focus have been identified. Awaiting confirmation from Whitley Stimpson as to when they can undertake the internal audit.

c) Approve budget for submission to Education, Skills & Funding Agency (ESFA)

Budget documents had been made available on GovernorHub prior to the meeting. It was noted that the assumptions listed are reasonable and that the key driver is pupil numbers. It was stated that the budget needs to be adopted this evening and Mrs Willie asked if governors had any concerns to raise in relation to the budget.

Mr Eaton expressed concern that the budget is based on pupil numbers dropping going forward. Mr Green clarified that they had made assumptions on staffing costs based on falling pupil numbers. **Mr Hughes asked if the reduction in teaching costs is based on teachers leaving.** Mr Green said yes, the assumption is that if higher paid teachers leave they will be replaced by ECTs. Mr Green added that staffing costs can be managed, however, pupil numbers going forward are unknown. Mr Green advised that a huge drive is needed across the town to help increase pupil numbers and he has started this process with Lt Oaks Pre-School and Stepping Stones Pre-School. Mrs Garratt highlighted that when she googled the Chestnut Grove Nursery it did not appear. Mr Green to check the website.

Action: Mr Green

Mrs Garratt asked if there is any further information on the deficit. Mr Green said the DfE have advised that the Local Authority has confirmed that the school does not owe them any money. **Mrs Garratt asked how this impacts the budget.** Mr Green stated that this has helped to reduce the deficit by £250,000. **Mrs Garratt asked if this would enable the school to join the Warriner MAT.** Mr Green said he did not know. Mr Green added that the DfE can see that the budget is being carefully managed and long-term the school is viable. A decision is still awaited from the DfE, however, they have intimated that they would be willing to write off the deficit for this year and next year but this has yet to be confirmed in writing.

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

d) Management Accounts

Accounts for Period 9 had been made available with no concerns raised. **Mr Eaton asked if the variances in payroll are being managed.** Mr Green clarified that a lot of these relate to overtime claims for staff covering those members of staff who have been off. **Mr Eaton asked about the overspend in library refurbishment.** Mr Green advised that FOSS have funded this so it will not be an overspend.

e) Risk Register – agree area of focus for next meeting

Item carried forward.

f) Internal Audit Recommendation from Whitley Stimpson (AK)

Discussed under point 10 b).

Mrs Garratt continued as Chair

11. Governance

a) Governor Monitoring

Mr Green and Mrs Garratt to meet prior to the first governors' meeting of the new academic year to discuss monitoring visits. **Action: Mr Green/Mrs Garratt**

b) National Governance Association (NGA) Membership/Login

Discussed under point 10 b).

12. Health & Safety

Mr Hughes reported he observed a fire drill on 20 May 2021. Mr Green said that the children knew what to do and appropriate feedback has been provided to staff. **Mr Hughes asked if fire drills would be held termly** and Mr Green confirmed they would be.

Mrs Weaver asked what the status is of a review of the play equipment following a Year 4 pupil having an accident on the equipment. Mr Green explained that he had investigated the incident and found that the pupil was using the equipment incorrectly. The equipment is not faulty or dangerous. Mrs Weaver stated that the child's parent is not happy with the outcome. Mr Green said that the parent had not raised this with him. Mrs Musgrove advised that this issue should not be discussed by the governing body. The parent should be referred to the Complaint's Policy. If the parent lodges a complaint this would need to be heard by a panel of governors. **Mr Eaton asked if this incident is documented** and Mr Green confirmed it is.

Mrs Weaver asked if governors should receive feedback on accidents in school. Mr Green confirmed that a major accident would be reported to governors. Mr Hughes confirmed that accidents are logged and added that he is happy with the health and safety process that had been undertaken.

Mrs Weaver asked how often the trees are inspected. Mr Green confirmed that a tree survey is undertaken annually by the grounds maintenance company. A tree was recently inspected following a branch falling from the tree. The grounds maintenance company have advised that they will cut back or remove the tree over the summer and this has been confirmed in a risk assessment.

13. Any Other Business

a) Data Protection Video

Video to be shared with governors over the summer.

Action: Mrs Musgrove

b) Admissions

Mrs Musgrove explained that the School Admissions Code is going through Parliament this month. The key change is that no distinction can be made in the ranking between a Looked After Child (LAC) and a Previously Looked After Child (PLAC) in England or outside of England - both must be given equal priority; Oversubscription criteria 1 should now be; Looked After Children and all Previously Looked After Children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The governors agreed that on the changes to the School Admissions Code being passed by Parliament this month, to amend their determined admission arrangements for 2021/22 and 2022/23 with effect from 1 September 2021 in order to comply with the new code. Mrs Musgrove to guide Mr Green through the required policy changes.

Action: Mrs Musgrove

c) Sports Premium Funding

Mr Green advised that a quote for £9,518 has been received to refit the gymnasium, as the current equipment is not suitable for teaching gymnastics. Mr Green briefed on the equipment to be installed. Mr Green asked if governors would approve this quote, in order for the work to be carried out to help enable better teaching of gymnastics.

Mr Blackbond asked if the cost includes removal of the existing equipment and floor. Mr Green confirmed it includes removal of the existing equipment but the floor does not need to be replaced. **Mr Hughes asked about the radiators** and was informed these also do not need to be replaced.

Mr Eaton asked if there will be any sports premium funding remaining to carry forward. Mr Green said there would be a small amount of funding to carry forward. **Mrs Garratt asked if the company is local.** Mr Green said no it is not local and it is a specialist company.

Mr Hughes asked if any other options were considered when looking at how to spend this funding. Mr Green briefed on the other options looked into but clarified it was agreed that the gymnasium was a priority over the outside play equipment.

With no further questions raised, governors agreed to accept the quote to refurbish the gymnasium totaling £9,518.

d) Staff issue – Confidential item

Confidential discussion held, please refer to confidential minute.

d) LinkedIn

Mr Blackbond highlighted that there is a LinkedIn profile for the school. Mr Blackbond to send the link to Mr Green. **Action: Mr Green**

e) Early Years Foundation Stage Policy – September 2021

Mr Green explained that the policy had been agreed at Trust level. Mrs Garratt commented that no mention is made of the Chestnut Grove Nursery. Mr Green clarified that the principle of the policy is that it reflects the Early Years framework and is a key model policy provided by The Key. However, the policy can be amended to mention Chestnut Grove.

Mrs Weaver stated that there is no reference to outdoor learning in the policy. Mr Green said this is because the outdoor area is fundamentally part of the provision as a whole. The policy does not cover day to day operations, it is a policy document.

With no further questions raised, it was agreed that the policy be adopted.

14. Future meeting dates 2021-22

A calendar of meeting dates had been posted on GovernorHub. The first meeting of the new academic year is scheduled for Thursday 14 October 2021 at 6.30pm.

There being no further business the meeting closed at 8.30pm.

Signed _____ Dated _____