



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING  
HELD VIA VIDEO LINK  
ON THURSDAY 14 OCTOBER 2021 AT 6.30PM**

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

**In Attendance:** Dr Annabel Kay (CEO Warriner MAT)  
Mrs Wendy Willie (Clerk)

**ACTIONS**

1.	Health & Safety Staff Representative to be highlighted to staff with information to be shared about the role	Mr Green
2.	Register of Interests, attendance data & governance structure to be finalised and sent to Mr Green for publication on the website	Mrs Willie
3.	Report on Safeguarding Audit to be presented at the next meeting	Dr Kay
4.	Meeting with Early Years Phonics Lead to take place on 9 November 2021	Mrs Gallyot
5.	Data Protection video to be shared with governors	Mrs Musgrove
6.	Website to be checked for Nursery's details	Mrs Willie
7.	Nursery data to be circulated	Mr Green
8.	EAL to be added to the SDP	Mr Green
9.	Clarification that staff have completed safeguarding training to be presented to governors	Mr Green
10.	All governors to complete the declaration on GovernorHub to confirm they had read KCSIE 2021 Part 1	ALL
11.	All governors to complete the interest declaration section on GovernorHub	ALL
12.	Governor training dates to be provided to Mrs Willie for GovernorHub	Mr Green
13.	Staff survey be issued after half-term	Mrs Garratt
14.	Nursery data to be circulated	Mr Green
15.	Chestnut Grove unsecure website link 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. No apologies were received. 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 1 July 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:

- Register of Interests, attendance data & governance structure to be finalised and sent to Mr Green for publication on the website. **Action: Mrs Willie**
- Safeguarding Audit to be undertaken on 3 November 2021. Report to be provided at the next meeting. Mrs Weaver was invited to take part in the audit. **Action: Dr Kay**
- Mrs Gallyot to meet with the Early Years Phonics Lead on 9 November 2021. **Action: Mrs Gallyot**

### 4. **Confidential minutes of the meeting held 1 July 2021 & Matters Arising**

The minutes having been read were agreed as a true copy. Minutes deferred for signing. There were no matters arising.

### 5. **Summer Term Attainment Data Report**

Document 'Headteacher Data Summary Report July 2021' had been circulated prior to the meeting. Mr Green stated that the data is looking strong following the lockdowns and is inline with outcomes across the Trust. The report was taken as read with questions invited:

- **A governor asked how reading is monitored.** Mr Green explained that monitoring is assessed three times a year through national benchmarking assessments, which can be compared against schools across the country. Assessment of early reading takes place very six weeks, although that data does not go into this report.
- **A governor asked about girls in Year 2 being lower achievers.** Mr Green advised this is a trend across the school. There are groups of girls with Special Educational Needs (SEN) across the school who are being supported by the Special Educational Needs Co-ordinator (SENCo). Girls in Year 1 are higher performers, but generally boys are out-performing girls.
- **A governor asked about the Pupil Premium pupils in Year 3.** Mr Green clarified this data relates to 2 pupils. Mr Green added they are aware of the pupils who need support and interventions are already in place.
- **A governor asked about the fact that there aren't any predictions for Greater Depth, particularly at Key Stage 2 (KS2) reading, writing and maths combined.** Mr Green clarified that this information will be provided in the next report.
- **A governor asked about the 5 pupils in Year 2 who have issues.** Mr Green said these 5 pupils are either SEN or have English as an Additional Language (EAL). One child has severe speech and language difficulties. This child had a significant amount of absence due to mental health issues, but since September the child has been in school and improvements are now being seen. One child has since moved to a special school. These pupils are receiving bespoke interventions through the IDL Literacy Intervention, a speaking-computer based multi-sensory system, as well as through Read, Write, Inc. **A governor asked if the school uses the Nuffield Early Language Intervention (NELI) in Early Years.** Mr Green confirmed this had been used in school since January.

- **A governor asked what had been done to address the issue picked up by Ofsted that children were going out of class for interventions.** Mr Green said this had been addressed with children grouped following their Read, Write, Inc assessments, which had reduced the intervention groups, with these groups reducing further.
- **A governor asked if the Trust is supporting Early Years to provide capacity in the Early Years Team.** Dr Kay clarified that the Trust is supporting the team. There is an Early Years Group which meets once a week. One of the Trustees is an Early Years Expert with Oxfordshire County Council (OCC) who provides robust input once a term.

Nursery data to be circulated following the meeting.

**Action: Mr Green**

## 6. School Development Plan (SDP)

It was noted a new format SDP is being trialed across the MAT. Mr Green explained there are two elements, one relates to curriculum development and how it is being implemented in classrooms. The other element is Continuing Professional Development (CPD). A third element Mr Green would like to work on, ideally with a governors' working party, is community engagement. Additional elements which could be focused on are capacity of leadership to continue driving improvements and developing expert subject leaders.

- **A governor asked with regard to curriculum development, will the areas noted as additional priorities be equal priorities.** Dr Kay briefed on the structure of the SDP, advising that data gaps and strategies will always be looked at to close the gaps. The three key priorities at the start of the SDP are the biggest areas of focus over the next three years.
- **A governor said there is no mention of vulnerable groups in the priorities.** Dr Kay confirmed that vulnerable pupils are always a focus, whether pupils are EAL, Pupil Premium, etc. The three key priorities in the SDP are worked on alongside the normal areas of focus, such as vulnerable pupils. It was noted that Ms Louise Blackburn from Challenge Education is carrying out a Pupil Premium review.
- **A governor asked how the issue with EAL pupils is being addressed.** Mr Green said this is being addressed with the implementation of a new EAL strategy. It was noted there are 11 different languages in school, which is a high percentage of the school population. The curriculum is being designed and implemented to meet the needs of all pupils. EAL to be added to the SDP.  
**Action: Mr Green**
- **A governor asked about the leadership model and how different subjects are distributed.** Mr Green explained that teachers who are appropriately skilled to lead subjects are subject leads. **A governor asked if this has helped with workload and do staff have capacity to undertake this.** Mr Green advised that subject leaders are carrying out monitoring this year and developing action plans, which they have the skills to do. Staff are able to take on more work following CPD. Senior staff are now able to take on more safeguarding responsibilities. Dr Kay added that middle leaders have undertaken developmental training through the Oxfordshire Teaching School Alliance.
- **A governor asked if the Rapid Improvement Plan is no longer in place.** Mr Green confirmed this is no longer in place.
- **A governor asked if the Writing Lead, Phonics Lead and Reading Lead detailed in the Overall SLT Leads noted in Priority 1 of the SDP Action Plan are the three key leads in the structure.** Mr Green confirmed this is correct and briefed on the responsibilities these leaders have.
- **A governor asked about the maths lead.** Mr Green confirmed he is the maths lead. A deep-dive was carried out in maths in July which was very positive. **A governor asked if maths is still a strength.** Mr Green confirmed maths is still a strength with White Rose Maths still being used.

- **A governor asked what action had been taken in relation to the behaviour issues picked up in July by Ofsted.** Mr Green stated they have launched a new Behaviour Policy, which staff produced and is proposed for adoption this evening. Behaviour around the school is exemplary, however, it is recognised that behaviour at lunchtimes needs to be addressed and a consistent approach to behaviour is key. Mr Green added that now everyone is back in school they will be able to address those areas highlighted by Ofsted.
- **A governor asked about Pupil Voice.** Mr Green said some Pupil Voice had been done this week relating to learning with it established that pupils love the curriculum.
- **A governor asked if assemblies are virtual and if they would be used to address behaviour.** Mr Green briefed on the areas assemblies will focus on and confirmed they are held once a week online.
- **A governor asked about the promotion of British Values.** Mr Green clarified this is covered in the wider curriculum.

Mr Green, Dr Kay and Mrs Lovett, MAT School Improvement Director, are meeting next week to start working on the Self-Evaluation Form (SEF).

## 7. Admissions Policy 2023-24 - Consultation

Governors were informed that the policy is based on the statutory guidance and has been produced by the Trust and ratified by the legal team. Changes to the policy were highlighted, with the main change being the first bullet point in Section 5 Over Subscription Criteria. It was confirmed that the policy meets statutory requirements for the consultation. With no questions raised, all governors accepted the policy as presented.

## 8. Safeguarding

### a) Safeguarding & Child Protection Policy September 2021

The model policy provided by West Northants Council (WNC) had been adapted for the school and to reflect changes to the Keeping Children Safe in Education 2021 statutory guidance. It was confirmed that all staff recently completed general safeguarding training. With no questions raised, it was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

Clarification that staff have completed safeguarding training to be presented to governors in order to report they have seen this for the Single Central Record (SCR). **Action: Mr Green**

**A governor asked how safeguarding issues and bullying, etc, is reported.** Dr Kay said she would report on this following completion of the safeguarding audit. Bullying is covered in the Headteacher's Report which will be presented at the next LGB meeting.

**A governor asked if the mini safeguarding CPD sessions previously mentioned had been scheduled in.** Mr Green confirmed these are scheduled to start after Christmas. Staff completed PREVENT training last term and safeguarding this term. Areas that people are not so aware of will be focused on, such as child drug exploitation and peer-on-peer abuse. **A governor asked if training covers mental health.** Mr Green advised that a member of staff will cover mental health later in the year. **A governor asked if mental health is currently an issue.** Mr Green said it is something they are currently aware of.

### b) Keeping Children Safe in Education (KCSIE) 2021 statutory guidance

All governors were asked to complete the declaration on GovernorHub to confirm they had read Part 1 of the guidance. **Action: ALL**

## 9. Behaviour Policy

A new policy had been circulated. Mr Green explained that there had been a lack of consistency in relation to behaviour. The policy provides staff with vocabulary which will provide consistency. All staff have undertaken training and this policy was produced following the training. **A governor asked if the policy would be sent out to parents.** Mr Green confirmed it would be sent to parents.

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

## 10. Governance

### a) Governor Monitoring

Mr Green and Mrs Garratt had discussed monitoring visits to be aligned with the SDP. It was stated that areas will be assigned to governors and governors were asked to undertake monitoring of these areas before Christmas.

### Peer Review – 4 October 2021

A report on the Peer Review had been circulated and it was confirmed this was classed as a governor visit. Mrs Garratt had taken part in the review and said she found it very interesting, particularly having the opportunity to look at pupils' books. Mr Hughes had also taken part in the review and had found it beneficial to go into the school. There was a noticeable collective effort to push things forward and it was evident that things were developing and moving forward. Mr Green added that questioning from Mr Hughes and Mrs Garratt had helped inform some of the short, medium and long-term plans. The pupil voice element of the review is due to take place, which Mr Hughes and Mrs Garratt will again take part in.

Dr Kay commented that during the peer review in December it was found that staff were not following the curriculum. However, this time staff were and it was evident staff had made progress since the last review. It was noted that now the schools in the MAT have the same curriculum, teachers across the school are working on their planning together, which reduces workload and increases creativity.

**A governor asked how governor monitoring will move forward.** Dr Kay advised that once governor visits are confirmed it is up to the governor to contact their subject lead. The current governor links were confirmed as follows:

Mrs Weaver	Safeguarding
Mr Blackbond	Deputy Safeguarding
Mr Eaton	Finance
Mr Hughes	Premises, Health & Safety
Mrs Gallyot	SEND, Inclusion, LAC, EYFS

**A governor asked when governors would receive a copy of the external Pupil Premium review.** Mr Green clarified it would be shared with governors and it is hoped it will be available for the next meeting.

**A governor asked if the Headteacher's Performance Management had been completed.** Dr Kay confirmed that this had been completed and that Mrs Garratt had taken part in the appraisal.

### b) Pecuniary Interest Forms/Register of Interest – annual completion/update

As face-to-face meetings are not taking place, all governors were asked to complete the interest declaration section on GovernorHub, which will be checked by the auditors. Any information declared will be included on the Register of Interests which must be published on the website. **Action: ALL**

### c) Agreement to publish governor details on the website/GOV.uk

Governors were reminded of the requirement to publish their details, attendance and pecuniary interests on the school's website, as well as provide information which is published on 'Getting Information About Schools' through GOV.UK. No objections were made.

**d) Training & Development – please refer to dates published on GovernorHub**

All governors were invited to attend the curriculum training session on 3 November. Governor training dates to be provided to Mrs Willie for GovernorHub. **Action: Mr Green**

**11. Health & Safety**

Mr Hughes confirmed there were no issues or concerns to bring to governors' attention. The next health and safety visit will take place after half-term.

**12. Any Other Business**

**a) Pay Committee**

Mr Eaton reported that the Pay Committee had met to review and agree the pay recommendations proposed by the Headteacher for teaching staff.

**b) Department for Education (DfE)**

**A governor asked if there was any update from the DfE on joining the MAT.** Dr Kay said there is no update to report. It was explained that the auditors will note in the audit that there has been no money received from the DfE at Trust level for the school.

**c) Staffing**

Confidential discussion held, please refer to confidential minute.

**d) Numbers on Roll**

**A governor asked if numbers for September are known.** Mr Green said numbers are not yet known, although the open day had gone well with more tours booked in for parents next week. There are currently 20 children in Nursery with 13 due to start in Reception in September.

**A governor asked if more clubs would be brought in.** Mr Green said he would like to bring in more clubs.

**e) Chestnut Grove Nursery**

Mr Blackbond stated that the nursery website is flagged as unsecure. Link to be sent to Mr Green. Mr Green advised that he had looked into the LinkedIn profile, but there is no action he can take as he did not set it up. **Action: Mr Green**

**A governor asked what entry level Nursery is.** Mr Green clarified that children entering Nursery must be 3 years old. The school has to be judged as Good by Ofsted to be able to offer places to 2 year olds.

**f) Wellbeing**

**A governor asked how people are following Covid and the inspection and if there is anything governors can do to help support staff.** Mr Green said staff are very positive with a sense that we have turned a corner. Early Years have stepped-up a gear and Nursery and Reception working together has been beneficial. Dr Kay commented that staff are feeling more valued. **A governor asked if governors would receive the Ofsted staff survey results.** Dr Kay stated they do not receive these, however, a staff survey could be undertaken by governors. It was agreed that a staff survey be issued after half-term. **Action: Mrs Garratt**

**g) Parents' Evening/Parental Review**

**A governor asked if there would be a parents' evening and if a review would be held after this.** Mr Green confirmed a parents' evening is scheduled after half-term and that a review could take place.

**13. Date of next meeting – Thursday 9 December 2021 6.30pm**

LGB & Auditor's Presentation. It was confirmed that at present meetings would stay online due to Covid.

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

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