



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING
HELD VIA VIDEO LINK
ON THURSDAY 27 JANUARY 2022 AT 6.30PM**

Present: Mrs Natalie Garrett (Chair)
Mr Matt Green (Headteacher)
Mrs Louise Weaver
Mr Tim Hughes
Mr Simon Blackbond

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.	EAL to be added to the SDP	Mr Green
3.	Website Equality statement to be broadened from lesbian and gay to LGBT	Mr Green
4.	Lockdown Policy to be discussed with Mr Green	Mr Hughes
5.	Safeguarding leaflet for visitors to be checked during the next safeguarding audit	Dr Kay
6.	Updated Register of Interests to be sent to Mr Green	Mrs Willie
7.	Sentence relating to the Chair to be amended in the SEN Evaluative Report	Mr Green
8.	SEND & Inclusion/LAC Governor visit to be arranged before half-term	Mr Hughes/ Mr Green
9.	EYFS & Phonics Governor visit to be arranged as soon as possible	Mrs Weaver/ Mr Green
10.	Governors to be informed of any significant variance in costs between the LA and EPM payroll service	Mr Green
11.	Public Health England to be informed of any partial school closure due to Covid	Mr Green
12.	Warriner Finance to be alerted to increase in energy bills	Dr Kay
13.	Mr Blackbond to be provided with dates of meetings to review management accounts	Dr Kay
14.	Mr Blackbond to advise if he is able to attend any review meetings	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. Apologies noted from Mr Eaton, who was unable to remain on the call due to technical difficulties. It was noted that Mrs Rachel Gallyot had resigned as a Trustee with effect from 17 January 2022. 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 9 December 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.

4. Confidential minutes of the meeting held 9 December 2021 & Matters Arising

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

5. Headteacher's Data Summary Report – Autumn 2021

Headteacher Data Summary Report dated December 2021 had been circulated. The following points were highlighted and questions raised:

- Attendance figures are poor which is a direct result of Covid. Staff absence is also very high.
- Mr Green briefed on the changes in reporting of Nursery and Reception data. There are no concerns in relation to the data, as all Reception pupils are performing as they should and will be where they should be by the end of the year. Mr Green has challenged the class teacher on how these children will exceed Band 6, where they are currently working, into next year. **A governor asked if this is a national banding system.** Mr Green confirmed it is a new national framework. Mr Green recently met with Steph Lovett, Warriner MAT School Improvement Director, on the next steps which is to make sure the prime areas of learning are mapped out.
- Reception pupils have completed their baseline assessment which will enable progress to be seen to the end of Year 6.
- The level of Covid absences has had a significant impact on attainment across every year group.
- Phonics outcomes are not very strong. Of 15 pupils in Year 2 11 have completed the phonics screen check, 4 pupils did not, with 2 pupils with Special Educational Needs (SEN) significantly below.
- Mr Green advised that of the nine pupils in Year 1 three have significant SEN or have English as an Additional Language (EAL). An Educational, Health & Care Plan (EHCP) is being applied for for a child. Two pupils are completing the Nuffield Early Learning Intervention (NELI) and data shows they are making good progress.
- Read, Write, Inc continues with children making good progress.
- Reading and writing are areas of concern. A new reading and writing curriculum has been introduced and work is being done on what this looks like and how it is implemented. Dr Kay highlighted that writing is an issue in all schools, with the impact of Covid on younger pupils running for longer than anticipated.
- **A governor said there are some anomalies in the data and asked if these are significant.** Mr Green explained that percentage differences are bigger when pupils number are low.
- Maths is not an area for concern. **A governor asked if Ofsted had highlighted an issue with maths during their debrief.** Mr Green clarified that Ofsted had stated that maths is not taught consistently across the school and there is an overreliance on White Rose resources. Maths data is strong and the PUMA assessments support this. **A governor asked about the issues with using White Rose.** Mr Green explained that teachers have become too reliant on the resources and confirmed this will be addressed.

Mr Green went through each of the year groups as detailed in the report with the following questions raised:

Year 1

- **A governor asked why there are no figures for an SEN pupil.** Mr Green advised that the child needs significant levels of support to access the curriculum and has a personalised curriculum. An EHCP is awaited for this child.
- **A governor asked if it is felt the targets are challenging enough.** Mr Green replied that he believes the targets are realistic.
- **A governor asked why the student with support from the Local Authority (LA) is not able to access NELI.** Mr Green said that the child is accessing external support, however, under the LA's current guidelines LA staff cannot come into school. **A governor asked if this has changed in light of restrictions being lifted.** Mr Green confirmed he had not received any updated guidance from the LA on this.
- Mr Green briefed on the interventions in place for those pupils who are falling behind. **A governor said there is a whole school strategy in place and asked if teachers are involved in the process.** Mr Green advised they are due to hold Pupil Progress meetings with the teachers at which every child is reviewed. An action plan will be created for the class teacher following these meetings.

Year 2

- **A governor asked if more monitoring is being undertaken for Read, Write, Inc as the scheme is new and, if so, is there external monitoring.** Mr Green confirmed monitoring is being undertaken and briefed on the monitoring process. This programme is in the early stages and has been disrupted by staff absences due to Covid. Data is showing the pupils are making good progress. **A governor asked about feedback from teachers.** Mr Green advised that teachers like the resource which has helped to up-skill them. Staff recognise it is a lot of work and that they are not all expert in delivering it yet.
- **A governor asked if there is a clear strategy in place for writing.** Mr Green stated there is a lot of writing in the recently launched curriculum but said he believes the pace needs to slow down. It was noted that the data shows that Greater Depth writing has reduced, which it was added is an issue across the MAT. **A governor asked if there are any actions or if this is currently a viewpoint.** Mr Green said it is a viewpoint at the moment, however, meetings will be held from which actions will be produced. **A governor asked what the timescales are for this.** Mr Green explained that they need to review the curriculum properly and gather feedback. Changes would not be made until September and Mr Green added that he would be concerned if the writing curriculum structure was changed too soon.
- **A governor asked if any pupil voice had been undertaken around writing.** Mr Green said not yet but that this would take place with the English Lead.
- **A governor asked if the issue with stamina in writing is to do with strength or concentration and asked what can be done to address any issues.** Mr Green confirmed it is both and that they are doing a lot of activities to strengthen fine motor skills. Attention spans are lower and children's expectations have reduced.

A governor asked about absence. Mr Green said virtually everyone has been absent due to Covid. Some pupils have taken unauthorised holidays and some had authorised holiday. **A governor asked with there being more EAL pupils, are there more absences with pupils being taken abroad.** Mr Green advised they had not identified this as an issue to date.

6. Special Educational Needs & Disability (SEND) Report

SEN Evaluative Report produced by Rachel Cosgrove, Special Educational Needs Co-ordinator (SENCo), dated October 2021 had been circulated.

Mrs Garratt highlighted the sentence *'SEND audit: Chair of governors has in depth experience of SEN and coordinated the audit with the SENCo. Areas of development inform actions'* and clarified that she does not have in depth experience of SEN. Sentence to be amended. **Action: Mr Green**

- **A governor asked about the status of EHCP applications.** Mr Green confirmed that one application is with the LA. A second application is in the early stages as the parents have only just agreed to move forward. A report is being put together by Rachel Cosgrove for a third child in Year 1. It is hoped all three applications will be successful.
- **A governor asked if any significant mental health issues had been identified following Covid.** Mr Green clarified that there have been no significant issues, but they have seen a rise in pupils awareness of things, for example pupils are more aware when they are worried about something. More pupils have been identified as being anxious through the Drawing and Talking programme which focusses on social and mental health needs.
- A governor highlighted that engagement in the Spelling Shed is varied and suggested that this be advertised to parents more regularly. Mr Green agreed that increased parental engagement could be encouraged.
- **A governor asked if the member of staff who has completed the NELI training has disseminated this across the staff.** Mr Green confirmed this training had been disseminated by the member of staff.

7. Pupil Premium

a) Pupil Premium Review Report – November 2021

A report produced by Challenging Education following a review carried out by Louise Blackburn in October/November 2021 had been circulated. Mr Green clarified there had been no surprises in the report. Ofsted had reviewed the report and were satisfied with the content. The inspectors met with the Pupil Premium Lead and discussed this report and the Pupil Premium strategy. The report was reviewed with the following questions raised:

- **A governor stated it was highlighted that governors did not sufficiently monitor Pupil Premium pupils and asked what evidence can be used to monitor Pupil Premium.** Dr Kay briefed on the evidence which can be reviewed to monitor an area, such as attendance at clubs, or how the school is increasing Pupil Premium numbers.
- **A governor asked if the school is proactive in increasing Pupil Premium numbers and if parents are aware they can get support.** Mr Green confirmed that it is stated in letters that funding is available. It is assumed that the school will pay for every Pupil Premium child going on a trip. **A governor asked what happens if a Pupil Premium pupil does not go on a trip.** Mr Green stated that a curriculum trip would not be optional. If a Pupil Premium child did not sign up to a residential trip, which is optional, Mr Green would look into this and approach the family.
- **A governor asked if clubs Pupil Premium pupils are entitled to attend are advertised.** Mr Green clarified that it is already clear in letters sent to parents that their children can attend clubs and are entitled to funding.
- **A governor asked if parents are aware when their children join the school that they are entitled to Pupil Premium funding and, if not, can the funding be highlighted.** Mr Green said yes, but parents need to apply for the funding. From September every child will be checked to establish if they are entitled to this funding and they will have to opt-out instead of opt-in.
- **A governor said it was noted in the report that not all teachers have a clear understanding of Pupil Premium and asked if this is being addressed.** Mr Green confirmed it is being addressed with training staff can complete on Pupil Premium.
- **A governor asked how someone is entitled to Pupil Premium funding.** Mr Green explained it is based on the benefits a family receives.

b) Strategy Statement 2021-22

A statement detailing the use of the Pupil Premium and Recovery Premium for the 2021 to 2022 academic year to help improve the attainment of disadvantaged pupils had been circulated. It was noted this statement must be published on the school's website.

8. Governor School Visits & Monitoring Policy – review due

The current policy had been circulated. With no amendments proposed, it was agreed that the policy continues as presented.

9. Safeguarding

Dr Kay is to carry out a safeguarding audit next week, a report from which will be circulated to governors. It was confirmed that Dr Kay and Mr Green discuss safeguarding during all Dr Kay's visits to the school. Mr Green advised that there are currently some high profile safeguarding cases, with all steps in place to support the pupils concerned.

10. Governance

a) Governor Monitoring

Mr Hughes agreed to be the link governor for SEND & Inclusion and Looked After Children (LAC). Mr Green and Mr Hughes to arrange a visit for these areas before the February half-term. It was noted that Mr Hughes also needs to complete a site visit. **Action: Mr Green/Mr Hughes**

Mrs Weaver agreed to be the link governor for EYFS and Phonics. Mr Green to liaise with Mrs Weaver to set a date for a visit as soon as possible. **Action: Mr Green/Mrs Weaver**

Mrs Garratt recommended that dates be set for all governor visits.

b) Governor Link Vacancies

- SEND & Inclusion
- Looked After Children (LAC)
- Early Years Foundation Stage (EYFS)
- Phonics

Discussed above.

11. Health & Safety

An emergency repair was carried out on a drainpipe on the tower. It appears that someone may have tried to climb up the drainpipe.

A building condition survey is to be completed for the Department for Education (DfE) with a full site survey to be undertaken during the February half-term.

12. Any Other Business

a) Contracts for Renewal

Mr Green briefed on the following contracts which require governor approval in order to be renewed:

i) SIMS Data Management System

This is a three-year contract costing £4,316. Mr Green advised that due to costings it is not worth looking at other providers and recommended that the school continues with the services of SIMS Data Management. **A governor asked if this cost had been budgeted for.** Mr Green confirmed the cost had been accounted for in the budget. Governors agreed with the proposal to continue with SIMS Data Management.

ii) Payroll

Prior to the Christmas break the LA notified schools of its intention to withdraw payroll support for all schools with effect from 31 March 2022. Payroll providers have been looked into by Mrs Riley, Office Manager, with the following costs established:

- Access Payroll £8,971 (current provider to the WMAT)

- HR Services for Schools £3,510
- EPM £3,845

A governor asked about the data held by the existing provider. Mr Green said he did not know about this. **A governor asked if costs for payroll support had been budgeted for.** Mr Green explained that the school buys into LA services which are budgeted for. Governors to be informed if there is any significant variance in costs between the LA and EPM. **Action: Mr Green**

Mr Green advised that Mrs Riley had researched the payroll providers and recommended that EPM be used to provide the payroll support. All governors voted in agreement with this recommendation.

b) Notice to Parents

Mr Green had emailed parents to notify them that he may have to shut parts of the school due to staff absence next week, as staff absence is high and there is a lack of supply staff available. If children are sent home, work would go onto Google Classrooms and laptops will be provided to those children who do not have them. Dr Kay requested that Mr Green reports this issue to Public Health England. **Action: Mr Green**

A governor asked about the teacher returning from maternity leave. Mr Green confirmed the teacher is due to return to work after the February half-term.

c) Energy Costs

Mr Green reported there has been an unsustainable rise in energy bills which is impacting the budget. The gas bill has increased from approximately £1,200 in November 2021 to approximately £3,000 in January 2022. It was confirmed that £10,000 had been budgeted for gas. **A governor asked if the ESFA need to be informed of this.** Mr Green said yes, adding that he anticipated that the February and March gas bills will continue to increase. Dr Kay to alert finance of this increase. **Action: Dr Kay**

d) Funding Requests

A governor highlighted that 15 working days' notice is required to respond to funding requests and asked if additional governor meetings are required and if information needs to be included on the Risk Register. It was agreed that an emergency meeting could be called if required.

A governor asked when the Management Accounts for January would be available. Dr Kay confirmed these are currently being worked on. Dr Kay clarified that at Trust level they review the accounts every month. Mr Eaton had previously attended these review meetings. Future meeting dates to be provided to Mr Blackbond in order for Mr Blackbond to notify Dr Kay if he is able to attend these meetings going forward. **Action: Mr Blackbond/Dr Kay**

13. Future Meeting Dates

- Resource & Audit - Thursday 3 March 2022 6.30pm
- LGB – Thursday 24 March 2022 6.00pm

There being no further business the meeting closed at 7.55pm.

Signed _____ Dated _____