



Minutes of the meeting held remotely via Zoom on 6th October 2021 at 6.15pm

01 PRELIMINARIES	ACTION
<p>LGB1/21-22/1.1 Apologies for absence</p> <p>Apologies were accepted from Jess Hannan. The Chair welcomed Bev Dolman to her first meeting as substantive headteacher.</p>	
<p>LGB1/21-22/1.2 Declaration of interest</p> <p>Governors were reminded of the requirement to declare interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.</p>	
<p>It was noted that: Fadi Al-Dairi's wife is employed at the school as a classroom assistant.</p>	
<p>The SBM will circulate the register of pecuniary interest forms.</p>	<p>SBM</p>
<p>LGB1/21-22/1.3 Membership Update</p> <p>Fadi Al-Dhari's term of office ends at the end of the academic year.</p>	
<p>Pam Parkin has rejoined the governing body as staff governor.</p>	
<p>Governors noted there is a vacant co-opted post and agreed to hold the vacancy for the time being.</p>	
<p>LGB1/21-22/1.4 Election of Chair and Vice Chair</p> <p>All governors agreed that Martyn Harris would continue at Chair and Jess Hannan will continue as Vice Chair for the academic year.</p>	

LGB1/21-22/1.5 Minutes of the last LGB meeting and actions arising

Minutes of the meeting held on 23rd June 2021 were accepted as an accurate record of the meeting.

Item	Action	Responsible	Outcome	
LGB5/2.1	<i>Carried over from 19.5.21</i> - Share the site improvement plan and positional statement with governors.	Incoming Head	Carried over	Head
LGB6/1.3	Arrange a meeting with the Acting Head re Pupil Premium link role	Z Bilides	Done – met in June. Will meet again this term	
LGB6/1.3	Check and follow up on any link visits that should be completed this term	Chair	Done	
LGB6/1.3	Contact Jess Hannan about getting the link to the safeguarding training	M Pound	MP will chase	MP
LGB6/2.2	Use the newsletter to highlight to parents the financial investment the Trust has made in the school.	Acting Head	Outstanding – will go in a future newsletter	Head

02 FINANCE REPORT

LGB1/21-22/2.1 Budget Monitoring Report and Commentary on Variances

The SBM reported that as the financial year commenced in September, it is too soon to present a reforecast for 20-21. The financial reports to governors refer to the end of last financial year.

She noted that the in-year carry forward was about £83k and total reserves were £183k. She and the Head have allocated the surplus to specific projects. As soon as they have a revised three-year budget they will know how much they have to spend.

The SBM noted that some of the surplus had been allocated to building works over the summer but it proved impossible to find tradespeople to do work.

A governor asked for clarification of where the additional income had come from. The SBM referred to the notes on the budget sheet to indicate the additional income and underspend.

She noted that the tarmac in the KS1 play area is in very poor condition. The drains are collapsing and creating holes. She is waiting to hear if they can put in a bid to FHT for funding.

A governor asked if they are considering remedial work to the area outside the front of the school as well. They may want to look at this while someone is coming in to do other this work. The SBM said no as it is a significant project on its own. The priority is the KS1 area.

The Head noted that pods have been installed in the KS2 corridor, and carpets in all KS1 classrooms and the front entrance. Some curtains have been replaced with blinds. There is a rolling programme to replace other carpets, ceiling tiles, and other fixtures and fittings.



The Head noted that currently there is no quiet space in the building for staff to undertake PPA so a priority is to create a learning pod in the quiet corridor for staff to work in.

The SBM said there are still issues with the EYFS canopy but she has had confirmation that the work will be carried out in November.

A governor asked for an update on the Section 106 funding. The Head said she is chasing Nick Layfield for a further meeting with the Trust and the local authority. There are wider discussions happening about the number of children locally who do not have school places, as most schools have waiting lists in some classes. The Head said it would be difficult to get permission to build on the playing fields, but they are investigating whether they could add a second floor to part of the existing building.

The SBM informed that the pupil census is tomorrow, which drives the budget. The current number on roll is 309; they had budgeted for 301, which is positive. However there are 35 pupils in reception means there are 10 places available.

The Head said they are in the process of pulling together a marketing strategy. Planned activities are a leaflet drop in the Wilford area and re-establishing links with nurseries. She is showing families around the school individually and feedback has been positive.

A governor asked for an update on the school fund. The SBM reported that it stands at £15k. It has not been touched since the last meeting.

A governor queried whether the school fund should be audited annually. The SBM said she was querying this as she has had conflicting information.

LGB1/21-22/2.2 Internal Audit

There have been no audits since the last meeting. The school is expecting a financial audit this year.

A governor asked when the financial processes were last audited. The SBM said when she started in 2018.

6.50pm The SBM left the meeting.

LGB1/21-22/2.3 Updated Academies Financial Handbook 2021

The Chair noted the new Academies Financial Handbook, updated in June 2021, which had been renamed the Academies Trust Handbook.

03 HEADTEACHER'S REPORT

LGB1/21-22/3.1 Headteacher Report

The Head went through the key points in her report.

She reported that staff spent the Inset day in July reviewing what they want for pupils in the school. This has become the school's vision. There is also a new strapline. They also have agreed four principles that will underpin everything that happens in school. The key words in the principles appear in the vision and the strapline. The previous values (Gems) have not



changed and are linked to the principles.

They have introduced the principles to the children and went through what they mean.

She asked for governor feedback on whether they felt the principles were a fair reflection of the school. **Governors agreed they were.**

SEND

The Head updated that the school has 25 children with SEN, and some are very complex cases. They had to fixed-term exclude two in the summer term for unsafe behaviour. There are two more children in KS1 who are exhibiting potentially unsafe behaviour. The school is creating an EHCP for one of the children.

The Head highlighted that there is a significant amount of work to be done on SEND provision across the school. SEND is featuring heavily in Ofsted inspections as children with SEND were considered to be most vulnerable during the pandemic. The Head is planning to increase the SENCO from one day a week to two days a week for this academic year.

Policies

The school is compiling a list of policies to ensure all statutory policies are up to date.

A governor asked whether there is an additional pot of money for special needs. Pam Parkin explained that there is a set pot of money which is shared among the family of schools. At the moment this bring in £5.5k in per child and the school needs to put in an additional amount. However if more children require additional funding, the amount per pupil goes down. For very needy children they can apply for additional funding from the local authority but it does not cover all the associated costs. There are many children who need additional support which they do not get funding for. About £150k of the school budget goes towards supporting the 25 SEND children.

Pupil Premium

The Head reported there is no substantive changes to the Pupil Premium Sports Premium.

IDSR data

The Head included the IDSR data in her report to give governors a snapshot of where the school is. **A governor queried whether the bullet point information in the IDSR was out of date.** The Head said yes.

A governor asked about the trend data and whether that is concern. The Head said they have done a reception baseline and the children are not making enough progress. She has taken on the EYFS lead role to support staff to ensure progress is being made.

A governor asked how concerned they should be about the data, especially in writing. The Head said that a lot of schools that have data well below national. It is not as concerning as it first appears, but for the cohort it should be better.

She said the school is targeting reading through the development programme. They have moved to Read Write Inc for phonics as the current programme is no longer DfE recognised.



A governor asked about homework and how much children are asked to write at home. The Head said they are looking at this and agreed it was important for teachers to encourage parents to have their children write at home. They are working with staff to understand the data.

Safeguarding

The Head said that once the section 175 audit is ready she will share it with governors. The Head will be working with the safeguarding governor. The Trust safeguarding audit is scheduled for 7 December. They have moved on to an electronic system for recording safeguarding concerns (CPOMs) which will reduce the amount of paper and make it easier to share data.

Health and Safety

The school has had one fire drill and will be making some tweaks to ensure it as quick and efficient as it can be.

04 REPORT FROM THE CHAIR

LGB1/21-22/4.1 Issues and Key Points from FHT

The Chair attended a Trust vision setting meeting. **He will circulate the video recording.** There are now about 30 schools in the Trust.

LGB1/21-22/4.2 Communication from Parents and Community

The Chair said there have been a few emails from parents with concerns about changes but they were happy once these were explained. There have been no formal complaints.

The Chair confirmed that the Head is copying him in on any correspondence that could escalate into a complaint.

A governor asked if parking was still an issue. The Head said yes and explained the current issue. The head will make contact with local PCSO do monitor and speak to individuals.

LGB1/21-22/4.3 Emergency Action Taken Since the Last Meeting

The Chair approved the staff sickness insurance outside of the meeting. They are going with the same insurer. The SBM and Head confirmed this represented the best value for money.

05 REPORTS TO GOVERNORS

LGB1/21-22/5.1 DfE Reports

The Head will circulate the new version of Keeping Children Safe in Education. All governors will need to read part 1. The Head will send a link to prevent training as well through offered through the National College.

LGB1/21-22/5.2 Updates from NGA and Other National Bodies

None

06 SCHOOL PERFORMANCE MANAGEMENT ARRANGEMENTS OF ALL STAFF MEMBERS

LGB1/21-22/6.1 Confirmation of the performance management process

Staff performance reviews are taking place and will be completed before half term. She is waiting for confirmation of who from the trust will do her performance review.

The Chair asked for confirmation of who will appraise support staff and when these will be completed. The Head said they will be done before the end of September. This includes TAs, office staff, site staff and dining assistants.

The Chair asked about the change to the menu. The Head said they consulted children as there was a great deal of waste with some menus. They are taking off items that children are not eating. The caterers are also having supply issues getting some ingredients so they have made some changes to limit the impact of this.

The Head said the catering company have said they may be able to supply halal meat so the head is surveying parents to see if this would be of interest.

They will be making a decision whether to stay with the current caterer and work with them to make changes or move to a new supplier.

07 SAFEGUARDING

LGB1/21-22/7.1 Update on Safeguarding audit, action plan and progress.

Covered in the Head's report.

08 POLICY MANAGEMENT

LGB1/21-22/8.1 Policies requiring local governing body ratification

The Head noted the policies which were circulated for review:

Behaviour Policy

Anti-bullying Policy

Safeguarding Policy

Child Protection Policy

Peer on Peer Abuse, Sexual Harassment Policy

Whistleblowing Policy

There have been no significant changes.

Referring to the Whistleblowing policy, a governor asked what happens if the whistleblowing concern is about the Headteacher. **The Head agreed to amend the policy so it is clear that if a concern is about the head should be raised with the Chair of Governors.** Head

With that amendment, all the policies were approved.

09 GOVERNOR MONITORING

LGB1/21-22/9.1 Visits and monitoring reports from previous term

The Chair has met with the new Head this term.

Fadi Al-Dhari will schedule a health and safety meeting.

The Head will schedule a safeguarding meeting with Jess Hannan.

LGB1/21-22/9.2 Confirmation of governors' link responsibilities

Visits and governor training sits with Pam Parkin so she will work with the Chair to agree a process for visits. The spreadsheet with link roles is available in the folder.

Governors agreed that rather than having a written report for each visit, each governor will



present key points to the next governors meeting. These will be minuted. Governors expressed their wish to resume visits as they start to get back to normality following the Covid restrictions.

10 COMMUNICATIONS FROM THE LOCAL GOVERNING BODY

LGB1/21-22/10.1 Engagement with parents and local community

The Head said the picnic had a very large turnout and was a great success. FOGSA did an excellent job and raised over £1400 from the school.

LGB1/21-22/10.2 Website updates

None to report

11 DATES AND TIMES OF FUTURE MEETINGS

1 December 2021

2 February 2022

30 March 2022

11 May 2022

22 June 2022

All meetings will be at 6.15pm.

12 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items should be deemed confidential for the purpose of the minutes.

The meeting closed at 7.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Item	Action	Responsible	Outcome
LGB5/2.1	<i>Carried over from 19.5.21</i> - Share the site improvement plan with governors.	Head	
LGB6/1.3	<i>Carried over 23.5.21</i> – Contact Jess Hannan about getting the link to the safeguarding training	M Pound	
LGB6/2.2	<i>Carried over from 23.5.21</i> – Use the newsletter to highlight to parents the financial investment the Trust has made in the school.	Head	
LGB1/8.1	Amend the whistleblowing policy to clarify what happens when a concern involves the Head	Head	