

**Local Governing Body Minutes - Spring Term Meeting – Thursday 22 February 2018
Hatchell Wood Primary School held at the academy commencing at 5.00 pm**

Present: C Street (Chair), J Harris (Headteacher), L E Redfern, L Simpson, M Stilborn, M B Huby, N S Foster, J D Bullock, D H Mansfield and K M Braes

In Attendance: Liz Davis (Sex Education Policy Presentation)

Clerk: N McAllister

AGENDA ITEM / DISCUSSION	ACTIONS
<p>PRESENTATION – SEX EDUCATION POLICY</p> <p>Liz Davis was in attendance and gave a presentation on the delivery of Sex and Relationship Education in School referring members to copies of the Progression Map which was circulated. Following a review of the previous scheme of work JIGSAW had been introduced. Based on a Mindful approach the scheme was more relevant to current issues and was able to be delivered across the academy. The review had also brought about a new PSHE and SRE Policy for the consideration of the Local Governing Body (LGB).</p> <p>Q How much are parents involved?</p> <p>R National advice is followed and the scheme had been well received to date.</p> <p>Q Is a parents meeting required?</p> <p>R Staff will be able to respond to questions at Parents Meetings.</p> <p>Liz Davis was thanked for her presentation.</p>	<p>Members to review the Policy documents and feedback any comments to the Headteacher by 2 March 2018. The final policies can be published on the website and parents notified with the option to Opt out as necessary.</p>
<p>1 WELCOME/APOLOGIES FOR ABSENCE</p> <p>Apologies for absences were recorded and accepted from K D Hill, J Slee-Karim and K Richards.</p>	

<p>2 DECLARATIONS OF PERSONAL OR BUSINESS INTERESTS</p> <p>The current register of Governors Pecuniary Interests were circulated at the meeting. No further declarations were made.</p>	
<p>3 URGENT ITEMS OF BUSINESS</p> <p>None reported.</p>	
<p>4 LOCAL GOVERNING BODY MINUTES/ ACTION SHEET AND MATTERS ARISING</p> <p>4.1 The minutes of 23 November 2017 were agreed as a correct record.</p> <p>4.2 The Headteacher was requested to ask staff to complete the Registration and Declarations of Business and Personal Interest Forms. A number remained outstanding.</p> <p>4.3 The Headteacher was asked to contact the LA regarding a LAC child. The pupil was now off roll so no further action was required.</p> <p>4.4 The Headteacher had confirmed with the LA that Business Rates would be payable on the bungalow once the caretaker vacated the premises.</p> <p>4.5 CAST Committee was asked to arrange a Maths activity morning and were currently looking at options. This was deferred to the next meeting.</p>	<p>The Headteacher to confirm that all returns had been submitted at the next meeting.</p> <p>CAST Committee to feedback on plans for a Maths morning.</p>
<p>5 HEADTEACHER'S TERMLY WRITTEN REPORT</p> <p>5.1 Accountability for Educational Performance</p> <p>a) Headteacher's Report Containing the following information:-</p> <ul style="list-style-type: none"> • Exclusions • Bullying Incidents – None reported • Racist Incidents – None reported • Looked After Children • Staffing Information • Staff Changes • Enquiry Day (Separate Report) The focus of the day was on Reading and was undertaken in partnership with senior leaders from other schools within the Trust. It was a positive day which was well received. • Parent Questionnaire 	

- Pupil Premium Report
 - Sports Premium Report and details of the impact of the funding deployed in school.
 - Academies Financial Handbook. Updates were noted for 2017.
 - General Information.
 - School Uniform Supplier Change
 - Parentmail had received positive feedback
 - Children Walking Home from school – the Headteacher provided an update on a recent increase in pupils walking home in year groups other than year 6 which were being dealt with on a case by case basis.
 - Young Voices had again received positive feedback.
 - Parents Evenings were being held at the beginning of March.
- b) Update on progress of pupils, including disadvantaged pupils and other vulnerable groups. The Data Dashboard (Separate Report) was presented to Governors compiled from a variety of sources including school data and assessments, MAZE, ASP and IDSR.
- c) Monitoring of Pupil Premium Strategy and review of impact to date (Included with Headteacher report).
- d) Interim reports of Performance Management / Appraisal.
- e) Receive Trust reports: School Review and Enquiry

A number of questions were raised as follows:-

Q The report notes a small number of children had been excluded. What was the length of the exclusions?

R The duration of an exclusion depends upon the nature of the incident and would normally be for up to 2 days for violence or destruction of property.

Q How often are enquiry days held?

R They are held termly and will focus on a different area on each occasion. They are also replicated across the Trust and allow staff from the academy to visit other schools.

<p>Q How many parent questionnaires were returned?</p> <p>R Over 90 responses were received covering all year groups. There will be an option to follow up outstanding questions at parents evenings.</p> <p>Q Following last year's sports day, what are the plans for this year's arrangements and could events be spread across a week?</p> <p>R The academy will consider how best to involve pupils and parents in sporting events in the academy.</p> <p>Q How is RI Teaching being addressed?</p> <p>R Further observations are planned and a package of support is in place.</p>	
<p>5.2 Compliance with Statutory and Other Contractual Requirements</p> <p>a) The Safeguarding report was circulated for consideration and approval.</p> <p>b) Final determination of Admission Arrangements and planned admission number for September 2019.</p> <p>c) Equality Duties – The Headteacher confirmed that the Policy had been reviewed.</p> <p>d) General Data Protection Regulations update emailed to governors. Deborah Temperton (Trust Data Protection Officer) was co-ordinating the process on behalf of the Trust.</p> <p>e) Review statutory information as published on the academy website. The information had been reviewed and was compliant.</p>	<p>The Safeguarding report was approved and the Headteacher was requested to arrange for the report to be added to the academy website. Retain the present arrangements and admission number of 60.</p>
<p>6 EFFECTIVE GOVERNANCE</p> <p>6.1 Review of Local Governing Body membership</p> <p>6.2 Reports from board members:</p> <p>a) Chair's report relating to any functions exercised on the Board's behalf since the last meeting. None taken</p> <p>b) Reviewing the impact of any governance-related training and development undertaken Additional Governor training was identified.</p> <p>c) Undertaking designated Governance roles,</p>	

<p>including feedback on any structured enquiry visits undertaken.</p> <p>L Redfern had visited the academy to observe an eSafety assembly.</p> <p>C Stilborn and M Huby attended Staff Appraisal Training.</p> <p>6.3 Copies of the LGB Handbook - Governors Roles and Responsibilities had been reviewed and updated. Copies were circulated to all Governors. Changes identified included the retention of the Finance and Legal Committee. CAST and REST to be removed. Link Governors identified to be retained:-</p> <ul style="list-style-type: none"> • Safeguarding – K Hill • English – L Redfern • Maths – M Stilborn • EYFS – C Street • Health and Safety – D Mansfield • Inclusion and Pupil Premium – L Simpson <p>Q How can Governors become more involved beyond the termly meetings?</p> <p>R This can be developed within the Governors Roles and Responsibilities and included within the Governor Visit Form.</p> <p>6.4 Copies of the Local Governing Body Planner were circulated to all Governors</p>	<p>Task and Finish Committees to be established drawn from all Governors.</p> <p>Handbook approved in principal and Governors to review its contents and forward any amendments to the Headteacher by 2 March 2018.</p>
<p>7 FINANCE AND RESOURCES</p> <p>7.1 A letter from the ESFA to Accounting Officer which had been emailed was considered.</p> <p>7.2 The submission of the annual Accounts Return 2016/17.</p> <p>7.4 Publishing the 2016/17 audited accounts on the Trust Board/Academy website The Headteacher reported that the school was a maintained school during 2016/17.</p>	<p>Kelly Richards to circulate to all Governors</p> <p>Finance and Legal Committee to consider at its meeting on 12 March 2018.</p>
<p>8 ANY OTHER URGENT BUSINESS</p> <p>8.1 To consider any other urgent business agreed by the Chair at item 3</p>	
<p>9 CONFIDENTIALITY</p> <p>9.1 To consider the confidentiality of any items discussed during the meeting</p>	

None noted	
10 DATES OF FUTURE MEETINGS 10.1 To confirm the dates of future meetings. Next Meeting of the Local Governing Body to be held at the academy on 14 June 2018 at 5.00 pm.	

Signed _____

Date _____

Meeting ended at 6.45 pm.