

**Local Governing Body Minutes - Spring Term Meeting – Thursday 14 June
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 B Huby, N S Foster, J D Bullock,
D H Mansfield and K M Braes

In Attendance: G Snow and F Burton (Observers)

Clerk: N McAllister

AGENDA TERM 3

AGENDA ITEM / DISCUSSION	ACTIONS
<p>1. APOLOGIES FOR ABSENCE</p> <p>1.1 To accept apologies for absence</p> <p>M Stilborn and K Hill.</p> <p>1.2 To receive, but not accept, apologies for absence</p> <p>None.</p>	
<p>2 DECLARATION OF INTERESTS</p> <p>2.1 Individual board members to declare any personal, business or other governance interests on any item on the agenda</p> <p>Declarations of interest were recorded separately.</p>	
<p>3 ITEMS OF URGENT BUSINESS</p> <p>3.1 Chair to determine any items of urgent business to be considered under item 7 below.</p> <p>The Chair provided an update on the school bungalow.</p>	

<p>4 LOCAL GOVERNING BODY MINUTES</p> <p>4.1 Approval of the Minutes</p> <p>The following minutes of the Governing Body and committee meetings were agreed:</p> <ul style="list-style-type: none"> a) Finance Committee meeting held on 12 March 2018 b) Local Governing Body meeting held on 22 February 2018 c) Resources Committee held on 12 March 2018 d) Task and Finish Group held on 30 April 2018 <p>4.2 Matters Arising from the Minutes</p> <p>To consider any matters arising from the minutes, not already covered on the agenda</p> <p>Local Governing Body meeting held on 22 February 2018</p> <p>The PSHE Policy had been reviewed and approved. The delivery of Sex Education in school would continue to be provided by Big Talk.</p> <p>Q Would teaching staff be present?</p> <p>A Yes but to ensure a consistent approach they would not deliver the lessons themselves.</p> <p>Q Was the Maths morning arranged?</p> <p>A No, this would be arranged in the Autumn term.</p> <p>Task and Finish Group held on 30 April 2018</p> <p>The outcome of the Task and Finish Group meeting regarding changing the school day was discussed and the proposed change considered.</p>	<p>L Simpson to arrange a Maths morning in the Autumn term.</p> <p>Change to school day agreed for September 2018.</p>
<p>5 PRINCIPAL/HEADTEACHER'S TERMLY WRITTEN REPORT</p> <p>5.1 Accountability for Educational Performance</p> <ul style="list-style-type: none"> a) Update on progress and impact of the School/Academy Improvement Plan 	

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- Spring term assessment 2018
 - A verbal update regarding the tests held w/c 4 June 2018 and had seen improvement from last year.
 - Year 6 Summer term Teacher Assessments
 - EYFS GLD
- b) Designated teacher for looked-after and previously looked-after children
- Update provided in respect of 4 CLA children in school.
- c) Staffing update
- Proposed structure 2018/19
 - Leadership structure 2018/19

5.2 Accountability for Financial Performance

- a) Letter to the Chair of trustees of MATs from the ESFA
- Link provided for Members attention
- b) Budget Forecast Returns
- Include in REST meeting minutes
- c) Submission of the 2016/17 accounts to Companies House

Noted.

5.3 Compliance with Statutory and Other Contractual Requirements

- a) Safeguarding report
- Incident log
- b) Special Educational Needs Information Report
- Link provided to school information within report.
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c) Becoming Compliant for GDPR

- Update provided.

d) Asbestos Management Assurance Process

- Compliant and return completed.

OTHER INFORMATION WITHIN THE REPORT

- Numeric Information
 - Pupil Numbers
 - Key Pastoral Factors
 - Session Attendance Summary - 4 September 2017 – 1 June 2018
 - Exclusions
 - Bullying Incidents
 - Racist Incidents – none reported
 - Complaints
- Pupil Premium Report
- 2017/18 Outcome and Intervention Report
- Sports Premium report 2016/17 and 2017/18
- Academies financial handbook updates 2017/18

The following questions were raised in relation to the contents of the Headteacher's report.

Q Is the appointment of an ITT student who had been working at Woodfield a benefit of being within the Trust?

A This has had a positive impact although they were the best candidate.

Q Have parents been updated regarding the staffing changes?

A Changes have been communicated and a full structure will be sent out later in the term.

Q What levels of encryption are there in school?

A The school uses the services of the LA to ensure compliance with appropriate levels of encryption.

<p>Q Does everyone know who the Data Protection Officer (DPO) is?</p> <p>A This will be reconfirmed with all staff.</p> <p>Q Are all third party suppliers compliant with GDPR?</p> <p>A This has been confirmed by the DPO and monitored by the Trust.</p> <p>Q How are emergency contacts agreed?</p> <p>A They are held in a locked cupboard and secure on SIMS.</p> <p>Q How much are the fines for non-attendance due to holidays?</p> <p>A £60.00 per parent per child.</p> <p>Q What happens to the income?</p> <p>A This is required by the LA/Courts for Administration.</p> <p>Q How much time is invested by the school?</p> <p>A One hour to 40 minutes per case.</p>	<p>A Task and Finish Group be tasked with reviewing the processes</p>
<p>6 EFFECTIVE GOVERNANCE</p> <p>The following updates were provided.</p> <p>6.1 The effectiveness of Governance arrangements had been reviewed by the Local Governing Body</p> <p>6.2 Automatic disqualification rules for charity trustees had been reviewed by the Chair.</p> <p>6.3 Review of board membership, incorporating actions to be taken to fill any current or forthcoming vacancies</p> <p>Headteacher to clarify term of office for each Governor and action.</p>	<p>All Governors to return skills audit to school.</p>

<p>6.4 Reviewing the arrangements for the Appraisal of the Executive Leader</p> <p>6.5 Reports from board members:</p> <p>Verbal updates</p> <p>a) Chair’s report relating to any functions she has exercised on the board's behalf since the last meeting</p> <p>b) review of the impact of any governance-related training and development undertaken</p> <p>c) undertaking designated governance roles, including feedback on any structured enquiry visits undertaken</p>	<p>Chair and M Huby to carry out the appraisal.</p>
<p>7 ANY OTHER URGENT BUSINESS</p> <p>7.1 To consider any other urgent business agreed by the chair at item 3</p> <p>The Chair reported that the school had been successful with a bid for the roof replacement and that Trust Resources would be redirected to the refurbishment of the bungalow where available.</p> <p>The LGB considered the current attendance and letters sent to parents following a complaint</p>	<p>The present arrangements were to remain in place.</p>
<p>8 CONFIDENTIALITY</p> <p>8.1 The confidentiality of any items discussed during the meeting were considered.</p> <p>None.</p>	
<p>9 DATES OF FUTURE MEETINGS</p> <p>The future dates of Board and committee meetings for 2018/19 were confirmed as follows:</p> <p>Local Governing Body</p> <ul style="list-style-type: none"> • Autumn Term 2018 29 November 2018 at 5.00 pm • Spring Term 2019 14 March 2019 at 5.00 pm 	

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- Summer Term 2019 20 June 2019 at 5.00 pm

Committees:

- Autumn Term 2018
- Spring Term 2019
- Summer Term 2019

The Task and Finish Group to review the annual planner, SIP report and KS2 analysis 16 July 2018 at 4.30 pm

The meeting end at 7.05 pm.

Chair _____

Date _____

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