

Hatchell Wood Primary Academy Local Governing Body

Meeting Minutes 14 March 2019

## Hatchell Wood Primary Academy Local Governing Body Meeting

Spring Term: March 2019

**Date and time:**

Thursday 14<sup>th</sup> March at 5.00pm

**Location:**

Hatchell Wood Primary Academy

**Present**

<b>Governor and Chair:</b>	C Street	(CS)
<b>Governors:</b>	M Huby	(MH)
	D Mansfield	(DM)
	L Redfern	(LR)
	K Taylor	(KT)
	J Bullock	(JB)
	N Foster	(NF)
	K Richards (Business Manager)	(KR)
<b>Head Teacher:</b>	J Harris	(JH)
<b>Clerk:</b>	H Wetherall (AMF Projects)	(HW)

**In Attendance**

<b>Deputy Head teachers:</b>	F Burton	(FB)
	G Snow	(GS)

\*\* Denotes challenge raised by governor/s

Before the main meeting began, staff from the school gave a short presentation informing governors of the Rose Learning Trust's and the school's intention to apply for the Carnegie School Mental Health Award. The following issues relating to this were highlighted by staff:

- The Trust overall is aiming to achieve the silver award however this school would like to achieve gold.
- There are 8 competencies that school must evidence to demonstrate positive mental health is promoted in every part of the school.
- Research is ongoing in school at the moment on the effect of exercise on mental health.
- A 'Happiness survey' has been circulated to all pupils.

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- A recent Family Mental Health day was very successful and a further similar event is planned to take place using donations from Large stores e.g. M&S and using this as a way of informing parents and families on healthy eating for example.
- A member of staff (SM) is now fully trained to assist parents with their mental health.

**\*\* Governor's asked:**

- Was there anything emanating from the Happiness survey that staff had to pick up and deal with?  
Staff replied not although some responses were discussed with individual pupils.
- Can this school propose to go for the gold award?  
This was thought possible although it will mean more evidence being presented.
- What has been the reaction from parents?  
Very good – large numbers of parents have responded to the recent event. Parents were all thanked by staff and they said they had enjoyed the event.

Staff were thanked for their knowledge and enthusiasm on this subject, which governors recognise is a key issue for young people and families.

Agenda Item	Minutes
1	<b><u>Apologies for Absence</u></b>
1.1	<b>To accept apologies for absence</b> The following apologies for absence from the meeting were accepted: L Simpson and J Slee-Karim
1.2	<b>To receive, but not accept, apologies for absence</b> None
2	<b><u>Declaration of Interests</u></b>
2.1	<b>Individual board members to declare any personal, business or other governance interests on any item on the agenda</b> J Harris is a governor at another school J Bullock is a governor at another local school M Huby is now vice chair of governors at another local school
	<b><u>ACTION:</u> K Richards will re-issue the Declaration Log for governors to update.</b>
	For information - F Burton and G Snow are attending the meeting as observers

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**3 Items of Urgent Business**

**3.1 Chair to determine any items of urgent business to be considered under item 29**  
No items to be considered.

**4 Local Governing Board Minutes**

**4.1 Approval of the Minutes of the Local Governing Body meeting held on 21.01.19**  
Minutes were approved.

**4.2 Matters arising from the minutes**

**(i) Recent increased communication with parents has been responded to very positively and benefits are being evidenced.**

**(ii) Finance Committee (February 19<sup>th</sup>)**

- Issues with PP pupils and additional payments have been resolved
- Surplus is £46,000
- Painting work in school to be completed
- Caretakers bungalow resolution to be addressed
- Increased pension contributions will potentially have an impact.

**(iii) Task and Finish Group**

- Reviewed policies have now been updated.

**ACTION: COG asked that the budget be sent to all Board-members not just committee members.**

**5 Head Teacher's Termly Written Report**

**5.1 Accountability for Educational Standards**

A standard template data dashboard has been produced by the Trust and the school has completed the dashboard using school data. Governors confirmed that this format and approach was helpful.

**(a) Overview of educational outcomes 2018 and Term 1 outcomes**

The following issues were highlighted for governors' attention:

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- Year 6 is a current focus and Year 2 outcomes are also being monitored due to the number of SEND pupils. Progress has been graded by school as 7 (amber)
- The marking of writing is very strict and is reducing the school's assessment grades, moderation with other schools has shown this and a handbook to help benchmark has been produced
- The Deputy Head teacher (FB) reported on the positive experiences of a newly joined pupil with SEN and the delight from his parents
- High RAG ratings on personal development and welfare - the school is strong on supporting those with additional learning needs and have scored high (9) in some measures as a result of this
- Teaching – all teachers are good or better; no teachers are on support plans
- Development continues on Maths Mastery
- Leadership and management; 2 new deputies now in place
- The LGB is rated as 7 for knowledge to support and challenge.

**Schools Self Evaluation**

- (b) Self-assessment grades for each of the areas of review were noted.

Governors asked why the school was marked down for staff leaving.  
\*\* The Head responded that this is because it requires time and resource for recruitment and induction of new staff.

(c) **Update on progress and impact of the Academy Improvement Plan**

- The Maths Mastery project, funded by DfE, means the school now uses a standard template for the school SEF
- 3 LAC pupils have left the school with 3 remaining
- The SLT have graded themselves as Outstanding with the current indicative grade 'Good'. Partnerships, organisational culture and behaviour are outstanding and pupils achieve well
- On the ASP – there are no contra-indications showing and Governors expressed contentment with this
- FB presented exemplar pupil 'Creative Curriculum' project books which demonstrated project-based learning. The curriculum model is based on the 'Cornerstones' approach with a literature-based approach to cross-curricular, holistic learning.
- Pupil voice on their learning and progress is a focus across all year groups and a pupil voice survey will be completed shortly with parents also surveyed.

(d) **Special Educational Needs Report including Trust SEND review**

- Work with pupils with additional needs and the general inclusivity of the school and its curriculum has recently been commended by Damian Allen

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- GS gave a summary of the 'Thrive' approach – a targeted programme for pupils with additional behaviour and SEND needs

\*\* Governors asked what are the implications of dual pupil registration and whether the school is responsible for the pupils that are educated elsewhere?

The Head responded that this was the case but these pupils do not appear on the school's register.

\*\* Governors asked how the school's % SEND compares with national benchmarks.

The Head responded that this school is just slightly below the national benchmark but with a higher % of ASD than national. The school's recent Autism Charter mark has encouraged parents to apply for this school.

(e) **Reports from board members undertaking designated governance roles, including feedback on any structured enquiry visits undertaken**

The Chair reported that she had visited the Foundation Stage classes to look at maths teaching and she was impressed by the way it also covered elements of literacy and problem solving. Pupil communication and discussions were good with reflection and analysis built in.

LR is also visiting school weekly and is impressed with the skills and behaviour of the pupils and the content of the curriculum. She also attended the presentation on meta-cognition and Growth Mind-set along with CS.

\*\* The chair asked which governor would volunteer to do the unannounced visit during SATs week. DM volunteered to carry this out.

**ACTION: DM to undertake the unannounced governor visit during SATs week.**

## 5.2 **Accountability for financial Performance**

(a) **Progress report on the 2018/19 budget**

KR summarised this element of the scorecard with the following highlighted:

- This school's finances have been commended by the Trust with forecasting and carry forwards well-planned
- Red flags – anomalies with spreadsheets and reports are due to the systems malfunctioning and not due to school's activities
- Teacher pupil ratio is efficient with no red flags
- KR has challenged why the school has had no audit report following the last audit.

Governors congratulated the finance team on their efficiency and effectiveness.

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(b) **Staffing matters update**

- A rolling advertisement has been published for a mid-day supervisor
- A TA will be retiring at the end of the year and an advertisement will be compiled and published for this post
- An additional LSA has been employed to assist with a Year 5 pupil who has recently joined this school: The LSA is named on the pupil's EHCP.

5.3 **Compliance with Statutory and Other Contractual Requirements**

(a) **Safeguarding report**

A template is now in place for completion on-line. There are a few red flags recently raised in the audit and these are based on additional staff training that is required including suicide training.

(b) **Equalities information**

The Trust is to be asked what exactly is required to be reported here. The Equalities Policy is in place and on the school's website.

**ACTION:** HW to ascertain what is required for this section of the agenda.

(c) **Disadvantaged Pupil Review and Pupil Premium Strategy Review**

Governors were informed that this exercise was to take place on the following Thursday and would be reported at the next LGB.

(d) **Updating governance information on the GIAS**

This information has been updated for the school and will be completed at Trust level by DT (Deborah Temperton, Trust Conversion Projects Officer).

(e) **Receive additional reports from Business Manager:**

Written report presented to LGB covering:

- **HR**  
DT has asked school to provide a list of non-teaching staff who are on 52-week contracts
- **Risk register update**  
One extra risk has been added – Brexit and the risk of increased costs of resources  
All changes that have been made were highlighted in yellow for governors to easily see.

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The School is still using some LA HR policies and these policies are going to Trust Board tomorrow for ratification

There is no separate Health and Safety policy, this duty is with the Proactive Company

Governors with any suggested changes to the risk log were asked to let KR know by next Tuesday.

- **H&S**

The H&S/premises management portal is being used proactively and well as a management tool for reporting repairs and maintenance that requires attention and as a scheduling tool

No RIDDOR accidents to report to the Trust Board

Violence against staff: 6 occurrences reported to Trust Board.

- **GDPR (noting any SARs/DPIAs/FOI/breaches)**

GDPR: there is a need to ensure effective password controls and the training has not yet been completed. For information, the Trust have employed a GDPR specialist to help with these issues and although the school feel they are above the grades given in the data dashboard, this apparently has to be an overall Trust score, rather than at individual school level

One FOI received related to the grounds maintenance contract.

- **Website compliance report (if applicable)**

This has been reviewed by KR very recently with areas for attention highlighted

All staff have access to One-drive and a governors' folder will be added

In future the Trust will be subscribing to Governor Hub a document repository.

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6 **Effective Governance**

6.1 **People**

(a) **Review of local governing board membership**

- Information has been sent out about a full day Trust development day/review with COGs considering governance structures, numbers etc
- The Governors' Handbook has been updated recently and may be updated further as a result of the development day
- This school wants to make sure that governance continues to work well for them as an individual school, with link governors etc.
- There will be a skills audit for governors developed by the Trust
- The COG asked if Thursday is the best day for this meeting and governors confirmed that it was the most convenient day for all of them.

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(b)	<b>Review of future governance training and development needs, and the impact of any governance-related training and development undertaken since the last meeting</b> LR, CS, KR and JH (as well as FB and GS) attended safer recruitment training.
(c)	<b>Chair's Report – Trust matters</b> Nothing further to report.
7	<b><u>Any Other Urgent Business</u></b>
7.1	<b>To consider any other urgent business agreed by the chair at item 3</b> No urgent items for consideration. For information, governors were informed that the refurbishment project is proceeding to plan and although the Trust does not have capital allocated for this project, the school is funding the work with a view to recouping these costs through hiring out the refurbished space.
8	<b><u>Confidentiality</u></b>
8.1	<b>To consider the confidentiality of any items discussed during the meeting</b> No relevant items.
9	<b><u>Dates of Future Meetings</u></b>
9.1	<b>To note the dates of future Local Governing Body meetings for 2018/2019</b> Governors to note the changed date for the next LGB, now to be Wednesday 19 <sup>th</sup> June 2019.
9.2	<b>Committees</b> Summer term 2019 - date to be confirmed; may be mid-April.  The COG requested that the Task and Finish Group look at the Spring term annual planner.  <b>ACTION: Task and Finish Group to address the annual schedule of meetings for the LGB and committees for 2019/20.</b>

*C. Street 19-6-19*



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<b>Action Points – Local Governing Board Meeting March 2019</b>				
<b>Action number</b>	<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>	<b>Date Actioned</b>
2.1	K Richards will re-issue the Declaration Log for governors to update.	KR	Next LGB	
4.2 (iii)	COG asked that the Finance Committee minutes be sent to all Board-members not just committee members.	KR	From here onwards.	
5.1 (e)	DM to undertake the unannounced governor visit during SATs week.	DM	May 2019	
5.3 (b)	KR to ascertain what is required for the equalities section of the agenda.	KR	Next LGB	
9.2	Task and Finish Group to address the annual schedule of meetings for the LGB and committees for 2019/20.	Task and Finish Group	April 2019	

