

Hatchell Wood Primary Academy Local Governing Body

Meeting Minutes 28 November 2019

Hatchell Wood Primary Academy Local Governing Body Meeting		
Autumn Term: November 2019		
Date and time:		Location:
Thursday 28 <sup>th</sup> November at 5.00pm		Hatchell Wood Primary Academy
<u>Present</u>		
Governor and Chair:	C Street	(CS)
Governors:	M Huby	(MH)
	L Redfern	(LR)
	K Taylor	(KT)
	J Bullock	(JB)
	N Foster	(NF)
Head Teacher:	J Harris	(JH)
Clerk:	H Wetherall (AMF Projects)	(HW)
<u>In Attendance</u>		
Deputy Head teachers:	F Burton	(FB)
	G Snow	(GS)
** Denotes challenge raised by governor/s		
There was a short presentation to governors by JH on his recent fact-finding educational trip to Australia together with other local head teachers.		
Agenda Item	Minutes	
1	<u>Election of Chair and Vice Chair</u>	
1.1	<b>Election on Chair and VC</b> The following nomination was received for the position of Chair: <ul style="list-style-type: none"><li>• Cathryn Street (CS)</li></ul> CS was elected to the position unanimously by governors present.	

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1.2	<p>The following nomination was received for the position of Vice Chair:</p> <ul style="list-style-type: none"> <li>• Mark Huby (MH)</li> </ul> <p>MH was elected to the position unanimously by governors present and agreed to undertake the role for one term. Succession planning for the LGB was identified as an important and urgent action by CS and JH.</p> <p><b><u>ACTION:</u> CS and JH to meet to address succession planning for the LGB.</b></p>
2.	<p><b><u>Apologies for Absence</u></b></p>
2.1	<p><b>To accept apologies for absence</b></p> <p>The following apologies for absence from the meeting were accepted:</p> <ul style="list-style-type: none"> <li>• Duncan Mansfield (DM)</li> <li>• Kelly Richards (KR)</li> </ul>
2.2	<p><b>To receive, but not accept, apologies for absence</b></p> <p>None</p> <p>CS informed governors of the resignation of J Slee-Karim. A letter of thanks has been sent from CS to JS-K.</p>
3	<p><b><u>Declaration of Interests</u></b></p>
3.1	<p><b>Individual board members to declare any personal, business or other governance interests on any item on the agenda</b></p> <ul style="list-style-type: none"> <li>• CS reminded governors that the important declaration of interest forms are now on Governor Hub (GH) and should be completed by all Governors if they have not already done so, also the school Business Manager (KR) has hard-copy forms for signing</li> <li>• CS also pointed out the form on GH for governors to complete their declaration that they have read and understood Keeping Children Safe In Education (KCSIE)</li> <li>• Visit Forms - Governor visit forms to be added to GH</li> </ul> <p><b><u>ACTION:</u> KR to be asked to add the proforma to GH for completion by governors as and when they complete visits.</b></p>

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4	<b><u>Items of Urgent Business</u></b>
4.1	<b>Chair to determine any items of urgent business to be considered under item 8</b> <ul style="list-style-type: none"> <li>Recently completed Internal assurance document</li> </ul>
5	<b><u>Local Governing Board Minutes</u></b>
5.1	<b>Approval of the Minutes of the Local Governing Body meeting held on 19.06.19</b> Minutes were approved with the following amendments: <ul style="list-style-type: none"> <li>LR not DM (wrong initials inserted)</li> <li>CS not GS (Typing error)</li> </ul>
5.2	<b>Matters arising from the minutes</b>
(i)	<ul style="list-style-type: none"> <li>All actions to roll forward for consideration at the next meeting</li> </ul>
(ii)	<b>Pay Review Committee (October 3<sup>rd</sup>)</b> <ul style="list-style-type: none"> <li>Governors were informed that all staff annual appraisal targets had been met and where appropriate increments approved</li> </ul>
(iii)	<b>Task and Finish Group (12<sup>th</sup> September)</b> <ul style="list-style-type: none"> <li>Minutes were approved</li> <li>Matters arising             <ul style="list-style-type: none"> <li>The updated planner is now on GH</li> <li>The Robinwood visit was reported as very successful</li> </ul> </li> </ul>
(iv)	<b>Resources and Finance committee</b> <ul style="list-style-type: none"> <li>These meetings need to be scheduled so that they fall into sync with the LGB</li> </ul> <p><b><u>ACTION:</u> CS and JH to schedule these meetings for the rest of the academic year so that the business can be effectively addressed before each LGB and recommendations made to the full LGB.</b></p>
6	<b><u>Executive Leader's Termly Written Report</u></b>
6.1	<b>Strategic leadership</b>  <b>Trust Board's Vision and Strategic Plan</b>

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(a)	<ul style="list-style-type: none"> <li>The school vision reflects closely the Trust's vision and is being reinforced throughout the school building with 4 key words repeated in posters and images</li> </ul>
(b)	<b>Academy SEF</b> <ul style="list-style-type: none"> <li>JH referred to the school's SEF which is filed on GH for governor scrutiny</li> </ul>
(c)	<b>Academy Improvement Plan</b> <ul style="list-style-type: none"> <li>JH also referred to the school's AIP (Developing Excellence Plan – DEP) which is filed on GH for governor scrutiny</li> </ul>
**	<p>NF asked how the school involves parents in the Thrive curriculum?          JH responded that this is through direct contact informed by the needs of the parents, some self-referral and through developing positive relationships with the parents.</p> <ul style="list-style-type: none"> <li>JH emphasised that Global Studies are an important element of the curriculum for all children</li> </ul> <p>Governors were impressed with the format and the clarity of the information presented in the SEF and AIP and approved both documents.</p>
**	<p>Governors asked about plans for national assessment processes and whether primary schools will replicate the Progress 8 model employed in secondary schools.          JH responded that it will probably be a bespoke model for primary however at the moment the sector is not sure what progress measures are going to look like.</p>
6.2	<b>Accountability for Educational Standards</b>
(a)	<b>Pupil Premium</b> <ul style="list-style-type: none"> <li>The PP Plan has been developed into a 3-year plan to show progression and improvements over time</li> </ul>
(b)	<b>PE and Sports Premium</b> <ul style="list-style-type: none"> <li>The Sports Premium report was summarised by JH. One member of staff was commended for the excellent work he is doing (J Harv.). In the recent appreciative inquiry day children were very positive about this member of staff's contributions</li> </ul>

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(c)	<p><b>LAC</b></p> <ul style="list-style-type: none"> <li>• There are 3 LAC in school and JH referred governors to his report for information on this child's progress. Governor (JB) has recently visited and reviewed the progress and plans for these children</li> <li>• JB has also recently carried out a SEND review in school. JH referred governors to his detailed SEND report which is on GH. There is also a SEND review that has taken place today by Partners in Learning – report to follow</li> </ul>
(d)	<p><b>Staffing Matters</b></p> <ul style="list-style-type: none"> <li>• No staffing matters were reported</li> </ul>
(e)	<p><b>Reports from Governor Visits</b></p> <ul style="list-style-type: none"> <li>• The following visits have been completed by governors:             <ul style="list-style-type: none"> <li>○ LR visited on 15.10.19 to observe Maths Mastery and reported very encouraging feedback. Staff are all trained and feeling positive about the scheme. They are now confident to adapt the model if it is not working for some children. KS2 results showed great progress in reasoning. LR also saw a 'deep dive'</li> <li>○ CS and LR also came in on the recent Appreciative Inquiry day. The children were positive but thought they were doing too much maths and wanted more reading and languages. The children were particularly knowledgeable about Galileo in Science and were confident to speak about this. Pupils felt supported</li> <li>○ CS attended a 'Thrive' Open afternoon for parents. This is now a whole school approach which is leading to early identification of additional needs and is preventing issues escalating in many cases. It was noted that, as a result, the Inclusion Suite is not being used as regularly as previously. The Inclusion team was reported to be very strong with deep knowledge of the children and robust records</li> <li>○ CS attended a curriculum meeting with FB where all staff presented their action plans. All were very enthusiastic and knowledgeable. CS Plans to attend a further curriculum meeting next term</li> <li>○ CS completed a visit to EYFS last week. It was noted that this is a high male cohort with many summer-born children and some high additional needs. The pupils have however settled very well</li> </ul> </li> </ul>
(f)	<p><b>Data Dashboard</b></p>

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<p>**</p>	<ul style="list-style-type: none"> <li>• In summary JH reported that the school is generally operating well and where there are developments needed these are already identified. Pupils attainment and attitudes are very strong</li> <li>• Compliments and complaints – Various agencies and visitors have complimented the school on its inclusivity; complaints have been made by one parent about having to wait for children in the rain and not having a Christmas carol concert this year</li> <li>• Governors noted that the elements of this dashboard that are green have increased and this is pleasing</li> </ul>
<p>6.3</p>	<p><b><u>Accountability for financial Performance</u></b></p>
<p>(a)</p>	<p><b>Register of interests</b></p> <ul style="list-style-type: none"> <li>• Register of Interests dealt with at item 3 above</li> </ul>
<p>(b)</p>	<p><b>October budget monitoring</b></p> <ul style="list-style-type: none"> <li>• AS provided a summary of the budget position in KR's absence and it was noted that the carry forward position has increased significantly from predicted (20k to 55k)</li> </ul>
<p>**</p>	<p>NF asked what had happened with the extra pension and salary increases for staff. JH responded, informing that this increase has been partially covered by the government and has all been taken into account in the projected budgets</p>
<p>**</p>	<p>NF asked what the implications are for the school of a budget deficit in the future and whether this is the responsibility of the Trust. JH responded to say that this is the case but the Trust have agreed the budget and it is expected that current projected deficits in future years will be subject to expected increases in income from a variety of sources.</p>
<p>**</p>	<p>NF asked what are current reserves. JH responded to say this is the carry forward sum of £55k.</p>
<p>**</p>	<p>NF asked if the Trust's amalgamated budgets are published. Post meeting note: HW has checked the position and the Trust's consolidated annual financial accounts are published on the Companies House website.</p>

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(c)	<b>Changes to the Academies Financial Handbook</b> <ul style="list-style-type: none"> <li>Changes to the Academies Financial Handbook 2019 were pointed out to governors and this document is filed in GH</li> </ul>
(d)	<b>Pay awards</b> <ul style="list-style-type: none"> <li>See item 5.2(ii) above</li> </ul>
<b>6.4</b>	<b><u>Compliance with Statutory and Other Contractual Requirements</u></b>
(a)	<b>Register of Interests</b> <ul style="list-style-type: none"> <li>See item 3.1 above</li> </ul>
(b)	<b>New Ofsted Framework</b> <ul style="list-style-type: none"> <li>Governors were directed to the new Ofsted framework which is on GH for review</li> </ul>
(c)	<b>GIAS Portal</b> <ul style="list-style-type: none"> <li>Governors asked that this be updated if required</li> </ul> <p><b><u>ACTION:</u> KR to update the GIAS where appropriate</b></p>
(d)	<b>Website updates</b> Governors asked that this be updated if required  <p><b><u>ACTION:</u> KR to update the school's website where appropriate</b></p>
(e)	<b>Business Manager Report</b> <ul style="list-style-type: none"> <li>It was noted that school will be closed for the election day</li> <li>Staff training is scheduled on skills and knowledge progression for all subjects</li> <li>There has been a health and safety meeting this week and the full report on this is pending. Issues highlighted include them being impressed with the building changes made and the lock-down procedure and the Attendance Officer. All risk assessments have been updated based on the Trust level risk assessments</li> <li>The completed building work was summarised. Changes to the building lighting should save money as the lights will go off after 20 minutes in all rooms</li> </ul>

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<p>**</p>	<p>NF asked about the gym door which appears not to have been replaced and should have been. JH committed to check up on this.</p> <p><b><u>ACTION: JH to check whether the door has been replaced.</u></b></p>
<p>**</p>	<p>Governors asked about the roof leak and whether this was causing any issues. JH responded that this is being effectively managed.</p>
<p>(f)</p>	<p><b>Data Security/GDPR</b></p> <ul style="list-style-type: none"> <li>• There were no items for discussion</li> </ul>
<p>7</p>	<p><b><u>Governance Review</u></b></p> <p>Governors noted that there is a huge amount of information on GH and asked if this could be fed back to the Trust.</p> <p><b><u>ACTION: HW committed to feeding this back to the Trust with some practical suggestions to assist governors.</u></b></p>
<p>7.1</p>	<p><b>Structures</b></p>
<p>(a)</p>	<p><b>Scheme of Delegation</b></p> <ul style="list-style-type: none"> <li>• CS fed back from the recent COGs meeting and informed that the Scheme of Delegation (SoD) is under review with the Trust working with the NGA. The aim is to make this a shorter working document</li> </ul>
<p>(b)</p>	<p><b>Membership of specific panels</b></p> <ul style="list-style-type: none"> <li>• It was agreed that the current arrangements for specific panels should continue</li> </ul>
<p>(c)</p>	<p><b>Designated governance roles</b></p> <ul style="list-style-type: none"> <li>• It was noted that there is only a strict requirement for a safeguarding link governor however Hatchell Wood governors feel that additional link governors should be in place as follows:                         <ul style="list-style-type: none"> <li>○ LR – English and maths</li> <li>○ CS – Curriculum and EYFS</li> <li>○ JB – Safeguarding, SEND and PP</li> <li>○ DM – Safeguarding and mental health of staff and pupils</li> </ul> </li> </ul>



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(d)	<p><b>Governance training and development needs</b></p> <ul style="list-style-type: none"> <li>Governance training was discussed and it was noted that NF will be attending training after Christmas</li> <li>At the recent COGs it was requested that the Trust arrange specific training for Governors and further details on this is awaited</li> </ul>
(e)	<p><b>Contacts directory</b></p> <ul style="list-style-type: none"> <li>CS asked that any changed contact details be sent to KR</li> </ul>
<b>7.2</b>	<p><b>People</b></p>
(a)	<p><b>LGB membership</b></p> <ul style="list-style-type: none"> <li>It was noted that the SoD states that LGBs should be a minimum of 6 and maximum of 7 members</li> <li>There is a need to recruit 1 more parent governor; a letter will be sent after Christmas requesting parent governors with particular skills</li> </ul>
(b)	<p><b>Code of conduct</b></p> <ul style="list-style-type: none"> <li>Governors were directed to GH for information relating to the Trust's Code of Conduct for Effective Governance</li> </ul>
(c)	<p><b>Training and development needs</b></p> <ul style="list-style-type: none"> <li>Dealt with at item 7.1(d) above</li> </ul>
<b>8</b>	<p><b><u>Any Other Urgent Business</u></b></p>
<b>8.1</b>	<p><b>To consider any other urgent business agreed by the chair at item 4</b></p> <ul style="list-style-type: none"> <li>The Internal Assurance document will be considered at the next meeting</li> <li>Attendance of the deputy heads at the LGB meetings; there is a clear rationale for this and the LGB wish to keep this arrangement in place</li> <li>Several different models for committees were suggested and will be discussed between CS and JH before presenting to the next LGB</li> </ul>
(i)	<p><b><u>ACTION:</u> Internal Assurance report to be addressed at the next LGB</b></p>
(ii)	<p><b><u>ACTION:</u> JH and CS to present proposed committee structures to the next LGB</b></p>
	<ul style="list-style-type: none"> <li>The annual planner will be developed for the New Year and arrangements for monitoring the curriculum at January 14th Task and Finish Group</li> </ul>

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	<ul style="list-style-type: none"> <li>Also to be considered at 14<sup>th</sup> January meeting will be arrangements to seek a new parent governor. MH pointed out that there is a job description for a parent governor on the NGA website that could be used. It was noted that JH, CS, LR and FB will attend this meeting</li> </ul>
9	<b><u>Confidentiality</u></b>
9.1	<b>To consider the confidentiality of any items discussed during the meeting</b> No specifically relevant items
10	<b><u>Dates of Future Meetings</u></b>
10.1	<b>To note the dates of future full Local Governing Body meetings for 2019/2020</b> Governors to note the date for the next LGB to be <b><u>Thursday 5<sup>th</sup> March 2020</u></b>

<b>Action Points – Local Governing Board Meeting June 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	Declaration forms now on GH
5.1(a)	Governors to determine how they will monitor the curriculum going forward.	LGB	Autumn term	
<b>Action Points – Local Governing Board Meeting November 2019</b>				
1.2	CS and JH to meet to address succession planning for the LGB.	CS and JH	Next LGB	
3.1	KR to be asked to add the proforma to GH for completion by governors as and when they complete visits.	KR	On-going	
5.2(iv)	CS and JH to schedule these meetings for the rest of the academic year so that the business can be effectively	CS and JH	Next LGB	

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	addressed before each LGB and recommendations made to the full LGB			
6.4(c)	KR to update the GIAS where appropriate	KR	On-going	
6.4(d)	KR to update the school's website where appropriate	KR	On-going	
6.4(e)	JH to check whether the door has been replaced	JH	By next LGB	
7	HW committed to feeding this back to the Trust with some practical suggestions to assist governors	HW	By next LGB	
8.1(i)	Internal Assurance report to be addressed at the next LGB	CS	At next LGB	
8.1(ii)	JH and CS to present proposed committee structures to the next LGB	JH and CS	At next LGB	

<b>Chair to approve and sign off the minutes as a true record:</b>	
<b>Date:</b>	