

Hatchell Wood Primary Academy Local Governing Body

Meeting Minutes 19 June 2019

Hatchell Wood Primary Academy Local Governing Body Meeting		
Summer Term: June 2019		
Date and time:		Location:
Thursday 19 th June at 5.00pm		Hatchell Wood Primary Academy
<u>Present</u>		
Governor and Chair:	C Street	(CS)
Governors:	M Huby	(MH)
	L Redfern	(DM)
	J Slee-Karim	(LR)
	K Richards (Business Manager)	(KR)
Head Teacher:	J Harris	(JH)
Clerk:	L Redfern	(LR)
<u>In Attendance</u>		
Deputy Head teachers:	F Burton	(FB)
	G Snow	(GS)
** Denotes challenge raised by governor/s		
Agenda Item	Minutes	
1	APOLOGIES FOR ABSENCE	
1.1	To accept apologies for absence The following apologies for absence from the meeting were accepted: K Taylor, J Bullock, D Mansfield, N Foster.	
1.2	To receive, but not accept, apologies for absence None	
2	DECLARATION OF INTERESTS	
2.1	Individual board members to declare any personal, business or other governance interests on any item on the agenda J Harris is a governor at another school.	

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	<p>M Huby is now vice chair of governors at another local school. J Slee-Karim is School Business Manager at Carr Lodge.</p> <p><u>ACTION:</u> K Richards will re-issue the Declaration Log for governors to update.</p> <p>For information - F Burton and G Snow are attending the meeting as observers</p>
3	ITEMS OF URGENT BUSINESS
3.1	<p>Chair to determine any items of urgent business to be considered under item 29 No items to be considered.</p>
4	LOCAL GOVERNING BOARD MINUTES
4.1	<p>Approval of the Minutes of the Local Governing Body meeting held on 14.03.19 Minutes were approved.</p> <p>The minutes of the task and finish group held on 10th April were read out and approved.</p>
4.2	Matters arising from the minutes
(i)	The Annual Planner for the governors needs to be reviewed each term to formalise and evidence the actions for the previous term. JH and CS are to review this regularly in their Monday meetings.
(ii)	The RAG rating for term 2 showS no red indicators and all amber ones will be followed up with the Rose Learning Trust; there are no matters which need urgent attention.
5	HEAD TEACHER'S TERMLY WRITTEN REPORT
5.1	<u>Strategic Leadership</u>
(a)	<p>Review of Curriculum Intent, Implementation and Impact and Social Capital for the School 2019</p> <p>The new guidelines for Ofsted inspections will now focus on curriculum not data. The decision has been taken to continue with the Cornerstones curriculum model, which has been updated and will address and track the key elements of the new framework - Intent, Implementation and Impact. Governors to determine how they will monitor the curriculum.</p>

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	<p>ACTION: Governors to determine how they will monitor the curriculum going forward.</p>
5.2	<p><u>Accountability for Educational Standards</u></p>
(a)	<p>Update on progress and impact of the Improvement Plan The data for pupils has been updated to the end of term 2. The maths data does not accurately reflect pupils' progress as the tests are those set by NFER and are not fully compatible with the 'Maths Mastery' programme.</p> <p>GS reported on the SEN/Inclusion provision. Demand for Thrive intervention is increasing and strategies are in place to address the issue. There is a clear pathway to follow; all staff now include Thrive strategies, Mental Health, Growth Mindset, Independence and resilience in their lessons, and the Thrive provision is no longer seen as solely for 'naughty' children. If staff feel it necessary, they may refer a child for SEND intervention, which may lead on to Thrive intervention, parenting intervention and, if necessary, referral to outside agencies. The full report is available on the Governor Hub.</p> <p>A dyslexia package is being bought to assist early identification and intervention.</p>
(b)	<p>Reports from governors undertaking designated governance roles, including feedback on any structured enquiry visits undertaken LR reported on a visit where she observed LM with Melissa Truly from a Maths Mastery consultant. The feedback from Melissa Truly was very positive and as the programme is embedded with each successive year group it should bring consistently good results.</p>
(c)	<p>Staffing matters update The staffing for next year was explained; the new staffing arrangements can be viewed on Governor Hub.</p>
**	<p>JH was asked when Year 5 pupils would be starting intervention classes with LM; JH responded that Y6 have only just finished their writing tasks for SATs and Y5 will be starting with LM from 24th June.</p>
5.3	<p><u>Trust Monitoring Reports</u> To be discussed at the next Advanced Leader's meeting.</p>
5.4	<p><u>Accountability for financial Performance</u></p>
(a)	<p>Progress report on the 2019/20 budget</p>

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	<p>KR reported on the current budget situation. The revised budget was presented to the Finance Committee on 17/06/19 but the minutes are not yet available. The finance system is in transition; the new system is easy to use but it is taking time to transfer from existing package. A budget management system has been bought which 'talks' to the financial system which will be more efficient.</p> <p>Governors to note that HR portals have now all been transferred to Rotherham Council; staff have had to check their details and this has revealed some discrepancies which need to be resolved.</p>
(b)	<p><u>New arrangements for related party transactions</u> No issues to report.</p>
(c)	<p><u>Progress report on 18/19 budget</u> No issues to report.</p>
5.5	<p><u>Compliance with Statutory and Other Contractual Requirements</u></p>
(a)	<p>Risk Register The school risk register has been updated with no issues noted.</p>
(b)	<p>Cyber Security/GDPR Cyber Security & GDPR are dealt with by the Rose Learning Trust - no issues noted. JH has been on Cyber Security training which has been cascaded to staff.</p>
(c)	<p>Health and Safety No issues to report.</p>
6	<p>Mis-numbered agenda item</p>
7	<p>EFFECTIVE GOVERNANCE</p>
7.1	<p><u>Structures</u></p>
(a)	<p>Review arrangements for the Appraisal of the Principal/Head Teacher GS and MH to conduct appraisal of Headteacher.</p>
7.2	<p><u>Evaluation</u></p>
(a)	<p>Evaluation of the effectiveness of governance against the trust board's written Scheme of Delegation/LGB Handbook No issues to report.</p>

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(b)	<p>GovernorHub Demonstration</p> <p>JH introduced the governors to the Governor Hub. All governors have received an email with a link and must now ensure that they are registered and able to access this online. All information required for governors' meetings will now be available through the Governor Hub; it also has a calendar and other useful information. For future meetings, an email reminder will be sent to governors and it will be expected that documents will be accessed via the hub and read prior to meetings.</p>
7.3 (a)	<p>People</p> <p>Review of local governing board's membership</p> <ul style="list-style-type: none"> • Lesley Simpson has resigned • Two more governors to be recruited after a review of the skills audit • The Task and Finish group to meet in September to look at training needs, governor membership and the Annual Planner <p>(b) Review of future governance training and development needs, and the impact of any governance related training and development undertaken since the last meeting/DfE training No issues to report.</p> <p>(c) Chair's report A meeting of COGs should have been held on 21 June followed by further training, but this has been postponed until November.</p>
8	SCHOOL AGENDA ITEMS
8.1	<p>To consider any other urgent business agreed by the chair at item 3</p> <p>No urgent items for consideration.</p>
9	CONFIDENTIALITY
9.1	<p>To consider the confidentiality of any items discussed during the meeting</p> <p>No relevant items.</p>
10	DATES OF FUTURE MEETINGS
10.1	<p>To note the dates of future Local Governing Body meetings for 2019/2020</p> <p>Full Board Meetings: 28th November 2019 5th March 2020 25th June 2020</p>

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	Task and Finish Group Meeting: 12 th September 2019 (4 pm)
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Action Points – Local Governing Board Meeting March 2019				
Action number	Action Required	By Whom	By When	Date Actioned
2.1	K Richards will re-issue the Declaration Log for governors to update.	KR	Next LGB	
5.1(a)	Governors to determine how they will monitor the curriculum going forward.	LGB	Autumn term	

Chair to approve and sign off the minutes as a true record:	
Date:	