

**SCARCROFT PRIMARY SCHOOL**  
**Minutes of the meeting of the Local Governing Board**  
**Held on 23<sup>rd</sup> February 2023 at 4pm**

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Daniel Staples Tracey Barrett	Michelle Smith John Bryan Cllr Jonny Crawshaw
In Attendance:	Matt Oxley (Deputy Headteacher), Spencer Cole (Teacher), Sophie Triffitt (Governance Advisor – Clerk to Governors)  Mark Hassack (CEO) from 5.15pm.	

<b>1.</b>	<b>Welcome and Introductions</b> The Chair welcomed everyone to the meeting.	
<b>2.</b>	<b>Apologies for Absence and Declarations of Interest</b> Apologies were received and accepted for Gordon Staniforth and Gillian Marshall.	
<b>3.</b>	<b>Minutes of the Local Governing Board Meeting on 19<sup>th</sup> January 2023 (previously distributed)</b> The minutes were agreed to be a true and accurate record of the meeting and were approved.  <b>Actions and Matters Arising from 19<sup>th</sup> January 2023 meeting</b> Action 1: The Headteacher explained the difficulties in obtaining comparison data due to there being no published data through Covid but will continue to keep investigating. Action 2: The action remained ongoing. Action 3: The action remained ongoing. Action 4: The Headteacher confirmed that the action relating to the Anti-bullying and Behaviour Policies was complete and the policies would be uploaded to the website. Action 5: The Chair reported that the potential governor had been allocated to another school, but the Governance Service have been informed of the LGB recruitment requirements.	
<b>4.</b>	<b>Headteacher's Update / Weekly Pulse (previously distributed)</b> The Headteacher had circulated the Pulse reports for WC 23 January 2023, WC 30 <sup>th</sup> January 2023 and WC 6 February 2023.  The Headteacher highlighted that the Trust had asked for the Harmful Sexual Behaviour incidents to be categorised along with detail of action taken.  <b>Challenge:</b> A governor noted the improving attendance trend and asked what had driven the improvement. The Headteacher reported that attendance as at 23 <sup>rd</sup> February 2023 was 96.9% and year to date was 95.2% which reported on track with national average. The Headteacher felt that the improvement was driven by children being happy to come to school and actions related to attendance monitoring such as letters have identified that parents care about attendance and they are taking a proactive approach. For cases of persistent absence the families often don't attend the review meetings but a majority of families have been responsive to the communications.  <b>Challenge:</b> A governor suggested that it would be useful to have the percentage of the persistent absence group who are Pupil Premium, EAL, have an EHCP etc as this could identify strategies and areas for action.  <b>Action:</b> Headteacher to identify the percentage of the persistent absence group who are Pupil Premium, EAL, have an EHCP etc.  Mr Staples and the Deputy Headteacher joined the meeting at 4.25pm.  <b>Challenge:</b> A governor asked for an update on support for Year 5. The Headteacher explained that	HT

	<p>the Trust Exec Team review the Weekly Pulse report to direct support. The Deputy Headteacher met with the Director of School Improvement and discussed the concerns in Year 5, lockers, Writing and Reading from the Year 6 BRAG. The Director of Estates had since been into school to look at changes to lockers and the Director of SEND &amp; Safeguarding will be in touch about what can be done to help two students.</p> <p>The Headteacher reported that the BRAG data will be updated following a meeting with Year 6 staff on 21<sup>st</sup> February 2023.</p> <p><b>Challenge:</b> A governor asked if the level of work on a weekly basis for the Pulse was commensurate with the value of it in terms of driving actions, strategy and Trust support. The Headteacher confirmed that it was useful and the outcomes feed back into actions both at school and trust level.</p> <p><b>Challenge:</b> A governor asked what impact had been seen from actions so far. The Headteacher reported that at the recent South Bank Leadership learning walk the feedback on low level disruption was more positive than the previous learning walk and identified areas that had been picked up in school. The Headteacher was confident that impact would continue to be seen.</p> <p>The Deputy Headteacher reported that the meetings with the Director of School Improvement had been positive and would have cumulative impact.</p> <p>The Headteacher noted that there will be an action plan of what the central team will be doing to assist the school.</p> <p>Governors felt the support and joined up action with the MAT was reassuring.</p> <p><b>Challenge:</b> A governor suggested that it would be useful for governors for the Pulse to include acronyms and a Prevent referrals category.</p> <p><b>Challenge:</b> A governor suggested that it would be useful for the Pulse to include an identifier (arrows) on data to identify the trend from previous reports.</p> <p><b>Challenge:</b> In response to a governor the Headteacher confirmed that absence through illness would not be recorded as unauthorised absence.</p>	
5.	<p><b>Safeguarding</b></p> <p>The Safeguarding Link Governor attended a safeguarding update where the Youth Justice Service updated on their Harmful Sexual Behaviour service and Early Intervention Programme. The Headteacher confirmed that he had enquired with Youth Justice on support that can be offered. The link governor noted that there was also an update on volunteers who run HSB workshops in school to increase understanding and awareness of what is and isn't acceptable.</p> <p>There had been a review of the Prevent Duty and some minor updates that will feed through to school with the key area being the need for a better understanding and addressing of ideology and extreme right-wing influences.</p> <p>A governor noted that the York hate crime statistics identify that there is overt racism in York so it was important to be aware of incidents and monitor. The Headteacher reported that for a large school there had been very few incidents of racism to deal with.</p> <p>Governors discussed the influx of refugees and the need to anticipate issues and needs and prepare the children. The Headteacher gave an example of children being welcoming and supporting their new classmates who had been struggling.</p> <p><b>Challenge:</b> A governor asked if diversity of the school community was addressed through assemblies and PSHE. The Deputy Headteacher confirmed it was and migration studies was part of the Geography curriculum.</p> <p><b>Challenge:</b> A governor asked if there was a welcome pack for pupils and parents new to the school. The Headteacher confirmed not but was something that he wanted to develop. The website does have a Google translate functionality and EAL Flash Academy was now working on school devices.</p>	

	<p>In response to a governor the Deputy Headteacher confirmed that there had been no training or resources on supporting refugees from the local authority.</p> <p>The Headteacher confirmed there were four refugee families in school (Ukraine and Syria).</p>	
6.	<p><b>School Structure Update</b></p> <p>The Headteacher explained that following discussions with CYC and the CEO the school will be remaining at a 60 PAN and two form entry to enable full consultation on any change and accommodate CYC projected increase in place need in York for the next few years through refugee families, migration pattern into the City and a higher than expected Covid birth rate.</p> <p>CYC have agreed with the plan to implement a 45 PAN for 2025/26 intake with the understanding that the school will take additional numbers subject to appropriate funding.</p> <p><b>Challenge:</b> A governor asked if the local authority gave consideration to the complexities and additional costs of supporting refugee children. The Deputy Headteacher confirmed that there had been no resources or funding to support the school with placing refugee children but assured governors that school is aware of the need to adapt quickly, there are plans in place and was not concerned.</p> <p><b>Challenge:</b> A governor noted the duty on the school to place these pupils but there is a local authority duty to provide adequate funding and support. The Headteacher informed governors that the Director of SEND &amp; Safeguarding will be leading on a MAT response around training and resources.</p> <p>Governors discussed the need for translators / translating software to support children in their education and safeguarding.</p> <p><b>Challenge:</b> A governor reflected that it was good to hear the importance of being a welcoming school and providing a safe education for these children and noted the need to consider the education of children already in the school, so it was important to anticipate issues and identify patterns / resources.</p> <p><b>Challenge:</b> A governor suggested an annual meeting with CYC for future planning of admissions numbers.</p>	
7.	<p><b>School Improvement Plan Update</b></p> <p>There was no update to report.</p>	
8.	<p><b>Governing Body Matters</b></p> <p><b>Governor Learning Rounds / Pupil Voice (previously distributed)</b></p> <p><b>Challenge:</b> A governor noted the pupil voice feedback on acoustics and sight lines at assemblies and suggested alternating the order in which children sit in assembly and use of repeater screens. The Deputy Headteacher agreed that the seating order could be varied.</p> <p>The item was carried over to the March meeting.</p> <p><b>Governor Visit Reports</b></p> <p>There were no reports for discussion.</p>	
9.	<p><b>Financial Reporting</b></p> <p>There was no update for review.</p>	
10.	<p><b>Policies</b></p> <p>There were no policies for review.</p>	
11.	<p><b>Key Items from the MAT, or to Report to the MAT</b></p> <p>The CEO was scheduled to meet with governors after the meeting.</p>	
12.	<p><b>Any Other Urgent Business</b></p> <p><b>Action:</b> It was agreed for Ms Barrett to undertake a review of the school website.</p>	TB

<b>13.</b>	<b>Future Meeting Dates</b> 30 <sup>th</sup> March 2023 9am 11 <sup>th</sup> May 2023 4pm 8 <sup>th</sup> June 2023 5.30pm 13 <sup>th</sup> July 2023 9am	
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The meeting ended at 5.30pm

**Approved at LGB on 30<sup>th</sup> March 2023**

Approval

**Action Plan from the meeting of the Local Governing Board  
held on 23<sup>rd</sup> February 2023 at 4pm**

	ACTION	ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	Governors requested KS2 SATs comparison data with a school with a similar demographic.	6 (22.09.22)	Headteacher	20.10.22
2.	Governors to consider the governor impact assessment / self-review questions and forward any responses to the Chair.	9 (22.09.22)	Governors	12.10.22
3.	Approach Knavesmire LGB for shadow opportunities to understand how different LGBs work and areas for sharing best practice.	4 (11.10.22)	Chair	Nov 2022
4.	Identify the percentage of the persistent absence group who are Pupil Premium, EAL, have an EHCP etc.	4	Headteacher	Mar 2023
5.	Ms Barrett to undertake a review of the school website.	12	Tracey Barrett	Mar 2023

**Future Agenda Items:** Pupil Premium Report, Governor Learning Rounds / Pupil Voice