

**SCARCROFT PRIMARY SCHOOL**  
**Minutes of the meeting of the Local Governing Board**  
**Held on 24<sup>th</sup> March 2022 at 5.30pm**

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Michelle Smith Daniel Staples	Phil Cooke Sam Healy Emma Mackenzie Hogg (late) Gillian Marshall
In Attendance:	Jenny Holton (Deputy Headteacher) Sophie Triffitt (Governance Advisor – Clerk to Governors)	

<b>1.</b>	<p><b>Welcome, Introductions and Membership</b> The Chair welcomed everyone to the meeting. For the record of the minutes the meeting was held virtually.</p>	
<b>2.</b>	<p><b>Apologies for Absence and Declarations of Interest</b> Apologies were received and accepted for Cllr Crawshaw.</p>	
<b>3.</b>	<p><b>Minutes of the Local Governing Board Meeting on 3<sup>rd</sup> February 2022</b> Subject to it being noted that the London Chess Classic was in December the minutes were agreed to be a true and accurate record of the meeting and were approved.</p> <p><b>Actions and Matters Arising</b> Action1: A governor pupil voice session was agreed for Friday 1<sup>st</sup> April 2022 from 10am with separate sessions for KS1 and KS2. Action 2: Emma Mackenzie-Hogg had met the Headteacher and Deputy to discuss playtime opportunities. Action 3: Link governors had met with their staff link, or had a meeting scheduled, and were asked to submit their reports to the clerk. Action 4: A MAT Finance training sessions is being scheduled. Action 5: The clerk was asked to re-circulate the training link. Action 6: Action deadline not yet reached but the clerk was asked re-circulate the training link.</p>	
<b>4.</b>	<p><b>Policies</b></p> <p><b><u>Uniform Policy (previously distributed)</u></b> The Headteacher explained that the policy reflects equality, diversity, accessibility and a gender neutral approach. It provides a guideline for uniform but allows for individuality and gives consideration to cost.</p> <p>A governor suggested offering the second hand uniform at parent’s evenings etc. so it is more accessible than one set slot per week.</p> <p>Following discussion governors agreed there was not the need to stipulate what colour footwear should be.</p> <p>Following a suggestion from a governor it was agreed to include reference to dresses and playsuits.</p> <p><b>Challenge:</b> In reference to 5.4 a governor asked if the views of parents and students had been taken into account in the development of the policy. The Headteacher confirmed there had been no formal consultation or survey but he had used informal feedback to inform the policy.</p> <p><b>Resolution:</b> Governors approved the Uniform Policy subject to the inclusion of ‘dress’ and ‘playsuit’.</p>	

	<p><b><u>Mobile Phone Policy (previously distributed)</u></b></p> <p>The Headteacher confirmed that use of mobile phones is included in the sign in system.</p> <p>In reference to liability a governor asked how mobile phones are stored when handed in to teachers. The Headteacher confirmed that when handed in phones are locked away.</p> <p>In reference to 3.3 a governor asked how safeguarding is monitored. The Headteacher explained that expectations are included in the staff handbook and the school has invested in class phones for recording in classrooms so there is no requirement to use personal devices.</p> <p><b>Resolution:</b> Governors approved the Mobile Phone Policy.</p> <p><b><u>Allergens Policy (previously distributed)</u></b></p> <p>It was agreed to change the wording from ‘nut free school’ to ‘nut aware school’.</p> <p><b>Challenge:</b> A governor asked how widespread epi pen training was and given staffing challenges how the Headteacher is ensuring there are no gaps in coverage. The Headteacher explained that the aim has been to have the vast majority of staff trained so he had no concerns over coverage. There is also Educare training that can be circulated to all staff as a reminder.</p> <p><b>Resolution:</b> Governors approved the Allergens Policy subject to ‘nut free school’ being amended to ‘nut aware school’.</p> <p><b><u>Online Safety Policy (previously distributed)</u></b></p> <p>It was agreed for the acceptable use agreement (page 11) to include wording to reflect the exception of school social media sites.</p> <p>In reference to Appendix 5 Online Safety Incident Log a governor asked if this will be stored digitally. The Headteacher explained that he will look to integrate it into CPOMs.</p> <p><b>Resolution:</b> Governors approved the On Line Safety Policy subject to the inclusion of school media sites exception in the acceptable use agreement.</p> <p>Emma Mackenzie Hogg joined the meeting at 6.17pm.</p>	
5.	<p><b><u>Headteacher’s Report (previously distributed)</u></b></p> <p>The Headteacher made governors aware that recruitment is currently a challenge particularly for one to one SEN Teaching Assistants.</p> <p><b>Challenge:</b> A governor asked how long the Year 3 teacher was not in class before leaving and what cover arrangements were in place. The Headteacher confirmed that it was seven to eight weeks but the class had consistent cover and the teacher providing this cover has agreed to stay until Easter. A temporary post will be advertised to the end of the year and a permanent post will be advertised for September.</p> <p><b>Challenge:</b> A governor asked for an update on persistent absence. The Headteacher reported that the PA rate is 19% and includes data for pupils who have left and some children would not be PA without the impact of Covid. Persistent absence letters have been sent to families to offer support and explain that attendance will be monitored.</p> <p><b>Challenge:</b> A governor suggested getting the data to show what the PA rate would be without certain cases such as where Covid has tipped them into the PA category.</p> <p>The Headteacher explained that the behaviour data is cumulative data from the last report.</p> <p><b>Challenge:</b> A governor requested that the behaviour data be presented by term for identifying</p>	

	<p>trends.</p> <p><b>Challenge:</b> A governor suggested behaviour data include a wider range of data points such as time / area / year group to identify patterns.</p>	
6.	<p><b>Risk Record</b></p> <p>The Headteacher reported that the risk record includes:</p> <ul style="list-style-type: none"> <li>- Declining pupil numbers and the impact on school organisation and finance</li> <li>- 1:1 support without EHCP's and the financial impact</li> <li>- The building.</li> </ul>	
7.	<p><b>Ofsted Planning (previously distributed)</b></p> <p><b>School Improvement Plan (previously distributed)</b></p> <p><b>Pupil Premium / Recovery Premium (previously distributed)</b></p> <p>The Chair explained the Ofsted narrative document and asked governors to be informed on this and the identified key documents and to have a confidence in communicating these to an inspector.</p> <p>The Headteacher reported that the behaviour message has been refocused on wanting everyone to feel safe in school.</p> <p><b>Challenge:</b> A governor suggested including the Health Assured helpline in Leadership and Management wellbeing for staff section.</p> <p><b>Challenge:</b> A governor suggested including the WellBe anonymous reporting function. The Headteacher informed governors that this reporting tool had been used this week and SLT will be taking action.</p> <p><b>Challenge:</b> A governor suggested mapping what is being done in school against the education inspection framework.</p> <p><b>Action:</b> Chair to look at cross referencing work in school against the education inspection framework.</p> <p><b>Governor Visit Reports</b></p> <p><b>Safeguarding x 2 (previously distributed)</b></p> <p>There were no questions on the circulated reports.</p> <p><b>Health and Safety</b></p> <p>There was no update on Health and Safety.</p> <p><b>Safeguarding</b></p> <p>There was no update beyond the governor reports on Safeguarding.</p>	Chair
8.	<p><b>Financial Reporting</b></p> <p>The Headteacher reported that the two year planning reports well against the Trust 4% reserve target but year three is the concern.</p> <p>The staff structure is being reviewed and any changes would need to be in place for 23/24. The Headteacher confirmed that if staffing changes were needed this could be met through natural movement and he would make staff aware of plans as far in advance as possible.</p>	
9.	<p><b>Committee Reports</b></p> <p><b>Curriculum and Learning</b></p> <p><b>13<sup>th</sup> January 2022 (previously distributed)</b></p> <p><b>10<sup>th</sup> March 2022 (previously distributed)</b></p> <p>The committee reported that the curriculum planning and implementation work was very impressive.</p> <p>There were no questions on the committee reports.</p>	

	<p><b>Finance and Resources</b>  <b>20<sup>th</sup> January 2022 (previously distributed)</b>  There were no questions on the committee reports.</p> <p>The Headteacher and Deputy Headteacher are meeting with Knavesmire Headteacher and Head of School around potential of utilising the skills of the Scarcroft Chef across both schools. Governors recognised the benefits of Chef King and acknowledged the positives of sharing his excellence.</p>	
10.	<p><b>Governor Body Matters</b>  <b>Governor Code of Conduct (previously distributed)</b>  <b>Resolution:</b> Governors agreed the code of conduct and in doing so agreed to abide by it.</p>	
11.	<p><b>MAT Business</b>  The Headteacher reported that a CEO has been appointed and will start the first week after Easter. He has requested a number of documents and has scheduled a half day visit to school on 28<sup>th</sup> April.</p>	
12.	<p><b>Any Other Urgent Business</b>  The Chair recorded thanks to the Headteacher, Deputy Headteacher and all staff for keeping the school operating with safe and happy children through continuing difficult times.</p> <p>The Headteacher invited governors into school to see the recent building works and for an informal catch up.</p>	
13.	<p><b>Future Meeting Dates</b>  Finance &amp; Resources Committee – 5<sup>th</sup> April 2022 (school)  Finance &amp; Resources Committee – 24<sup>th</sup> May 2022 (school)  LGB - 25<sup>th</sup> May 2022 (virtual)  Curriculum &amp; Learning Committee - 9<sup>th</sup> June 2022 (school)</p>	

The meeting ended at 7.15pm

**Approved at LGC on 25<sup>th</sup> May 2022**

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Signed: David Rowsell (Chair of Governors)

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Date

### **Action Plan from the meeting of the Local Governing Board held on 24<sup>th</sup> March 2022 at 5.30pm**

	ACTION	ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	Governors who have not yet completed Child Protection training on Educare to complete by 24 <sup>th</sup> March 2022. 24.03.22: Clerk to re-circulate the link.	12 (03.02.22)	Govs	Mar 2022
2.	Complete Accountability Measures training by the June meeting. 24.03.22: Clerk to re-circulate the link.	12 (03.02.22)	Govs	June 2022
3.	Chair to look at cross referencing work in school against the education inspection framework.	7	Chair	April 2022

**May Agenda Items**

Governor Training