

**SCARCROFT PRIMARY SCHOOL**  
**Minutes of the meeting of the Local Governing Board**  
**Held on 25<sup>th</sup> May 2022 at 5.30pm**

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Daniel Staples Michelle Smith	Phil Cooke Sam Healy Cllr Jonny Crawshaw
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.</p> <p>Governors recorded thanks to the Deputy Headteacher for her hard work and contribution to the Scarcroft community and wished her luck for her new Headteacher role.</p>	
<b>2.</b>	<p><b>Apologies for Absence and Declarations of Interest</b> Apologies were received and accepted for Emma Mackenzie Hogg and Gillian Marshall.</p>	
<b>3.</b>	<p><b>Minutes of the Local Governing Board Meeting on 24<sup>th</sup> March 2022 (previously distributed)</b> The minutes were agreed to be a true and accurate record of the meeting and were approved.</p>	
<b>4.</b>	<p><b>Actions and Matters Arising</b> Action 1: Ms Mackenzie Hogg was still to complete Child Protection training. Action 2: Training was included as an agenda item. Action 3: Ongoing</p>	
<b>5.</b>	<p><b>Governing Body Matters</b></p> <p><b>Governor Training (previously distributed)</b> Governors reviewed the training record and Mr Cooke encouraged governors to undertake training to address any gaps.</p> <p><b>Link Governor Reports</b></p> <p><b>PE (previously distributed)</b> The Headteacher reported that he was confident in teacher competency and experience to plan and deliver PE lessons in the absence of the specialist.</p> <p>The question around part time staff having additional time together was not feasible with the budget constraints and the staff work well together to split the tournaments and work within their expertise. There are plans for sports delivery wider than PE lessons next year to become an ‘active school’.</p> <p>In response to a governor the Headteacher explained that the PE specialist delivers sessions which releases teachers for PPA time. Teachers have received coaching from the PE specialist and each teacher from Year 1 to Year 6 will teach at least one inside session per week using Real PE and Gym schemes. There is a staff training day on 6<sup>th</sup> June to refresh knowledge.</p> <p><b>MFL (previously distributed)</b> The Link Governor reported meeting with the languages lead and looked at the languages café. French song software was identified as a useful resource and the Headteacher agreed to consider this within the budget.</p> <p><b>Safeguarding x 3 (previously distributed)</b> There were no questions on the circulated report.</p>	

<p><b>Pupil Voice – governors report</b></p> <p>Mr Staples, Ms Smith and Cllr Crawshaw had undertaken a pupil voice visit and circulated a summary of discussion. The governors reported that it was a positive process to hear from the children about their learning in class.</p> <p>The children identified noise and the high ceilings as a distraction to learning which made it difficult to concentrate in class. The Deputy Headteacher explained that the open windows to ventilate and the extended break times for Covid have made the learning environment even more difficult. The Headteacher noted that the afternoon break introduced because of Covid will be removed from September. A governor suggested investigating financially viable options to reduce the noise in classrooms and engaging the Friends of Scarcroft in fundraising.</p> <p><b>Action:</b> Cllr Crawshaw was asked to engage with the Theatre Royal Director to seek advice on the acoustics and baffle ideas to reduce the impact of noise.</p> <p>A governor reported that some children felt a sense of injustice about whole classes being held back and missing break time due to the behaviour of one or a few. The Headteacher assured governors that is not school policy and would remind staff.</p> <p>A governor felt that the understanding of British Values was not clear and suggested e mailing the poster to parents. The Headteacher explained that the posters are in every class and was confident the children know the answers around the specific values. The Subject Leader for British Values has lots of ideas and is keen to develop this area further.</p> <p>The Headteacher recognised the comment made about the toilets and whilst two have been refurbished the others are in need of updating but the finances only support a décor refresh. A governor noted that the children had recognised that there had been some improvement.</p> <p>A governor noted that KS2 children were very positive about the labelling / identifying of subjects and suggested that the structure may be helping students.</p> <p>Governors agreed it was a valuable exercise and to put together a regular pupil voice programme or structured event as part of the link governor system to inform governors and provide the children with a forum to share their thoughts. The Headteacher suggested utilising the school council software / school councillors to engage with all students and then feed this back to governors.</p> <p><b>Action:</b> Develop a governor pupil voice programme / structure.</p> <p>The Deputy Headteacher reported that there had been training with Midday Supervisor Assistants to develop restorative practice in the playground.</p> <p>A governor suggested that it would be helpful to have prompts to undertake link visits and submit a report by X date.</p> <p><b><u>Committee Reports</u></b></p> <p><b>Finance and Resources 24/05/22 - verbal</b></p> <p>The Committee Chair reported that the electricity assumptions and increased levy contribution to 5.6% will significantly impact the 2022/23 budget.</p> <p><b>A governor asked if there were opportunities to make energy efficiency changes to mitigate some of the increased energy cost such as changing lighting for LED.</b> The Headteacher explained that there is no funding to do this work but the site manager will obtain prices and look to have a phased plan.</p> <p>The Headteacher updated on the SEN funding and confirmed that CYC will provide the £16k funding for a child who needed two to one support.</p> <p><b>Committee Meetings</b></p> <p>Governors agreed to continue the same committee structure for 2022/23.</p>	<p>JC</p> <p>Govs</p>
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	<p><b>Governor Recruitment</b> The Chair reported that with three pending governor resignations at the end of this academic year recruitment was a priority.</p> <p>Cllr Crawshaw left the meeting at 6.37pm.</p> <p>Governors agreed they would consider all skills and try to recruit locally.</p> <p>Ms Smith joined the meeting at 6.40pm.</p>	
6.	<p><b>School Development Plan</b> There was no update reported.</p>	
7.	<p><b>Headteacher's Report (previously distributed)</b> The Headteacher reported that numbers continue to rise with greater movement in and out. Year 4 and 5 are at capacity given the size of the cohort and classrooms and the projected pupil numbers for September 2022 starters has increased to 45.</p> <p>The Headteacher reported that the attendance trend is improving</p> <p><b>A governor asked what strategies have delivered the improvement in attendance.</b> The Headteacher felt that in addition to the attendance protocols the school being a happy place where children enjoy being is a factor.</p> <p>The Deputy Headteacher reported that there had been only one confirmed case of Covid last term but there had been lots of cases of Chicken Pox and a Sickness bug that will impact the absence data. There are persistent absence cases and letters have been sent home and some attendance meetings held but there are some tough cases to turn around and two children on a reduced time table.</p> <p>The Headteacher highlighted the termly CPOMS Data and explained that there are repeated entries that relate to the same pupils.</p> <p>In response to a governor the Headteacher explained that Team Teach is the process of restraint when there is a safety risk.</p> <p><b>A governor asked what happens if there is an incident where restraint is needed but the adult is not Team Teach trained.</b> The Headteacher explained that they can use reasonable force but would call a member of staff trained in Team Teach.</p> <p>The Headteacher highlighted the sex related incidents that relate to the same child.</p> <p>The Headteacher summarised the staffing resignations and appointments. The Deputy Headteacher added that the four general Teaching Assistants that were hired at the start of the year have been retained and they have ideas, plans and aspirations for the children they are working with.</p> <p>The Deputy Headteacher updated on in year admission noting that there had been 64 children join since September and included 11 Pupil Premium (5 remain), 8 SEN and 11 EAL. There is a need to ensure the Arbor system identifies all the children who are EAL as there are at least six further EAL children not on the report.</p> <p>In response to a governor the Deputy Headteacher was not aware of any pattern with the overseas in year admissions i.e. linked to the university.</p> <p>It was noted that there had been 10 new pupils into Year 4 which is a cohort that already presented additional need.</p>	

	<p>Cllr Crawshaw returned to the meeting at 7.15pm</p> <p><b>A governor asked how staff support EAL children.</b> The Deputy Headteacher explained that the Teaching Assistants use flash cards, Flash Academy and Kindles that can be uploaded with apps to support work. There are a range of languages in school and it is harder for those that join higher up the school.</p>	
8.	<p><b>Data (previously distributed)</b> The Deputy Headteacher reported that:</p> <ul style="list-style-type: none"> <li>- Reception is on track for 68% GLD.</li> <li>- Early Years has a new curriculum and assessment system.</li> <li>- Year 3 FFT data impacted by the handover of teacher and support is being provided.</li> <li>- Year 4 are a weaker cohort but made good progress from the autumn term but have a high target of 83 for this cohort.</li> <li>- Year 5 and Year 6 are doing well.</li> </ul> <p>The Headteacher made governors aware that a government white paper has set the expectation for every cohort to get a minimum of 90% at expected.</p> <p><b>A governor noted that the data suggests Year 3 and Year 4 as cohorts of need and asked what will be done to support these classes.</b> The Headteacher explained that the priority is to get stability in teaching and an effective transition for these classes particular the year 4 moving into Year 5 ready for looping. Year 4 this year had a full time Teaching Assistant delivering a rigorous plan of intervention this year so had more TA time than any other KS2 group but this will not continue next year.</p> <p><b>A governor asked if the current Year 4 continue to fall behind in attainment if anything can be put in place for them in Year 5 to catch them up so the gap doesn't continue to grow when sitting SATs in Year 6.</b> The Headteacher explained that there are staffing plans to have TLR holders in Year 5 and Year 6. The Deputy Headteacher explained that there are budget restrictions for boosters and additional staff but there is confidence in the quality first teaching they will have to drive progress. There has also been additional time in Year 6 which will be switched to Year 5 this half term.</p> <p><b>A governor asked if the tutoring funding will continue next year.</b> The Headteacher confirmed it will be at a reduced level.</p>	
9.	<p><b>Safeguarding</b> There was no update reported.</p>	
10.	<p><b>Health and Safety</b> There was no update reported.</p>	
11.	<p><b>Financial Reporting</b> There was no update reported.</p>	
12.	<p><b>Policies</b> There were no policies for review.</p>	
13.	<p><b>MAT Business</b> The Chair reported that there was a Trust Chairs meeting scheduled for 7<sup>th</sup> June 2022.</p>	
14.	<p><b>Any Other Urgent Business</b> Youth Club – Cllr Crawshaw made the Headteacher aware that the Clement Hall Door 84 is expanding its offering and will run a mobile youth club trial on the green on 7<sup>th</sup> June 2022 for children age 10 upwards to identify those that can be signposted to the Clements Hall sessions.</p> <p>York RI Bowls club – Cllr Crawshaw made governors aware of a request for a governor bowls team for a school tournament on 17<sup>th</sup> June from 4.30pm.</p>	

	Clubs – the Headteacher made governors aware that clubs launched again this term and teachers have spoken with those identified as Pupil Premium to give them the opportunity for early sign up.	
<b>15.</b>	<p><b>Future Meeting Dates</b> Curriculum &amp; Learning Committee - 9th June 2022 (online)</p> <p><b>Action:</b> Headteacher to invite the new Deputy Headteacher to the Curriculum &amp; Learning Committee.</p> <p>LGB – 21<sup>st</sup> June 2022 (in school)</p>	HT

The meeting ended at 7.45pm

**Approved at LGB on 21<sup>st</sup> June 2022**

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David Rowsell (Chair of Governors)

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Date

### Action Plan from the meeting of the Local Governing Board held on 25<sup>th</sup> May 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. <i>24.03.22: Clerk to re-circulate the link.</i> <i>25.05.22: Ms Mackenzie Hogg was still to complete Child Protection training.</i>	12 (03.02.22)	Govs	Mar 2022
2.	Chair to look at cross referencing work in school against the education inspection framework.	7 (24.03.22)	Chair	April 2022
3.	Cllr Crawshaw was asked to engage with the Theatre Royal Director to seek advice on the acoustics and baffle ideas to reduce the impact of noise.	5	JC	June 2022
4.	Develop a governor pupil voice programme / structure.	5	Govs	June 2022
5.	Headteacher to invite the new Deputy Headteacher to the Curriculum & Learning Committee.	15	HT	June 2022

#### June Agenda Items