SCARCROFT PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Board Held on 22nd September 2022 at 9am

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Daniel Staples	Michelle Smith John Bryan Cllr Jonny Crawshaw
In Attendance:	Carole Dickson SENDCO, Sophie Triffitt (Governance Advisor – Clerk to Governors),	

1.	Welcome and Introductions The Chair welcomed everyone to the meeting.	
2.	Apologies for Absence and Declarations of Interest Apologies were received and accepted for Gillian Marshall. Tracey Barrett and the Deputy Headteacher had also provided apologies.	
	Business Interest Forms Governors were provided with business interest forms to complete.	
3.	Nominations of Chair and Vice Chair Resolution: David Rowsell was elected as Chair for a term of one year.	
	Resolution: Jonny Crawhsaw was elected as Vice Chair for a term of one year.	
	 10. Safeguarding The SENDCO provided a safeguarding update and confirmed that all staff had been provided with: A copy of the Trust Safeguarding Policy Code of Conduct 2022 Keeping Children Safe in Education with key changes highlighted Latest Low Level Concerns Policy Copies of key documents are available in the staff room. Staff have also completed the annual Child Protection Refresher and KCSIE training on Educare. Action: Governors to complete Child Protection in Education training and read Keeping Children Safe in Education. The Caroline Wood, CYC, Safeguarding Audit Report was received with a number of the actions 	Govs
	raised already addressed. The report and action plan will be reviewed with the link governor. The SENDCO reported that there had been two phone calls for advice to MASH (Multi Agency Safeguarding Hub) and both resulted in referrals. An ECT (Early Career Teacher) brought one of the disclosures which was great to see that they were alert and recognised their responsibility. ECT Mentoring includes emotional support, and they were included in the meeting with the parent to maintain the parent / teacher relationship.	
	Challenge: A governor noted that it was good to see an example of the policy being put into action and asked how governors can be assured of what staff have taken in from the required training. The Headteacher explained that training includes a questionnaire / test that generates a certificate and there is a requirement to sign to say they have read and understood documents. Staff are engaged and take seriously the documents and do flag any questions.	
	Action: Staff handbook to be circulated to governors.	SENCO
	The Headteacher added that through the regular monitoring of CPOMS (Child Protection Online	

Management System) any areas and individuals can be flagged for training to ensure the important focus on accurate records and reinforcing best practice.

The SENDCO reported that vision panels have been installed in doors of rooms where adults work with children.

The Headteacher reported that there had been an allegation against a member of staff which was reported to LADO (Local Authority Designated Officer) and the parents were spoken with and felt the situation was dealt with appropriately. Information will be held on file but there was no further action.

Challenge: A governor asked if LADO and the parents were happy with the outcome. The Headteacher confirmed they were, and the child and member of staff had mediation and no further action was needed.

Jonny Crawshaw joined the meeting 9.26am.

The SENDCO left the meeting at 9.27am.

4. Minutes of the Local Governing Board Meeting on 21st June 2022 (previously distributed)

The minutes were agreed to be a true and accurate record of the meeting and were approved.

5. Actions and Matters Arising

Action 1: Child Protection training was completed for 2021-22. The 2022-23 training needed to be completed.

Action 2: Action carried over.

Action 3: Action carried over.

Action 4: The governor meeting schedule was reviewed and circulated.

Governors discussed the need to ensure that areas of focus from the committees are included in LGB business.

In response to a governor the Headteacher confirmed that:

- The toilets were not painted due to finances.
- Most of the building snagging list work has been completed.
- CYC confirmed that the one-to-one support funding was agreed, and payment made.
- The cost of produce for school meals is covered in the Business Manager Report.

The Headteacher reported that schools have been included in the energy cap for six months so there is short term protection on energy costs.

A governor suggested a community campaign focused on climate change such as 'buy a light bulb' to cover the costs of converting to LED lamps and make positive environmental updates.

Challenge: A governor suggested a standing agenda item of energy use of the building and how the school can help the community. The Headteacher reported that the Trust is looking at what schools are doing to help families.

The Headteacher noted that the residential offering has been reviewed for Year 5 and Year 6 to reduce costs but retain experiences and allow parents to pay overtime.

6. Minutes and Actions of the Closed Committee Meetings

Finance and Resources Committee 24th May 2022 (previously distributed)

The minutes were agreed as an accurate record of the meeting and approved.

Action: The Headteacher reported that the fire door strips discussion is ongoing with the Health and Safety Advisor and it was agreed to close the action.

Curriculum and Learning Committee 14th July 2022 (previously distributed)

Subject to the correction to the Writing challenge question on page 2 the minutes were agreed as an accurate record of the meeting and approved.

Action 1: Governors agreed for the focus on behaviour and impact to learning to be part of the focus of the governors in school day on 2nd November 2022.

Action 2: The action for KS2 comparison data to a similar context school was carried over to the LGB actions.

HT

7. Headteacher Report (previously distributed)

The Headteacher highlighted that attendance is identified as an area in the school action plan for more rigorous monitoring. There is a government focus on attendance and a new category for severe absenteeism (below 50%). CYC have provided a package of posters and information to share with families and there is an increased focus on the use of fines.

Challenge: A governor asked if there is any research that suggests fines impact improved attendance. The Headteacher explained that the research is inconclusive.

Challenge: A governor noted that the school has increased attendance in very challenging times so would question the benefit of using fines. It is important to maintain relationships with families to keep them in school.

The Headteacher noted that persistent absence stands at 11.3% but is high due to the small numbers of days in school so far in the term.

The Headteacher reported that the current enrolment was 377 noting the large Year 6 cohort last year compared to the smaller Reception cohort that came in in September 2022 and provided an update on pupil numbers which suggested the need for mixed classes:

Reception - 45

Year 1 - 41

Year 2 – 53

Year 3 – 56

Year 4 – 57

Year 5 - 63

Year 6 – 63

Challenge: A governor noted concern at the need to introduce split classes. The Headteacher explained that mixed year groups can work but it would be a big change for the school and would need to be clear with families how it can be successful. The Headteacher emphasised that the reducing pupil numbers is not a reflection of the school but of the house prices in the local area and lower birth rates.

In response to a governor the Headteacher explained that there would be three classes: Reception, Reception / Year 1, Year 1.

Challenge: A governor noted potential parent disappointment at the change in offer and suggested thought be given to how this would be managed. The Headteacher explained that the school can't operate on pure classes given the numbers and other schools have or are looking at reducing their admissions numbers.

Governors discussed the impacts of moving to mixed year classes and agreed to hold an extraordinary meeting to discuss the mixed year plan and actions that need to be taken to deliver it.

Action: Governors to meet on Tuesday 11th October at 1pm to discuss the mixed classes plan.

Chair

	Self-Evaluation Governors noted the self-evaluation of outstanding for Personal Development.	Chair	
	Action: Chair to review the governor Ofsted narrative sheet.		
	Challenge: A governor suggested amending the SEF wording to 'at least' a good school.		
	Challenge: A governor suggested celebrating the chess trophies / successes i.e., local chess champions.		
	Challenge: A governor suggested recording parent testimony. The Headteacher explained that he has saved parent feedback and there are parent surveys.		
	School Development Plan (previously distributed) The Headteacher highlighted the focus on behaviour and quality through school.		
	Challenge: A governor suggested that the SWAT analysis included the impact of the Key Stage 2 joiners on SATs data which is an ongoing threat.		
	Data (previously distributed) The Headteacher reported that the outcomes were positive compared to local and national averages.		
	Targets (previously distributed) The Headteacher confirmed the targets were:		
	KS 2: All subjects EXP 90%, GD 60%. RWM Combined 85% EXP, 40% GD.		
	KS 1: Reading 80% Writing 73% Maths 81% RWM Combined 67%		
8.	Pupil Premium / Recovery Premium There was no update to record.		
9.	Governing Body Matters		
	Governor Impact Assessment / Self Review (previously distributed) Action: Governors to consider the questions and forward any responses to the Chair for the next meeting.	Govs	
	Skills Audit / Review (previously distributed) Action: Clerk to circulate the Skills Audit and governors to complete.	Clerk / Govs	
	<u>Training (previously distributed)</u> Action: Clerk to circulate the Child Protection and EDI training link and governors to complete.	Clerk /	
	Governor Link Roles There was no update to link roles.	Govs	
	Governor Visits There were no visits to report.		
10.	Safeguarding Update Agenda item taken earlier in the meeting.		
11.	Health and Safety Update There was no update to record.		

12.	Financial Reporting (previously distributed)		
	Governors had no questions on the report.		
	Pupil Admission Number		
	Discussed as part of the Headteacher Report.		
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13.	Policies		
	Attendance Policy		
	Resolution: Governors agreed the Attendance Policy subject to it being personalised to Scarcroft		
	and the inclusion of why it is important to have good attendance (approached positively - if 100%		
	attendance likely to get x grade higher).		
	Challenge: A governor asked if the vomiting and diarrhoea 48-hour rule for not returning to school		
	is written in policy. The Headteacher confirmed that it will be in the Medical Conditions Policy. A		
	governor suggested including this in the Attendance Policy.		
14.	Key Items from the MAT, or to Report to the MAT		
	There were no items for discussion.		
15.	Any Other Urgent Business		
	There were no items for discussion.		
16.	Future Meeting Dates		
	11 th October 2022 1pm (Extra one item LGB)		
	20 th October 2022 4pm		
	17 th November 2022 5.30pm		
	15 th December 2022 9am		
	19 th January 2023 4pm		
	23 rd February 2023 5.30pm		
	30 th March 2023 9am		
	11 th May 2023 4pm		
	8 th June 2023 5.30pm		
	13 th July 2023 9am		

The meeting ended at 10.45am

Approved	at LGB o	on 23 rd	November	2022.

Approval

Action Plan from the meeting of the Local Governing Board held on 22nd September 2022 at 9am

	ACTION	ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	Develop a governor pupil voice programme / structure for 22/23.	5 (25.05.22)	Governors	June 2022
2.	Additional governor/s to complete Safer Recruitment training.	5 (21.06.22)	Governors	Sep 2022
3.	Governors to complete Child Protection in Education training and read Keeping Children Safe in Education.	10	Governors	20.10.22
4.	Staff handbook to be circulated to governors.	10	SENDCO	Sep 2022
5.	Governors requested KS2 SATs comparison data with a school with a similar demographic.	6	Headteacher	20.10.22
6.	Governors to meet on Tuesday 11 th October at 1pm to discuss the mixed classes plan.	7	Governors	11.10.22
7.	Chair to review the governor Ofsted narrative sheet.	7	Chair	20.10.22
8.	Governors to consider the governor impact assessment / self-review questions and forward any responses to the Chair.	9	Governors	12.10.22
9.	Clerk to circulate the Skills Audit and governors to complete.	9	Clerk / Governors	20.10.22
10.	Clerk to circulate the Child Protection and EDI training link and governors to complete.	9	Clerk / Governors	20.10.22

Future Agenda Items

Keeping Children Safe in Education
Police presence in school / Child Protection Policy
Building energy use (and how the school can help the community)
Governor Impact Assessment / Self Review
Skills Audit