

SCARCROFT PRIMARY SCHOOL
Minutes of the meeting of the Local Governing Board
Held on 11th October 2022 at 1.15pm

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Daniel Staples Tracey Barrett	Michelle Smith John Bryan Cllr Jonny Crawshaw
In Attendance:	Matt Oxley (Deputy Headteacher), Sophie Triffitt (Governance Advisor – Clerk to Governors),	

1.	<p>Welcome and Introductions</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Chair joined the meeting virtually.</p>	
2.	<p>Apologies for Absence and Declarations of Interest</p> <p>Apologies were received and accepted for Gillian Marshall.</p>	
3.	<p>PAN</p> <p>Governors had agreed to hold an extra-ordinary meeting to review the reasoning, risks, mechanics and communication of a reduced PAN, move to a one and a half form entry and mixed year group classes from September 2023.</p> <p>Challenge: In response to a governor the Headteacher confirmed that the mixed year group plan would impact the current Reception and Year 1 cohorts.</p> <p>The Headteacher explained the national and local issue of reducing pupil numbers and specific impact to Scarcroft of lack of affordable family housing in the local area and families moving to the outskirts of York for larger houses with a garden.</p> <p>The PAN is currently 60 but the forecast for the next five years is for a 45 place Reception intake.</p> <p>Challenge: A governor noted the funding implication of reducing pupil numbers and excess staff costs.</p> <p>The Headteacher confirmed that the staff redundancy process would start in January 2023 for a fully restructured school in September 2023.</p> <p>The Headteacher noted that when the pupil numbers risk was originally flagged in January 2022 governors discussed how to attract more children to Scarcroft but having discussed projections with the City of York admissions team they reiterated the message that it is not a Scarcroft issue but a city-wide issue of a changing demographic and increasingly reduced pupil numbers trend.</p> <p>Challenge: In response to a governor, it was confirmed that under the new Scheme of Delegation restructure and redundancy decisions sit with the Trust, as the employer, and a Trust wide approach is being taken which would include redeployment opportunities.</p> <p>The Headteacher clarified that there would need to be two Early Years classes if over 30 places.</p> <p>Challenge: A governor noted that the admissions have been increasingly below the 60 PAN but there had been lots of in year admissions in KS2 and asked if the change would cause problems further up school. The Headteacher explained that there is no fixed class size for the older classes, but governors had set that limit at 34, although this should be lower at 32. It would need a significant number of children to reach the figures in KS2 today. The Headteacher confirmed the current year group numbers:</p> <p>Year 3 – 54 Year 4 - 58 Year 5 - 57</p>	

Year 6 - 63

The Headteacher explained the class structure plan for the current Reception and Year 1 cohorts to make three classes (pure Year 1 / pure Year 2 / mixed class). The aim would be to keep two small Reception classes and then the mixed format filtering up through school.

Challenge: A governor asked what approach would be taken to split classes and if children would alternate between mixed and pure classes. The Headteacher explained that there are different approaches still being investigated including ability or age.

Challenge: A governor suggested that an age-related decision could be the least contentious approach.

The Deputy Headteacher explained that whatever class a child was in they would get their year group coverage so learning would not be different. Schools with good practice are being researched to understand the best approach to making mixed classes successful for all the children.

Challenge: A governor noted that changing class each year creates additional disruption, but it can also be a positive and supports cross year group relationships and transition to secondary. The Deputy Headteacher added that being exposed to different year group children can be beneficial to progression and learning.

Challenge: A governor asked if there is any evidence that higher learners can get held back. The Deputy Headteacher explained that best practice is being reviewed and curriculum planning, and delivery is key along with ensuring extension opportunities.

Challenge: A governor asked how school trips can be managed with mixed year group classes. The Deputy Headteacher explained that there would need to be cycles to ensure no repetition and experiences are not missed. The curriculum sets required coverage for key stages not year groups so it could be a good opportunity to work the curriculum for mixed year groups.

Challenge: A governor suggested that sharing the way of structuring the curriculum would be important for the parent message.

The Deputy Headteacher noted that over time the new structure will also release room around the building for additional space to work with the children.

Challenge: A governor asked how Teaching Assistant allocation / support would be managed. The Headteacher confirmed that there would be four Teaching Assistants to work across two year groups (six classes).

Challenge: A governor asked if the class split would still take account of SEND students and their needs. The Headteacher confirmed that if a decision is taken to split on age there could still be some freedom to take account of individuals.

Communication

The Headteacher confirmed that all staff attended a school places meeting which was addressed again at the school inset day and it was made clear that the Trust would be looking at redundancies. The Headteacher confirmed the redundancy process would include voluntary redundancy and MAT redeployment and staff know the communication about mixed classes will be made at the open evening.

Challenge: A governor asked how many roles would be impacted. The Headteacher confirmed that there would need to be one teaching redundancy from the class change. There is also two days surplus (Maths project) that would no longer be needed. There would then need to be further redundancies as each year works through into mixed classes.

Challenge: A governor suggested that families further up school with siblings likely to come through into Reception be identified as part of the communication.

**Action Plan from the meeting of the Local Governing Board
held on 11th October 2022 at 1pm**

ACTION		ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	Draft a communication for the Reception intake and mixed classes structure change to be reviewed by the Chair and a parent governor.	3	Headteacher / Chair	October 2022
2.	Approach Knavesmire LGB for shadow opportunities to understand how different LGBs work and areas for sharing best practice.	4	Chair	November 2022
3.	Update the Child Protection and Safeguarding policy with governor names and publish the new policy.	4	Headteacher	October 2022

APPROVED