

SCARCROFT PRIMARY SCHOOL
Minutes of the meeting of the Local Governing Board
Held on 23rd November 2022 at 5.30pm

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),	

1.	<p>Welcome and Introductions The Chair welcomed everyone to the meeting. For the record of the minutes the meeting was held virtually.</p>	
2.	<p>Apologies for Absence and Declarations of Interest Apologies were received and accepted for Gillian Marshall.</p>	
3.	<p>Minutes of the Local Governing Board Meeting on 22nd September 2022 (previously distributed) Subject to the agreed amend the minutes were agreed to be a true and accurate record of the meeting and were approved.</p> <p>Challenge: A governor asked if there was a press release about the school’s success in Chess events. The Headteacher confirmed it was in the local Press.</p> <p>Actions and Matters Arising Action 1: Governors had undertaken a pupil voice visit and scheduled another pupil voice visit for the morning of Thursday 9th February 2023. A governor highlighted that the pupil voice process should be a constructive solution focused process.</p> <p>Action: Headteacher and Chair to define the focus of the 9th February 2023 pupil voice session.</p> <p>Action 2: Mr Staples and Ms Barrett agreed to complete Safer Recruitment training Action 3: Governors were reminded to complete Child Protection in Education training and read Keeping Children Safe in Education, informing the school when completed. Action 4: Staff handbook was circulated to governors. Action 5: The Headteacher confirmed the action on KS2 SATs comparison data with a school with a similar demographic was ongoing. Action 6: Governors met on Tuesday 11th October 2022 to discuss the mixed classes plan. Action 7: The Chair reviewed the governor Ofsted narrative sheet. Action 8: Governors to consider the governor impact assessment / self-review questions and forward any responses to the Chair. Action 9: The clerk confirmed three governors had returned their skills audit and would send a reminder to those needing to complete. Action 10: Clerk had circulated a governor training update.</p>	HT / Chair
4.	<p>Ofsted Update The Headteacher had received and responded to a draft report and was awaiting the final report to publish. Governors felt that the two areas flagged for improvement were reasonable. The Headteacher had queried the ‘bullying is very rare’ wording and it was confirmed that it was a required statement and the wording used was at the lowest level.</p>	

	<p>Challenge: A governor asked what the inspectors had seen to raise the areas for improvement of assessment used well and consistently and pupil not being secure in their knowledge of British Values. The Headteacher explained that whilst a lot of work had been done on British Values and the children could talk about it the inspectors want to hear children confidently use specific terminology. In relation to assessment there were questions raised on the Maths Mastery approach to push on the higher learners. The Deputy Headteacher explained that non-core subject assessment is reflective of the national picture with the new curriculum framework established in 2019 as most schools are on the implement stage. The Headteacher noted that the MAT had introduced a whole MAT Assessment Policy for cycled assessment reporting.</p> <p>Challenge: A governor asked if there was a communication plan for the report being published including the national context of moving from outstanding to good. The Headteacher confirmed that the Trust have that in hand and are choosing quotes for messaging and funding banners for school.</p>	
5.	<p>Safeguarding Update</p> <p>Keeping Children Safe in Education Governors were reminded to read KCSiE and the summary changes document.</p> <p>Child Protection Policy / Police Presence in School The Headteacher confirmed that the policy was updated to reflect police not being allowed in school to carry out a strip search.</p>	
6.	<p>Headteacher's Update</p> <p>Weekly Pulse (previously distributed) The Headteacher explained the Pulse Report and BRAG process.</p> <p>The Headteacher reported that there was a focus on attendance with structures in place to challenge attendance and offer support including letters and phone calls and parents have responded well.</p> <p>The persistent absence rate was reporting better than the previous year but there is a small group of pupils having a significant impact on the data, particularly Year 5 disadvantaged, and these pupils are tracked and improvement monitored.</p> <p>The Headteacher highlighted the two cases of restraint and reported that they were checked by Ofsted who were satisfied with the process and action but raised questions on the recording. The Headteacher had explained that as the incidents are recorded on CPOMS they can't be changed without there being a data finger print and assured them there was an audit trail.</p> <p>The Headteacher informed governors that the four days of suspension related to one pupil.</p> <p>The incidents of four harmful sexual behaviours related to small boys and the Headteacher explained the process of referring to Hackett's Continuum to check appropriate behaviour for age and was assured there was no concern with the incidents.</p> <p>The Headteacher highlighted the 16 in year admissions and ten in year leavers.</p> <p>There was one complaint that went to stage 2. The Chair, Headteacher and Deputy Headteacher met with the complainant and there was some useful feedback to be followed up on resulting from the discussion including consistency of communication with parents on behaviour issues. The CEO had also been engaged.</p>	

	<p>Challenge: A governor asked what predictions of Key Stage outcomes for the BRAG are based on. The Headteacher explained that the predictions are based on class and teacher assessments and the BRAG process generates regular conversations with staff.</p> <p>Challenge: A governor asked if the weekly pulse was a useful exercise. The Headteacher explained that the timing can be difficult but confirmed it was useful and provides a sharp focus i.e. for weekly attendance monitoring.</p> <p>Challenge: A governor asked how the MAT use the information. The Headteacher explained that it was a useful document for Ofsted discussion and the CEO reviews the returns first thing on a Monday and comes back with questions / comments.</p> <p>Challenge: A governor asked if those on very low attendance and those falling below 90% have different treatment plans. The Headteacher explained that the Local Authority would treat anyone below 90% the same, there is a graduated response and if there was no improvement there would be a panel conversation to look at how support can be provided to see an improvement. The Deputy Headteacher asked for a governor representative for attendance panels early in the spring term.</p> <p>Challenge: A governor asked if there were common themes for the persistent absence cases. The Headteacher explained that it was mainly holidays and illness, it was early days with the new processes but parents are better at informing school on illness.</p> <p>School Restructure (previously distributed) Challenge: A governor asked if a letter was issued on the class restructure. The Headteacher confirmed it had been and there had been no responses. Prospective parents were told at the open evening, and many said that other schools had the same message.</p>	
7.	<p>School Improvement Plan Update (previously distributed) Carried over to the December meeting.</p>	
8.	<p>Pupil Premium / Recovery Premium Carried over to the December meeting.</p>	
9.	<p>Nurture Quality Mark Award Carried over to the December meeting.</p>	
10.	<p>Governing Body Matters</p> <p>Governor Visits Governor Day / Learning Rounds Carried over to the December meeting.</p> <p>Safeguarding Link Reports x 3 (previously distributed) There were no questions on the link visit reports.</p> <p>Governor Impact Assessment / Self Review Action: Clerk to recirculate the self-review form and governor to provide input to the Chair ready for the December meeting.</p> <p>Skills Audit (previously distributed) Action: Clerk to recirculate form to those governors still to complete.</p> <p>Recruitment Resolution: Gordon Staniforth was elected to join the governing board subject to safeguarding checks and approval by the Trust Board.</p>	<p>Clerk / Govs</p> <p>Clerk / Govs</p>

	Challenge: A governor highlighted the need to be aware of the gender balance in future governor recruitment.	
11.	Health and Safety Update Carried over to the December meeting.	
12.	Building Energy Use and Community Support Carried over to the December meeting.	
13.	Financial Reporting Carried over to the December meeting.	
14.	Risk Record Carried over to the December meeting.	
15.	<p>Policies</p> <p>Behaviour Policy Update (previously distributed) The Deputy Headteacher explained that the first highlighted section clarifies how school recognise positive behaviours and noted that the funding for the signs came from a gift not from the school budget.</p> <p>The Deputy Headteacher explained the approach to positive behaviour and that rewards are based around doing something together as a class.</p> <p>Challenge: A governor suggested communicating the definitions of good behaviour and why they are important to parents. The Deputy Headteacher suggested a parent workshop.</p> <p>Challenge: A governor asked what happens if there is repeated refusal to follow instructions and use of time out. The Deputy Headteacher explained that there is a graduated approach including going to work in a different classroom.</p> <p>Challenge: A governor asked how the five chances was arrived at before taking to the next stage. The Deputy Headteacher felt that was the lowest reasonable level to flag that what was happening in the classroom was not working.</p> <p>Challenge: Governors emphasised the importance of teaching and modelling behaviours and a graduated response.</p> <p>The Deputy Headteacher invited a governor into school to look at the use of Class Dojo as there had been questions from parents around links to social media for the closed network class stream / news feed.</p> <p>Action: Mr Staples to meet the Deputy Headteacher to look at the use of Class Dojo.</p> <p>Challenge: A governor requested that the policy is updated from 'parent' to 'parent / carer' to be more inclusive.</p> <p>Resolution: Governors approved the Behaviour Policy.</p>	DS/DHT
16.	Key Items from the MAT, or to Report to the MAT There were no further items for discussion.	
17.	Any Other Urgent Business A governor recorded thanks to the teachers involved in the brilliant Yorkshire Schools Dance Festival event, it was greatly appreciated by the parents and children. A governor recorded congratulations to the school on winning the York schools chess tournament.	

18. Teaching Assistant Contracts

In response to a governor the Headteacher confirmed that the Trust is running the process including the consultation and appeals.

The Headteacher and Deputy Headteacher left the meeting at 6.52pm.

Cllr Crawshaw made governors aware that he was asked as a ward and labour councillor to be involved. Cllr Crawshaw and Cllr Kilbane met with the CEO, Director of HR, Executive Officer and Chair of Trustees in respect of a communication he had received as a Ward Councillor from Teaching Assistants and parents of schools in the Trust. Cllr Crawshaw had also met with union reps.

Cllr Crawshaw explained that 43 staff members across the trust are impacted with the vast majority being Teaching Assistant 3 and 4 posts who are employed on 52 weeks contracts and the proposal is to change their contracts from 52 weeks to term time with a significant driver being to address the financial pressures and MAT deficit. The Trust have also said they wanted to address a lack of equity across Teaching Assistant roles.

The MAT is the single employer, but consultation was staggered across different schools with consultation closing on 30th November at York High School and 7th December at other schools in the MAT with conclusions to be fed back to staff the day after their consultations finish.

Cllr Crawshaw highlighted that more school funding was promised in the autumn statement and the assumption is that would be to fund the pay award and this measure will mostly impact the lowest paid staff.

Cllr Crawshaw recorded that he was uncomfortable with the proposal.

Cllr Crawshaw asked the LGB if they wanted to make a representation to the MAT.

Challenge: A governor raised concern over the communication and questioned why governors had to read about the news in the local Press. The Chair made governors aware that the Trust had written to LGB Chairs but were asked specifically not to share the information with governors as staff needed to be informed.

Challenge: A governor asked what the local approach to 52-week contracts for the impacted posts was. The Chair explained that the appointment onto 52-week contracts was a legacy from CYC.

Challenge: A governor raised concern that this change would present a greater risk in recruiting Teaching Assistants and retaining the Teaching Assistants who would be impacted.

Challenge: A governor noted concern at the Trust asking 40 staff to make a £115k saving given the salary commitments in the Trust executive team.

Challenge: A governor noted that when the schools became an academy there was a guarantee that terms and conditions would not be detrimentally impacted.

Mr Cole provided a summary of staff feedback including an uncomfortableness in asking anyone who works for the school to work the same amount for less pay, who would be impacted next, using the term restructure when only two staff are impacted at Scarcroft so it feels more personal, making cuts at the lower level despite the appointment of executive positions.

Challenge: A governor raised concerns that if Teaching Assistants feel the need to resign due to the financial impact that the school would risk losing quality staff and the most vulnerable children,

	<p>including those with SEND, would be impacted and asked how the Trust would mitigate that risk.</p> <p>Challenge: A governor questioned the role of governors in consultation of decisions that would impact the school.</p> <p>Action: It was agreed for Cllr Crawshaw to draft a statement on the term time / 52-week contract changes on behalf of the LGB and subject to the agreement of governors the Chair would issue the statement to the Chair of Trustees and CEO.</p>	JC
19.	<p>Future Meeting Dates</p> <p>15th December 2022 9am 19th January 2023 4pm 23rd February 2023 5.30pm 30th March 2023 9am 11th May 2023 4pm 8th June 2023 5.30pm 13th July 2023 9am</p>	

The meeting ended at 7.28pm

Approved at LGB on 15th December 2022

Approval

**Action Plan from the meeting of the Local Governing Board
held on 23rd November 2022 at 5.30pm**

	ACTION	ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	Additional governor/s to complete Safer Recruitment training.	5 (21.06.22)	Dan Staples Tracey Barrett	Sep 2022
2.	Governors to complete Child Protection in Education training and read Keeping Children Safe in Education.	10 (22.09.22)	Governors	20.10.22
3.	Governors requested KS2 SATs comparison data with a school with a similar demographic.	6 (22.09.22)	Headteacher	20.10.22
4.	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
5.	Governors to complete the skills audit.	9 (22.09.22)	Governors	20.10.22
6.	Headteacher and Chair to define the focus of the 9 th February 2023 pupil voice session.	3	Headteacher / Chair	Jan 2023
7.	Clerk to circulate the self-review form and governor to provide input to the Chair ready for the December meeting.	10	Clerk / Governors	Dec 2022
8.	Mr Staples to meet the Deputy Headteacher to look at the use of Class Dojo.	15	Dan Staples DHT	Dec 2022
9.	It was agreed for Cllr Crawshaw to draft a statement on the term time / 52 week contract changes on behalf of LGB and subject to the agreement of governors issue the Chair would issue the statement to the Chair of Trustees and CEO.	18	Jonny Crawshaw / Chair	Nov 2022

Future Agenda Items: Anti-bullying Policy, October and November Minutes