

**SCARCROFT PRIMARY SCHOOL**  
**Minutes of the meeting of the Local Governing Board**  
**Held on 15<sup>th</sup> December 2022 at 9am**

Present:	Paul Edwards (Headteacher) Daniel Staples Tracey Barrett	Michelle Smith John Bryan Cllr Jonny Crawshaw
In Attendance:	Spencer Cole (Teacher), Sophie Triffitt (Governance Advisor – Clerk to Governors),	

<b>1.</b>	<p><b>Welcome and Introductions</b> In the absence of the Chair the Vice Chair chaired the meeting.</p>	
<b>2.</b>	<p><b>Apologies for Absence and Declarations of Interest</b> Apologies were received and accepted for David Rowsell and Gillian Marshall.  The Deputy Headteacher had also provided apologies.</p>	
<b>3.</b>	<p><b>Minutes of the Local Governing Board Meetings</b></p> <p><b>11<sup>th</sup> October 2022 (previously distributed)</b> The minutes were agreed to be a true and accurate record of the meeting and were approved.</p> <p><b>23<sup>rd</sup> November 2022 (previously distributed)</b> The minutes were agreed to be a true and accurate record of the meeting and were approved.</p> <p><b>Actions and Matters Arising from 11<sup>th</sup> October 2022 meeting</b> Action 1: The Headteacher confirmed that a letter on the move to mixed year group classes had been sent and he had received no comment back from parents. There will be clearer information on admission numbers from CYC in January 2023.</p> <p><b>Challenge:</b> A governor asked if other schools with successful practice of mixed year groups had been visited. The Headteacher explained that he was organising visits to local schools and one in Lincolnshire who have a mixed model. Year 2 teachers have also asked to be involved in the visits.</p> <p><b>Challenge:</b> A governor asked if there was a smaller cohort of parents at the open evening. The Headteacher confirmed not and that parents had said other schools had given a similar message on mixed classes.</p> <p><b>Challenge:</b> A governor suggested building the message into future correspondence that a ‘true’ year group teaches across a range of abilities.</p> <p>Action 2: The action was carried over. Action 3: The Headteacher confirmed the Child Protection and Safeguarding policy was updated with governor names.</p> <p><b>Actions and Matters Arising from 23<sup>rd</sup> November 2022 meeting</b> Action 1: Ongoing. Action 2: Clerk to circulate the school contact e mail for governors to confirm they had read Keeping Children Safe in Education. Action 3: Ongoing. Action 4: Ongoing. Action 5: Skills audit was included as part of the agenda. Action 6: Ongoing. Governors discussed how to make the pupil voice session constructive. A governor also suggested looking at an anonymous way to ask questions to staff around classroom environment and the Behaviour Policy. Action 7: The action was complete. Action 8: Mr Staples was scheduling a meeting with the Deputy Headteacher.</p>	

	<p>Action 9: Cllr Crawshaw confirmed the statement was drafted and submitted; governors had received a wider LGB update but there had been no direct acknowledgment of the letter submitted.</p> <p>In response to a governor the Headteacher confirmed that staff had not yet received their individual letters.</p> <p>A governor noted that they were aware of Teaching Assistants leaving the trust having gained employment at another school in the city offering 52-week contracts.</p> <p>Governors discussed the risk of losing effective high-quality staff, South Bank MAT not being an employer of choice and schools not being able to meet statutory duties.</p> <p>A governor noted concern at the lack of working relationship between the Trust Board and LGBs.</p> <p><b>Challenge:</b> A governor asked what reaction there had been to the Ofsted rating. The Headteacher reported that some parents had contacted school to offer congratulations. The banners are up, and the outcome had been in the Press.</p>	
4.	<p><b>Safeguarding</b></p> <p>The Headteacher explained that the incidents recorded as harmful sexual behaviour are sexual related incidents relating to use of sexual language in the older years and in the younger years' boys showing each other their private parts. Actions to address include using the PSHE modules to teach about private parts being private and Inspiring Youth and PCSO to address the use of language.</p> <p><b>Challenge:</b> A governor asked if the use of inappropriate language would warrant school talking to parents. The Headteacher confirmed it would and there are conversations of this nature. Mr Cole explained that teachers revisit use of language in class and noted that there was more use of inappropriate language at primary level now. The Headteacher added that local secondary school children can be heard on the green at lunchtime using swearing as part of their normal language.</p> <p><b>Challenge:</b> A governor asked if, given recent events, there had been any work to address safety of children playing on ice. Mr Cole informed governors that this had been addressed in class and was linked to Rowntree's Park to make a local link.</p>	
5.	<p><b>Headteacher's Update / Weekly Pulse (previously distributed)</b></p> <p>The Headteacher noted that pupil mobility continues to be an area of focus.</p> <p><b>Challenge:</b> A governor asked how the Headteacher, and governors had satisfied themselves that families are not leaving as a result of school not taking action i.e. on bullying. The Headteacher explained that the majority of movement is for other reasons but there had been a recent leaver who sited bullying as the reason with CYC. Caroline Wood, CYC Safeguarding, had done a detailed review as part of the Ofsted investigation and was satisfied, assured processes are in place and that action had been taken where needed.</p> <p><b>Challenge:</b> A governor noted the higher Year 5 persistent absence rate. The Headteacher reported that there are 10 students classed as persistent absence, two have been PA for a long time, some are legitimate cases and six are disadvantaged. The data can be cohort dependent but there is a tracking system in place and letters are sent out to parents.</p> <p>Overall attendance at 95.2% is tracking well against national of 94.4%.</p> <p><b>Challenge:</b> A governor asked if there is a way of recording those significantly below i.e. at 50%. The Headteacher explained that there is a super persistent category now and reasons for absence can be identified through coding. Letters that go to parents can recognise the difference, circumstances and improvements in each case.</p> <p><b>Challenge:</b> A governor requested an anonymised version of the attendance tracker for governors to</p>	

	<p>be assured that within the PA group the reasons are being recorded and what support is put in place to help children in attending school. The Headteacher assured governors that school try to offer all possible support to get children into school before taking to an attendance panel.</p> <p><b>Action:</b> Headteacher to share an anonymised attendance tracker for persistent absence with reason coding and support.</p> <p>The Headteacher informed governors that attendance data is submitted to CYC so the local authority will also be tracking the data.</p>	HT
6.	<p><b>School Improvement Plan Update (previously distributed)</b></p> <p><b>Challenge:</b> A governor asked why the library was noted as a weakness. The Headteacher explained that the current location is in a difficult high traffic location and was looking to develop The Roost room for a dedicated library space.</p> <p><b>Challenge:</b> A governor suggested a move to a 1.5 form entry will free up classroom space and present an opportunity to review the whole school space for a long-term plan of how it could be best utilised.</p> <p>The Headteacher confirmed there is no timeline yet for the new school website. Ms Barrett offered support with content writing.</p> <p><b>Challenge:</b> A governor asked if there was a threat to Teaching Assistant capacity and SEN support. The Headteacher explained that the Teaching Assistants at Scarcroft are already term time only so didn't see a longer-term impact of the Trust's staffing decision. There are two posts that will be impacted and could present an additional financial impact if they left to cover the work and teacher release time they offer.</p> <p><b>Challenge:</b> A governor suggested including staff recruitment and retention as a threat.</p>	
7.	<p><b>Pupil Premium / Recovery Premium</b></p> <p>The Headteacher informed governors that the annual report would be updated to reflect the new schemes in place including Inspiring Youth.</p>	
8.	<p><b>School Values</b></p> <p>The Headteacher explained the programme of assemblies and weekly class activities to focus on values and school rules.</p>	
9.	<p><b>Governing Body Matters</b></p> <p><b>Governor Day / Learning Rounds</b> The next governor day was scheduled.</p> <p><b>Governor Impact Assessment / Self Review</b> Item carried over to the January 2023 meeting.</p> <p><b>Skills Audit (previously distributed)</b> Experience of charring was highlighted as an area of lower score.</p> <p>It was noted that the Skills audit would be used to inform any future recruitment.</p> <p><b>Training Record (previously distributed)</b> Governors were reminded of the required training.</p>	
10.	<p><b>Health and Safety Update</b></p> <p>The Headteacher confirmed that the playground equipment is safe and ready to use. The children have been reminded of the rules, staff will take classes out one at a time to practice in smaller numbers and there will be a playtime rota.</p>	
11.	<p><b>Building Energy Use and Community Support</b></p> <p>CLr Crawshaw informed governors that there were ongoing discussions with Clements Hall about</p>	

	<p>the scope of providing a warm space for community use.</p> <p><b>Challenge:</b> A governor noted the need for a focus on building energy efficiency and ways to fund this. The Headteacher explained that a new Trust Director of Estates had been appointed from January 2023 and the Trust had identified Scarcroft as a school in need of this capacity.</p>	
<b>12.</b>	<p><b>Financial Reporting</b></p> <p>The Headteacher reported a year end reserve balance of 5.6%, 2.3% better than projected, but staff pay rises will significantly draw from this reserve.</p>	
<b>13.</b>	<p><b>Risk Record</b></p> <p>The Headteacher summarised the risks and control measures.</p> <p><b>Challenge:</b> A governor asked how SEN support is paid for. The Headteacher explained that the school has an SEN element as part of main funding, but this would not cover the whole cost particularly with increasing needs and the school need to fund a significant proportion of the SEN support even with Education Health Care Plan funding.</p>	
<b>14.</b>	<p><b>Policies</b></p> <p><b><u>Anti-bullying Policy (previously distributed)</u></b></p> <p><b>Challenge:</b> A governor asked how children access the information. The Headteacher explained that the content is covered in assemblies and through Learning for Life. Children are not provided with a paper copy and it is published so parents can see the school offer for children.</p> <p>The Headteacher explained that the document links with the Behaviour and Safeguarding policies and that it was commended by Ofsted.</p> <p><b>Challenge:</b> A governor questioned that the document was guidance and not a policy and noted that the document should be signed and dated.</p> <p><b>Action:</b> Headteacher to ensure the Anti-bullying Policy is signed, dated and updated to highlight the links with the Behaviour and Safeguarding policies.</p> <p><b><u>Attendance Policy (previously distributed)</u></b></p> <p>The Headteacher noted the inclusion of Appendix 2 and the use of penalty notices which the city would use as a last resort.</p> <p><b>Challenge:</b> A governor suggested that the letter sent box on Appendix 2 was amended to include 'A letter is sent to parents to <u>offer appropriate support</u> and outline and highlight concerns'.</p> <p><b>Resolution:</b> Subject to the change to Appendix 2 governors approved the Attendance Policy.</p>	HT
<b>15.</b>	<p><b>Key Items from the MAT, or to Report to the MAT</b></p> <p>Addressed as part of the actions update.</p>	
<b>16.</b>	<p><b>Any Other Urgent Business</b></p> <p><b>Challenge:</b> A governor asked if there are families who do not qualify for Free School Meals who are struggling to pay for school meals or building up a school meal debt. The Headteacher confirmed that families are not in school meal debt, but he wouldn't be aware of their individual financial circumstances. Debt was reviewed recently but this related to out of school provision and was not connected to socio economic position. Letters are sent at the start of term and includes FSM eligibility criteria and to contact school for support in applying.</p> <p><b>Challenge:</b> In response to a governor the Headteacher confirmed that there had not been a change in the number of children having pack up over a hot meal.</p> <p><b>Challenge:</b> A governor asked if there was monitoring of what type and the amount of food in pack-ups and a process to flag a concern. Mr Cole explained that teachers would have a role in spotting</p>	

	changes in this way for individuals.	
<b>17.</b>	<b>Future Meeting Dates</b> 19 <sup>th</sup> January 2023 4pm 23 <sup>rd</sup> February 2023 5.30pm 30 <sup>th</sup> March 2023 9am 11 <sup>th</sup> May 2023 4pm 8 <sup>th</sup> June 2023 5.30pm 13 <sup>th</sup> July 2023 9am	

The meeting ended at 11.15am

**Approved at LGB on 19<sup>th</sup> January 2023**

Approval

### Action Plan from the meeting of the Local Governing Board held on 15<sup>th</sup> December 2022 at 9am

	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 <sup>th</sup> February 2023 pupil voice session.	3 (23.11.22)	Headteacher / Chair	Jan 2023
7.	Mr Staples to meet the Deputy Headteacher to look at the use of Class Dojo.	15 (23.11.22)	Dan Staples DHT	Dec 2022
8.	Approach Knavesmire LGB for shadow opportunities to understand how different LGBs work and areas for sharing best practice.	4 (11.10.22)	Chair	Nov 2022
9.	Headteacher to share an anonymised attendance tracker for persistent absence with reason coding and support.	5	Headteacher	Jan 2023
10.	Headteacher to ensure the Anti-bullying Policy is signed, dated and updated to highlight the links with the Behaviour and Safeguarding policies.	14	Headteacher	Jan 2023

**Future Agenda Items:** Attendance tracker and support plans, Pupil Premium Report, Governor Impact Assessment / Self Review