

**SCARCROFT PRIMARY SCHOOL**  
**Minutes of the meeting of the Local Governing Board**  
**Held on 19<sup>th</sup> January 2023 at 4pm**

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Daniel Staples	Michelle Smith John Bryan Cllr Jonny Crawshaw
In Attendance:	Gordon Staniforth (governor awaiting confirmation), Spencer Cole (Teacher), Sophie Triffitt (Governance Advisor – Clerk to Governors)	

<b>1.</b>	<p><b>Welcome and Introductions</b> The Chair welcomed everyone to the meeting and introduced Mr Staniforth.</p> <p><b>Action:</b> It was agreed for the Chair to meet with a potential governor whose application had come via the CYC governance team.</p>	Chair
<b>2.</b>	<p><b>Apologies for Absence and Declarations of Interest</b> Apologies were received and accepted for Tracey Barrett and Gillian Marshall.</p> <p>A governor declared that they may have a potential conflict of interest on the attendance agenda item and SEN governor visit document and would leave the meeting for those items if required.</p>	
<b>3.</b>	<p><b>Minutes of the Local Governing Board Meeting on 15<sup>th</sup> December 2022</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 15<sup>th</sup> December 2022 meeting</b> Action 1: Mr Staples and Ms Barrett had completed Safer Recruitment training. Action 2: Governors were reminded of the requirement to complete Child Protection in Education training and read Keeping Children Safe in Education. Action 3: Data action remained ongoing. Action 4: The LGB self-assessment action remained ongoing. Action 5: The skills audit had been completed and discussed at the December 2022 meeting. Action 6: The Headteacher and Chair had met to define the focus of the 9<sup>th</sup> February 2023 pupil voice session. Action 7: A governor noted that there was confusion amongst parents of which system communications would come through. The Headteacher confirmed that Class Dojo will be used for class interactions and e mails for school information. Mr Staples met with the Deputy Headteacher and was shown how Class Dojo was used and looked to be working well with good parental use. Action 8: Action remained ongoing. Action 9: Attendance document was included on the meeting agenda. Action 10: Action remained ongoing. It was highlighted that governors had requested that the Antibullying and Behaviour Policies should be updated to highlight the links between the two.</p> <p><b>Mr Staples joined the meeting at 4.19pm.</b></p>	
<b>4.</b>	<p><b>Headteacher's Update / Weekly Pulse (previously distributed)</b> The Headteacher explained that going forward the Pulse will stand as the Headteacher Report.</p> <p>The Headteacher explained the BRAG process and that going forward the prediction would be based on what the children would be expected to get in June.</p> <p><b>Challenge:</b> A governor questioned the use of future prediction against actual data to track and drive progress.</p> <p><b>Challenge:</b> A governor asked if there was a risk of over prediction. The Headteacher explained previous key stage data would be used to inform the expectations and the process is in development and does facilitate a conversation on individual children and interventions. This</p>	

	<p>process will support consistent data tracking in schools and the trust to support a more collaborative approach with other Headteachers and the CEO has communicated that this is a transition process.</p> <p>The Headteacher noted that teachers do not have a data related performance target.</p> <p><b>Challenge:</b> A governor asked if there had been an impact to Headteacher workload. The Headteacher confirmed that at this stage he had no workload concern and there will be time allocated to enhance understanding of the process.</p> <p>The Headteacher talked governors through the information on the Pulse and highlighted the mobility data.</p> <p><b>Challenge:</b> A governor asked for further information on the pink highlighter approach. The Headteacher explained that highlighter colours are used to identify different elements of children's work, i.e. pink for good work, but there is work to develop this approach to make it explicit to the child what was good about the work.</p> <p>The Headteacher made governors aware that there are a greater number of children with a range of neuro diversity needs including newly identified needs such as pathological demand avoidance and oppositional defiant disorder. The Headteacher met with Martin Kelly, CYC Corporate Director, Children's and Education to discuss the SEND landscape. Governors discussed the range of needs in school and the need to make the school and MAT as inclusive as possible. The Headteacher noted that as highlighted in the Ofsted pupil voice the children at Scarcroft are accepting of the differences of their peers.</p> <p><b>Challenge:</b> A governor questioned the seven bullying incidents in a week. The Headteacher explained that there were incidents of verbal and aggressive behaviour from two children that did not sit neatly into the report categories so were included in bullying as the closest category.</p> <p><b>Challenge:</b> Governors recorded frustration at Mr Simms' resignation as a result of the recent contract changes noting that it was a real loss to the school. The Chair confirmed that he had raised this with the CEO and the CEO has been invited to meet with governors.</p> <p><b>Challenge:</b> A governor asked if a service had been agreed to buy in PE delivery to cover Mr Simms resignation. The Headteacher explained that he had been in contact with Ignite Sport and they should be able to provide the required service with some cost saving but consistency and quality was as yet unknown. Governors emphasised the need to track the quality of PE provision and ensure the children are getting at least as good a deal with Ignite as they were with Mr Simms.</p>	
5.	<p><b>Safeguarding</b></p> <p>The link governor attended the Safeguarding and Safety Working Group where there were introductions from the Director of SEND and Safeguarding and Director of Estates. The working group had been disbanded but governors were invited to engage directors where required.</p> <p>The Headteacher confirmed that both Directors had visited school.</p>	
6.	<p><b>School Improvement Plan Update (previously distributed)</b></p> <p>Governors had no questions on the SIP update.</p>	
7.	<p><b>Attendance – Tracker and Support Plans</b></p> <p>The Headteacher explained that an attendance meeting took place, the family did not attend but a letter was sent to parents and improvement will be tracked.</p> <p><b>Challenge:</b> A governor asked if the process was quick enough to have an impact. The Headteacher explained that the process is in line with York policy and enough time needs to be given to make and maintain progress.</p> <p>The Headteacher informed governors that Fischer Family Trust had reviewed attendance and sent a certificate to school as Scarcroft was in the top 25% of their schools nationwide.</p>	

	<p><b>Challenge:</b> A governor asked if, in addition to tracking attendance YTD, data is monitored discreetly. The Headteacher confirmed that attendance is tracked over half terms and circumstances taken into account when deciding what action to take.</p> <p><b>Challenge:</b> A governor asked if persistent absence had always been significantly higher than the average. The Headteacher confirmed it had before he was in post with his first full year being 2018/19. Currently the rate is 10.59%.</p> <p>The Headteacher noted that 33 pupils are in the 81-90% attendance range and expected the attendance of those children to improve as the year goes on.</p> <p>The Headteacher informed governors that attendance data is shared with the local authority and DfE and schools are being checked on with regards to persistent absence rates following Covid.</p> <p>The Headteacher explained that schools are feeling the impact of school closures over Covid including attendance and behaviour.</p> <p><b>Challenge:</b> A governor highlighted the link with addressing needs and environment to maximise attendance and noted the difficulty for schools in managing the balance of pressure around attainment, attendance and behaviour and having a welcoming and inclusive environment that children want to be in to learn.</p>	
8.	<p><b>Governing Body Matters</b></p> <p><b><u>Governor Impact Assessment / Self Review</u></b> There was no document to review.</p> <p><b><u>Governor Learning Rounds / Pupil Voice</u></b> Thursday 9<sup>th</sup> February 2023 was scheduled for the pupil voice session to focus on assemblies and the Chair had circulated the questions document.</p> <p>Wednesday 22<sup>nd</sup> February 2023 was scheduled for the governor morning in school with subject leads.</p> <p><b><u>Governor Visit Reports</u></b></p> <p><b>Early Help (previously distributed)</b> <b>SEN Case Study (previously distributed)</b> There were no questions on the link report and case study.</p> <p><b>Challenge:</b> Governors raised concern over the ability across the MAT to meet SEND needs with the loss of Teaching Assistants and difficulties in recruiting to those roles.</p>	
9.	<p><b>Health and Safety Update</b> It was confirmed that there was no longer a need to have a Health and Safety standing agenda item but governors were encouraged to raise any questions / concerns as required.</p> <p><b>Challenge:</b> A governor highlighted that the Health and Safety Policy on the website was out of date.</p>	
10.	<p><b>Financial Reporting</b> There was no update to report.</p>	
11.	<p><b>Policies</b></p> <p><b><u>RSHE Policy</u></b> (previously distributed) <b>Challenge:</b> A governor noted that a PSHE link governor is mentioned in the policy and suggested this be amended to a general statement of working with governors.</p> <p><b>Challenge:</b> A governor requested the inclusion of a review by date and who approved by.</p> <p><b>Challenge:</b> A governor questioned, depending on the audience of the policy, how the 'relationship overview - families and people who care for me' mention of families would sit with those in difficult</p>	

	<p>situations and suggested a statement at the start of the document that when the policy refers to families this includes people who care for us / important adults in your life.</p> <p><b>Challenge:</b> A governor noted the reference to ‘families are also characterised by love and care’ at the end of the third bullet of ‘families and people who care for me’ noting that is the hope but may not always be the case.</p> <p><b>Challenge:</b> A governor questioned the wording of the fifth bullet on ‘families and people who care for me’ and suggested it include wording that reflects that marriage and civil partnerships are formal commitments, but school recognise these are not the only models of lifetime commitment. The Headteacher noted that the policy would go out to parents for feedback.</p> <p><b>Resolution:</b> Subject to the proposed changes governors agreed the policy.</p>	
<b>12.</b>	<p><b>Key Items from the MAT, or to Report to the MAT</b></p> <p>There were no items to note.</p>	
<b>13.</b>	<p><b>Any Other Urgent Business</b></p> <p><b>Strike</b></p> <p>In response to a governor the Headteacher confirmed there was no detail on the planned NEU strike on 1<sup>st</sup> February 2023.</p> <p>The Headteacher left the meeting at 5.40pm.</p> <p><b>Staff</b></p> <p>A governor had been asked to make governors aware of a change in contract for some part time job share workers moving them from a 0.55 FTE to a 0.5 FTE contract and a change to their PPA arrangements which they currently do outside of their class time. This change would require a third teacher to be in the class to cover PPA. The staff member was directed to their union, but the governor had agreed to inform the LGB.</p>	
<b>14.</b>	<p><b>Future Meeting Dates</b></p> <p>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</p>	

The meeting ended at 5.50pm

**Approved at LGB on 23<sup>rd</sup> February 2023**

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Approval

**Action Plan from the meeting of the Local Governing Board  
held on 19<sup>th</sup> January 2023 at 4pm**

ACTION		ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	Governors requested KS2 SATs comparison data with a school with a similar demographic.	6 (22.09.22)	Headteacher	20.10.22
2.	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
3.	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
4.	Headteacher to ensure the Anti-bullying Policy is signed and dated and both the Antibullying Policy and Behaviour Policy should be updated to highlight the links between the two.	14 (15.12.22)	Headteacher	Jan 2023
5.	Chair to meet with a potential governor whose application had come via the governance team.	1	Chair	Jan 2023

**Future Agenda Items:** Pupil Premium Report