

**SCARCROFT PRIMARY SCHOOL**  
**Minutes of the meeting of the Local Governing Board**  
**Held on 30<sup>th</sup> March 2023 at 9am**

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

<b>1.</b>	<p><b>Welcome, Introductions, Apologies for Absence and Declarations of Interest</b>  In the absence of the Chair the Vice Chair chaired the meeting.</p> <p>Apologies were received and accepted for David Rowsell and Gillian Marshall. The Deputy Headteacher and Mr Cole had also provided apologies.</p> <p>Governors formally thanked Mr Staniforth and wished him well.</p>	
<b>2.</b>	<p><b>Minutes of the Local Governing Board Meeting on 23<sup>rd</sup> February 2023 (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 23<sup>rd</sup> February 2023 meeting</b>  Action 1: The Headteacher informed governors that KS2 SATs comparison data had been difficult to source, and the action was carried over.  Action 2: Governors had reflected on LGB business and impact and agreed to feed any further reflections to the Chair. The action was closed.  Action 3: The action remained ongoing.  Action 4: The Headteacher reported that the Pupil Premium group had the lowest attendance and disadvantaged persistent absence was 40%. EAL (English as an Additional Language) attendance was not a concern and those with an EHCP (Education and Health Care Plan) had strong attendance.  Action 5: Ms Barrett had reviewed the school website and reported to the Headteacher.</p> <p>The Vice Chair noted that a governor had raised concerns over the publication and publicising of Ofsted reports following the death of Ruth Perry and this would be discussed under AOB.</p>	
<b>3.</b>	<p><b>Headteacher’s Update / Weekly Pulse (previously distributed)</b>  The Headteacher explained that the Year 6 data was based on 2022 SATs papers completed under test conditions so had confidence in the accuracy.</p> <p>A governor noted that the commentary in the reports reflected a significant amount of work.</p> <p>The Headteacher informed governors that the reports generate a same day response from the central executive team and action giving the example that the Director of SEND &amp; Safeguarding has scheduled a visit to observe Year 5 after Easter following the commentary on behaviour. In response to a governor the Headteacher confirmed that Year 5 feels more settled.</p> <p><b>Challenge:</b> A governor asked how the NEST is working with the change in staffing. The Headteacher reported that it was running well under the circumstances. Governors asked the Headteacher to ensure there were plans in place to support the individual member of staff in their recovery and how and when they choose to return.</p> <p>The Headteacher reported that there had been a budget meeting and the class structure would remain the same and the placement of staff is being planned.</p> <p>Governors discussed refugee support including translation needs. The Headteacher confirmed that Google translate had been useful, there was a paid for language line and a parent who speaks Arabic who has been able to support for general communication. A governor suggested that there</p>	

was a member of the local community who may be willing to support if there was a specific need. The Headteacher explained that a welcome pack has been developed, school have flash academy and in line with best practice a social session has been started for those students using flash cards. The Headteacher confirmed that all schools in York are part of the fair access process for placing refugees.

**Challenge:** A governor asked if there were plans in place to support the current Year 5 in their transition to Year 6. The Headteacher explained that educational looping was considered but the plan was for the current Year 6 teachers to remain in Year 6.

The Headteacher made governors aware of a staff wellbeing concern and assured governors that everything has and is being done for the individual and governors asked for staff to be supportive and supported.

In response to a governor the Headteacher explained that the good to outstanding staff development groups are timetabled to start after Easter and staff will be released for time to do research and bring back best practice. The Headteacher explained that the plan was driven by self-improvement and wanting the school to get better, staff are happy and motivated by the plans.

**Challenge:** A governor noted that Writing Greater Depth at 13% was significantly away from the target. The Headteacher explained that there may have been an element of caution in the assessment given the way it is judged and assessed but the subject lead will be doing moderation and he expected the data to improve.

**Challenge:** A governor asked if there was peer moderation with English leads across the Trust. The Headteacher explained that this has started to happen with Knavesmire. The school has moved away from the cluster moderation and has more involvement with MAT leaders starting with the curriculum design work. The Headteacher shared the Maths curriculum document as an example of the curriculum development work.

The Headteacher updated governors on the MAT away day. A governor noted feedback from staff that some practical elements / sessions that the Teaching Assistants attended could have been good for teachers.

**Challenge:** A governor questioned the YTD previous and current year attendance being the same percentage when the persistent absence rate was reporting an improved position. The Headteacher explained that the data is taken from Arbor and the top attendance figure included pupils at school now whereas the other figure is related to the pupils at school in that specific period so was not necessarily comparing like for like.

**Challenge:** A governor suggested reviewing the language of the attendance letters issued to parents to raise a concern to ensure the framing and tone of the letter takes account of different circumstances. The Headteacher explained that as part of the DfE's post covid response attendance was a focus and for children with attendance below a certain threshold a letter would be issued.

**Action:** Headteacher to confirm how many attendance letters were issued each half term.

**Action:** Governors asked the Headteacher and Ms Barrett to review the wording and tone of the generic absence concern letter to emphasise the driving principle to engage and support families.

A governor noted the commentary about parent disquiet over strike action. A governor noted that the purpose of strike action was to be disruptive, and it was the governments responsibility not the schools. A governor noted that some pupils / year groups had been disproportionality impacted and understood that would raise some concern. Governors noted that the different unions had taken different decisions on strike action and the school's responsibility was to be open where it could be, but the purpose of strike action was to be disruptive and it should not fall to the school to defend this.

In response to a governor the Headteacher confirmed that the yellow KS2 outcome prediction was

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	<p>the data informed by the test papers done WC 20<sup>th</sup> March. Checkpoint data of where teachers think children should be at the end of the year have been submitted and the BRAG process checks how far away children are from where they should be. The Headteacher explained that there are conversations across the MAT for consistent language and process.</p> <p><b>Challenge:</b> A governor noted the verbal / racial abuse incidents. The Headteacher explained that most incidents tend to be the same pupil or same group of pupils. There is discussion across the Trust led by the Director of SEND &amp; Safeguarding on consistent implementation of categories and thresholds.</p> <p><b>Challenge:</b> A governor asked if the request for an acronym key on the Pulse had been considered by the Trust.</p> <p><b>Challenge:</b> A governor asked if there had been any concerns raised by the trust executive team. The Headteacher confirmed not but support had been offered.</p> <p><b>Challenge:</b> A governor asked for an update on support staff vacancies. The Headteacher explained that they are mainly Midday Supervisor Assistant posts which are difficult posts to fill but there is one potential applicant.</p>	
4.	<p><b>Safeguarding</b> The link governor had a meeting scheduled for 27<sup>th</sup> April 2023.</p> <p>The Headteacher reported that the Director of SEND and Safeguarding had completed a safeguarding audit with no concerns raised.</p>	
5.	<p><b>Pupil Premium Report</b> The Headteacher explained the difficulty in measuring progress on the new tracking system but had attended a demonstration of a new trust data system which includes a progress measure. A governor suggested that narrative evidence would be useful and the Headteacher suggested presenting an anonymised Pupil Premium case study.</p>	
6.	<p><b>School Improvement Plan Update</b> A governor suggested updating the start of the plan which references restructure and pupil numbers which were no longer current concerns for the school.</p>	
7.	<p><b>Governing Body Matters</b></p> <p><b><u>Governor Learning Rounds / Pupil Voice (previously distributed)</u></b></p> <p><b>Challenge:</b> A governor asked for an update on the actions to address acoustic and sight line concerns of assemblies. The Headteacher reported that there is a pattern for the lower hall to be implemented when capacity allows, and this will be funded by the school budget.</p> <p><b>Challenge:</b> A governor asked if the listed building status would limit the actions of the panels. A governor explained that as the panels will be suspended and not a permanent fitting it would not change the fabric of the building. The Headteacher noted the need to consider the load bearing and weight for suspension.</p> <p>In reference to sight lines the Headteacher noted that changing the order of pupils coming into the hall would be a short-term fix but a longer-term plan was to purchase screens for casting. The Headteacher was also investigating the use of microphones to support audio access.</p> <p><b>Challenge:</b> A governor asked what action had been taken to concerns raised over thefts. The Headteacher explained that there was a plan for lockers but was not affordable. The plan over the summer break is to have individual hooks in classes starting with Year 5. Spot checks on the cloakroom also take place.</p> <p><b>Challenge:</b> A governor suggested engaging the Police School Liaison to make a general school visit.</p> <p><b><u>Subject Leader Sessions (previously distributed)</u></b></p> <p><b>Action:</b> Chair and Headteacher to agree date for a Subject Leader session in the last half term of</p>	Chair /

	<p>the academic year.</p> <p>Governors reflected on a very positive visit hearing about the curriculum design, building connections with other schools, cross curricular work, enthusiasm of subject areas and leaders enjoying their roles as a leader. The Headteacher informed governors that staff have enjoyed the links with trust schools and the trust curriculum work and appreciated the opportunity to share their work.</p> <p><b><u>Governor Visit Reports</u></b> There were no visit reports for discussion.</p> <p><b><u>Governor Training</u></b> The Vice Chair reminded governors to engage with training.</p> <p><b><u>Recruitment</u></b> The Vice Chair asked governors to engage networks to encourage any non-parent governor recruitment with a consideration to diversity.</p>	HT
8.	<p><b>Financial Reporting</b> There was no update to report</p>	
9.	<p><b>Policies</b> There were no policies for review.</p>	
10.	<p><b>Key Items from the MAT, or to Report to the MAT</b></p> <p><b><u>Communication</u></b> <b>Challenge:</b> A governor noted the December Trust Board minutes where the Chair of Trustees highlighted the need to provide clarity on the role of governance, hold a governance meeting and developing links of communication across the layers of governance and raised concern that no action had been taken in the three months since that meeting.</p> <p>Governors emphasised the need to establish a framework for effective two-way communication.</p> <p><b>Action:</b> Governors requested an urgent update from the Trust Board on the progress of the work to provide clarity on the role of governance, hold a governance meeting and developing links of communication across the layers of governance.</p> <p><b>Action:</b> Chair to provide LGB dates to the trust for trust representatives at LGB meetings in line with the CEO's update at the last meeting.</p> <p><b>Challenge:</b> A governor noted a press statement on the Trust website and felt that it was unacceptable that governors were not notified and that the PR approach was not effective.</p> <p>The Headteacher noted frustration that the local press use photographs of Scarcroft Primary School in articles on the Teaching Assistant contracts when Scarcroft is the school least impacted.</p> <p><b><u>Ofsted</u></b> Prior to the meeting a governor had raised concerns over publicising Ofsted reports and outcomes following the death of Ruth Perry. Governors agreed the need to meet the statutory requirement of publishing the report on the website. The Headteacher noted that the Ofsted banners celebrate the success of the school. A governor suggested that other factors of the school can be celebrated alongside Ofsted.</p> <p>It was agreed for governors to discuss the approach to Ofsted in support of school SLT and staff.</p> <p>Tracey Barrett left the meeting at 10.50am.</p> <p><b>Action:</b> Governors to agree a date for a discussion meeting on communication and Ofsted.</p>	<p>Chair</p> <p>Chair</p> <p>Govs</p>
11.	<p><b>Any Other Urgent Business</b> <b>Action:</b> Headteacher to update anti bullying and behaviour policies on the website.</p>	HT

	The Headteacher had provided governors with information on two flexible working requests and explained that if a staff member was not satisfied with the Headteacher's response an appeal may come to governors.	
<b>12.</b>	<b>Future Meeting Dates</b> 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 11.02am

**Approved at LGB on 11<sup>th</sup> May 2023**

Approval

**Action Plan from the meeting of the Local Governing Board  
held on 30<sup>th</sup> March 2023 at 9am**

	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.	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
3.	Confirm how many attendance letters were issued each half term.	3	Headteacher	Apr 2023
4.	Headteacher and Ms Barrett to review the wording and tone of the generic absence concern letter to emphasise the driving principle to engage and support families.	3	Headteacher Tracey Barrett	Apr 2023
5.	Agree date for a Subject Leader session in the last half term of the academic year.	7	Chair Headteacher	Apr 2023
6.	Governors requested an urgent update from the Trust Board on the progress of the work to provide clarity on the role of governance, hold a governance meeting and developing links of communication across the layers of governance.	10	Chair	Apr 2023
7.	Provide LGB dates to the trust for trust representatives at LGB meetings in line with the CEO's update at the last meeting.	10	Chair	Apr 2023
8.	Agree a date for a discussion meeting on communication and Ofsted.	10	Governors	Apr 2023
9.	Update anti bullying and behaviour policies on the website.	11	Headteacher	Apr 2023

**Future Agenda Items:** Anonymised Pupil Premium Case Study example.