

SCARCROFT PRIMARY SCHOOL
Minutes of the meeting of the Local Governing Board
Held on 8th June 2023 at 5.30pm

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

1.	<p>Welcome, Introductions, Apologies for Absence and Declarations of Interest</p> <p>For the record of the minutes the meeting was held virtually.</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for Gillian Marshall and Daniel Staples.</p>	
2.	<p>Headteacher’s Update / Weekly Pulse (previously distributed)</p> <p>Challenge: A governor asked for an update on the school visit to Staynor Primary School. The Headteacher explained that the move to a 1.5 class entry was the initial driver to visit other schools, but as that change was delayed the focus of the visit changed to look at their approach to behaviour management. Whilst their approach was successful for their circumstances (new build / pupil population being from a very similar demographic) overall it would not be transferable to Scarcroft. The visit did reinforce areas at Scarcroft that were working well and there had been elements of practice that would be useful to develop such as behaviour examples to use as a conversation prompts.</p> <p>The Headteacher had met the CEO of Iris MAT who have three schools in a deprived area of Sunderland and some behaviours resonated with Scarcroft high needs children and would be arranging a visit.</p> <p>Challenge: A governor asked for an update on the research groups. The Headteacher explained that staff were put into investigative groups (metacognition in learning, pupil voice, good practice, school visits) to research and find strategies / approaches that would work at Scarcroft. The Headteacher reported that staff were really engaged, it was a useful process and staff want to do more of it. The Headteacher noted that he had been impressed with the holistic approach on findings and recommendations commending the knowledge and professionalism of staff and the confidence to say if an approach was not right for Scarcroft or it was not the right time.</p> <p>Challenge: A governor asked for detail on the British Values boards developed by the MAT. The Headteacher explained that the panels had been professionally designed by the central team to promote areas of British Values such as inclusivity and they would be displayed in corridors.</p> <p>The Headteacher informed governors that he had spoken with the CEO about the attendance banner wording and the CEO committed to providing new boards if governors / SLT confirm what wording they would want for the school. Governors agreed that the wording should take a positive approach highlighting the benefits of school to pull children in i.e., coming to school is good because...</p> <p>Action: Governors to consider and propose new wording for the attendance boards to align with the culture of the school.</p> <p>Challenge: A governor asked how often the sensory room was used and if it was having the desired impact. The Deputy Headteacher explained that it was being well used by a small group of children and was well stocked to meet a wide range of sensory needs. One very high need child was utilising</p>	Govs

	<p>the room a lot and enjoys it, but it was not reducing their issues and external support is being sought which will then enable greater use of the space by other children.</p> <p>Challenge: A governor asked for clarification on the reference to ‘recommitment to quality first teaching’. The Headteacher explained that it is an approach focused on delivering the best teaching for all through; well-planned lessons, good teaching, removal of unnecessary elements that could detract from the lesson and monitoring of all pupils.</p> <p>Challenge: A governor questioned the four cases of harmful sexual behaviour. The Headteacher explained that the incidents tend to be the same small group of children. The MAT has new agreed categories for consistency and the Headteacher explained that he refers to the Hackett’s Continuum and confirmed that there were no significant incidents for concern.</p> <p>Challenge: A governor asked for an update on the quality of provision by a member of support staff. The Headteacher explained that it was investigated following concerns raised about the use of negative language towards pupils and turning that language to a more positive approach. The Deputy Headteacher informed governors that the member of staff had taken the feedback well, was reflective and was proactively addressing this development area and this had been recognised through a thank you from parents.</p> <p>Challenge: A governor asked for an update on the persistent absence children causing the most concern. The Deputy Headteacher noted that the child of greatest concern was at a 35% PA rate without any clear reason, all strategies were exhausted and a safeguarding referral around attendance was made to the local authority. The parents have engaged, and attendance has significantly improved in the short term.</p> <p>Challenge: A governor asked how often persistent absence is tracked. The Deputy Headteacher explained that ideally it would be half termly but given the workload involved in the process and the need to give realistic periods for families to respond and to be reflected in data it can be termly.</p> <p>Challenge: A governor suggested that it would be good to acknowledge an attendance improvement after intervention. The Deputy Headteacher agreed that a ‘back on track’ contact would be a good addition to the process.</p> <p>The Deputy Headteacher noted that whilst the attendance tracking and contact process was time consuming it was very important.</p> <p>The Headteacher reported that the current data for persistent absence was 12.8% compared to national of 19.6% and YTD attendance was 94.7% compared to national of 93.7%.</p> <p>In response to a governor the Headteacher confirmed that the two support staff vacancies were for playground supervisors and the Headteacher and Deputy Headteacher were supporting with supervision in the interim.</p>	
<p>3.</p>	<p>School Improvement Plan / Curriculum Dashboard (previously distributed)</p> <p>The Chair reported that at the Chairs meeting with the Chair of Trust Board the CEO shared the development of a Curriculum Dashboard which governors can use to monitor ways the SIP is being supported by the Trust central services.</p> <p>The Headteacher explained that the central team will support the school in their implementation of the Trust Curriculum intent. The Headteacher had met with the Director of School Improvement and RAG rated Curriculum Plans and mapped subjects for focus. The Deputy Headteacher noted that the Subject Leads are working together to share best practice and develop resources.</p>	
<p>4.</p>	<p>Safeguarding</p> <p>Safeguarding was discussed as part of the Headteacher / Pulse update.</p>	

5.	<p>Governing Body Matters</p> <p>Governor Visit Reports The link governor for Safeguarding and SEND attended the link governor sessions and reported that there had been very impressive and positive updates.</p> <p>Governor Training The clerk had circulated a summary of governor training to be completed. Governors were reminded to complete the diversity form and return to the Director of HR.</p>	
6.	<p>Financial Reporting / Start Budget (previously distributed) The Headteacher reported that 52 pupils were confirmed for the September 2023 Reception intake and explained that the funding is lagged so 23/24 funding would be based on the previous year pupil numbers. There was a £58k carried forward and the 2023/24 budget is predicting a circa £1k deficit. By 2027/28 there is a £27k deficit projection. The Headteacher noted that 2025/26 is the year when the reduced pan of 45 will come into effect. The Headteacher highlighted the reduction of High Needs Top Up Funding from £20k to £7k due to pupils with an Education Health Care Plan moving on to secondary school. There are a number of children on the pathway for an EHCP and these children are getting the support needed without funding being in place.</p> <p>Challenge: A governor asked if the decreasing number of teaching staff will be reached through redundancies or natural attrition. The Headteacher explained that there will be a need for less teachers with a move to a class and a half entry in 2025/26 and this may need to be done through redundancy but could be managed naturally i.e. retirements / career progression.</p> <p>Challenge: A governor questioned why there was no supply budget given supply was raised as a risk in the Risk Report. The Headteacher confirmed that there is budget for supply needs but is reported under a different staffing line.</p> <p>Challenge: A governor asked if the staff pay awards are factored in. The Headteacher confirmed that the budget factors in the Trust financial assumptions which includes an assumption of a 5% pay award.</p> <p>Challenge: A governor asked if the long-term absence cover plan will provide consistency for the class. The Headteacher explained that cover was currently being provided by the Deputy Headteacher and Ms Tompkin and expected that to be the case for September 2023.</p> <p>Challenge: A governor asked if this absence cover plan was manageable going forwards. The Headteacher felt that it was in the short term and it ensured a cost neutral position, but it did reduce the Deputy Headteacher leadership capacity. The Headteacher recorded thanks to the Deputy Headteacher and Ms Tompkin for their cover support as it financially ensured the NEST provision could continue.</p> <p>Challenge: In reference to the pupils without an EHCP and associated funding in place getting additional support a governor asked if the MAT are supporting the school to access funding and put cases to the local authority. The Headteacher explained that this had not yet happened specifically for Scarcroft but the Director of SEND and Safeguarding had done a significant amount of work and provided support for Scarcroft to assess and meet the needs of some of the highest need pupils. The Director of SEND and Safeguarding also has training plans for Teaching Assistants.</p> <p>Resolution: Governors agreed the start budget noting that there may be some changes before final submission.</p>	
7.	<p>Risk Record (previously distributed) Behaviour and finance risks had been discussed as part of the meeting and governors had no other</p>	

	questions or suggested additions.	
8.	Policies There were no policies for review.	
9.	Key Items to Report to / from the Trust Board Governors recognised the positive and supportive work of the MAT central team particularly around behaviour and curriculum but raised frustration that a date had still not been set for the governance evening.	
10.	Minutes of the Local Governing Board Meeting on 11th May 2023 (previously distributed) Subject to the clarification that it was the 2022 comparison data, and not results, that was not published the minutes were agreed to be a true and accurate record of the meeting and were approved. Actions and Matters Arising from 11th May 2023 meeting Action 1: Action remained ongoing. Action 2: Action remained ongoing. Action 3: The subject leader session was agreed for Tuesday 4 th July at 9.15am and would focus on DT, Music, Art and Geography.	
11.	Items for the Next Meeting Attendance banner wording.	
12.	Future Meeting Dates 13 th July 2023 9am	

The meeting ended at 6.47pm

Approved at LGB on 17th July 2023.

Approval

Action Plan from the meeting of the Local Governing Board held on 8th June 2023 at 5.30pm

	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.	Governors to consider and propose new wording for the attendance boards to align with the culture of the school.	2	Governors	June 2023

Future Agenda Items: