

SCARCROFT PRIMARY SCHOOL
Minutes of the meeting of the Local Governing Board
Held virtually on 6th October 2021 at 5.30pm

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Gillian Marshall	Sam Healy Jonny Crawshaw Michelle Smith
In Attendance:	Jenny Holton (Deputy Headteacher) Eliza Fergusson (Governance Support Officer – Clerk to Governors)	

1	<p>Welcome, Introductions and Membership The Chair welcomed governors to the meeting.</p> <p>Governors were reminded to complete a business interest form for 2021-22.</p> <p>Governors noted the CYC code of conduct: a governor raised a query on the SBMAT version.</p> <p>Action: the Clerk agreed distribute the updated version of the SBMAT code of conduct for the following LGB meeting.</p> <p><u>Membership</u> Governors noted the vacancies in the governing body: it was reported that a parent governor election would be held. Governors were encouraged to consider anyone they knew who could be approached to join the governing body. In response to a query, it was agreed that although finance was a gap in the current board's skill set, there was potential for change to the delegated responsibilities of local governing bodies during the SBMAT and SYMAT merger.</p>	
2	<p>Election of Chair and Vice Chair David Rowsell was unanimously elected as Chair for a duration of one year. Nominated: Jonny Crawshaw; seconded: Sam Healy.</p> <p>Phil Cooke was unanimously elected as Vice Chair for a duration of one year. Nominated: David Rowsell; seconded: Paul Edwards.</p>	
3	<p>Apologies for Absence and Declarations of Interest Apologies were received with consent from Phil Cooke and Emma Mackenzie Hogg. There were no declarations of interest.</p>	
4	<p>Minutes of the Local Governing Board Meeting on 23rd June 2021 It was noted that Jonny Crawshaw did not have any direct involvement with the York Cultural Partnership. With the agreed amendment, the minutes were agreed to be a true and accurate record of the meeting and were agreed to be signed by the Chair.</p>	
5	<p>Matters Arising The action from the previous meeting regarding training requirements for governors had been completed.</p> <p>The Headteacher gave a brief update on the feedback received to the moving of pupils between groups in year 2: he reported that the three messages of concern had been responded to and resolved. The Headteacher reported that the moves had had a positive impact on the classes and</p>	

	that it had been resolved for class moves to be agreed earlier and for communication to parents to be more detailed in future. It was noted that the class groups had been made more balanced in terms of support needs.	
6	<p>Headteacher's Report (previously distributed)</p> <p>The report was assumed as read: questions were invited. Governors noted the drop in pupil numbers: a governor asked how pupil numbers were being monitored. The Headteacher advised that the school was aware of the trend in pupil numbers and advised governors of the upcoming open evening and publicity going to nurseries in the EYFS partnership to promote the school. Jenny Holton was thanked for her work on the design of the leaflets. The Headteacher reported that the school had a strong reputation as shown in the number of KS2 admissions but that the school's EYFS intake had dropped. Governors discussed the changes in demographics in the school's catchment linked to birth rate and housing prices.</p> <p>Action: Jonny Crawshaw agreed to arrange a meeting with CYC admissions to discuss long term pupil numbers.</p> <p>The Headteacher reported that Jenny Holton was mentoring the school's ECT (Early Career Teacher) and advised that the new support model for new teachers including weekly observations and discussion of targets. The Headteacher raised that Occupational Health, mental health services and North Yorkshire HR were supporting the school for a member of staff.</p> <p>Governors noted the breakdown of data on behaviour and bullying in the school. A governor raised a query on the accuracy of the school's recording of incidents: the Headteacher advised that work was being done with pupils to ensure that pupils understood the difference between bullying and fallouts with friends. The Headteacher advised governors of the context of one claim of bullying which had led to a parent choosing to remove their child from the school. The use of parent whatsapp groups was noted: it was noted that parents were quick to advise others of following procedure regarding grievances. Parent governors voiced their appreciation of the school's extra-curricular offer following the easing of restrictions.</p> <p>A governor asked for clarification of the cases of positive behaviour and of home behaviour recorded: the Headteacher advised that the school kept a record of incidents reported by parents or incidents that the school became aware of in order to provide support in school if needed. On positive behaviour incidents, the Headteacher advised that positive behaviour was acknowledged and celebrated elsewhere. Governors were informed of an issue around year 1 pupils claiming to have watched horror movies: it was raised that pupils who had been worried after watching clips or trailers for horror films had been given the opportunity to talk about their concerns in a safe environment through the nurture provision.</p> <p>The Headteacher reported that the school had received FFT data and that the school had achieved above the national average in KS2 attainment.</p>	
7	<p>Financial Reporting</p> <p>The Headteacher reported that the school had ended the year with a carry forward of 4.2%. It was noted that the following finance committee meeting was scheduled for 2nd November 2021.</p>	
8	<p>School Improvement Plan (SIP) (previously distributed)</p> <p>Jenny Holton reported that the updated version had been distributed to governors to show the additional detail on disadvantaged pupils and key target groups under each objective. Governors noted the completed actions. It was noted that detail on impact would be added on an ongoing basis, and that the Headteacher and Jenny Holton were working on the staff wellbeing section.</p>	

9	<p>Policy Review (previously distributed) <u>SEND policy for parents</u> <u>SEND policy for pupils</u> <u>SEN information report 2021-22</u> <u>Child protection and safeguarding</u> <u>Low level safeguarding concerns report</u></p> <p>Governors approved the policies for adoption.</p> <p>Governors discussed length and usability of the safeguarding policy: governors noted their responsibilities on safeguarding and discussed the level of training and knowledge required for the board.</p> <p>Action: Michelle Smith agreed to present a summary of the key points from the safeguarding training she attended. Action: governors agreed to read p1 and p5 of keeping children safe in education.</p>	
10	<p>Health and Safety</p> <p>The Headteacher raised that a recommendation had been made for intumescent strips to be installed around doors in the school, but because of the Victorian building there was a significant risk of movement which would impact the effectiveness of the strips. The Headteacher recommended that governors acknowledge the risk and the mitigations in place to reduce the risk. A governor asked how often a fire drill was carried out: the Headteacher advised that a timed drill was completed once per term. Jenny Holton confirmed that all pupils and staff were usually out of the building within four minutes and accounted for in six minutes. It was noted that new fire doors had been installed. A governor asked if the school had explored alternatives to the intumescent strips: the Headteacher advised that this would be looked into.</p> <p>Governors agreed for evidence to be provided on alternative options to the intumescent strips with a cost/risk analysis to support the school's decision. It was agreed for the finance and resources committee to review the matter.</p>	
11	<p>Committee Terms of Reference Governors approved the committee terms of reference.</p>	
12	<p>Link Governors</p> <p>The Chair asked what link governors should focus on for their autumn term meetings: the Headteacher suggested governors review Ofsted questions for deep dives with their link members of staff, to include practice for staff on discussing the curriculum intent and impact of their subject area. A governor asked how staff were prepared for deep dives: the Headteacher advised that training was provided for staff on the new framework. In response to a query, the Headteacher advised that governors should check with their link members of staff on meeting virtually or in person.</p> <p>Action: governors agreed to arrange link governor meetings.</p>	
13	<p>Governor Training</p> <p>Governors were encouraged to engage in training: it was noted that CYC training was taking place via Zoom. A governor raised a query on MAT-run training.</p> <p>Action: the Clerk agreed to ask the SBMAT governance advisor Sophie Triffitt about SBMAT training for governors.</p>	

10	<p>Any Other Urgent Business</p> <p>Governors expressed their thanks to the Friends of Scarcroft School for their fundraising event where £772 was raised for the school.</p> <p>The Chair asked for thanks to be passed on from governors to staff for their efforts, and acknowledged the positive feedback received from the school community on the return to school in September.</p> <p>The Chair thanked governors for attending.</p> <p>Governors discussed meeting in person or virtually: it was agreed for evening meetings to be held virtually and for daytime meetings to be held in school.</p>	
11	<p>Future Meeting Dates</p> <p>23rd November 2021</p>	

The meeting ended at 19:36.

Signed: David Rowsell (Chair of Governors)

Date

Action Plan from the meeting of the Local Governing Board held on 6th October 2021 at 5.30pm

	ACTION	ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	The Clerk agreed distribute the updated version of the SBMAT code of conduct for the following LGB meeting.	1	Clerk	23 rd November 2021
2.	Michelle Smith agreed to present a summary of the key points from the safeguarding training she attended at the following LGB meeting.	9	Michelle Smith	23 rd November 2021
3.	Governors agreed to read p1 and p5 of keeping children safe in education.	9	All governors	23 rd November 2021
4.	Governors agreed to arrange link governor meetings.	12	Link governors	23 rd November 2021
5.	The Clerk agreed to ask the SBMAT governance advisor Sophie Triffitt about SBMAT training for governors.	13	Clerk	23 rd November 2021

Agenda Item – LGB:

- Safeguarding Update