

SCARCROFT PRIMARY SCHOOL
Minutes of the meeting of the Local Governing Board
Held on 3rd February 2022 at 5.30pm

Present:	Paul Edwards (Headteacher) David Rowsell (Chair) Gillian Marshall Michelle Smith Daniel Staples	Phil Cooke Sam Healy Jonny Crawshaw Emma Mackenzie Hogg
In Attendance:	Jenny Holton (Deputy Headteacher) Sophie Triffitt (Governance Advisor – Clerk to Governors)	

1.	<p>Welcome, Introductions and Membership The Chair welcomed everyone to the meeting. For the record of the minutes the meeting was held virtually.</p>	
2.	<p>Apologies for Absence and Declarations of Interest There were no apologies. Cllr Crawshaw declared a personal interest in the Allergens Policy.</p>	
3.	<p>Minutes of the Local Governing Board Meeting on 23rd November 2021 Subject to clarification of the minute relating to the legal structure of the proposed merged MAT the minutes were agreed to be a true and accurate record of the meeting and were approved.</p>	
4.	<p>Matters Arising Action1: The Chair informed governors that he was speaking with a potential new governor. Action 2: Headteacher to circulate a doodle poll for the pupil voice meeting The Chair noted the Trust decision not to progress the merger and informed governors that an advert for a new full time permanent CEO has been published in TES with an end of February closing date and interviews to be held in March for a September start.</p>	
5.	<p>Headteacher’s Report (previously distributed) The Headteacher highlighted the number of in year admissions noting that in one term 44 pupils joined which is significantly higher than other local schools. There are a range of needs including Pupil Premium, SEND, EAL and Year 6 at 17 had the greatest number join. Pupils coming in may not have the same attainment profile as any who have left and one family have significant needs. There is a need to regularly relaunch the behaviour system and policy to ensure consistency. A governor noted that there was discussion at Curriculum and Learning about the impact of lots of new pupils across the year groups. The Headteacher confirmed that the Behaviour Policy is generally working with 95% of children being really well behaved and behaviour incidents linked to a small number of children. Ms Marshall noted that the Phonics data relates to Year 2 not Year 1 and reported that 84% of children passed their Phonics which is a really strong outcome but the new government benchmark states that 95% should pass. Governors recorded thanks and congratulations to staff on the Phonics outcomes. It was noted that the chess club won the inaugural York schools event in November and took a trip</p>	

to the London Chess Classic in December.

A governor noted the incidents of verbal and aggressive behaviour against staff and asked what action is taken when there is an incident against a member of staff that it serious enough to be recorded and if staff feel supported. The Headteacher confirmed there had been no physical incidents but lots of cheeky behaviour. There was an incident that day (3 Feb) where a child threw a ball that hit a teacher and restorative practice was followed. Previously when a member of staff had been attacked they were offered time away from the pupil and given emotional support. The Headteacher explained that given the close working relationships with one to one pupils they will sometimes ‘lash out’ at the people they have the closest relationship with.

A governor asked how incidents with supply teachers would be managed. The Headteacher confirmed they would be recorded and explained that supply staff can be the most vulnerable staff in any school as they don’t know the children. There is a long term supply who has been briefed on a pupil and knows the procedure, if there was an incident permanent staff would take the pupil away.

A governor asked if all events recorded on CPOMs show some follow up. The Headteacher confirmed that the protocol of reporting an incident / event of concern, action and outcome is embedded.

A governor asked what the CPOMs recording threshold is. The Headteacher explained that anything where a staff member felt uncomfortable with or saw behaviour of concern giving examples of a child who said they had watched an 18 film or use of inappropriate language etc. The action taken is recorded along with any link with an external agency.

A governor asked how lunchtime staff report incidents / concern. The Headteacher explained that all staff know the benchmark for reporting and Midday Supervisor Assistants have access to CPOMs and know they can speak to a member of SLT to support them to record. This reflects the emphasis that safeguarding is everyone’s responsibility.

A governor asked if the incidents could be broken down by time of day i.e. break times / class time to understand any trends. The Headteacher reported that the majority of incidents happen over lunch time and he wants to look at providing more opportunities for lunchtime clubs. Improvements to the playground facilities were investigated but this was very expensive. There was a plan to utilise Pupil Premium funding to support children being more active but the DfE have stated that the funds can’t be use for fixed equipment. It is often the same group of children who struggle to monitor their behaviour but the Nest has helped provide an alternative.

A governor suggested the Headteacher consult with the CFO on the Pupil Premium funding rules and capital expenditure definition as there may be scope for wider investment. There are also good examples of using the funding on equipment, young leaders and investment in Opal training for MSA’s to deliver designated activities.

Action: Ms Mackenzie-Hogg to meet the Headteacher and Deputy to discuss playtime opportunities.

A governor asked about the long lunch time break. The Headteacher explained that it is historic and there is a link with the three dinner settings which does stagger the use of the dining hall and playground. MSAs have had training on managing behaviour to ensure they are in line with the Behaviour Policy. Ms Marshall noted that the MSA’s know the children and when their behaviour

EMH /
HT

needs to be flagged with a teacher or recorded. The Headteacher added that there is a very open culture with the MSAs and they will raise items of concern with SLT.

The Chair reported that he had looked at CPOMs with the Headteacher and saw recordings from breakfast and after school club.

The Headteacher reported that the SEMH children will always be part of the data but there has also been a post Covid impact on behaviour and the Behaviour Policy will be reaffirmed. The Headteacher noted that he is starting a national qualification on leading behaviour and culture.

CO2 Report

A governor asked if there are any areas of concern. The Deputy Headteacher confirmed that a rating of over one thousand is categorised as red and that there were no significant areas of concern.

A governor asked if admin areas were also checked. The Deputy Headteacher explained that the school were assigned 14 fixed monitors so prioritised classrooms and confirmed that the windows are kept open. The hall is too large a space to be monitored.

A governor noted that the upstairs / older age classrooms have generally higher readings.

A governor asked if the government had provided HEPA filters. The Deputy Headteacher confirmed that they had not received one yet.

A governor suggested that readings may be higher based on the nature of the learning and asked if this is factored into the time a reading is taken. The Deputy Headteacher explained that the checks are done at random points when there is capacity.

Staff Wellbeing

The Deputy Headteacher explained that with staff wellbeing being part of the SIP they wanted to get a baseline measure. A wellbeing policy is being developed using information from the Anna Freud Centre for Wellbeing and the DfE Wellbeing Charter. As a result of the two responses that staff would not seek help from anyone if they felt worried or stressed at work the school have signed up to WellBe, a platform that enables anonymous communication from staff to SLT. Staff also had a time talk informal gathering on Mental Health Day. Workload will be reviewed but the school already do a number of the suggestions on the NEU list such as live marking and limiting meetings.

A governor noted that it was good to have a spotlight on wellbeing at the school.

Ms Mackenzie-Hogg offered support on the wellbeing charter and well schools work.

A governor noted that it was important to include support staff in the Wellbeing work.

A governor asked if the MSAs completed the survey. The Deputy Headteacher explained that there is still time to complete the survey but would check if MSAs had submitted responses noting that the MSAs also fall into another staff category.

A governor asked if the school have any trained mental health first aiders. The Headteacher reported that the Deputy Headteacher is training to be the senior mental health worker.

The Headteacher noted that the workload and work life balance issues are often a general factor of the profession.

A governor asked if there was an employee assistance programme for staff to talk to someone for

	<p>support. The Headteacher confirmed that the Trust buy in NYCC HR which has a health assured helpline. The support is widely publicised and one staff member is currently accessing this service.</p> <p>A governor noted the personal responsibility around workload and wellbeing,</p> <p>A governor reported on a primary school operating on a four and half day week which is reporting many positive aspects for both staff and pupil wellbeing. The Headteacher agreed with this philosophy but questioned if it would be looked on positively by Ofsted.</p> <p>A governor noted the responses to the talking to parents and carers around mental wellbeing of children question and asked if there is work to do on formalising the structure of wellbeing language and feedback. The Headteacher explained that the weekly chirp is an opportunity for this and wellbeing is picked up in parents evening discussion but agreed there could be further development in this area which should be informed by the Deputy Headteacher's course. The Headteacher emphasised that mental health is a serious disabling condition and there needs to be an understanding of the definitions and actions being reasonable to the circumstance.</p> <p>A governor fed back that the weekly chirp provides a useful opportunity for conversations at home.</p>	
6.	<p>Staff and Family Surveys</p> <p>A governor questioned the 7b question response rate that 27% of families don't feel their SEND child gets the support they need to succeed. The Headteacher noted that there were 11 responses and a proportion of families who responded no to question 7 answered the follow up question when they should have gone to question 8. The Deputy Headteacher informed governors that there are 30+ children on the SEN register and confirmed that there is a range of support in place for children with a My Support Plan and Education Health Care Plan and there are a number of children accessing some form of emotional support in the Nest.</p> <p>The Headteacher highlighted that there are challenges within the SEND department at CYC and getting access to support can be difficult.</p> <p>The Headteacher reported that 99 responses equates to 25% of the school and the assumption is that most people are happy with what the school is offering and didn't feel the need to respond.</p>	
7.	<p>School Improvement Plan</p> <p>The Headteacher noted that the furniture action is red as this is not currently affordable. A governor asked if an alternative is planned. The Headteacher explained that reducing pupil numbers in the local area will have a significant impact on the budget so there is a need to be financially cautious.</p> <p>A governor asked if numbers continue as they are could the school take a strategic decision to celebrate a high pupil ratio lower down school and keep the flexibility to take in pupils in KS2, embracing it as part of the Scarcroft offer. The Headteacher appreciated the positive approach but noted the financial implications and that on reviewing classroom capacity there is a need to reduce the policy limit of 34 in KS2.</p>	
8.	<p>Link Governor Reports</p> <p>Resolution: Daniel Staples was allocated link governor responsibility for languages.</p> <p>Resolution: Michelle Smith was allocated link governor responsibility for Pupil Premium.</p> <p>Action: The Chair asked governors to make contact with their link staff member before the next meeting to obtain a general narrative and understanding of the philosophy of the link area.</p> <p>Cllr Crawshaw had submitted a Science link governor report that will be added to the agenda pack.</p> <p>Mr Healy had met with Mrs De Simone who provided a clear understanding of the philosophy</p>	Govs

	<p>around Reading and Writing at Scarcroft.</p> <p>A governor asked which subjects would be put forward for an Ofsted deep dive. The Headteacher explained that Reading, Writing and Maths would definitely be part of the deep dive process and SLT need to consider which subject they would put forward.</p>	
9.	<p>Health and Safety There was no update to report.</p>	
10.	<p>Safeguarding There was no update to report.</p>	
11.	<p>Financial Reporting There was no update to report.</p>	
12.	<p>Governor Business</p> <p>Training (previously distributed) The Vice Chair encouraged governors to complete training and were asked to inform the clerk of any training completed that has not been recorded.</p> <p>Action: Clerk to ask the trust central team to run MAT finance training.</p> <p>Action: Governors who have not yet completed Child Protection training on Educare to complete by 24th March 2022.</p> <p>Action: Governors to complete Accountability Measures training by the June meeting.</p> <p>Code of Conduct (previously distributed) Carried over to the March meeting.</p> <p>Governor Re-appointments Resolution: David Rowsell and Phil Cooke were re-appointed as Co-opted Governors.</p>	<p>Clerk</p> <p>Govs</p> <p>Govs</p>
13.	<p>Policy Review</p> <p>Resolution: Governors approved the below policies that had previously been circulated. Peer on Peer Abuse Policy Behaviour Policy Anti-bullying Policy.</p> <p>The below policies included in the agenda pack were carried over to the March meeting. Uniform Policy Mobile Phone Policy Allergens Policy Online Safety Policy</p>	
14.	<p>Any Other Urgent Business Governors recorded thanks to SLT and all staff for doing a fantastic job.</p>	
15.	<p>Future Meeting Dates Curriculum and Learning Committee 10th March 2022 (school) LGB - 24th March 2022 (Zoom) Finance & resources Committee – 5th April 2022 (school)</p>	

The meeting ended at 7.45pm

Approved at LGB on 24 March 2022.

Signed: David Rowsell (Chair of Governors)

Date

**Action Plan from the meeting of the Local Governing Board
held on 3rd February 2022 at 5.30pm**

ACTION		ITEM REF	PERSON RESPONSIBLE	DEADLINE
1.	Headteacher to arrange a governor pupil voice session for January 2022.	4 (23.11.21)	Headteacher	Jan 2022
2.	Emma Mackenzie-Hogg to meet the Headteacher and Deputy to discuss playtime opportunities.	5	EMH HT / Dep	Feb 2022
3.	Governors to make contact with their link staff member before the next meeting to obtain a general narrative and understanding of the philosophy of the link area.	8	Govs	Mar 2022
4.	Clerk to ask the trust central team to run MAT finance training.	12	Clerk	Feb 2022
5.	Governors who have not yet completed Child Protection training on Educare to complete by 24 th March 2022.	12	Govs	Mar 2022
6.	Complete Accountability Measures training by the June meeting.	12	Govs	June 2022

March Agenda Items

Uniform Policy
Mobile Phone Policy
Allergens Policy
Online Safety Policy
Code of Conduct