



## Sandhills Community Primary School

### Minutes of the meeting of the Local Governing Body (LGB) Held on Wednesday 26<sup>th</sup> September 2018 @ 6.30 pm at the School

Present: **Saskia Jamieson (SJ)** – Co-Opted      **Kathryn Seys (KS)** – Co-Opted  
**Emma Coleman (EC)** – Headteacher      **Keith Taylor (KT)** – Parent  
**Sam Taylor (ST)** – Staff      **Louise Hartley-Morgan (LH-M)** (Associate)  
**Greg Millet-Clay (GM-C)** – Parent

**Absent:**      Matthew Clarke (MC) – Parent

**In Attendance:** – Lorraine Jones (LJ) Clerk for the meeting

019/01	<b>WELCOME, APOLOGIES FOR ABSENCE</b> There were no apologies for absence. The meeting was quorate. ST and EC were welcomed to Sandhills LGB.	
019/02	<b>ELECTION OF CHAIR, VICE-CHAIR &amp; COMMITTEES</b> It was agreed that the current chair, vice-chair, committees and responsibilities would remain until 31 <sup>st</sup> December 2018. The LGB will meet on 10th October to review the structure under the River Learning Trust (RLT). Louise Askew and Paul James will be attending the meeting representing the RLT. Governors were asked to reflect on the structure of the LGB so that new members can be recruited with the skills required. It was agreed ST will join the T&L and Staffing Committees. <a href="#">Governors asked if an RLT representative would attend LGB meetings. The response was no, but the LGB can request this.</a>	ALL
019/03	<b>NOTIFICATION OF URGENT BUSINESS</b> None raised.	
019/04	<b>ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 18<sup>TH</sup> JULY 2018:</b> The minutes were approved and will be published on the school website.	LJ
019/05	<b>MATTERS ARISING</b> All matters arising are covered in the agenda.	
019/06	<b>CHAIR'S UPDATE</b> <b>DECLARATIONS OF INTEREST:</b> There were no other declarations of pecuniary interest. <b>RLT Code of Conduct</b> – This had been circulated for information and was signed by Governors. Governors completed the annual declaration of business interests which will be collated and published on the school website.	LJ

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	<p><b>2018/19 OCC Annual Schedule of Governance Business.</b> The RLT schedule had been made available. Committee chairs were asked to check the RLT schedule so that statutory duties and responsibilities were completed during the academic year. The OCC schedule will no longer be used.</p> <p>EC advised Governors that the school has a new DFE number. RM have migrated Integris data to the new school for current pupils. It was noted that this has resulted in additional work for the school at the same time as implementation of new RLT systems for finance, payroll, HR and H&amp;S.</p> <p>The RLT have arranged for schools to have access to The Key and the associated compliance system which will be funded centrally from September 2019.  <a href="#">Governors asked if OCC policy templates can be used. The RLT have a bank of information. LJ will circulate information on how to access these to Governors.</a></p> <p><b>Skills Audit</b> – Governors were asked to complete these before the next LGB meeting. LJ will co-ordinate the returns.</p> <p>EC advised Governors that an Admissions Governor Panel will be needed because as an academy, although OCC have been instructed to administer admissions, Governors will be required to agree in year transfers and new admissions.  <a href="#">Governors asked if this impacted the school intake number and were advised that this is not currently affected. The LA will hold appeals on behalf of the school, but the cost of these will come out of the school’s budget.</a></p>	<p>LJ</p> <p>ALL LJ</p>
019/07	<p><b>SCHOOL IMPROVEMENT PLAN (SIP) &amp; MONITORING SCHEDULE</b></p> <p>EC circulated the draft 3 year school vision and advised Governors that the next Ofsted inspection will be in 2-3 years. Governors discussed the last Ofsted report. It was agreed to ask the RLT for guidance on whether this should be published on the school website.  <a href="#">Governors asked if the RLT had other sponsored schools in the trust. EC confirmed that there were other schools who were sponsored converters.</a></p> <p>The draft School Improvement Plan (SIP) was circulated. Governors were asked to review and agree the priorities. EC advised Governors that there is an action plan based on the SIP which is an operation plan on how the school will deliver the improvements. The action plan will be discussed at LGB committee meetings.  <a href="#">Governors asked how they will be able to monitor progress achieved against the SIP.</a> EC circulated the monitoring schedule which contains dates for a Governor to visit the school. Section 2 of the monitoring schedule details the reports which will be made available to Governors. Governors were asked to complete a visit monitoring report with findings. LJ will set up a folder on GovernorHub for visit reports and upload the RLT monitoring form.</p> <p>EC updated Governors on the teaching staff responsibilities for 208/19. This will be communicated to staff once the phase leaders have been appointed.  <a href="#">Governors asked what the school had put in place to support and monitor the 5 new teachers.</a> EC advised Governors that because she was new, there was no differentiation with existing staff and she had undertaken teaching monitoring visits. New staff had completed initial induction. The NQT has individual targets and an action plan and is being supported by EH-L.</p>	<p>LJ</p>

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Governors asked if the change to a non-teaching Deputy Head had made an impact. EC said that this had made a huge difference in the first few weeks and the next step is for this to make a difference to the School Improvement Plan and children's outcomes.

Governors asked whether the HLTA appraisals were completed at the end of last term. EC will follow this up.

Governors asked whether the increase in hours the SENCOs have is making an impact. EC said that the SLT have reviewed the SEN and PP action plans. Their role over the first few weeks has been more operational and less strategic. The responsibility for SEN is with teachers with support from the SENCOs. An after school coaching plan for teachers is in place. The SENCOs have given teachers intervention programmes for SEN children.

Governors asked if the additional time made available through supply staff for SENCOs in the summer term had enabled them to catch up. EC said yes, this had been beneficial. SENCOs had been completing EHCPs and the responsibility for these had been given to teachers to complete. Governors were advised there have been new high-level need pupils admitted. SEN will be a priority at SLT meetings to ensure the momentum in progress is retained.

The RLT Support & Challenge Partner has visited to assist in setting targets. The current Year 6 predictions are challenging. EC explained that as Sandhills is now considered a new school, 2018/19 will be the first year of pupil data.

Governors asked how the predictions link into the action plan. EC said that the action plan identifies that more support is needed in writing and the RLT has been asked for additional support in this.

Governors were advised the ELGs and Year 1 data was low for current Year 2 children. Governors asked why only one SEN child in Years 1 & 2 was on track to meet targets. EC explained that SEN children are benchmarked against all children and that accelerated progress must be demonstrated. A number of SEN children arrive consistently late to school and the appointment of the new Attendance & Welfare Officer will help address this as many SEN interventions are done during the first 40 minutes of the morning which late arrivals miss.

Governors asked for further clarification on the impact of the new Attendance officer. EC said that it is too early to measure this. Work is being done on identifying persistent absentees. Letters have been sent to parents of children in this category where attendance has improved. A meeting has been held with the LA Attendance Officer and leaflets have been sent out to the parents of children with a high level of absence. A visit to Rose Hill is planned to look at their attendance strategies. The school newsletter will contain information on latest attendance statistics. EC's report to Governors gives information on attendance for 2017/18 and the progress against 2016/17. A report on current attendance progress will be made available at the next LGB meeting.

Governors asked about the initial indications of the new Foundation pupils. EC explained that information will be available after completion of the baseline assessment over the next month.

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019/08	<p><b>HEADTEACHER’S REPORT</b></p> <p>The Headteacher’s report had been previously circulated.</p> <p><b>SEF</b> – the draft SEF was circulated for comment.</p> <p><b>Draft Behaviour Policy</b> – this was agreed.</p> <p><b>Behaviour Statement</b> – EC will draft the Behaviour Statement following discussion on what should be included.</p>	
019/09	<p><b>COMMITTEE UPDATES</b></p> <p><b>Teaching &amp; Learning</b></p> <p>No meeting had been held. The first meeting will be scheduled for after half-term when data is available for scrutiny.</p> <p><b>Staffing &amp; Safeguarding</b></p> <p>No meeting had been held. The first meeting will be scheduled after half-term to approve teaching staff progression.</p> <p><b>Finance, Premises &amp; H&amp;S</b></p> <p>No meeting had been held. The first meeting was scheduled for Friday 5<sup>th</sup> October to review and approve the academy budget.</p>	
019/10	<p><b>SAFEGUARDING</b></p> <p>Governors were asked and confirmed that they had read and understood the updated Keeping Children Safe in Education.</p> <p>The 2018/19 Safeguarding Policy was approved.</p> <p>EC &amp; KS will complete the Annual Report on Safeguarding for approval at the December LGB meeting.</p>	
019/11	<p><b>POLICIES FOR APPROVAL</b></p> <p>Policy approval was covered under relevant agenda items</p>	
019/12	<p><b>HEALTH &amp; SAFETY</b></p> <p>KT updated Governors on an H&amp;S walk round and monitoring visit completed in July. Governors were advised that under the RLT there will be 3 monitoring visits each year.</p>	
019/13	<p><b>GENERAL DATA PROTECTION REGULATION (GDPR)</b></p> <p><b>GDPR Policy</b> - Governors agreed that the RLT General Data Protection Policy should be reviewed and presented for adoption at the September meeting.</p> <p><a href="#">Governors asked for information on school compliance with GDPR.</a> LJ advised that the loft had been cleared out and non-statutory, out-of-date historic information had been securely shredded. Staff had been trained and were aware of their responsibilities under GDPR. <a href="#">Governors asked whether computers and laptops could be secured to prevent the use of USBs.</a> EC/LJ will follow this up with 123 ICT.</p>	EC/LJ

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019/14	<p><b>PUPIL VOICE</b></p> <p>Governors asked ST to advise them of school council meetings next year, so that a Governor can attend.</p>	ST
019/15	<p><b>GOVERNING BODY</b></p> <p><b>Training</b> – SJ has undertaken the early help assessment and safeguarding level 2 courses.</p> <p>SJ and KS confirmed they have up-to-date Safer Recruitment training.</p> <p>The 2018/19 new training schedule from OCC had been circulated and Governors were encouraged to book onto relevant training. SJ confirmed that the school has purchased the full OCC training offer. GM-C &amp; MC will be attending the RLT data training course.</p> <p>Governors asked that the support received from the Local Authority post Ofsted be communicated to parents.</p> <p>A Governors newsletter was discussed and communication with parents. EC will prepare a draft SIP to be sent to parents.</p> <p>Governors noted that LH-M's term of office finishes in January. LJ will make this an agenda item for the LGB December meeting.</p>	
019/16	<p><b>CORRESPONDENCE</b></p> <p>NGA Governing Matters September/October 2018 had been made available on GovernorHub.</p>	
019/17	<p><b>ANY OTHER BUSINESS</b></p> <p>Governors were advised that members of staff had represented the school at the funeral of an ex-pupil.</p> <p>ST said that staff felt there had been a positive start to the academic year.</p> <p>EC updated Governors on initial responses to a homework survey sent out to parents.</p>	
019/18	<p>The meeting closed at 8.30 pm</p> <p><b>DATE OF NEXT MEETING: Wednesday 10<sup>th</sup> October 2018 at 6.30PM.</b></p>	

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