



Sandhills Community Primary School

Minutes of the meeting of the Local Governing Body (LGB) Held on Wednesday 11th December 2019 @ 6.30 pm at the School

Present: **Chris Webster (CW)** – Community – Co-Chair **Laura Campbell (LC)** – Community – Co-Chair
Kathryn Seys (KS) – Community **Keith Taylor (KT)** – Community
Emma Coleman (EC) – Headteacher **Matthew Clarke (MC)** – Parent
Sam Taylor (ST) – Staff **Martyn Steiner (MS)** - Community
Greg Millet-Clay (GMC) – Parent

Absent: **Louise Hartley-Morgan (LH-M)** - Staff

In Attendance: Sue Clark (until 7 pm), Lorraine Jones (LJ) Clerk for the meeting

020/18	<p>WELCOME, APOLOGIES FOR ABSENCE & DECLARATION OF PECUNIARY INTERESTS</p> <p>LC welcomed everyone to the meeting and Governors opened the meeting with something good they had noticed during their recent monitoring visits. The meeting was quorate. There were no declarations of pecuniary interests.</p>	
020/19	<p>NOTIFICATION OF URGENT BUSINESS</p> <p>None raised</p>	
019/20	<p>UPDATE ON NEW CURRICULUM</p> <p>Sue Clark was welcomed to the meeting and gave Governors an update on curriculum plans for a broad and balanced curriculum which demonstrates equality and diversity. SC said that key features of the curriculum which we are working towards is secure building and progression from EYFS through to Year 6 for all children. Subject leaders have been given dedicated time for their areas and long-term plans are on our website which also contains new photographs and content. Governors asked how we will be able to measure the impact the new curriculum has on progress. It will be evident in children’s books. Topic work will weave into English. The same standard of work will be expected in History as in English, for example. The curriculum statement gives information on how we will assess children. English and Maths is assessed as it is currently and assessment for other subjects is done within Target Tracker. Subject leaders have been asked to ensure photographs of outcomes for example in subjects such as PE, are in their subject leader files. Governors asked if the curriculum had been planned at this level previously. No, and the quality and impact of the new curriculum will bring benefits in English and maths and better outcomes. CW said that he had seen that targets in topic books were replicated in English books during a recent Governor monitoring visit. Governors asked if time was allocated for non-subject leaders.</p>	

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	<p>Teaching audits have been undertaken and for example, Science Oxford came in and ran a staff meeting on teaching science investigative skills. CPD is part of every staff meeting. Most staff have subject co-ordinator roles and have booked staff meetings for their subjects and planned subject monitoring. Governors asked if we had looked at curriculum information on other school websites. Yes, particularly where we have developed the information we provide to parents on the curriculum on the website. We are currently looking at the presentation of information on our website. Governors asked about the teaching of sustainability. Miss Green is our Eco-leader and we have a group of Eco-warriors monitoring for example our energy usage. We have had visits from the local authority on recycling and have set up a recycling scheme in school. Governors thanked SC for the update.</p>	
020/21	<p>ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 9th October 2019 The minutes were approved and will be published on the school website.</p>	LJ
020/22	<p>MATTERS ARISING Covered under agenda items.</p>	
020/23	<p>CHAIR'S UPDATE Governor Training Completed – MS gave an overview on Effective Governance training which both he and LC attended. Visibility of Governors was discussed and the potential for a termly Governor Newsletter as well as photographs of Governors in the school entrance.</p> <p>New Chair Training/Networking – CW & LC will be attending this training which has been postponed from early December due to illness by the tutor.</p> <p>RLT Induction training – CW attended this and recommended that all Governors, whether experienced or not, consider attending or re-attending the excellent course which focuses on being an RLT Governor and the division of responsibilities which was very helpful. The training highlighted that governance is about strategic leadership of the school.</p> <p>Feedback from OGA/NGA Meeting – CW attended this and found it very useful. The training covered vision, culture and strategy. A meeting will be arranged in term 6 for staff and Governors to look further at this area.</p> <p>CW highlighted the NGA publication – Being Strategic, a Guide for Governing bodies and The Key for Governors – Questions Ofsted might ask Governors. LJ will upload these and the RLT bank for questions for Governors and committees to GovernorHub.</p> <p>Integrated Curriculum Financial Planning – LC attended this and will feed back to the Resources Committee.</p> <p>Governing Body Self-Review – LC said that the GovernorHub expected update to the new Ofsted Inspection Framework had not yet taken place. Governors reviewed the Governance Review in groups following the last Ofsted inspection in May 2018 and discussed progress against the report. LC will collate information from the discussions.</p>	<p>All Governors</p> <p>EC June 2020</p> <p>LJ</p> <p>LC</p>

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	<p>Meeting Schedule Proposal – LC proposed that draft agendas are initiated on GovernorHub 3 weeks before each meeting so that Governors have the opportunity to review agenda items for inclusion before the final agenda is published 7 days before the meeting. This was agreed.</p> <p>Schedule of Business & Governor Visits – LC shared the proposal which had used the RLT schedule of business to divide the work and statutory tasks to ensure all work is covered in LGB and committee meetings. LC will set up calendar alerts for each meeting.</p> <p>Skills Audit Summary – LC thanked Governors for completing the RLT skills audit and gave an overview of the results.</p> <p>Vacancies & Terms of Office Ending – Governors discussed the current two vacancies. It was agreed that the current new committee structure worked well and it was therefore agreed to discuss whether to recruit another Parent Governor in the summer term so that we can evaluate whether we need additional help to undertake the work of the Governing Body. KS term of office ends in February and it was unanimously agreed that she should continue for another 4-year term of office at the end of the current term.</p> <p>Communication Protocol – GoogleMail – Governors were reminded to use their school Gmail accounts for correspondence and the calendar will contain agenda and meeting alerts.</p>	<p>LC</p> <p>LJ</p>
020/24	<p>HEADTEACHER’S REPORT</p> <p>The Headteacher’s Report had been previously circulated to Governors. Governors asked why the attendance was lower than the previous year for term 1. EC said that pupil premium and SEND attendance had been affected by one child’s attendance as the number in the group was small. There were no known reasons why attendance was lower and this was disappointing as the Attendance & Welfare Office had done much work to improve attendance. We will be monitoring carefully the results from terms 1 & 2 once this is available at the end of this month. Governors asked for clarification on the recording and monitoring of racist incidents and whether there were any concerns in this area. EC said that all incidents reported to staff were recorded. These have been low level inappropriate comments from children which have been dealt with.</p> <p>Report from Support & Challenge Partner (SIP) – this was noted by Governors. EC will add dates of the SLT meetings so that Governors can attend.</p> <p>School Improvement Plan (SIP) – Governors noted that a detailed update had been given at the last Impact Committee meeting. EC will update the schedule with planned Governor Monitoring visits. Governors asked whether we still had too many priorities as this was the feedback from the last peer review. EC that priorities 1&2 for English and maths were a continuation from last year’s priorities, and that 3-5 were the new priorities for 2019/20</p> <p>Monitoring Schedule for Governors – EC will circulate suggested dates for parent meetings, for example, on the school’s teaching of sex and relationships, which Governors are asked to chair. EC said that more pupils’ voice on the curriculum will be collected.</p>	<p>EC</p> <p>EC</p> <p>EC</p>

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	Risk Register – this had been reviewed at the Resources committee meeting in November and one additional item agreed will be added to the next update.	EC
020/25	<p>COMMITTEE UPDATES</p> <p>Impact, Resources & Pay Committees – Governors noted information from the meeting held at the end of November was available in GovernorHub.</p> <p>Governor Monitoring Visits – Reports from Governor monitoring visits for:</p> <ul style="list-style-type: none"> - Playground maintenance visit - Behaviour - Book review - Staff lunch visit <p>had been made available for Governors to review.</p>	
020/26	<p>SAFEGUARDING</p> <p>The annual safeguarding report has been delayed by OCC due to problems with the new electronic reporting system and this will be presented at the next LGB meeting. No other safeguarding items were raised.</p>	EC
020/27	<p>POLICIES</p> <p>Compliance – LJ advised that the RLT policies list had been updated and that the RLT policies for its Multi-Academy Trust Schools covered many of the statutory policies LGBs are required to have. LJ has drafted a school policy compliance checklist for the committees to use for policy review which will be finalised with EC and published in GovernorHub.</p>	LJ/EC
020/28	<p>HEALTH & SAFETY</p> <p>Covered in Headteacher’s report.</p>	
020/29	<p>GENERAL DATA PROTECTION REGULATION (GDPR)</p> <p>The Peer Audit was postponed by our partner school and will take place early next year. The CCTV policy and Impact Statement will be reviewed at the next Resources meeting.</p>	Resources Agenda
020/30	<p>COMMUNITY</p> <p>CW updated Governors on his recent visit to the local church which was very useful as well as giving an insight into the local community. They have an intern who has been working with our RE subject lead. EC said that she has agreed to support the church with forthcoming interviews they are holding.</p> <p>Parents’ Evening – it was agreed that Governors will be in attendance at the next round of Parent Consultations in the spring.</p>	
020/31	<p>CORRESPONDENCE</p> <p>NGA Governing Matters Nov/Dec 2019 had been made available on GovernorHub.</p>	
020/31	<p>ANY OTHER BUSINESS</p> <p>Racism & Diversity – EC updated Governors on an email she had received from a group of parents who wanted the opportunity to work with the school on racism and diversity. This was discussed and it was agreed to hold a meeting with the group and Governors in early January to listen to any concerns and then to hold a meeting to which all parents will be invited regarding the development of our curriculum and ensuring that equality and diversity are an integral part of the curriculum. CW said the diversity of texts used in English had been discussed</p>	EC

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	during his recent monitoring visit. Governors asked for assurance that all incidents of racism were reported. EC said that every instance which was reported to staff was recorded, however, it was possible that there were instances which children are not reporting to an adult.	
020/32	The meeting closed at 9 pm. Dates of next meeting: Wednesday 11th March 2020 at 6.30pm.	

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