

## **Beaver Road Primary School**

### **Local Governing Body Meeting**

**Date of meeting:** Monday 19th November 2018

**Quorum:** 4 (met at this meeting)

**Chair:** Lynne Allan

**Clerk:** Jenny Adie

**Venue:** Beaver Road Primary School

**pages:** 7

**signed:** \_\_\_\_\_ **date** \_\_\_\_\_

Members, Trustees and Governors were invited to attend at the Junior School at 5.30pm for refreshments, meet and greet, and to see the new building.

#### **1. Present**

Name	Governor type	End of Term of Office	Present (P) apols (Ap) absent (o)
			17/9 19/11
Lynne Allan Chair	Co-opted Governor	25/2/22	P P
Pauline Black Deputy	Co-opted Governor	11/9/20	Ap P
Louise Garvey	Co-opted Governor (Staff)	25/2/22	P P
Sian Hanison	Parent Governor	18/12/20	P P
Liz Hardy	Head of First School	ex officio	P P
Patricia Holmes	Co-opted Governor	25/2/22	P P
Siobhan Holmes	Co-opted Governor (Staff)	29/11/20	resigned
Sarah Turner	Co-opted Governor (parent)	29/1/22	P P
Wendy Whitehead	Co-opted Governor	14/5/21	O resigned

#### **In Attendance**

Name	Role
David How	Headteacher
Kate Dean	Prospective Trustee
Gunjit Bandesha	Member
David Allan	Member
Beverley Hughes	Trustee
Paul Barker-Mathews	Trustee and Member
Jenny Adie	Clerk

**Apologies** received from: Chris Atkinson (Trustee)

**Apologies formally accepted.**

#### **2. Pecuniary Interests**

##### **2.1 2018/19 Pecuniary Interests Register**

ACTION	Clerk	To put completion of the Pecuniary Interests Register on to the next agenda.

##### **2.2 Declaration of any Pecuniary Interests in the items on this agenda**

**No Pecuniary Interests declared.**

**3. Update on appointment of Members and Trustees**

The incoming Members introduced themselves:

David Allan,

Gunjit Bandesha,

Paul Barker-Mathews, Chair of the Trust, and on the Members Board in this capacity;

Lucy Powell was unable to attend.

Others present introduced themselves to the new Members and Trustees.

**Appointment of incoming Members by outgoing Members**

Lynne Allan, Patricia Holmes and Paul Barker-Mathews, existing Members of the Beaver Road Trust, now M20 learning Trust, appointed the new Members:

David Allan, Gunjit Bandesha, Lucy Powell; also the Chair of the Board of Trustees - presently Paul Barker-Mathews.

The outgoing Members then immediately stood down.

<b>Outgoing Members appointed four Members of the M20 Learning Trust.</b>
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**Appointment of Trustees**

Chris Atkinson, Beverley Hughes, Paul Barker-Mathews have agreed to be Trustees;

Kate Dean will confirm,

David How is a Trustee in his role as CEO

The retiring Trustees resigned.

The new Members appointed under Article 50 the following Trustees:

Chris Atkinson, Paul Barker Mathews, Beverley Hughes.

<b>The new Members appointed three new Trustees of the M20 Learning Trust.</b>
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**Local Governing Body**

Chris Atkinson has agreed to become a Trustee. The other nine Local Governors will continue as Local Governors.

**3.1 Proposal for clerking of Trust Board meetings**

The School looked for a Clerk for Trust Board and Members meetings, and have found someone; he will have to sign an SLA.

DH will contact him to confirm and he will attend the first Members Meeting

Friday 18th January, 5pm, Members AGM at the Junior School

Trustees are welcome to attend but cannot vote

Trustee Board meetings, 3 per year, Finance meeting Tuesday 11th December, 5.00 to 6pm

<b>ACTION</b>	<b>David How Paul Barker-Mathews</b>	<b>To bring to the next meeting a list of who is on what Boards/Committees.</b>
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<b>ACTION</b>	<b>David How</b>	<b>To set up M20 Learning Trust email addresses for Members and Trustees.</b>
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**4. Election of the Deputy Chair**

Pauline Black was unanimously elected as Deputy Chair by the Local Governing Body members.

This appointment was confirmed by the Trustees.

**5. Minutes of the Local Governing Body Meeting on 17th September**

<b>Minutes agreed and signed as a correct record.</b>
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## 6. Matters arising from the minutes

**Item 4.2, Code of Conduct:** PBM has drafted a Code based on the Nolan Principles.

<b>ACTION</b>	<b>Paul Barker-Mathews</b>	<b>To send the completed Code of Conduct to Lynne Allan.</b>
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LA and PB had talked about formal induction, including new Governors agreeing the Code, and visiting the School. They will do this with the new Parent Governor.

**Item 6.1, Governor attendance:** Wendy Whitehead has resigned. She had Safeguarding Skills; this will be an area for Skills on the GB.

**Item 6.6, Nursery attendance and funding:** LA had talked to a parent who had an August-born child who was not sure whether to apply for full-time or part-time. It would be desirable to be clear with parents. This year the School have been flexible and dealt with the small number of parents involved case by case and will not require children to be full-time until January. They think it better not to send out a letter to everyone now, which could be confusing. Next year they will put into the Induction information that if the parent accepts the funding for the 30 hours, they have also accepted the School's Attendance Policy and the School has a moral responsibility to make sure the attendance hours are used.

**Item 6.6, Communication with parents:** The complaint is now closed.

The classes have now been running for more than half a term; there have been no complaints from parents of children in the Year 6 classes.

A recent letter home to parents shows that the School is doing 'we asked you, you told us' with parents.

**Item 7, Opening Day:** The School Council have met and will be organising an Opening Day in January. The School Council have a close relationship with Didsbury Good Neighbours.

### **Q. Are there one or two School Councils?**

One, but made up of one from the Juniors, one from the Infants, with different Teachers in charge.

## 7. Headteacher's Report

Liz Hardy.

Report sent out in advance of the meeting. It has a different format, under the Ofsted headings.

LH talked about the building plans, converting 3 classrooms for use by the Nursery. The moving-in date is booked for January.

### **Q. Will the existing Nursery then become a classroom?**

Not immediately; they want to move Reception close to the Nursery, to have Early Years together, this will not happen until next year, and as the School becomes fuller the existing staffroom will become a classroom

### **Q. About the astroturf?**

This will be part of the Nursery/Reception outdoor area. It will be gated to allow access at the beginning and end of the School day but keep the children safely on their playground during the day. In the long term they want to have outdoor access from each classroom. They have professionals coming in to consult with all the children on the outdoor areas, and then have a consultation with Parents and Governors.

**Staffing update** for all of the School.

### **Q. About the Year 5 appointment starting in January? Why now?**

An appointment was made in July, then the person appointed turned it down. After a member of Staff left at the last possible date, they decided to leave the post for a January appointment. Stephanie Hastie has been appointed. They could not get a Mathematician.

The Site Manager post has been advertised again. There were no responses to the first advert.

### **Q. Where has it been advertised? Is it morning and evening hours?**

Greater Manchester Jobs, and Indeed, at Grade 2. They are reviewing the grade to offer for split hours. The post does not involve management of Cleaning Staff, there are no management responsibilities.

This year's School Improvement Plan Action Plans are being developed and evaluated. They will be circulated to Governors when completed.

They will be updating the SEF in January, now all the children are in School and they have the ASP except for Early Years. They are doing analysis in-house this year using an analysis tool developed by MTSA. The information will go to Governors.

### SEND

**Q. Do the figures show a trend? SEND numbers are increasing across the City, is this also true of Beaver Road?**

This year's numbers are the same as last year, they are identifying new children now. They have more identified children higher up the School, 8% this year across the School. It has been 10/12% in the past.

EAL numbers are higher than before, 199 children. There were about 85 last year, they have been trying to identify children accurately.

Some of the special needs are more complex than in the past. There are 49 boys and 14 girls, children with lower level needs can no longer be identified as SEND.

There was a request for breakdown of the figures by cohort and class.

<b>ACTION</b>	<b>Liz Hardy</b>	<b>To bring a breakdown of SEND numbers to the next meeting.</b>
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They have increased SEND provision, they now have a 3-day full-time Co-ordinator, plus another Teacher doing 2 days; they needed more time and are now across 2 sites.

### Quality of Teaching

There are Subject Leadership teams now. They have been reviewing the curriculum; Ruth Byrne as Deputy will take over Curriculum responsibility.

Information and data will go to the next Curriculum Committee meeting, 3rd December, 5pm start. DH will ask Martin to provide some food.

SLT have been doing Learning Walks, and individual Teacher observations.

There is Mindfulness training in December, around behaviour management and emotion coaching, led by the Deputy and SENCo. Governors are invited.

### Creative collaborations

School is using Speech Bubbles, a drama intervention for children with communication needs.

They are looking at Christmas performances, songs around the tree, for all children so parents can come to watch their children. They have had requests for this.

They are doing action research with Pie Corbett; they have asked what does good writing look like at Year 3 and Year 4 and have joined a project. Year 3 and Year 4 are working together, which is good for transition; the project will roll out across the school next year. There is very good training, Pye Corbett leads a teaching session, modelling teaching. Two Teachers are attending.

There is a National Training Day in January for all NLEs.

LH has been given another £12,000 to run another Phonics programme after 2 years of the successful previous programme. Average uplift was 8%.

School has only one PGCE student.

The Choir have been asked to go to the Christie Concert.

### Personal Development, Welfare and Safety

Thanks to Governors and the Member who have been supportive of the Rights Respecting School assessment, and to Hilary Silva leading the project. The Assessor was very complimentary and says School is already working on some of the Gold level, they have built on what was already here. Two Teachers are booked on to training in December for Gold.

Thanks from the Governors to Hilary Silva for her work on this.

**Attendance** is just below local and national averages, they want 96% attendance and 6.5% PA.

PA is high, which is a concern.

### Q. How much lower?

Not much, but as an Outstanding school attendance should be higher.

The situation was reviewed last year. Unauthorised holidays in termtime was just over 1%, which would bring the figure to about 96%.

They are reviewing the Persistent Absences; some are families who have taken their children out

for a holiday, some are complex.

The **Attendance Policy** is in line with the LA Policy, and includes issue of Penalty Notices. If the School is inspected, attendance is a limiting judgement. They have to show they are doing all they can. Attendance is not good over a 3-year trend.

**Q. Have any of the interventions made a difference?**

Parents take their children out anyway, and say they will pay the fines. But the School needs to be able to say it is doing all it can. The fine is £60 per parent per child. Money goes to the LA.

**Q. Can there be any discretion for parents where fines would cause hardship?**

It is not those parents. The School could always review the situation if there are exceptional circumstances.

**Q. What about doing something on the last day, so the children really want to go in? Not watching a film which they could do any time?**

They could look at this.

Governors are being asked to ratify the Policy, based on the model policy from the LA.

**Q. Does fining make a difference?**

Yes, Manchester has studied this, it makes a great difference.

A change to Policy wording was suggested: to replace 'couldn't get up' by 'overslept'.

They also need to add in expectations for Nursery children, these would be the same as the main Policy, just no fine.

**Q. Is there an assumption that each family will write for permission for time off for Eid?**

Yes.

**Governors agreed to adopt the Policy, subject to the amendment above.**

**Outcomes** are above average across the board for progress, a much-improved picture. All outcomes for achievement and progress are 'Green'.

Phonics achieved 89%

GLD achieved 80%

This KS1 cohort was difficult, outcomes are very good for this cohort, particularly for Greater Depth, School now exceeds national in every area.

### **SIP priorities**

Reading and Writing across the board;

Working above the Expected standard in Writing, also in Maths.

Action Plans are working really well, they now have to sustain them.

The identified groups are not all in these figures, they need the Pupil Premium children group to do better.

Some SEND children can make great progress and come off the Register, so are not in the SEND progress figures.

**Q. Can Governors have the figures with these children left in to show the difference made by interventions?**

This could be helpful information to be able to present.

### **8. CEO's Report**

David How

Report sent out in advance of the meeting.

**Junior building:** The children are very happy in the building. There have been some start-up issues with the new arrangements; where parents have come to DH with issues, these have been addressed, but DH cannot deal with Facebook groups. A response letter has been sent to parents. The situation is improving as parents get used to it. There has been a positive report from a member of Didsbury Civic Society on their response to expected traffic problems.

There will be more school-to-school support in future, less from the LA. Single schools will find it very difficult financially. M20 Learning Trust is a MAT, DH thinks the MAT will be approached,

other schools will want to join. They will be attracted by the model of governance with more control at Local GB level.

**Q. About community use, do the School have adequate insurance? Do the Insurers have to be notified?**

David Allan will help to check this . LH's understanding is that the buildings are used on a lease arrangement, users have to have their own public liability. DA told Governors that there may still be some non-delegable responsibility, and if lessors' insurance refuses the liability, it could fall on the School.

<b>ACTION</b>	<b>David How</b>	<b>To look into the liability situation.</b>
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## **9. Governance**

### **9.1 Local GB Parent Governor election**

Jane Carroll has been elected.

### **9.2 Local Governing Body membership**

twelve: three elected parents, Headteacher, at least one Staff Governor, seven others from the community, appointed for their skills.

Membership is presently:

elected parents: Jane Carroll, Sian Hanison;

Headteacher: Liz Hardy;

Staff (a Co-opted Governor): Louise Garvey;

Co-opted (community): Lynne Allan, Pauline Black, Patricia Holmes, Sarah Turner (parent).

Two Teachers, one from each school, are interested, they could be co-opted as Co-opted Governors, Staff.

Governors should be representing diversity in the School.

There is still a Parent Governor vacancy. This will go out for election requesting particular skills after updating the Skills Audit.

Other Parent Governor candidates with particular skills could be asked to join the GB

<b>ACTION</b>	<b>Clerk</b>	<b>To update the Skills Audit; To send the summary to the Chair.</b>
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### **9.3 Training**

The LA is offering Chairs' training, free to one Governor from each school taking part. Lynne Allan is considering taking part.

The School is a member of Manchester Schools Alliance; training information has been sent out to Governors.

MSA Aspire offers training on data on 28th November.

### **9.4 Committees**

Curriculum Committee (a Committee of the Trust Board): Paul Barker-Mathews, Lynne Allan, Pauline Black, Sian Hanison, Sarah Turner.

There was discussion of whether to have a Finance Committee at local level. The Trust is responsible for Finance; there could be a role for the LGB around Buildings and Resources.

The Trustee Board and LGB have a consult/review relationship set out in the papers, to keep powers with the LGB. For the present, the Finance Committee will be at Trustee Board level.

If there was another school, they would expect to have control of their finances at LGB level, if decisions are this level, should power be at this level?

It was agreed that the Finance Committee is a Committee of the Trust Board. Finance will be a standing item on the LGB agenda, and see how it goes.

<b>ACTION</b>	<b>Clerk</b>	<b>To put Finance on to the LGB agenda as a standing item.</b>
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**10. Any Other Business****10.1 Safeguarding Policy**

Manchester Safeguarding Board have just put out a new policy. The current policy covers Safeguarding but a new one is now needed. Manchester's Safeguarding Policy will be adopted. This will come to the next meeting.

<b>ACTION</b>	<b>Clerk</b>	<b>To put Safeguarding Policy on the agenda for the next meeting.</b>
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**10.2 Crossing Patrol**

Neither the School Lane nor the Wilmslow Road crossing reaches the standard for a crossing patrol. School has decided to pay £6,000 for a crossing patrol outside the School here. Governors agreed the payment for the Crossing Patrol.

**10.3 Term dates**

Proposed dates were only recently sent out, and have not come to this meeting.

School proposes 2 INSET days at the beginning of the year; one before the October half term; one before the Easter holiday; one at the end of the year.

The summer 2020 break-up date is 16 July. This is a long term, LH proposes a 2-week half term, the second week after Whitsun is cheaper for holidays. Stockport and Trafford schools do this. The High Schools only have 1 week so this could only help those without older siblings. It would give a cheaper week and even out the term dates, finishing about 24th July.

Governors did a big piece of work some time ago on changing holiday times; they found no reason to change from the Manchester dates, and become different from Parrs Wood, as so many Beaver Road children go on to Parrs Wood.

***Q. Does a holiday including a week that will be cheaper to go away make any difference to attendance?***

They cannot know; local Stockport and Trafford schools have better attendance, but it is not possible to know if this is related to the holidays.

There could be problems with the availability of childcare in this second holiday week. There could possibly be a problem for Staff with children with different holidays - though some Staff have children at school in Trafford.

<b>ACTION</b>	<b>Liz Hardy</b>	<b>To circulate holiday dates for comment and approval.</b>
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**11. Dates for meetings for the year**

Meetings can be at alternate buildings.

<b>ACTION</b>	<b>Clerk</b>	<b>To suggest meeting dates for the year, for circulation.</b>
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