

Beaver Road Primary School

Local Governing Body Meeting

Date of meeting: Monday 11th February 2019

Quorum: 4 (met at this meeting)

Chair: Lynne Allan

Clerk: Jenny Adie

Venue: Beaver Road Primary School

pages: 7

signed: _____ **date** _____

1. Present

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

In Attendance

Name	Role
David How	Headteacher
Chris Teasdale	Parent, Prospective Governor
David How	Executive Headteacher
Rihula Mour	Teacher, prospective Governor
Michael Davenport	Teacher, prospective Governor
Paul Barker-Mathews	Trust Chair
Jenny Adie	Clerk

Apologies received from: Lynne Allan; Paul Barker-Mathews to be late

Apologies formally accepted.

Welcome to Jane Carroll, new Parent Governor and to Observers, Co-opted Governor candidates

2. Pecuniary Interests

2.1 Completion of the 2017/18 Pecuniary Interests Register

Jane Carroll signed the Register.

ACTION	Clerk	To put completion of the Pecuniary Interests Register on to the next agenda.
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2.2 Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

3. Minutes of the Local Governing Body Meeting on 19th November

Minutes agreed and signed as a correct record.

4. Matters arising from the minutes

Item 3.1, email addresses: There has been a problem with setting-up M20 Learning Trust email addresses - this will come up under aob at the Trust Meeting tomorrow.

Item 8, Insurance: DH has checked, the lessors' Public Liability Insurance is enough, the School does not need to have additional insurance to cover lettings.

4.1 Breakdown of SEND numbers by cohort and class

Under Item 8.

5. Curriculum Committee minutes

Completed but had not been received before the meeting.

The QA Report said the School was Outstanding in every area.

6. Trust Board meeting minutes for information

The Trust Board meeting is tomorrow evening.

DH queried why the Local GB would receive Trust Board minutes? This would be for information, good communication between levels of the Trust is important for effective working. Trust Board minutes would probably be in draft when they came, as would Local GB minutes going to the Trust Board. Trust Board minutes would not be part of the public record of a Local GB meeting.

7. Members Meeting

The members have had an AGM, the minutes will come to the next Local GB meeting, but will not be formally accepted until the Members Meeting next year.

The Finances have been approved by the Members.

There was discussion of how Governors will receive information, it can be reported-back.

8. Headteacher's Report

Buildings

The **Nursery Building works** have been held up due to snagging. They hope to be finished in half term. The full move is planned for Friday 22nd March. The children will have activities in the space before that. They want to involve the children in the move, with packing-up resources, so they have a good understanding of what is happening.

They have plans to repurpose the old buildings. The larger building will be for before and after school, and parent and toddler activities. The smaller older building will be used for Music activities, and in the longer run a Staffroom and PPA room. The present Staffroom will become a Reception classroom, so all the Reception classrooms will be on the same corridor, and there will be more space to run around outside.

Outdoor playground work will start with the KS1 playground. They are presently consulting Staff and children, but want to give the children realistic options to consult on, and want planned provision, giving age-and-stage-appropriate physical challenge.

There are also plans for the Juniors, they will consult on those too.

There are spare classrooms at present. One will be a Resource Room, there are already resources and equipment stored in it.

Q. Where are they from?

Leftover furniture and resources from when the Juniors moved to the other building, with new furniture and resources.

They want Music and Art rooms, and are discussing where these will be in the long term. They are looking at re-planning the toilets, removing old ones, putting-in some new ones and having more than before. The last area of the old corridor is to become an outdoor store.

As the School fills up they will have more capacity and capital.

There have been boiler failures in the dining room and the Year 3 annexe,. They have replaced one of the boilers this week in Year 3. There is no gas in the kitchen at present and the pot wash has also broken, they are managing in the dining room by cooking at the Juniors and bringing the meals over in heated containers. They have kept fully operational through the problems.

They are in process of connecting the computer servers; a new server is to be fitted at the First School next week.

Staffing

There are job adverts out for cover for maternity leaves. One post is permanent as they will need another Year 1 Teacher from September.

The Nursery Teacher post has been advertised.

The Caretaker post is out to advert again; they did appoint but it fell through. This time there are 5 applicants, 2 possibles but again they may not be able to appoint. They have a Facilities Team: a Facilities Manager, an Assistant Facilities Manager and a Caretaker; they want the buildings to be open at the First School until 7pm, at the Juniors until 8pm.

Q. What are the skills needed?

It is more about commitment to the job, and reliability. It is a split shift, starting 7am, closing 7pm.

Q. Have they thought of using two people?

Yes, it is more expensive.

Q. What is the wage? Where have they advertised?

Manchester Jobs, Facebook, Indeed; the pay is higher than the Manchester minimum, a Grade 3 salary.

School Improvement

The School Improvement Plan Action Plans were tabled. These give details of how Staff will work through objectives, collated by LH. They are an Outstanding School always looking to improve. Many areas on the Plan are about sustaining work, for example Phonics was much improved last year, from the year before, they want to maintain the better performance.

Q. About who looks at standards? Is there external review as well as in School?

Beaver Road has informal arrangements to review standards with other schools. Last year they were also moderated externally, a formal process. It is good to see how other schools approach subjects, and to see standards in other schools.

They do work around Talk For Writing with other schools, sharing practice, looking at standards together across and between Year Groups. This is part of a research project, getting evidence for practice; LH thinks it is important to be involved, all Teachers are researching and learning.

Action Plans are reviewed after the February half term and at the end of the year are updated and marked in blue and green. Head of Year reports have now set targets for the end of the year.

Q. Do Governors get to see Head of Year reports?

No, they have individual children's names on, but Governors will see the summary information on the QA report and information will come to the next Curriculum and Standards Committee meeting.

SEF

LH went through the SEF with the QA Professional, she said it did not read as exciting as the School really is. LH will rewrite it for September and do a 2-page summary. The QA Professional has sent a model from another School for how to set out the SEF, LH will follow this for the summary to come to Governors, with other information behind it if Governors want to look deeper.

Q. Are Inspections moving to the tone of the new Ofsted Framework?

Yes, it is already influencing Inspections

Subject Leadership Review

This came to Curriculum and Standards Committee last week.

ST has arranged a meeting with the Science Lead.

There was a push on 'Healthy on the Inside and Outside', this was very positive, with many visitors, and has re-energised staff. They have new Healthy Eating Policy, with a free water bottle to encourage use. There have been a few complaints.

There will be a focus on Physical Literacy, they were going to do a week but this is a short half term, with Science Week and World Book Day, so they have decided to move it to the summer, with better weather, more time to plan, and it will tie in with whole-school training on the Active Curriculum.

Rights Respecting

School now has Silver, and is going for Gold; they had an amazing meeting last week led by children.

Q. What is the timescale?

The Inspection Visit is 27th June, it will be before the end of the school year.

The first campaign is to be more considerate parking around school. A letter was sent last Friday to First School parents, there have been a few complaints; parking continues to be bad. The Council will respond if called, but are busy as this is a problem at many schools. They can give tickets, but some parents do not respond.

Attendance

is still a priority, it should be above 96%. School was below local and national averages last year. The QA advised breaking down the figures to show families; there can be a number of children in a family, making a big difference to the figures.

Persistent Absence is not good, at 9.47%. They have to encourage good attendance, including a new policy in January on term-time holidays; they cannot be authorised, the family will be fined by the LA. The first fine was issued last week.

Q. Have there been any complaints about the absence policy?

No, none. Parents are emailing to ask for permission, but fewer than previously.

Q. What if parents do not ask?

The absence is unauthorised. If they do it for 2 years, there will be a prosecution.

Q. Is PA spread across the School?

It is fairly spread out across the School. There are 72 children across the School. Some are illness, some could be authorised absence, others may be unexplained. They need to be able to explain the figures, and know the circumstances. LH is meeting a Reception parent after half term, the child has 72% attendance, there is no underlying reason.

Q. About lateness?

A child with more than 5 lates can be issued a Penalty Notice. Ruth Pearson works on this area.

Figures can be compared with other schools through a link on the Report. This will come to Curriculum and Standards Committee in March.

SEND breakdown

As requested; there is a peak in Year 3, children are evenly spread across the classes.

Q. If a child is not in the correct Year Group according to age, which Year do the figures come under?

The Year the child is actually in.

9. CEO's Report

Emailed during the day, and tabled.

There is a proposal to secure, sustain and develop Trust and schools. Browne Jacobson have given advice. They recommend that the committee structure remains the same, and the Trust does not break up in to smaller committees. In future, with other schools in the MAT, individual schools will retain power over spending for their own school. The Trust will decide the income due to each school then delegate the budget to the school.

There will be Trustees with particular interests, but not committees.

Q. Will the position be the same if a school joins because it requires improvement?

Yes, the Trust would do due diligence.

The Finance Committee will not be the same, accounts legally have to go to the Trust. There will be

Item 9 cont.

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a Buildings and Resources Committee at Local GB level, covering how money is spent, and also Health and Safety.

New Governors were invited to visit a meeting of each committee to see what they do, and which they prefer.

Report on Juniors; children are settled-in, most parents are positive, there are few problems. They have planned with the children how to use the building.

The wood is not for playing in, it needs to be kept as a Reserve. They will renew the fencing, and put play equipment on the land next to the wood.

10. Policies for approval

10.1 Safeguarding Policy

Sent out with papers.

There was a request for tracked changes versions; having spent a lot of time on this Policy in the past, it would be useful to be able to focus on changes.

Governors agreed to ratify the Safeguarding Policy.

10.2 Admissions Policy

Sent out with papers.

LH will check that this will be branded to match other policies.

Q. Is this the same as last year?

Yes. There will be a separate Policy for the Nursery.

Governors agreed to ratify the Admissions Policy.

10.3 Behaviour for Learning Policy

Sent out with papers.

There are changes to show the reasons behind the Policy

Q. About something on parent behaviour? For example parking incidents?

LH said they have had an abusive parent, abusive about Staff, also about the child. She has sought advice from NAHT and the LA. The Headteacher does have authority to ban a parent from the premises. LH has had a conversation with this parent saying that if it happens again - slander of a member of Staff on WhatsApp, pursuing an incident abusively - the parent will be banned. She has given advice to Admin Staff about how to deal with an abusive parent, and a notice about acceptable behaviour has been put up in reception.

Q. Should this be cross-referenced to the Policy?

Yes, a Parent Code of Conduct can be added as an annex.

It was suggested that the Policy and procedure be circulated to Teaching Assistants, who are on the door in the morning. This kind of incident is rare but they need to know how to deal with it. The Code of Conduct is for the Juniors as well.

Governors agreed to ratify the Behaviour for Learning Policy.

11. Governance

11.1 Curriculum and Standards Committee membership

Lynne Allan, Paul Barker-Mathews, Pauline Black, Sian Hanison, Liz Hardy, Sarah Turner, Mike Davenport, Rihula Mour, Chris Teasdale, Mike, Rihula, and list on curric mins

11.2 Buildings and Resources, Health and Safety Committee membership

Louise Garvey, Patricia Holmes to be asked, Jane Carroll; Liz Hardy will bring figures and information.

11.3 Parent Governor vacancy

The remaining vacancy needs to be advertised, after the Skills Audit has been completed.

11.4 Skills Audit Summary

ACTION	Clerk	To send the Skills Audit to new Governors for completion and return.
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11.5 Training

Sarah Turner did an online Ofsted training webinar; she thought it was useful and will forward the training to other Governors.

ACTION	Sarah Turner	To email the webinar link to Governors.
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There is OneEducation New Governor Induction training in May.

ACTION	Clerk	To send information on New Governor Induction to the new Governors.
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11.6 Staff Governors

There was discussion of whether the two Teacher candidates were elected Staff Governors, or Co-opted Governors. It was agreed that it was appropriate to have three Staff Governors: one Teacher from the Primary School, one Teacher from the First School, one non-teaching Staff Governor.

When the notice was sent out to Staff, these two Teachers responded, so they are elected unopposed.

This involves a change to the Constitution as previously agreed. This change will need to be ratified by the Trust Board.

ACTION	Clerk	To send the amended Constitution to the Trust Board Clerk for inclusion on the next agenda.
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11.7 Appointment of Co-opted Governor

Governors agreed to appoint Chris Teasdale as a Co-opted Governor.

12. Any Other Business**12.1 Governors Night Out**

It was suggested, and agreed, that the new Governing Body have an evening out together after the next meeting.

12.2 Music

Beaver Road has been invited to be part of the One Voice event at the Bridgewater Hall. The Nursery Teacher is an Opera Singer, the event is around British Values, and developing intergenerational links. The children will sing 3 songs, there may be an individual performance in some form, also a Parent Choir if parents want one. LH asked about interest; they need a parent to lead, the School will co-ordinate.

ACTION	Liz Hardy	To email parents about a Parent Choir.
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Beaver Road is the only Manchester school invited, the event is mostly for Stockport schools. The Music Lead is off sick at present. School has provision in place, a Teacher is covering. A Year 3 Choir is to be set up.

12.3 Reception applications

Beaver Road is officially the most-subscribed-to school in the LA; 249 children have put the School as first choice, 120 as second choice.

Q. *How does this compare with last year?*

They do not know, the LA has not published numbers before.

