

Beaver Road Primary School

Local Governing Body Meeting

Date of meeting: Monday 25th March 2019

Quorum: 5 (met at this meeting)

Chair: Lynne Allan

Clerk: Jenny Adie

Venue: Beaver Road Primary School

pages: 6

signed: _____ **date** _____

1. Present

Name	Governor category	End of Term of Office	Present (P) 17/9	apols (Ap) 1 9/11	absent (o) 11/2	11/3	25/3
Lynne Allan Chair	Co-opted Governor	25/2/22	P	P	Ap	P	P
Pauline Black Deputy	Co-opted Governor	11/9/20	Ap	P	P	P	P
Jane Carroll	Parent Governor	18/11/22			P	P	P
Michael Davenport	Staff Governor, Teacher	10/2/23			P	P	P
Louise Garvey	Co-opted Governor (Staff)	25/2/22	P	P	P	P	P
Sian Hanison	Parent Governor	18/12/20	P	P	P	P	P
Liz Hardy	Head of First School	ex officio	P	P	P	P	P
Patricia Holmes	Co-opted Governor	25/2/22	P	P	resigned		
Siobhan Holmes	Co-opted Governor (Staff)	29/11/20	resigned				
Rihula Mour	Staff Governor, Teacher	10/2/23			P	P	P
Chris Teasdale	Co-opted Governor (parent)	10/2/23			P	P	Ap
Sarah Turner	Co-opted Governor (parent)	29/1/22	P	P	P	P	P
Wendy Whitehead	Co-opted Governor	14/5/21	o	resigned			

In Attendance

Name	Role
David How	Executive Headteacher
Emma Forrester	Co-opted Governor candidate
Tina Smith	Finance Director
Jenny Adie	Clerk

Apologies received from: Chris Teasdale

Apologies formally accepted.

2. Pecuniary Interests

2.1 Completion of the 2018/19 Pecuniary Interests Register

Michael Davenport and Rihula Mour signed the Pecuniary Interests Register.

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

None

3. Minutes of Local Governing Body Meetings:

11th February

Minutes agreed and signed as a correct record.

11th March Extraordinary meeting, confidential minutes, for information.

4. Matters arising from the minutes

None.

5. Headteacher's Report

Sent out with papers.

Buildings

The Nursery are in their new classroom now. The old Nursery buildings are to be repurposed for Before and After School Clubs. This will make the site more secure, it will be possible to lock up the School buildings and parents come to one entrance to collect children from the After-School provision.

Staffing

There are several maternity leaves.

Claire McVittie is back from illness, the Teacher presently in her class will stay until the end of the year, Claire will cover one of the maternity leaves.

The maternity cover for Gemma Proctor started today and will work alongside Gemma until she goes on maternity leave.

A new Caretaker has been appointed and will start when all checks have been carried out.

Curriculum development

They are delighted with how Singapore Maths is working. At Curriculum Committee Julie-Anne Shaugnessy explained how it is being developed in School, they are seeing the impact now and will see overall impact at the end of the year.

Science week was a great success. The new Lead is making plans for future developments.

Attendance

They are confident that they will meet the target this year. PA may be higher than the target of 6.5, but LH will be pleased with below 8%.

Year 3 will be involved in **One Voice** on **20th May**, in the afternoon. LH is still looking for interest in a Parent Choir. School will have 150 seats at The Bridgewater Hall, and the event may be streamed live. It may be necessary to move the Governing Body meeting on the same date.

ACTION	Clerk	To check the timing of the Concert.
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There was lots of positive feedback on **Come Dine With Me**, and a bigger take-up than expected. They hope to do it again in the future. It was commented that the Catering Team had handled the queueing and the adults very well.

They are planning for an event for Grandparents after Easter, around Healthy Eating and growing your own food.

All Staff have been enrolled on to a platform for **Health and Safety online e-learning** courses. This includes Fire Safety and Risk Assessment, Staff will learn proper completion of record forms so they can carry out investigations.

There was a presentation on **Assessment** at the Curriculum Committee meeting. School has systems in place; this is helping Staff to plan and to provide Teaching and Learning opportunities for children.

When Link Governors are in place they will be reporting progress to Governors more often.

5.1 QA Report

Sent out with papers.

Manchester pays for one QA Report per year for each school. Beaver Road has not been inspected since 2011, so asks for a QA Visit each year. The findings can be fed into the School Improvement priorities. The Report ratifies the School's evaluation as Outstanding under the new Ofsted Framework

The data at the back is the predictions for Year 6 for 2019.

The data on the front for Year 2 and Year 4 is less good than expected but this is due to the new Heads of Year being cautious with assessment; they are confident the targets will be reached. EYFS was too early for assessment.

Actions to be taken before the next QA Visit include effectiveness of Maths. Governors had a presentation on Singapore Maths at the last Curriculum meeting, this is being addressed.

Attendance was also an action point, this has improved due to measures put in. Parents now have to email and get an official response, and fill-in a form to request leave, and they are thinking twice. Numbers of Penalty Notices have been issued and one for £740 for taking three children on holiday in termtime has been paid. LH is warning parents that if they take children away for a second time they will be prosecuted by the LA. Prosecution leads to a criminal record.

Q. About persistent lateness? Is it reported?

It is addressed, but not reported. Much persistent lateness is families with issues that make them late.

Issues of note for the Governing Body are recruitment of Governors with skills, developing and sustaining effective governance, sustaining allocation of resources. There is to be a Local Governing Body Resources Committee.

Q. About the QA visit? Is there any bearing on whether the School will have an Ofsted visit soon?

No, but there is likely to be a change in approach to Inspections for Outstanding schools in the future. In an Inspection, the points made in the Report would be used in discussion. LH's experience is that the Ofsted Inspector wanted to see 3 years' QA reports.

Q. Does the QA Report remain within School, or can it be public?

The Report could be public, but has data on the front which may not be made public. Points from the report have been made public. The QA has been in touch since her visit.

5.2 Reception to Year 1 arrangements for September 2019

6. CEO's Report

Sent out with papers.

This has not yet been discussed at the Trust Board, it is shared for information. If Governors have questions, please email them to Ged McCoy, Clerk to the Trust Board.

7. Curriculum Committee meeting 18th March

Minutes sent out with papers.

7.1 Link Governors

8. Trust Board meeting 19th March minutes for information

Minutes not available.

9. School Leadership Structure

Confidential discussion, on p

10. Governance

10.1 Skills Audit Summary

10.2 Parent Governor vacancy

10.3 Co-opted Governor candidate

Governors agreed the appointment of Emma Forrester as a Co-opted Governor.
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10.4 Training

11. Any Other Business

None.

Dates for meetings for the year

Local Governing Body	20th May, 15th July	5-7pm
Curriculum Committee	Thursday 9 May, 1st July	5-7pm
Buildings and Resources, Health and Safety Committee		Wednesday 8th May

confidential item on p5

confidential item**9. School Leadership Structure**

Staffing structure proposal from School sent out with papers

DH put a proposal to the Trust to separate the Headteacher and CEO roles. When Beaver Road first went to two sites, the plan was to have an Executive Headteacher and Heads of School for the First and Junior schools. From experience they now think this would be a top-heavy structure, and expensive, and has potential for the two sites to start to work separately. The Heads of School might want to make their mark. At present DH and LH work well together.

The School needs a substantive Headteacher over both sites, and two Deputies working across both sites, working across the School under the Headteacher.

They used to have Assistant Headteachers with responsibility for two Year Groups. The AHT taught in one Year and had responsibility for standards in the next year. They were also Class Teachers, so the level of responsibility they could have for the other Year Group was not working. They decided to move to having a Head of Year for one Year Group, with responsibility for Teachers, and Teaching Assistants working in the Year Group. They have found it much more effective to have the Head of Year working in the Year Team, working with the other Teachers on planning and assessment.

There are no substantive changes at lower levels.

Another benefit of HoY distributed Leadership is that they are also Subject Leaders, working with Teachers across the School, which gives them a whole-school picture and is in line with their role and responsibilities of being on the Leadership scale. Some are now in 5-form Years. Other Heads of Year have additional responsibilities to make the workload fair; they know that additional classes are coming.

Lines of responsibility are shown on the plan. There is a substantive role for the Local Governing Body in holding Teachers to account

It is a substantial change having a CEO, not an Executive Headteacher, and dropping the Head of School roles.

This is a recommendation from the Trust to the Local Governing Body. There are no minutes yet from the Trust, but LA has met with PBM, the Trust Chair, and has notes.

Taking appointments separately from structure, Governors agreed that the Trust Board should have consulted with the Local Governing Body on structure and appointments. They have to ensure that a transparent process is in place, so agreed to go back and work on this.

They agreed to set up a Working Party with clear Terms of Reference, with LGB and Trustee members, with legal advice to work on the Scheme of Delegation and the structure, with final agreement on the structure from the LGB.

This is a recommended staffing structure; the appointments are also recommended; Governors have to move things quickly but ensure they have correct processes in place, that can be audited by outside bodies if wanted.

They need to ensure that what the Trust want to do in terms of appointments is legal, fair and transparent, they need written legal advice. Also for the actual appointments; if it is agreed that the appointment is fair and legal there will be a process put in place that is auditable.

It may be that part of process will be to look at alternative staffing structures, with finances attached. When there was a plan for an Executive Headteacher and Heads of School there will have been costings. Tina confirmed that she has costings, but said that funding changes on a yearly basis, with cuts lately due to a rise in Teachers' Pension contributions, and pay rises for Support Staff and Teachers.

The Chair asked for an executive summary. Tina will bring this to Resources Committee. She said the old model is not affordable. They know the cost of another Head of School, it would be another salary the same as LH's.

Q. Parents are aware of the change in plan. Why is there a change within a year of operation?

Tina said that the money available changes.

(Sian Hanison left)

Trust staffing is a Trust matter, but the LGB needs the philosophy and explanation.

It would be useful to have the information as a proportion of the School's budget. Tina said that the budget this year has been cut by 1.5%, per pupil funding has gone down, due to City Council money for the split site.

Q. Should we have known that this was a possibility?

The School could not know, it was down to the Council, Tina has appealed. (Tina left, 18.12)
LH asked if Governors are saying that they are not prepared to accept this? If they do not accept it the School will not have staffing in place for September. Teacher resignation date is the end of May.

But the number of Class Teachers will be the same.

They have 5 vacancies for Heads of Year. Staff are standing down due to personal reasons, they may lose Staff if the structure is not in place.

Governors still do not know the status of the Head of School role. They have the legal advice got by Tina - but this says the appointment is in order if it has all gone through proper process.

The NAHT have made it very clear, LH's job description is virtually the same as DH's.

The job has to be 75-80% the same if someone is moving across. That was not documented in any kind of way. Governors have to be able to justify the decision, if challenged. LH's job description is Head of School, Nursery to Year 3.

The person specification is the same as for Headteacher, the NAHT advise that if the Head of School role is redundant then the post holder is entitled to move across, so Governors just need agreement that this is a proper move legally.

No, it is bigger than that; making that role redundant is a big decision. Governors have to be on legally solid ground.

The legal advice offered was not dated and not in writing; it is not sufficient to be part of an audit trail.

LH said she has made posts redundant, and took HR advice, but not legal advice.

Q. Does the Trust have a Recruitment Policy?

They have a Safer Recruitment Policy, which includes Safeguarding and safe practice. It is a transparent and effective process. The School is now in a unique situation because things have been done the wrong way around.

LH said it has been discussed already, Governors need to make decisions, to have Staff in place for September. The School needs one Headteacher, particularly with two buildings.

Governors have to be assured that the process is correct and this can be shown.

DH said that can give full assurance that this is totally in line with reasonable practice, and could not be challenged.

Thinking about who could challenge - other candidates, in School or out; looking at roles - Head of First School to Headteacher of the whole school is a big jump.

Tina has looked at this, the job descriptions are almost the same.

Most schools have one Headteacher responsible for Nursery to Year 6.

There is a Junior cohort on the First School site. There are more children, and older children, but when the Head of First School was appointed the interview was about appointment to the whole School.

There is difficulty in the way this was done, Governors are uncomfortable about being bounced into a decision because of the time available; they have not time to consider what is going on, and the implications.

If the decision is not taken soon it will be too late for September.

DH may have made his decision to resign in December - but this was not known to Governors. It may feel a long time, but it is only 6 days ago that LA and JC as representatives of the LGB went to a meeting of the Trust, and only this week they were able to meet with PBM, the Trust Chair.

LH can we not agree this structure then put a timescale to the process.

DH said the reality is that the School will not have a Headteacher for September, DH will not be here. LH is already a Headteacher, she has been offered an extension of her current post. She could have been called Headteacher when appointed, but they decided on Head of School. The opportunity given by DH resigning the post is to hive off the CEO which can be a part time post, they need a Headteacher for the whole school.

LH said she was not taking it personally, was not offended, but was concerned about September. She wants to know her role for September, she will have to step-up temporarily now, as there is not time to appoint for September. There is uncertainty, for Staff and for the children.

(DH and LH left the meeting, 18.36)

Governors' discussion

At the Trust Board meeting that LA and JC attended, they heard the presentation of this structure. Governors have responsibility for good governance. LA presented Governors' concerns: the process was back to front and the letter sent out before the Governing Body was advised; they are

concerned about the Staff - less about the children, as the Staff are so good.

The Trustees there spoke, they all agreed it was the wrong way round, and not a decision for the Trustees.

There could be constructive dismissal case for LH if the post was withdrawn.

There is an issue around reputational standing. Could there be another HT wanting the position? a challenge from outside? Also concern about the way the Headteacher appointment and Director of Finance appointment have been handled has undermined trust in the Trustees

The Headteacher has now given his resignation, dated 25th March, with effect from 31st August 2019.

In terms of timing, can the situation be made right? It is not the LGB's fault, they are being forced into the position of making a decision very quickly. Everything done by the LGB is above board.

DH has been appointed as CEO by the Trust Board. This appointment stands, but it is a 2.5 CEO post at £25,000, it will not be possible to fill this post at this cost in future.

Staff have been told that the School cannot afford a CEO and a Headteacher and Heads of School.

There is a process for the appointment of a Headteacher; LA and JC met with the Trust Board last week to get Trustees' agreement to the fact that the process had not been correct. The Trustees agreed this. The Trustees want to be working properly and are keen to have everything in order, and appreciate the integrity of the Local Governors.

Staff are happy to see consistency of Leadership, but surprised at the way it was done.

LH was appointed as Head of Early Years; she has done far more than that, but that was the appointment. The things she has brought in, and that she line manages Subject Leaders and Heads of Year, can be used to evidence the correspondence between roles if LH is appointed to the whole school Headteacher post.

Emma Forrester said she would be looking at the commercial risk of the decision made, and considering pay grades and levelling. From a levelling point of view, she would want to be really confident that it is same role, or it should be advertised. She would normally expect a couple of steps; this post will only be paid £5,000 more. Would the job have been advertised at that level, or more?

Governors cannot rely on the figures, they have been massaged to accommodate a CEO and one day of a Director of Finance.

About 80% of the budget is spent on salaries. The national recommendation is 75%. There are some roles in this school that other schools do not have.

It is about justifying, is this an equivalent role? and no redundancy process has been followed either. Governors have not agreed there is no need for a Head of School.

There was discussion of Trust and LGB responsibilities, and the pressure on all involved. It is probably not possible to completely re-start the process.

It was suggested and agreed that as agreed by LA and PBM a working party of Trustees and Local Governors be set up. It is not appropriate for Staff to be involved; Staff agreed this.

Q. What about the fact that the appointment has gone out publicly?

The letter was not very detailed. Governors could probably work with this.

Governors agreed to set up the Panel to go through the proper processes.

Panel:

Lynne Allan, Emma Forrester, Jane Carroll, two Trustees,
LA and PBM will work on Terms of Reference and delegated powers.

DH and LH returned. They were told that the Governors had decided to go ahead with a Working Party with three Local Governors and 2 Trustees, and will expedite the meeting.

The Governing Body cannot agree a staffing structure at this point, they need legal advice and have not agreed the redundancy of the Head of School. They will do this as quickly as possible.

DH wanted it minuted that he is very disappointed with the decision.

LH said if there is not a decision by Easter, she will have to seriously consider if her position here is tenable.