

Beaver Road Primary School

Local Governing Body Meeting

Date of meeting: Monday 15th July 2019

Quorum: 5 (met at this meeting)

Chair: Lynne Allan

Clerk: Jenny Adie

Venue: Beaver Road Primary School

pages: 7

signed: _____ **date** _____

1. Present

Name	Governor category	End of Term of Office	Present (P) apols (Ap) absent (o)							
			17/9	19/11	11/2	11/3	25/3	20/5	15/7	
Lynne Allan Chair	Co-opted Governor	25/2/22	P	P	Ap	P	P	P	P	
Pauline Black Deputy	Co-opted Governor	11/9/20	Ap	P	P	P	P	P	Ap	
Jane Carroll	Parent Governor	18/11/22			P	P	P	Ap	P	
Michael Davenport	Staff Governor, Teacher	10/2/23			P	P	P	P	P	
Emma Forrester	Co-opted Governor	24/3/23					P	P	Ap	
Louise Garvey	Co-opted Governor (Staff)	25/2/22	P	P	P	P	P	P	P	
Sian Hanison	Parent Governor	18/12/20	P	P	P	P	P	P	P	
Liz Hardy	Head of First School	ex officio	P	P	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	P	P	
Chris Teasdale	Co-opted Governor (parent)	10/2/23			P	P	Ap	P	P	
Sarah Turner	Co-opted Governor (parent)	29/1/22	P	P	P	P	P	Ap	P	
Wendy Whitehead	Co-opted Governor	14/5/21	o	resigned						

In Attendance

Name	Role
David How	Executive Headteacher
Tina Smith	Finance Director
Jenny Adie	Clerk

Apologies received from: Pauline Black, Emma Forrester.

Apologies formally accepted.

2. Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

3. Minutes of the previous Local Governing Body Meeting, on 20th May

Minutes agreed and signed as a correct record.

4. Matters arising from the minutes

Item 9, Health and Safety policy - minibus: CT has looked through the Driver Checklist, it is fine, but he has looked deeper into use. School must ensure any drivers know they are in charge, and are liable for defects in the vehicle; they could be prosecuted or get Licence points, they need to know this.

Insurance must cover everything the minibus is used for, individual drivers, the maximum number of passengers.

Five Drivers are doing the training.

Q. Is this an accredited scheme?

Yes. Drivers have a theory and driving test, tomorrow, they have to take an additional test if born after 1980.

If the minibus is funded through the PTA or any other outside source, they have to have a section 19 permit (look at DVLA and Department of Transport information)

It is recommended to have a second person on board, also if a SEND pupil, two additional adults.

Item 8, Trust Board minutes: LA, JC and Bev Hughes sent amendments to the March Trust Board minutes; they have now been accepted by the Trust Board.

Item 10.3, New Governor Induction training: (Sarah Turner arrived, 17.12pm)

ACTION	Emma Forrester	To ask for the training slides, To circulate to Governors after editing down.
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Item 11.3, Governors' information for the website: The Clerk has received a brief personal information paragraph from only one Governor. The School has old ones from when there was a DfE visit, these can be sent to the Clerk to use again.

ACTION	All Governors	To send a brief personal information paragraph to the Clerk, to go up on the website.
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5. Headteacher's Report

Sent out before the meeting.

Q. What work is being done over the summer?

Classrooms are moving to accommodate the new Year 1, 4 classes only.

Year 3 classrooms will be redecorated.

Outdoor work includes the climbing structure at the Juniors with the outdoor classroom, plans are on the website; also putting equipment into the new playground, including tabletop games with astroturf beneath; also 2 structures in the KS1 playground.

There will also be asbestos work.

Q. Will work be finished by September?

Yes.

They have a 5-year plan for development of the playgrounds, but the PTA are raising a lot of money so it may be a shorter time.

Unicef Gold Award

The North West Regional Director came; the Global Goals Festival was incredible, they would like to do this every year. Parents who came to the Award Day were very positive and complimentary.

The Assessor said that what was special across the whole School was the children's level of understanding, and high engagement. The assessment will be official when the Report comes, after moderation, in September. They would like to celebrate with a 'Dress in Gold' day.

Thanks to Hilary Silva, who has involved all stakeholders. Dan Berry will take over PSHE and Rights Respecting while Hilary Silva is on maternity leave. He has already attended the Climate Change Conference last Friday.

School has had a very positive QA Visit from Debi Bailey. She highlighted the importance of Reading as a basis for all work; they will be re-writing the SEF and SIP for September in line with the new framework. Much of what was talked about, they are already doing. Reading has always been a priority, they are working on medium-term planning, which is an area for development. Staff thought the framework was very useful guidance. They have been planning for Foundation subjects, planning starts with where the Teacher wants the children to be at the end, and works backwards. This aligns well with what they are already doing for assessment and monitoring.

They have worked on **Phonics**, 87% again this year, against predicted 84%. DB said that for International New Arrivals, and children with SEND, higher up the School, all Staff need to have a consistent approach to Phonics to support the children.

DB spoke about the importance of CPD; they will maintain this and ensure CPD is in line with identified priorities.

The proposed SIP priorities for next year will come to the September meeting. The SEF will be ready for January. It would be good to have an additional hour when LH could feed back on the new Framework.

LH has asked DB if she could do Headteacher Performance Management next year, she said she would. Governors agreed.

Attendance

LH is getting emails from families missing the last 2 days of school. This will impact attendance.

They have met their target, Attendance is over 96%. Nursery is important, there is 93% attendance; they have to emphasise that if parents accept the funding, they commit to keeping their child in School in termtime. Also children are more likely to be ill.

Q. If Nursery children miss days in School, and the School knows they are on holiday, do the parents get a letter?

Yes, but there is nothing they can do about it, they cannot fine the parents.

Persistent Absence is up by about 0.5%, they think because of holidays; there is a correlation between disadvantage and PA. They are working with the families, there is a balance, they may be able to tighten-up a little next year.

Q. About attendance problems due to appointments, the child then came into School but had missed the Register?

If an appointment is after registration this would be better, it would not show as an absence.

Overall School performance

There are Pupil Progress Meetings next week. Progress is good across the School, and attainment in line with what is expected.

Early Years had lower GLD than last year, 75% against 80% last year. Progress is very good. Beaver Road now has a wider catchment, and children with more needs, also 10% transience, up on previous years. Most of the children who have left have moved to other parts of the country, others have come in. GLD would be 80% if they count the children who have left.

Year 2 provisional figures

Reading: 80.9% Expected

Maths: 84.3 Expected (77% last year)

Writing 75.3% Expected

They have had 9% transience which has impacted outcomes.

KS2 provisional figures

They are having 15 re-marks, there was some sloppy marking, and numbers of children at 99 and 109, one mark would make a difference.

Results were lower than expected, particularly for Maths, which was hard. Marks are lower across the City.

Maths: 78.4% Expected, there is a 3-year decline, progress is quite negative.

Reading: 79.5% Expected, progress is very good.

Writing: 86.4%, this was not moderated, they need to do an analysis of why this result is higher than other subjects. Progress is good.

Combined: 70.5%, this may change with re-marks. Last year's result was 77%.

Q. About comparison with national, are marks scaled?

The scale score is 100, they will not know national averages until late in the year, the ASP comes in October, IDS in September.

They can do an analysis of questions dropped; they will look at this with Staff next term to see if there are gaps in teaching.

Q. Could the drop in results trigger an Ofsted?

Maths could, not Reading or Writing. Disadvantaged children have done well in Maths. The new Year 6 Lead is a Maths specialist and a member of the Trafford Maths Hub. They also have a Maths specialist in Year 4, and are bringing the Singapore approach from Year 3 into Year 4.

MD will be creating a template to show data, with the 3-year trend, this will come to the next meeting. They know Year 6 have had a successful and enriched year, it is not all about data.

6. CEO's Report

DH gave a verbal report.

There is not a lot happening in education nationally, no changes on Academies and MATs. Over 50% of schools nationally are now academised.

Any school academising now has to join a MAT, either form its own MAT with other schools or join an existing MAT. Schools wishing to academise will be given a menu of MATs to join, Beaver Road could be asked to be on such a list.

The Trust Board is presently setting-up the Vision for the Trust and looking again at the Scheme of Delegation. The Working Group is meeting again next week; it will start to define the programme of the Trust's development.

The School had an assessment on 12th June by the Regional Schools Commissioner, whose job it is to manage Academy schools. The Commissioner is interested in what is happening in schools, their strength and capacity. The assessment was by a telephone call, with a letter following from the Trust to which DH referred. The Assessor was pleased with the ongoing improvements, the new assessment system, and external scrutiny from the LA.

DH explained in a telephone call that he was retiring, the Assessor was okay with the succession, he said the Trust needs new Members and Trustees, they should define the strategy and operation, then expand the Trust, incorporating both strong and vulnerable schools.

DH is exploring expansion with schools in East and West Didsbury, Broad Oak and Cavendish, there is also a suggestion of possible future association with the Parrs Wood Trust or the Laurus Trust locally.

The Chair asked to see the letter. There is much information, including the new idea of association.

ACTION	David How	To email the letter to Governors.
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Q. If Beaver Road joined-up with other schools, would this be a positive thing?

Beaver Road would only join them if it was positive.

Emma Forrester is on the Working Group developing the Vision, the Trustees want to be collaborative, they are keen to get Local Governing Body feedback on the Vision statement. Chris Teasdale and Jane Carroll have already replied, Parents and Staff Governors are encouraged to feed back, they are meeting again on 25th July.

Staff could get together briefly to discuss the Vision before 25th July.

Comments:

the Vision should say 'for all children' not 'especially for disadvantaged children' which does not sit well with Rights Respecting;

is it right to single out Music and the Arts, when other subjects are equally important - maybe 'encourage creativity and participation in enrichment activities';

there was agreement with CT's emailed comment about 'life skills beyond school'.

They want a statement that will attract other schools when they are looking. They took some statements from The Lighthouse Trust in Bristol, they can look at others, local and further away.

7. Governors Committee Reports

7.1 Standards and Curriculum Committee meeting 25th June

Minutes sent out with papers.

The Committee heard a Rights Respecting presentation, children were able to represent their views very clearly. On the Rights Respecting Assessment Day the Assessor was impressed that children had been to the Pupil Parliament, and knew their roles.

The Committee heard Vicky Jackson on Science.

7.2 Buildings and Resources Committee meetings 17th June, 2nd July

Terms of Reference are not yet available.

The minutes for 17th June were sent out with papers.

Jane Carroll and Tina Smith reported on the 2nd July meeting.

The Committee agreed that they need to have a meeting early in the year.

TS presented Period 9 monitoring and the 2019/20 budget; the Committee agreed various

changes at the meeting.

Income is up by £53,000, expenditure is up by £73,000. There is £92,783 carry forward to next year.

There was additional expenditure on boilers, 2 pumps broke, each cost about £10,000 to mend. There was a tree survey; Legionella; asbestos remedial works, they have a report every 3 years.

The wall at the back of the school near the car park has a large crack and is leaning into the alleyway. A Structural Engineer is coming to look at it. Tina put in a funding bid last year, for fencing, and wants to strengthen bid to include the wall.

Q. Will the Structural Engineer check the other walls? Some look doubtful.

No, only this one wall.

Q. Is the bid to replace all fencing?

Yes, all round the School. The wall is urgent, the school would be liable if it fell. They have temporary fencing that can be used across the space if the wall comes down. The cost is not yet known, probably a few thousand pounds to take it down, replacing with fencing would be more expensive, they want to do the work with the other fencing.

The Condition Report from the EFA said the fencing was in good condition, Grade 2. TS thinks at best it is grade 4 and is asking them to reconsider.

The budget is very tight this year, with funding the new building while numbers of children are still lower.

There is an in-year surplus of £160 for next year, they have worked hard on cutting costs. The Housekeeper post has been made redundant but the member of Staff has been redeployed to Breakfast Club in the mornings and the kitchens/dining room at lunchtime, on the same hours as before, and is happy with the redeployment.

A specialist Teacher post has been made redundant but the Teacher has been redeployed into the classroom.

They are cutting electricity, and photocopying.

They have to send a 3-year plan to the EFA, based on what they know now: a single Academy, 2% salary increases, some increase in Universal Free School Meals and catering costs as they know these will increase with more children in School. The carry-forward figures for the next 3 years will be £93,000, £121,000 and £216,000.

St Catherine's have approached Beaver Road about cooking their meals, they presently have meals from Broad Oak Manchester Fayre and are not happy with the standard or the service. TS watched a meals service at St Catherine's last Friday. They have to pay for the transport for the meals, and children may not get what they ordered if they are last in the queue. They have 43 out of 243 children on paid dinners, and less than 75% of children on Universal FSM actually take the meals.

Q. What is the number here?

Over 50% overall, more lower down the School; 75% in Year 3, fewer higher up the School.

St Catherine's will have to go to Manchester Fayre to give notice, their staff would have to TUPE over.

Q. From when? And how many staff?

Beaver Road could train their staff, and use two there to serve and prepare cold food.

With a charge of £2.20 per meal, Beaver Road would make 20-30p per meal.

Jane Carroll reported

The Committee looked at where savings can be made, and where they cannot. There are many areas where savings cannot be made.

The photocopying bill is £13,000. There is much use of colour when not needed. Also much wastage with printing that appears to fail and is left on the machine. Staff at the First School have fobs, printing may not work if there is no paper in the machine but will then print later and be wasted. They have talked at SLT about paper use, including sticking papers into Writing books.

They hope to have a new App, Seesaw, by the third week in September; it gives information about the parents' own child. They will continue with Twitter but there is inconsistent use by Teachers, this will cut down the number of accounts. They will use Seesaw to communicate what children are learning. They hope all letters can be done via the App, **(Tina Smith left, 17.33)**

parents will only get information applying to them and there will be no issues with letters not getting home.

Q. About the App: so there will be no paper copies of letters?

Any parents who say they cannot access the App via the website, email, iPhone or Android can tell the School and get paper copies. There are only 3 in this situation at the First School. The App is provided by a local Company, School Spider.

8. Trust Board meetings 19th March, May, 18th June,

March and May minutes sent with papers for information, 18th June minutes not available yet. Information elsewhere in these minutes. 10th July not yet available.

Q. *Why not? The meeting dates were changed so minutes could be available?*

18 June was the first Working Party meeting, it was not minuted, Emma reported on the discussion. When the new calendar is set up it will be seen how meetings communications will fit together. This has not happened this year.

The Trustees have not yet set dates for next year, after the first meeting. Tina gave LH a governance meeting structures list, but this was before the Working Group was set up, and was not passed on. There will be 6 Trust meetings next year. The March minutes say that future Trust meetings are to be held 1 week before the LGB meetings, Trust minutes will be available for the LGB meeting.

Buildings and Resources Committee meetings need to be put in from the beginning of the year. This year Local Governors have not had oversight of the School's budget.

DH said that the Trust will set the budget, the School will know the budget and be held to account on the spending through the year. The Trust should not be concerned with day-to-day running of the School's budget. This did not happen this year.

Chris Atkinson has now resigned.

The Trust is not concerned with Standards and Curriculum; Kate Dean can attend meetings and take back any concerns. Day-to-day running of the School should stay with the Local Governing Body.

Trust and School finances are not separated out at the moment.

DH said that if there were 3 schools in the Trust, and one was in difficulties, and needed say £150,000, there would have to be detailed negotiation.

A PTA is local to its school, money raised is not part of the Trust. It will probably be necessary to specify how funds will be handled. A more deprived school might want a bigger share of funds if it was not able to receive PTA money; but a deprived school might have other assets, for example Pupil Premium money, Beaver Road could share facilities and skills.

9. Governance

9.1 Skills Audit Summary

The Clerk had produced an interim summary, one or two Skills Audits are outstanding.

The weaker area is Finance - other weaker areas - knowledge of Charity Law, experience on another Governing Board - are less relevant. It is important to have people with skills on the right Committee. A request for candidates with Finance expertise will be put on the Parent Governor election letter.

9.2 Parent Governor vacancy

There will be a Parent Governor election in September.

9.3 Governors information for the website

Governors who have not yet written a brief pen portrait and sent it to the Clerk, please do so.

The new website has no Staff emails, they were much abused by parents so were taken down for Staff well-being. The situation needs to be explained to parents; it was in the Newsletter in autumn, but needs to be repeated. When the new App is in place, and on the website, there will be a system. There is an agreement among Staff that no emails should be sent after 7pm, nor before 7am, emails can be put on a timer. There was discussion of asking Staff to turn off email on phones, not receive work emails, but they need to communicate with each other.

Q. *Is there a policy on the time taken to reply?*

Not at present, this will be in the Communications Policy. They are working on this. Messages

are to go through the School Office, and replies need to come from Staff members' school email address, not their personal address.

It comes down to Teachers' preferences, some do not mind, some do, but it would be good to have consistency.

Pick-up notes etc. go to the Office. It would be useful to have a protocol for handling different kinds of messages. This is part of mental health and wellbeing. Ruth is working on the Policy.

9.4 Training

The Clerk had attended the Chairs' Briefing. There was no particular information to pass on.

10. Any Other Business

None.

11. Meeting dates for next year

Liz Hardy and Lynne Allan have discussed meetings, before this meeting; there will be 6 Trustee meetings, they do not yet have dates.

It will be important to have 3 Resources meetings, at the beginning, middle and end of the year.

Standards and Curriculum and LGB meetings need to be set to synchronise.

LH wants fewer meetings but Governors more involved in the life of the School; Governors having an understanding of what goes on in School is key in the new Ofsted Framework.

Governors will be encouraged to attend parents evenings - do parents know who they are?

LH will report to Governors at LGB and Standards and Curriculum meetings, reporting will be smarter so there is less meeting time. LA and LH will meet regularly.

LA, LH and the Clerk will set dates, co-ordinating meetings according to the School calendar.

There will be 4 FGB, 3 Standards and Curriculum Committee, 3 Resources Committee meetings, and Pay Committee. Mondays or Thursdays, using both schools.

ACTION	Chair, Headteacher, Clerk	To set LGB and Committee dates.
ACTION	Clerk	To send meeting dates out to Governors.