

Beaver Road Primary School

Local Governing Body Meeting

Date of meeting: Monday 31st January 2022

Quorum: 6 (met at this meeting)

Chair: Lynne Allan

Clerk: Jenny Adie

Venue: online

pages: 7

signed: _____ **date** _____

1. Present

Name	Governor category	End of Term of Office	Present (P) 4/10	apols (Ap) 31/1	absent (o) 16/5	4/7
Lynne Allan Chair	Co-opted Governor	25/2/22	P	P		
Pauline Black Deputy	Co-opted Governor	11/9/24	P	P		
Anthony Boothman	Parent Governor	22/4/24	P	P		
Jane Carroll	Parent Governor	18/11/22	P	P		
Matthew Coupe	Parent Governor	27/5/25	P	P		
Michael Davenport	Staff Governor, Teacher	10/2/23	P	P		
Emma Forrester	Co-opted Governor	24/3/23	P	P		
Emma Foster	Co-opted Governor	24/1/25	P	P		
Louise Rifkin	Co-opted Governor (Staff)	25/2/22	P	P		
Sian Hanison	Co-opted Governor	3/10/25	P	P		
Liz Hardy	Headteacher	ex officio	P	P		
Rihula Mour	Staff Governor, Teacher	10/2/23	P	P		

In Attendance

Name	Role
Tina Smith	Finance Director
Jenny Adie	Clerk

Apologies: Jane Carroll to be late

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 4th October 2021

The minutes were agreed as a correct record.

3.1 Matters arising from the minutes

Item 5, Appointment of Committee Chairs: Anthony Boothman has agreed to chair the Resources Committee. A Chair for Standards and Curriculum Committee is still needed.

ACTION	Clerk	To put election of the Committee Chair on to the next S+C agenda.
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Item 7, Inclusion: The Chair was to write a letter to the Board suggesting a joint Working Party on diversity and inclusion, for LH to take to the next Trust Board meeting.

Pauline Black and Anthony Boothman were to contact Tina to link their work on inclusion with recruitment to the Trust and to the Local GB. Tina was to pull together a group to start discussing it ; PB and AB thought this was to be led by the Trustees.

EFoster had mentioned this at the Trust Board meeting. Discussion at the Trust Board was more about recruitment of Trustees and Governors, to have diverse representation of the School community.

ACTION	Lynne Allan	To write a letter suggesting an Inclusion Working Party and check it with AB and PB before taking it to the Trust Board.
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4. Headteacher's Report

Report on google drive; the draft SEF went on last night, Governors can return to it.

Covid Report

December was very difficult, with outbreaks and high Staff absence. January started well but has become progressively worse. LH is working with Public Health, they have had to isolate classes or groups as far as possible, but have not closed any classes.

Covid absence is now marked just as illness.

There are 187 children on the Persistent Absence list; if children are off for a week, they will be PA at this point, but not by the summer.

There is a pattern of children who are regularly late, and Pupil Premium children's absence is worse. They are working with families, they will send letters to some families, and monitor some; for some Covid appears to be an excuse for time off or being regularly late, they have not monitored for the last 2 years but have started again now.

Q. About absence not due to Covid? Is this from the child or family's point of view? Are there absences due to difficulties getting children to School if the parent has Covid, or when children in a family have it one after another?

This is not an issue, parents can bring children to School. Children are off with tummy bugs or other illnesses, there is also chicken pox in School. Four children are persistently late without adequate reasons. The absences they are following-up are those not Covid-related.

Q. The School works with the Council, are they helpful?

Mel works with them, they are helpful. Some parents went abroad at Christmas and caught Covid and could not return, others have not bothered to try to get back.

Beaver Road and Parris Wood holidays are different at half term so this will impact attendance. Parents tend to keep the younger child off.

EForrester commented that at Parris Wood they break down absence into lost learning hours, and parents respond well to this.

Communications

It was mentioned at the last meeting that they are thinking of introducing a Marketing and Communications role into the staffing structure. They will be drafting this next week, but will not know the budget until March. They have had some Consultant input, including with the website, which has been helpful. SLT have done another review. The School questionnaire results are on the website, but the 'You Said, We Did' is not up yet. RM has completed it and will put it up.

RM broke down answers into yes/no, agree/disagree, with many comments. She replied personally to specific comments, and collated comments about communication, and actions taken. There are new systems for sending out information, including use of School Spider, and Year Group Newsletters.

They noticed on communication comments that some parents wanted what is already done, but the parents do not know. Parents are saying that they do not know who to go to, but this has been published and communicated with parents. There will always be an element of parents not reading communications.

A Parent Governor commented that the two children in different Year Groups, have different communications, one year Group with a Newsletter and one without. LH said that they are making this more consistent with a Newsletter proforma.

RM told Governors that there were 2 main strands of comment, communication and enrichment;

she will email a table showing what the School does, with Clubs and Show and Tell requests. the questionnaire was done at the end of the summer, then kept open into September; there are comments about lack of Clubs but there was Covid, there are many Clubs open now. There were complaints about different systems, they are now pulled together; the short videos on how issues are dealt with are useful.

Activities and Enrichment

LH is delighted with the range of provision and variety of Clubs.

Houses

Michael Davenport reported that this is going well. All children and Staff know which House they are in, they have flags outside School; with the School being so large they wanted to create a community feel; for example there will be House Sports Days, all children from a family are in the same house. They have older children reading with younger children, awards for attendance by House, at the end of term the House with the most shields will have its flag flown over the School, and there will be days that the children can wear their House colour in School.

Q. MD mentioned cohesion, there is a feeling that First and Junior Schools are different, what is the rationale for different Houses winning at each site, different flags flying?

They have tubes at each School, the tube may be high at one site, low at the other, they do not want to disappoint children who have done well on their site; there is the same consideration with attendance, which could be very different on each site and they do not want to disappoint those who have done well. They have displays in the Halls, children can see which House is doing well, but because the Infants School is much bigger their result could take away the Junior result.

Q. About badges, they seem to break easily? Are many broken or lost?

There is a problem with the Dragon badges, they are poor quality and are being replaced. They know badges are being bought at the Office, but not in large numbers. They are thinking of maybe a cloth badge to sew on.

Governors will be allocated to Houses, if a Governor has children in School it could be the same house, otherwise there will be an even split between Houses.

Curriculum

(Jane Carroll joined the meeting 17.40)

There is new information on the website; LH asked if Governors had any feedback on the information and provision.

Lynne Allan has met with Rihula Mour about English but needs to check her report before sending it.

Jane Carroll had met with the PE Lead about Sports. The meeting gave rise to a letter about swimming provision being directed at children who need it, not just everyone in Year 4. Historically Year 4 have gone swimming for the whole year, many do not need it, but there were children in Years 5 and 6 who never went with family so may not have learned to swim yet. Children who are competent swimmers will be doing other PE-based activities on a Thursday afternoon. They have in the past used the final term to offer swimming to older children who had not yet learned, but will start earlier in the year now.

There is an updated Assessment and Monitoring overview from MD on the Headteacher's Report. It has to be recorded that all Governors have read Keeping Children Safe in Education part 1. This is a requirement. Staff reading of KCSIE is recorded on CPOMS.

The Ofsted Framework has changed. LH did an overview training for Governors when it changed but they have not had training since. LH thinks that a session for Governors and Trustees on Ofsted expectations is needed, governors have to be very clear who is accountable for what at Inspection. Governors need to understand the demands of the framework, to be Outstanding a school has to be exceptional in every area, very few schools would evaluate as Outstanding overall at present, with curriculum changes and Covid. The School has to be Outstanding for Quality of Education to be Outstanding overall; QofE must be consistent, systematic, fully-embedded, they are not quite there yet.

LH asked that Governors please give feedback, anything they can see missing, or do not understand, within their specific responsibility area, by Friday 11th February.

ACTION	All Governors	To send feedback on their Link responsibility area by Friday 11th February.
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Beaver Road is overdue Ofsted. It will be a section 5 2-day Inspection, led by an HMI, with a team of 4 or 5 because this is a big school. They are self-evaluating as Good, they have been Good since LH came to the School. Before LH came there were 2 Safeguarding Ofsted complaints, a

recent Complaint has also gone to Ofsted but has not been upheld. Many of the schools inspected last term had a recent complaint so this may be a trigger for Inspection. They are ready, but need to be prepared.

Q. In terms of being ready, 3 Complaints, is there an expectation that the Governors will know about them?

No, Ofsted do not go into the detail of a complaint, but look in depth at the area. All the complaints are around Safeguarding so the Inspection will look in depth at Safeguarding.

Q. If Governors do not know about a Complaint, how do they demonstrate knowledge?

the Inspectors will not ask about the complaints. They will ask questions about the area - a child leaving the building, racism. The role of Governors is much around Safeguarding, holding Leaders to account, ensuring equality, resource management. Inspectors will not ask in detail, none of the complaints was upheld, and all complaints are confidential.

Governors do need training, and need to know who Ofsted will talk to. The Scheme of Delegation leaves responsibility with the Trustees, but it is the Governors who come into the School. LH needs to know who is responsible, who to call on. Are Governors prepared to be available? LH is thinking of one Trustee and two or three Governors, this needs to be updated in the Scheme of Delegation and needs to be done quickly, so LH is certain who to call on, though any particular Governor may not be available on the day.

Q. SH is there Inspection readiness training?

Mock Inspections are not recommended. There is NGA information, the 20 questions, and there are NGA National Leaders of Governance who will do training. Debi Bailey is not allowed to give training because she is an Ofsted Inspector.

Governors can ask Ruth Bradbury to put this into Chairs' Briefings.

Q. Who decides which Governors will come in?

LH and TS would decide, Govs have more detailed knowledge of the School, Trustees have an overview. If Governors will let LH know if they would or would not be happy to be called-on. LH will do an interim recommendation, which can go to next Trust Board meeting.

Governors need to know what is meant to be happening in their Link area, and that what is said to be happening, is being done.

Can Governors please send their mobile numbers to LH if they are willing to speak to the Inspectors.

ACTION	All Governors	To tell The Headteacher whether they are happy to be called-on at Inspection; To know what is meant to be happening in their Link area, and if it is happening.
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Q. About Safeguarding: have all Governors completed level 1 Hays training? Governors have accounts, they can access the training. It appears from the record that most Governors have not done it.

Those Governors who have done Level 1 Safeguarding training in their own context can pass on this information.

Q. Does the training cover the same areas as the new KCSIE?

Yes.

ACTION	All Governors	To complete the Hays online Safeguarding training.
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5. Governing Body Committee Reports

Matthew Coupe had attended meetings of both Committees and is willing to go to either. He will join Standards and Curriculum Committee because there is not another parent on this Committee.

5.1 Buildings and Resources Committee 15 October 2021

Anthony Boothman is the new Committee Chair.

There are no finance red flags. 2 bids have been put in, for Fire Protection and for Heating Condition, a boiler upgrade and heating in annexes. The Heating bid has been put in again, it was previously refused, and refused again on appeal. The Committee agreed the funding level the School would put in.

5.2 Standards and Curriculum Committee 12 November 2021

Pauline Black chaired this meeting but no permanent Chair was agreed.

Chair for the year to go to the next Committee meeting.

LH presented on SEND for Emma Easmon, the SENCo, who could not attend.

There will be a presentation on the new Early Years Curriculum at the next meeting.

Action Plans on Writing and Maths were shared.

ACTION	Liz Hardy	To ask the Early Years Leads to present to the next meeting.
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5.3 Pay Committee 19 November 2021

The Panel was Lynne Allan, Anthony Boothman and Emma Forrester. LA reported that it was a successful meeting.

6. Vision and Values

LH reported that this has made progress but she has not yet completed the paperwork. She has had information and feedback from Year Groups, when she has finished collating the information she will send it to Governors.

7. Trust Board Feedback

Emma Forrester

Trust Expansion Working Party

There was a first meeting in November, there was not a lot of detail at this stage, but they need to be clear what the strategy for expansion is, and to be ready for opportunities. They then talked about Vision and Values, and Ethos; they need to be sure they are all working together.

LH told Governors that there is a will to grow. LH and TS are working with a Bid Writer on a bid for the new one-form entry Crown Street School; they are also working with Sam Crowe from the PTA on this, it has to be in by 14th February.

7.1 Partnership Agreement with Martenscroft

There is now a long-term agreement to support Martenscroft with an Executive Headteacher for at least the next 18 months, Their Head is off long term, which has delayed progress. LH has met with a possible interim Headteacher. LH has uploaded the interim agreement. There will be income of £31,000 for the Trust.

8. Policies for approval

Some are Trust Policies and have been approved by the Trust

Healthy Eating, Packed Lunch, CPD, Volunteers are School Policies.

Governors had asked for version control but this is not visible?

TS said where there were no changes it was not put on, as this is a busy time. If there are no colours on, the Policy has not changed. Safeguarding has changes, the Policy has already been approved by the Trust Board.

The Policies will be made uniform, with the same logo and front cover, and version control, to be done by the School Business Manager.

It would be helpful to mark which Policies are new, so Governors can prioritise, and to have version control on each one. Is there scope to space out Policy renewal at one or two per month?

Many of these Policies have gone to the Trust Board and have been approved at different Committees during this month. They are here to give the Local Governing Body an oversight.

It would also be useful to have clarity on whether a policy is for approval at GB level, or is for information so Local Governors can see what the Trust has approved.

TS will make a list showing when Policies are due for approval.

Governors agreed that some Policies would be ratified subject to further review and comment.

ACTION	Tina Smith	To make a Policy Renewal list with dates for renewal.
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8.1 Safeguarding policy and appendices

This is a statutory policy.

Governors agreed to ratify the Safeguarding Policy.

8.2 Prevent Duty Policy

Governors are responsible for this.

Governors agreed to ratify the Prevent Duty Policy.

8.3 Acceptable use of ICT

Governors are responsible. Matthew Coupe is the Link Governor.

Governors agreed to ratify the Acceptable use of IT Policy, pending comments.

8.4 Exclusion Policy

This is a Trust Policy, Local Governors need to acknowledge it.

Governors agreed to ratify the Exclusion Policy.

8.5 Equality Policy

This is a Trust Policy, Local Governors need to acknowledge it.

Governors agreed to ratify the Equality Policy, pending comments.

8.6 Pay Policy

For information.

Governors agreed to ratify the Pay Policy.

8.7 Whistleblowing policy

For information

Governors agreed to ratify the Whistleblowing Policy.

8.8 Healthy Eating policy

There is no change to the Policy, it is just being renewed.

Governors agreed to ratify the Healthy Eating Policy, pending comments.

8.9 Packed Lunch policy

There is no change to the Policy, it is just being renewed.

Q. About Treat Friday, the paragraphs about what is and is not allowed? Are children allowed chocolate bars? As part of a healthy meal? Is this on Treat Friday only, or any day?

Some children were bringing-in a box of only chocolate bars, they wanted to address this. They allow home-made cakes or bars, not crisps, some children were bringing-in big sharing bags of crisps.

Q. Do children on school meals have this?

Yes, they are offered fruit, jelly, yoghurt.

Governors agreed to ratify the Packed Lunch Policy, pending comments.

8.10 Admissions policy

This is a statutory School Policy.

Governors agreed to ratify the Admissions Policy.

8.11 CPD Policy

This is a School Policy.

Governors agreed to ratify the CPD Policy, pending comments.

8.12 Complaints policy

There is no change but the Policy needs understanding.

Governors agreed to ratify the Complaints Policy.
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8.13 Volunteer policy

This is a new School Policy.

Governors agreed to ratify the CPD Policy, pending comments.

ACTION	All Governors	To send any comments on the Policies to LH and TS.
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9. Governance**9.1 Link Governor visits/reports**

LH has requested that Governors send in their Reports as soon as possible. Thanks to all those who have sent Reports in.

Louise Rifkin is Link for RE, History, Geography, she has asked the Teachers to email files but in the current circumstances they have not got together to have a chat. When present staffing issues are past LH will arrange release for LR and the appropriate Teacher to talk.

Lynne Allan has talked to RM, it is difficult to come in, they still need to meet.

Emma Foster and Sian Hanison have not yet been contacted by their Link Teachers. LH will chase for contact.

9.2 Training**NGA Learning Link**

There is an NGA package the Trustees wanted to purchase, it comes with a Governors' package, TS will send the link to all Governors.

ACTION	Tina Smith	To send the NGA Learning Link to all Governors.
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Safeguarding Training

MD has private-messaged those Governors who have not yet done the training.

9.2 Co-opted Governors end of term

Lynne Allan and Louise Rifkin's terms of office come to an end in February 2022. Both agreed that they were willing to continue in post. Governors voted in private chat to the Clerk.

Governors agreed to reappoint Lynne Allan and Louise Rifkin as Co-opted Governors.

10. Any Other Business

None.

11. Meeting dates for the year

Monday 16th May

Monday 4th July