

## MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD ON MONDAY 29.1.24 at 6.00 PM

### Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	Attended Y/N
Lis Stock	Co-opted Governor	3 April 2026	N
Germaine McKinnon	Ex-officio		Y
Sanchita Chaudary	Staff Governor	3 April 2026	N
Sadia Soni	Community Governor	03 December 2027	N
Annisia Cherif	Staff Governor	2 January 2027	N
Amanda McKenzie	Community Governor	3 April 2026	Y
Nigel Smith	Community Governor	3 April 2026	Y
Michela James	Parent Governor	4 December 2026	Y
Alex Scoppie	Parent Governor	3 December 2027	Y
Lucy Colby	Community Governor	03 December 2027	Y
<b>In Attendance</b>			
Emilie Morris	Deputy Headteacher		Y
Nicki Green	Governance Professional		Y

### AGENDA NON CONFIDENTIAL

ITEM NO	ITEM	Action	Due
1.	<b>WELCOME AND APOLOGIES</b> All were welcomed to the meeting. Sadi Soni, Annissa Cherif and Sanchita Chaudary sent their apologies. Lis Stock is on an approved sabbatical from the LGB for the summer term. Amanda McKenzie took the role of chair for the meeting in LS's absence. LS had emailed her good wishes which AM read out at the start of the meeting.		
2.	<b>DECLARATIONS OF INTERESTS</b> No declarations of pecuniary interests were declared for the items on the meeting agenda.		
3.	<b>MINUTES OF THE LAST MEETING</b>		

	The minutes of the LGB meeting held on 04.12.23 were declared a true reflection of the meeting.						
4.	<b>MATTERS ARISING</b> To review and update actions from the previous meeting.						
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	<p>LGB had the opportunity to complete skills audits at the last meeting, any remaining have been chased separately via email.</p> <p>d. Ensure School website and GIAS are compliant- Update on school website. GIAS website is up to date with Governor details, including the new governors recently appointed.</p> <p>For the website, a pen portrait is required from the new governors to introduce themselves to website users.</p> <p><b>Action:</b> provide an introduction to who they are with a photo to GM for inclusion on the school website</p> <p>e. To note any Governor Training undertaken since the last meeting and any future MAT training-</p> <p>AS/LC had attended the virtual induction training with the NGA. The benefits of attending were mentioned, and the session has been recorded to be accessed if required. AM had attended chairs training which was updated on later in the meeting. A reminder to complete safeguarding, prevent and GDPR training was provided.</p> <p>f. To note any Governor visits since the last meeting.</p> <p>There have been no governor visits since the last LGB.</p>	AS/LC	04.03.24
6.	<p><b>LGB ACTION PLAN</b></p> <p>The LGB broke into groups of 2 or 3 to consider how the actions on the plan can be achieved. The group came together to feedback on their ideas and agree on details to update the document with.</p> <p>The LGB Action plan has been updated with the details agreed during the meeting.</p> <p><a href="#">LGB Action Plan</a></p>		
7.	<p><b>CHAIRS GROUP UPDATE</b></p> <p><a href="#">Finance roles and responsibilities</a> The linked finance roles and responsibilities were discussed at the last meeting Governors need to be aware of their responsibilities as per the document. LGB should have an awareness of the school finances and monitor spend against the school budget based on reports provided by the headteacher. Any areas of concern should be reported to the trust via the appropriate template.</p>		
8.	<p><b>HEADTEACHER UPDATES</b></p> <ul style="list-style-type: none"> <li><a href="#">Challenge Partners Report</a></li> </ul> <p>Challenge Partners is an independent review of how the school is performing that supports leadership development and provides external quality assurances of practices within the school. The focus of the visit had been the general quality of teaching and learning in school, with a focus on foundation subjects. It was felt that the report is a true and accurate reflection of what is going on in the school.</p> <p>Part of the challenge partner review process was shared with the LGB and they spent time reviewing how feedback had been constructed after sessions using EBI's. Reviewing the coloured Post-it notes gave a visual picture of things that had gone well and ideas to improve and make things even better.</p> <ul style="list-style-type: none"> <li>Support and Challenge meetings.</li> </ul> <p>Attendance</p> <p>A handout was provided detailing the attendance support and challenge meeting. The meetings are supportive and are done in collaboration with members of the trust team. We talk about what is going well and agree next</p>		

	<p>steps for improvement. The LGB was taking through the information on the handout in more detail. The suggestion of providing breakfast for children to encourage school attendance was discussed. However, there are many things to consider. Like cost, health and safety, and who would be responsible for it. The PP Lead has been asked to look at this to see if it would be a viable option.</p> <p>Q. Do children still get free fruit at primary school?</p> <p>A. Yes in foundation and key stage 1, not in key stage 2.</p> <p>How attendance can be improved through parent communications and having a whole school focus on attendance was spoken about.</p> <p>Safeguarding</p> <p>We viewed our position against safeguarding statements within our systems and procedures and then reviewed these with a member of the trust team. Procedures are compliant and we have some systems that work well. The next steps are checking training is up to date for staff and governors. Particularly staff who join later in the academic year and ensure we have a rigorous induction process for them. Plus ensuring that tackling things like racism and radicalisation is more explicit within the curriculum. We need a Policy/strategy for an invacuation, which is currently being worked on.</p> <p>The schools work and approach to consent was highlighted as an area of best practice.</p> <ul style="list-style-type: none"> <li>• Finance</li> </ul> <p>At the start of the year, we believed we may finish the year with a small surplus. On the latest budget reports, we are now tracking towards a deficit. The reason for this is, that the cost of electricity has risen above what had been budgeted for. Due to a member of staff being on long-term sick the supply budget has been spent. We are now being selective about authorising staff time off for training etc, to understand what the value add is for the school. Particularly if we are adding to supply costs.</p> <p>Q. Has the member of staff returned to school?</p> <p>A. She left at Christmas. We do have a long-term supply to cover this position for 2 terms, as it is cheaper than recruiting for the short term. Another member of staff leaving at easter, but a member of staff is returning from maternity leave at the same time.</p>		
9.	<p><b>MET CALENDAR</b></p> <p>The LGB reviewed the MET Calendar and agreed on dates for visits where activity was already occurring that was associated with their designated roles. Names for visits were put against potential governor visit dates that LS had arranged to be put on the MET.</p> <p>A discussion was held on the availability of governors attending parents' evenings, to have a presence in school should any parents have questions for them.</p>		
10.	<p><b>SAFEGUARDING UPDATE</b></p> <p><a href="#">Safeguarding update</a></p> <p>The data compares information from this year compared to last year. A lot of behaviour incidents are the primary safeguarding concern. Not all behaviour issues are safeguarding concerns but having them on CPOMS provides an overview of events that provide better insight into what may impact children's behaviour. A narrative was provided in regard to what happens now compared</p>		

	<p>to last year when an event was reported to give an understanding of the improved controls which are in place.</p> <p>Currently, there are no children subject to child protection in school. There is one LAC and one child who is subject to a child in need support with social care.</p> <p>Two of the children responsible for several of the behaviour concerns reported are awaiting assessments which may indicate that they are in the wrong settings and more suitable places may need to be found.</p> <p>Q. Are the figures a rolling number or from a specific timeframe?</p> <p>A. The data on the report shows open assigned cases. It is a snapshot in time.</p>		
11.	<p><b>POLICIES</b></p> <ul style="list-style-type: none"> <li>SEND policy.</li> </ul> <p>The send policy was approved by the LGB.</p>		
18.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>There was no AOB.</li> </ul>		
.	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li><b>Dates for LGB meetings- academic year 23-24</b></li> <li>04 March 2024, 6 pm start</li> <li>13 May 2024, 6 pm start</li> <li>24 June 2024, 6 pm start</li> </ul>		

The meeting closed at 7.50 pm.