



Minutes

LOCAL GOVERNING BOARY OF THE LINK PRIMARY SCHOOL

13TH June at 6.00 pm at The Link Primary School

Attendees:

**absent*

Roger Mills	Chair
Lilly Nwosu	Parent Governor
Laura Roberts	Parent Governor
Lesley Nicolas*	Vice Chair
Rachel Watson	Governor
Jan Loughborough	Governor
Sandy Turner	Head Teacher
Anita Clay	Staff Governor
John Reilly	Governor

Also present:

Sue Denman	Deputy Head Teacher
Sarah Farncombe	Clerk
Norman MacDonald	Schools Business Manager

Absent: None

**advised she was held up in traffic*

	Item	Appendix
1	APOLOGIES FOR ABSENCE	
	None	
2	WELCOME AND INTRODUCTIONS	
	The Chair opened the meeting.	
3	DECLARATIONS OF INTEREST	
	None not already received	
4	CONSTITUTION AND APPOINTMENTS	
	No changes to report	
5	MINUTES OF THE LAST MEETING (20th February 2018)	
	Subject to adding the word 'grass' after 'artificial' the minutes of the meeting were agreed to be an accurate record and copies signed for the record.	

6	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA	
	<p>Part A Page 2: Governors asked whether there was a difference between DAA (Demand Avoidant Autism) and PDA (Pathological Demand Avoidance Syndrome) as both were referred to in the minutes. They were advised that there was still some debate within the profession about the title/diagnostic criteria but for the purposes of discussion within the school context effectively both terms are referring the same kind of behaviours.</p> <p>Part A Page 3: The Chair advised he had sat in on one of the management training sessions with the HT (Head Teacher) and Deputy HT and saw how valuable these sessions were. The subject dealt with on this occasion was appraisals</p>	
7	GOVERNORS BRIEFING	
	<p>The purpose of the agenda item is to give the Chair an opportunity to update Governors on developments in Governance and discuss the role and responsibility of Governors. <i>An Outstanding School must have an Outstanding Governing Body and Governors need to be clear about their responsibility to discharge the three core functions, namely:</i></p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction • Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff • Overseeing the financial performance of the organisation and making sure its money is well spent <p>The principal matters discussed at this briefing included:</p> <ul style="list-style-type: none"> • The Chair is in discussion with OHCAT to provide access to The Key which is an excellent online resource for Governors and School Leaders • The Ofsted Framework will be changing in 2019 and there is speculation that the gradings will be replaced. • The governors welcomed welcome news that there is a new, free online recruitment website for jobs in education. The chair said that once the website had been launched he was very keen the school gave it its full support so as to reduce unnecessary expenditure on recruitment and allow it to be directed towards its key purpose of providing all students with the best possible education. • There are changes to KCSIE effective from September which were discussed • The NGA 20 questions (which were tabled at the meeting) and the importance of evidence to demonstrate impact and effectiveness. The chair will deal with a couple of questions in more detail at each of the future governing body meetings <p>ACTION POINTS:</p>	

	<ol style="list-style-type: none"> 1. The report of the OHCAT Advisor (David Scott) who carried out the 'school health check' is to be shared with Governors as evidence of external assessment of the School Improvement journey 2. Chair to share links to resources on changes to Ofsted Framework and KCSIE 3. 'Governor Briefing' to be a standing item on the termly LGB agenda <p><i>Lesley Nicholas arrived at 6.15</i></p>	<p>HT</p> <p>Chair</p> <p>Agenda</p>
8	HEAD TEACHER'S REPORT	
	<p>The Head Teacher talked Governors through the report circulated in advance of the meeting. Particular points of note and matters arising from Governor questions and discussion included:</p> <ul style="list-style-type: none"> • The improved relationship with the LB Sutton. There are now more direct referrals being made • The LB of Croydon is not making referrals currently and the governors were concerned that this was a potential risk factor for the future. The chair asked that governors were updated on this situation at the next meeting • A proposal from the headteacher about increasing the number of children with DAA was discussed. The headteacher said that following success in the past two terms with a small number of students there were increasing applications for the students with DAA. Discussions with OHCAT had taken place and there was now an opportunity for a separate annexe provision. Governors were concerned about the impact on the current management structure, the environment of the school being split into two sites and also the access of sufficient suitably qualified staff. The headteacher said that she felt all of these issues though risks could certainly be overcome and she would prepare a full proposal for OHCAT and the governing body having received the support of the governors. The chair said that the strategic plan now needed to be amended to include the annexe proposal and a full update with regard to the annexe should be given at the next meeting. • Attendance is at 92 %. Attendance for some children with anxiety issues has improved. One child whose attendance was identified as being of concern is being supported • Governors reviewed the PP (Pupil Premium) and Sport Premium reports in the pack. It was acknowledged the spend of the Premiums has not always been timely and pupil premium interventions will now become part of the termly class provision mapping. Governors discussed the PP reports and the use of provision maps to identify PP and areas of need. Governors noted the table in the PP report demonstrated that the PP spend had made a positive impact on outcomes • There were 14 new staff inductions. David Scott scrutinized the induction arrangements to ensure they were effective and it was felt they were. • Governors highlighted their concerns but were assured by the headteacher that the work force was stable. There may be one leaver this term and there will be 5-6 new starters 	

	<ul style="list-style-type: none"> • The headteacher discussed the data surrounding assessment. <p>ACTION POINT: Governors requested to be given a demonstration of the Assessment system immediately before the start of the next meeting</p> <ul style="list-style-type: none"> • With regard to the Quality of Teaching Governors asked if David Scott had agreed the assessment and were advised he had. Governors were pleased this was evidence of external validation of the assessment. • Governors asked about ‘Parent Futures’ and were advised this as a group which meets once a term to look at the SDP in a more informal setting than the LGB. The group had also worked with the OHCAT digital training school to set up and implement a digital parent training project to support the regular parent training workshops. The chair asked for the date of the next meeting to understand more fully about the role of Parents Forum and how the governing can engage with it. Governors, however, were pleased to note such a high level of parent engagement. • The focus on work scrutiny in accordance with the Marking Policy and more learning (rather than activity) based learning • High Level behaviour incidents are down • CPD is being evaluated for impact and value for money. It is becoming apparent that mentoring and coaching through a distributed leadership structure is proving most effective • Governors were given a briefing on the “Zones of Regulation” strategy which was being implemented across the school. Governors were told that it was highly effective and it was suggested that during a learning walk in the autumn term the Chair might talk a little to students about this method of coping with their emotional health. The headteacher said such was its effectiveness she has found that she and staff were using it. • The work on transitions is being delayed by the uncertainty of where some students will be going • David Scott asked senior leads to consider strengthening mechanisms to check that staff can articulate as well as follow safeguarding practices ‘think the unthinkable’. Staff need to be able to explain the rationale for a particular policy if challenged • The Chair suggested that the safeguarding governor used the next portfolio visit to test whether the safeguarding mechanisms were embedded in the school • There have been some ongoing ICT glitches and an issue with safety filters. They are addressed quickly when they crop up but are ongoing. Governors were concerned that this may happen and the Chair said that when he undertook a learning walk next term he would make a check on the filter himself and if issues remained write to OHCAT. • The premises work over the summer will be to move and update the kitchen and move the EY playroom next to their classroom • Governors were encouraged to attend the school events (and in particular the fair on the 23rd June and on the 13th July the End of year parent / staff buffet at 12 Noon, as opportunities to raise their profile with parents 	
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	<ul style="list-style-type: none"> • <i>Governors asked about sports day</i> and were advised there would be one on the 18th July and Governors would be most welcome. 	
9	DASHBOARD	
	The Dashboard was circulated in advance of the meeting and taken into account in the review of the HT report.	
10	EQUALITY AND DIVERSITY REPORT	
a)	Equality Statement The HT talked Governors the Equality Statement which is published on the website: http://www.linkprim.org.uk/about_us/equality-diversity/	
b)	General Duties/Specific Duties The HT took Governors through the General and Specific duties which are contained the Trust Policy and published on the school website: http://www.linkprim.org.uk/wp-content/uploads/2018/04/Equality-and-Diversity-Policy-v11.pdf	
c)	Equality Objectives and Outcomes 2017-18 The HT outlined the objectives published on the website. http://www.linkprim.org.uk/wp-content/uploads/2018/04/Equality-Objectives.pdf Governors will receive a report on Equality and Diversity annually. They will need to monitor compliance of the policy and ensure there is evidence to demonstrate how the school is meeting their objectives. Governors noted that gender reassignment is a relatively new protected characteristic and could be relevant to one family joining the school. <i>Governors asked whether gathering information about ethnicity would be compromised by GDPR. They were advised that it was already the case parents could withhold the information so it will not really make any difference.</i>	
11	PORTFOLIO GOVERNOR VISITS:	
	Ethos, Vision and Strategy The Chair talked Governors through the report circulated in advance of the meeting. <i>Governors were particularly pleased to hear about the long-term vision of becoming of Teaching School</i> The Governors discussed the format of the forms and agreed that whilst the top section was helpful in identifying the focus they were not particularly conducive to showing a wealth of evidence. The chair said that he would discuss this with OHCAT	

	<p>Teaching and Learning The report was circulated in advance of the meeting and taken as read.</p> <p>The link governor echoed the point made by the HT and David Scott about making sure staff understand the reason behind the policies.</p>	
	<p>Health and Safety, Child Protection and Safeguarding The report was circulated in advance of the meeting and taken as read. There were no questions arising</p>	
	<p>Finance and Resources The meeting took place on Friday. The report will be circulated asap. Meanwhile the finance matters will be covered in the SBM's report.</p>	
	<p>HR and Organisational Development The report was taken as read and there were no questions arising.</p>	
	<p>Business Development and Marketing</p>	
	<p>Governors were taken through the detailed report. Points of particular note included:</p> <ul style="list-style-type: none"> • The prospect of the Annexe was a particular highlight • Governors reflected on how it might be possible to evidence parents are reading the newsletters. It was agreed that evidence would be useful and would like the school to consider ways of confirming that they had been read – perhaps at the termly Parents' Forum. • The Student voice and staff survey will feed into the SDP 	
13	Other visit reports (Governors to give verbal or written updates)	
	None	
14	Training (Governors to feedback on any training they have undertaken)	
	None to report	
15	FINANCE AND FUNDING	11
a	Management accounts	
	<p>Governors were taken through the accounts which were circulated in advance of the meeting.</p> <p>The accounts were supported by notes to explain:</p> <ul style="list-style-type: none"> • Key points in relation to income • Staff related (including variances and savings achieved) • Premises expenditure • Operating expenditure • Capital expenses included the canopy, saferoom and trampoline, the kitchen and nursery room 	

	<ul style="list-style-type: none"> • The bottom line shows the budget breaking even • The accounts are subject to review with the HT on monthly basis and there is a wealth of information to support the figures presented in the report presented <p><i>Governors were pleased to receive the assurance that the budget was being controlled efficiently and the position better than forecast.</i></p> <p><i>Governors questioned the figure for debtors which at the end of April stood at £300k. They were advised this was because they had not long been invoiced. There are still some LAs dragging their feet but there is no particular cause for concern. The ultimate sanction would be to report the LA to the DFE.</i></p>	
b	Budget year end	
	<p>Governors were taken through the report circulated in advance of the meeting.</p> <ul style="list-style-type: none"> • Points of note included: • The budget is showing a very small surplus based on 53 students (and the associated staffing requirements) • The salary increases • The level of reserves • The SLAs which have been purchased • Core services are charged at 4.7% which is the lowest band 	
16	POLICIES AND PROCEDURES	
	<p>Governors noted the family of policies and procedures approved by the OHC&AT Board on the 16th March 2018 (available to view on the Portal)</p> <ul style="list-style-type: none"> • Attendance Policy (Academies) • Child Protection, Adult Protection & Safeguarding Policy • Complaints Policy (Academies) • Families and Visitors Code of Conduct • Gifts and Hospitality Policy • Lone Working Policy • Mental Capacity and Consent Policy • Missing Child Policy (Academies) • Recruitment and Selection Policy 	
17	To receive and review any local policies and procedures for final approval (if appropriate)	
a	<p>Behaviour Procedure</p> <p>RESOLUTION: Governors approve the policy which had been circulated in advance of the meeting for review.</p>	
b	Assessment Policy	

	RESOLUTION: Governors approve the policy which had been circulated in advance of the meeting for review.	
18	GDPR Update	
	<p>Governors considered and were reassured by the GDPR briefing from OHCAT which was circulated in advance of the meeting.</p> <p><i>Governors asked that the PTA completed the checklist provided by the Chair so that their compliance can be monitored by the LGB. It was noted that as the PTA works across both schools the matter was already in hand following the LGB meeting at the Secondary school last night.</i></p>	
19	ANY OTHER BUSINESS	
	None	
20	DATES OF FUTURE MEETINGS	
	<p>15th November 2018 21st February 2019 13th June 2019</p>	
21	CONFIDENTIALITY	
	The Budget and Manage Accounts are confidential to the school.	

The meeting close at 7.52pm

Signed15th November 2018

Chair of Governors