

Minutes



LOCAL GOVERNING BODY OF THE LINK PRIMARY SCHOOL

Wednesday 28th February 2018 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	Headteacher
Anita Clay	Staff Governor**
John Reilly	Governor

*** subject to Trust Board approval*

Also present:

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

Absent:

Lesley Nicolas	Vice Chair
Rachel Watson	Governor

1. APOLOGIES FOR ABSENCE

Apologies were received from Lesley Nicolas and Rachel Watson and consented.

2. WELCOME AND INTRODUCTIONS

Roger Mills introduced himself as the prospective Interim Chair of Governors. He gave Governors a brief summary of his experience as a Trustee with OHCAT and the Greenshaw Learning Trust and his experience in Governance at Carew, Greenshaw High School and Orchard Park Schools. He referred to the minutes of the last meeting where the outgoing chair had said in his farewell address that 'Its all about the pupils' and explained that was exactly why he would like to be appointed Governor and Chair.

3. DECLARATIONS OF INTEREST

Roger Mills declared an interest in that he is Chair of Cygnet Management Information Services which provides services to the school.

There were no other declarations not already made.

4. CONSTITUTION AND APPOINTMENTS

By a show of hands (in the absence of Mr Mills) Governors approved the nomination of Roger Mills as Governor and Interim Chair of Governors. The appointments will be recommended to the Trust Board for approval.

RESOLUTION: Governors approved the nomination of Roger Mills as Governor and Interim Chair of Governors and recommended the appointment to the Trust Board for approval.

5. MINUTES OF THE LAST MEETING

The minutes were agreed to be an accurate record and a copy signed by the chair for filing.

6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.

7. HEADTEACHER'S REPORT INCLUDING

Governors were talked through the report circulated in advance of the meeting in detail. Points to which particular attention was drawn, or points arising from Governor questions, and in discussion included:

Pupils

- The School is full with 51 pupils on roll (one pupil over PAN (Published Admission Number)). The diversity of needs varies greatly
- The school serves 8 Boroughs
- 38 prospective parents have visited since September
- The Heads of both schools are engaging with the Local Authority SEN leads to promote a better understanding of the quality offer and challenge the commissioning strategy
- The apparent increase in demand in provision for children with Demand Avoidant Autism
- Attendance has dipped but there is no underlying trend of concern
- National research shows less than 95% attendance impacts on achievement
- A possible block intake of reception children with speech, language and communication needs
- Recruitment into reception is desirable for long term planning

Budget

- The Link Primary budget is in a healthy position
- Norman McDonald will brief Governors more fully
- Risks to the budget are the difficulties negotiating placement agreements and the absence of a capital budget to fund moving the kitchen and play room

Governors asked why it was necessary to move the kitchen and were advised that it made more sense to have the play room next to the EYs unit so the children did not have to go outside and the kitchen needed updating to maximise potential whole school use

Personnel

- There are two maternity leave of absence
- Quality of teaching is good
- Governors were taken through the data grids
- Those needing support are being monitored
- There has been a reduction in staff absence for dependents
- Issues with email communication are being addressed and the cause of the problem has been identified
- The requirements for additional Admin and Office support is being reviewed and the capacity of OHCAT to meet the demand
- The advantages of joining the trust outweigh the teething problems. The biggest advantage is the sharing of expertise and the schools being more outward facing.

School improvement

- The School Development plan, as circulated, is updated termly and RAG rated
- Every target has been started
- Where there is evidence of impact the targets are shown in green
- Orange actions need more time to embed and demonstrate impact before turning green

Leadership and Management

- Child Centred teaching is embedding
- The class teams are forming their own vision and values
- The “Effective School Leadership” training is going well. The training sessions are after school and the participants are teachers on UPS (Upper Pay Scale) wanting to develop their skills. The HT and DHT are benefiting from the sessions as well.
- The appraisal system feeds into discussions on leadership.

Teaching, Learning and Assessment

- Formative and summative assessment is a focus to move the children’s learning on
- An anonymised “Wow” assessment file was shared with Governors
- The Wow files are shared with parents and used as evidence of progress
- The files are motivational and shared with the children

- The 'Sandwich assessment model': Top = Observation, Filling = adapt teaching and bottom layer is reassessment. The model will drive teaching from Good to Outstanding

Personal Development and Welfare

- The safe room is being effectively used for Pathological Demand Avoidance (PDA).

Outcomes for Children

Ensure all groups of pupils in the school achieve well, with a particular focus on the more able pupils and the disadvantaged pupils.

- Class provision maps are in place supported by interventions
- Maths provision is an area of focus
- In the Autumn term there were 76 recorded high level incidents of behaviour (linked to high levels of need).
- High Level incidents are those which require physical intervention (whereas low level disrupts learning)
- Prospective parents comment on how calm the school is
- The HT had received a thank you card from a pupil who had struggled in their previous setting

Health & Safety and Premises

- The finger guards have now been fitted to the doors which did not have them
- The serious incident was reported to RIDDOR
- The annual safeguarding audit was completed on time
- There are no major safeguarding risks
- The management of Safeguarding concerns is shared between the DSLs
- Governors felt the Critical Incident Policy was robust internally but questioned whether the communication chain at the next level (ie at OHCAT level) was dependable. Governors were concerned that failure to manage a critical asked could damage the reputation of the school.

ACTION POINT: HT to check the numbers in the Critical Incident Policy are up to date and working and are reliable at Trust level

- The Safe Room is now finished and being used effectively to meet the needs of one particular pupil and to manage behaviour incidents as necessary
- The EY canopy is now finished
- The Emergency drainage project
- Governors support HT in her ambition to have the work on moving the Kitchen carried out over the summer

Sample of school events

- Governors noted the sample events listed in the report
- Governors are welcome to all the events
- The Link Schools and Carew now work together as a hub
- Well being training is being delivered by the hub.

8. PORTFOLIO GOVERNOR VISITS:
<p>Ethos, Vision and Strategy</p> <p>The Chair explained that although he had managed to visit the school due to personal circumstances he had not completed the report.</p>
<p>Teaching and Learning</p> <p>The report was circulated in advance of the meeting and taken as read.</p>
<p>Health and Safety, Child Protection and Safeguarding</p> <p>The report was circulated in advance of the meeting and taken as read.</p>
<p>Finance and Resources</p> <p>Governors were talked through the report which was also circulated in advance of the meeting. Governors were encouraged by the change in the narrative with the LA and the collaborative working between the schools.</p>
<p>HR and Organisational Development</p> <p>Jan Loughborough talked governors through her report (which will be circulated)</p> <p>ACTION POINT: JL to email portfolio report to governors.</p>
<p>Business Development and Marketing</p> <p>The report was circulated in advance of the meeting and taken as read.</p>
<p>Other visit reports</p> <p>None to report</p>
<p>Governor training and development</p> <p>Governors noted the Trust has bought into NGA membership. As such they have access to both resources on the website, a weekly e-newsletter and the e-learning link modules for governors and clerks. Further training modules will be available through Educare.</p> <p>i) Governors to provide an update on training and development opportunities.</p> <p>None to report</p>
9. FINANCE AND FUNDING
Contracts/SLAs in excess of set limit (for approval)

None

Management Accounts (for noting)

The SBM talked Governors through the Finance Pack circulated in advance of the meeting. Points of note, matters drawn to the attention of Governors and responses to Governor challenge included:

- The format and headline figures were explained
- Governors noted that there is a substantial amount of documentation to support the summary provided
- The HT and SBM review the finance data on a monthly basis
- Cash flow graphs clearly show a healthy position
- The spend against budget: Income variance of £40k ahead
- 1:1s cost more than expected
- EFA funding is up (one above pan) and will be £95k ahead by end of year
- Salaries account for 70 - 75% of costs
- The £60k overspend on salaries was down to an error in pension calculation
- Risks to the budget are discussed at the monthly meetings – the kitchen and artificial are the most significant and could be covered by drawing on reserves
- There are significant reserves to carry forward (around £1m)
- *OHCAT Budget Panel approval will be needed to draw on reserves. The budget panel meets every two weeks. NMC will put the case forward for the school*
- *The dashboard shows significant outstanding debts as at 31st January (more than 30 days) – this is down to the invoicing cycle and has since reduced*

9. OHC&AT POLICIES AND PROCEDURES

- l) Governors noted the policies and procedures approved by the OHC&AT Board listed which are also available on the portal

NAME	TYPE	STATUS
Child Protection, Adult Protection and Safeguarding Policy	Core	Review
Fire Policy	Additional	New
Missing Child Policy (Academies)	Additional	Review
Missing Student Policy (College)	Additional	Review
Relationships and Sex Education Policy (Academies)	Core	Review

II) To receive and review any local policies and procedures.

- Critical Incident Policy
- Marking Policy
- Care and Control Policy

Governors noted the Critical Incident Policy had been adapted to make it school specific.

Governors formally received the policies and agreed to send any feedback to the Chair.

11. OHC&AT GOVERNANCE DOCUMENTATION

Governors noted the following governance documentation approved by the OHC&AT Board:

- Scheme of Delegation
- Schedule of Responsibility (and that the schedule has been amended to reflect the responsibility of the Principals/Heads and LGBs with regard to website compliance).
- Governors' Code of Conduct

These documents are available to view on the Governors' Portal.

12. GENERAL DATA PROTECTION REGULATION (GDPR)-IMPORTANT CHANGES IN LEGISLATION

Governors noted that General Data Protection Regulation (GDPR) come into force on May 25th 2018 and that in line with the new regulations, the Trust will examine ways to ensure compliance.

Governors observed that their meetings were already largely paperless but that the expectation would be to move to completely paperless meetings from September 2018.

Governors noted they may also be required to use Trust email addresses for the secure transfer of data.

The Heads of both the Primary and Secondary Schools have received training and updates on progress will continue to be provided via the Trust.

13. ANY OTHER BUSINESS

None

14. DATES OF FUTURE MEETINGS

13th June 2018

15. CONFIDENTIALITY

Item 7: Staffing issue recorded in Part B

Closed at 7.10pm