

Minutes
THE LINK PRIMARY SCHOOL LOCAL GOVERNING BODY (LGB) MEETING ON
12TH MARCH 2020 AT 6PM

Attendees:		Capacity	Present/Absent:
Julia James	JJ	Chair	Present
Lesley Nicolas	LN	Vice Chair	Present
Sandy Turner	ST	Principal	Present
John Reilly	JR	Governor	Absent
Anita Clay	AC	Staff Governor	Present
Jan Loughborough	JL	Governor	Present
Lily Nwosu	LN	Governor	Present <i>arrived 6.10pm</i>
Dilma de Araujo	DD	Governor	Absent

Also present			
Nic Andrews	NA	Assistant Headteacher	Present
Sue Denman	SD	Deputy Headteacher	Present
Sarah Brooks – Watson	SBW	OHCAT Management Accountant	Present
Sarah Farncombe	SF	Clerk	Present

1.	WELCOME AND INTRODUCTIONS	
	The meeting was opened by the Chair.	
2.	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from JR and DD.	
3.	DECLARATIONS OF INTEREST	
	There were no declarations of interest not already made.	
4.	CONSTITUTION AND APPOINTMENTS	
	None to report.	
5.	MINUTES OF THE LAST MEETING	
	The minutes of the meeting 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	
	The following actions were carried forward.	
	ACTION POINT: Lily Nwosu to complete annual declaration of interest form.	LN

	<p>ACTION POINT: Lily Nwosu to complete annual skills audit and return to the principal</p> <p>ST emailed LN the forms during the meeting for ease of reference.</p> <p>The action for all outstanding portfolio reports to be circulated by the first week in December has been discharged. All reports have been uploaded to the Governor Hub.</p>	LN
7.	<p>a) PRINCIPAL’S REPORT</p> <p>The report was circulated in advance of the meeting. The principal talked Governors through the areas highlighted for discussion.</p> <p>Points of note arising from the discussion and in response to questions included:</p> <p>Pupil Matters</p> <ul style="list-style-type: none"> • The inconsistencies in the old fees structure will be worked through over time as the cohorts progress through the school • The school is in a good place regarding pupil placements for September 20 with 5 places confirmed already. • The outreach placements will be delivered by one existing teacher. Another may be recruited. It will be a mixture of working in the home, taking the children into the community and possibly some time spent at school for some activities. • The outreach could allow for an increase in numbers on roll potentially up to 62 <p>Staff and Personnel</p> <ul style="list-style-type: none"> • The therapists were recruited through TES which had been and unexpected but welcome surprise. The appointments are already making an impact. • Support and training is in place for the new staff <p>CPD</p> <ul style="list-style-type: none"> • There is a lot of training delivered (arguably too much) but it is all worthwhile and relevant. • Most staff have received PDA training. Particular classes have additional support. • 20 staff have received positive handling training and 10 more are due to be trained after Easter. There are now two trained trainers as well who are able to answer questions, give advice on the specific needs for individual students, refresher training and share feedback from Team Teach. • The reduction in physical intervention incidents is down to changes in the cohort rather than training <p>Health & Safeguarding (Including premises and safeguarding)</p>	

- Cost has been in a factor in the search for alternatives to the marina horn. The lock down went well in practice.
- There is one classroom which is not lockable.
- The outcome of the CIF bid will be known by the end of May.
- Governors were shown the new outside class room through the window. It is well used and working well.

Behaviour

- The reduction in behaviour incidents is down to a number of factors including the work on emotional regulation and some children moving to a provision more suited to their needs. Of the four children who were presenting particularly challenging behaviour last year one was permanently excluded, two children moved onto alternative provision and the remaining one has since calmed down. Staff confidence is also higher, there has been more training and staff are able to 'trouble shoot' with the behaviour consultant.

School improvement

- Governors wished to record their congratulations to all concerned on the Outstanding grading by Ofsted just before Christmas and it is a privilege to be involved in the ongoing success of the school.
- The principal also wished to thank Governors for their support and contribution to the success of the inspection.

School events

- Governors were reminded they are always welcome to come in when they can.
- The parent workshops are proving popular. The discussions are now less formal and more interactive. Attendance varies between 5-10 usually. A Governor will be attending the course on Pathological Demand Avoidance. Governors will also be welcome to attend the Living well with diagnosis workshop next week. Similar courses in the past have proved to have had a significant impact on the families (particularly those struggling to come to terms with a diagnosis)
- Governors welcomed the news there will be a residential this year for the first time in several years.

Alignment of the Primary and Secondary Schools

- Due to a shortage of places the LA has decided to reinstate the opening of the Addington Valley school to September 2020. It will be based on a temporary site for the first year.
- JR will be working on Addington Valley after Easter and ST will be spending 2.5 days at Primary and 2.5 days at the Secondary each week
- The Primary and Secondary will remain separate schools for the time being. In time they will amalgamate (probably in 2 -3 years) and eventually the vision is to have both schools on one site.
- A letter will be sent out to parents on the 25th March.

	<ul style="list-style-type: none"> • Governors sought and were given reassurance that the principal would not be overstretched. The principal explained that the flatter distributed leadership model which has been embedded over the last three years gave her the confidence she can rely on the Deputy Head (who no longer has teaching responsibilities) and the Assistant Head for day to day leadership • Governors expressed their concern for the Principal’s wellbeing. The Principal assured Governors that she was clear about what needed to be done and there is time over the next term to ensure she does in fact have the capacity she believes she has. If it transpires more support is required capacity will be increased by backfilling • The alignment of the schools will also need an alignment of the LGBs. As such Governors now need to consider whether they wish to continue to serve and if so their preferred role and capacity. A copy of the audit was shared with Governors which they were asked to consider. A copy will be shared electronically and Governors were asked to return a copy to the principal. The Secondary school is conducting a similar exercise <p>ACTION POINT: Lily Nwosu to complete annual declaration of interest form.</p> <p>ACTION POINT: A copy of the Governor audit form is to be shared electronically, completed and returned to the HT</p>	All
b)	DASHBOARD	
	<p>The dashboard was circulated in advance of the meeting and taken as read.</p> <p>Governors were pleased to note staff absence has reduced significantly. They felt this suggested staff wellbeing initiatives are working.</p>	
8.	PORTFOLIO GOVERNOR VISITS:	
a	Governors were thanked for making their monitoring visits and for their reports.	
i	<p>Ethos, Vision and Strategy</p> <p>The report was shared with Governors in advance of the meeting. Points raised by the Chair included:</p> <ul style="list-style-type: none"> • The meeting had been positive • The Principal’s report and discussion covered most of what had been discussed at the visit • The outreach for PDA will be a significant piece of work and links in with the vision of not saying no to children in need 	
ii	Teaching and Learning	

	The report was shared with Governors in advance of the meeting and taken as read.	
iii	Health and Safety, Child Protection and Safeguarding The report was shared with Governors in advance of the meeting and taken as read.	
iv	Finance and Resources The report was shared with Governors by email earlier in the day. A copy is being uploaded to the Governor Hub.	
v	HR and Organisational Development The report was tabled at the meeting and will be uploaded to the Governor Hub. JL confirmed she will be doing another visit to address the questions raised and will report back at the next meeting.	
vi	Business Development and Marketing The report was shared with Governors in advance of the meeting and taken as read.	
b.	Other visit reports	
	None to report	
9.	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>JL reported having attended training on Staff Processes (Disciplinary, grievances and complaints). She felt that course was relevant to her portfolio and had been particularly useful in terms of understanding policy.</p> <p>JJ advised she had attended the OHCAT Chair's Briefing. There had been presentations on the role of the Chair, the strategic vision for the Trust and various aspects of the support from the trust (including for example actions towards managing Covid19). It had also been a useful opportunity to share information around what was happening in each provision.</p> <p>In response to a question on compliance it was confirmed that JL, JJ and ST have Safer Recruitment training.</p>	
10.	FINANCE AND FUNDING	
	<p>Management accounts SBW presented the management accounts which had been shared with Governors in advance of the meeting.</p> <p>Points of particular note included:</p> <ul style="list-style-type: none"> • The finances are in a good place. They are managed well by the Principal. The school and the finance team are working very well together. • The budget for salaries is slightly below expected. 	

	<ul style="list-style-type: none"> • The formalisation of the arrangements for the running costs of Garret House are now in hand. There is likely to be a reimbursement due from the Trust which will boost income. • The positive year end prediction. • The budget situation is secure and it would be possible to make some further investments for school improvement. The HT confirmed she would be making some purchases. 	
	For Approval	
	None	
11.	OHC&AT POLICIES AND PROCEDURES	
i	<p>Governors noted the following Family policies and procedures had been approved by the OHC&AT Board and are available on GovernorHub:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Child Protection Adult Protection & Safeguarding Policy • Complaints Policy and Procedure (Academies) • Complaints Policy and Procedure (OHC) • Fire Policy • Positive Behaviour Policy (Academies) • Positive Behaviour Policy (OHC) • Recruitment & Selection Policy • Relationships & Sex Education Policy (Academies) • Relationships & Sex Education Policy (OHC) • Staff Code of Conduct • Supporting Pupils in Schools with Medical Conditions Policy • Anti-Bullying Policy • Educational Visits Policy • E-Safety Policy (Academies) • E-Safety Policy (OHC) • Families & Visitors Code of Conduct • Remuneration Policy (New) • Risk Assessment Policy <p>The policies can also be accessed on the websites.</p>	
ii	To receive and review any local policies and procedures, as follows	
	<p>Admissions Procedure</p> <p>The school's admissions procedure was circulated with the agenda. It was noted to be compliant with the OHC&AT Admissions Policy. The information on the school's website meets the requirements of the compliance checklist.</p>	
	<p>Educational visits and learning Outside the Classroom Policy</p> <p>The Policy was circulated with the agenda and agreed by Governors.</p>	

	<p>Governors noted Hindleap is a well-established facility. They employ their own trained staff and have risk assessments in place for the site. The school will be undertaking their own risk assessments as well.</p> <p>The Chair agreed to check if the approval form needs to be signed.</p> <p>In response to a question it was confirmed that it had not yet been decided who would be attending. Expressions of interest have been invited and there will be a meeting before the end of term to agree which children and staff will be going. Priority will go to the older children in the first instance.</p>	
12.	OHCAT GOVERNANCE DOCUMENTATION	
	<p>Governors noted the following governance documentation approved by the OHC&AT Board which are now available to view on GovernorHub:</p> <ul style="list-style-type: none"> • OHCAT Scheme of Delegation • OHCAT Schedule of Responsibilities 	
13.	GOVERNORHUB	
	<p>By a show of hands it was noted that not all Governors had yet logged onto GovernorHub.</p> <p>ACTION POINT: All governors who have not yet done will attempt log onto the Governor hub by the April 21st. In the event they are unable to log on they will contact the Principal or Susanne Wicks.</p>	
14.	ANY OTHER BUSINESS	
	None	
15.	DATES OF FUTURE MEETINGS	
	The summer term meeting was rescheduled to the 9 th June at 6pm	
16.	CONFIDENTIALITY	
	None	

Signed.....9th June 2020
Chair of Local Governing Body