|  |  |  |
| --- | --- | --- |
|  | LGB Meeting Minutes3 Core Functions*Ensuring clarity of vision, ethos and strategic direction**Holding Executive Leaders to account for the educational performance of organisations pupils and performance management of staff**Overseeing the financial performance of the organisation and making sure its money is well spent*  |  |

**Effective Governance is based upon 6 key features common across organisations governed in the education sector**

1. Strategic leadership that sets and champions vision, ethos and strategy.
2. Accountability that drives up educational standards and financial performance.
3. People with the right skills, experience, qualities and capacity.
4. Structures that reinforce clearly defined roles and responsibilities.
5. Compliance with statutory and contractual requirements.
6. Evaluation to monitor and improve the quality and impact of governance.

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE:** | **Local Governing Board Meeting** | **DATE:** | **18/03/2019 4pm** |

|  |  |
| --- | --- |
| 14 | **ATTENDANCE** |
|  | **Chair:**  Ian Hutchinson **Clerk: Jacqueline Oliver****Present:** Jen Bakes, Fr E Morrison, Natalie Hanks, Sara Cartwright, Steven Chambers, Adam MinorAlso present: Sarah Littlewood and Julie Salmons (SBM)**Apologies:**  |
|  |  | **Action to be taken by** |
| 15 | **DECLARATION OF PERSONAL INTEREST**Individual governors to declare any personal or immediate family business interests on any item on the agendaGovernors were asked to present their declarations of personal and or business interest. Staff Governor signed her written undertaking and declaration. |  |
| 16 | **MINUTES OF PREVIOUS MEETING (AUTUMN TERM 2) HELD – 10/12/18*** Approve minutes of the last meeting
* Matters arising from the minutes - none
* Action arising from the previous meeting - none

**Resolved:** **That the minutes of the Local Governing Body meeting held *10/12/18*****were agreed as a true record and were signed by the Chair.** |  |
| 17 | **SCHOOL IMPROVEMENT - EXECUTIVE LEADERS TERMLY WRITTEN REPORT****Strategic Leadership and Accountability for Educational Performance*** **Overview of Comparative Educational Outcomes**

HT shared data within his report and asked for questions. Governors asked for clarity in terms of “combined” and what School v National Greater Depth in particularly in maths identified. HT confirmed that school is achieving below national by 16%. HT further advised that compared to other comparative schools MSJ have a strong picture. * **Assessment Point 2 Data & key areas of focus**

HT discussed the progress at Y6, and identified for governors the difference between the time for conversion from Y2 and the outcomes for these pupils. Children continue to be targeted for specific interventions and the greater depth work undertaken by one staff member undertaking NPQSL is having a positive impact. Assessment point tracking was shared to identify the progress within each cohort. Discussion arose relating to assessment and moderation needs to ensure that teachers are not under or over assessing. Specific children were referred to in order to highlight the story in lack of progress in particular years of Y4 and Y6. Overall all cohorts remain on track to achieve the targeted grades.* **Special Educational Needs information Report (approved information to be published by 01/04/19)**

The SEN report – local offer has been updated and is now ready to be shared with parents and published on the website.* **Update and progress on Developing Excellence Plan/School Improvement Plan, including key areas for this term and future**

JB is covering the “Every-day Maths” project which encourages parents to engage with maths learning by developing vocabulary from every day instances and creating quality interactions. – NPQML. Disseminated leadership will continue to be a priority over the year and improving governance i.e. growing the governing body. Structures are in place for Phonics and SPAG and Marking and Feedback. Correct basic skills too, which is a theme that has been recently identified. Reading and Phonic drop ins for parents are planned to take place just before the holidays. HT announced that school has secured the input of a MFL teacher – joining one day per week to deliver Spanish. Work continues to progress on the reviewing and redeveloping of the school curriculum. Schemes of work will be developed for each subject to be used in short term planning.Positive behaviours are being encouraged especially at lunch time. **Attendance** remains at 96%, however there are an increased number of families who are dipping below – EWO advice is to use the FPN. HT shared template letters which will go to all parents/carers upon governor approval. **Resolved**: Governors approved the letters to be sent to all, acknowledging that this may act as a deterrent on its own merit for some. Governors asked which has the biggest impact upon attendance - holidays or persistent absence. DHT advised that PA stands at 8.7% with no diff between Pupil Premium children and non PP children. EWO advice is to review attendance for the last 12 months not just within the academic year. **Parent Charter process** – potentially if awarded MSJ will be the first school outside the Rotherham borough to be accredited. This focuses on relationships with parents and staff. Evidence has been compiled – Charter Forum Group arranged and projects have been set up that parents are leading on. Feedback so far is positive. 26/3/19 is accreditation date. A report issued at the end will showcase what has been done and prove that school life is making a difference. Staff are aware that this is something that will make school very proud. Governors asked whether the report can be shared widely as it is commended by Ofsted and is publicity worthy.**DEM Report** –identifies the strengths and weaknesses and support JMAT can offer. HT shared that SLT are working really hard to strengthen the teacher profile. One teacher is currently receiving informal support and consultancy support too. This remains informal as the support she received in her NQT year may have been lacking. Governors enquired about the support offered which was confirmed to be very specific to Maths and Challenge. Governors asked whether the new Ofsted framework focuses on subject leaders and if so what within the DEP leads governors to the progress being made. HT confirmed that the new framework acknowledges that it is a journey that you will be working towards and as such SLT have produced a 3 year action plan for the curriculum, identifying that there is a lot of work to be done, but the challenge ahead is an exciting one. This can be seen in the progress made within the priorities of the DEP and the action plans that have been created against each subject, i.e. EYFS, Science etc. * **Staffing / HR update (where necessary)**

Staff & Wellbeing – JB feedback in terms of her topic of research – benefits of print rich environment in EYFS. How this will feed into the curriculum development – and how this has been given with a half day off for research. HT described the scenario around employment of TA’s which has been a challenge for school. Hannah Asquith has been employed full time as a TA and therefore has resigned from the LGB. Helen Jeffries will be joining the school to cover maternity leave who is on a JMAT contract, this will work well with the DHT timetable of teaching.AOB – HT Request – A Y4 Teacher should have moved to U3 last year but this did not happen. HT advised that this should be back dated to Nov – Governors asked what the increase amounted to and whether the teacher was already fulfilling the role. HT advised that the increase amounted to around £1500 and that the teacher has been fulfilling the role throughout. **Resolved:** Governors voted unanimously to move the teacher up to U3 and backdate the pay.A Y6 teacher – from JMAT is paid on a TLR which stops in September. HT asked for advice in terms of linking this to her PM – defer decision until Summer 2.**Accountability for Financial Performance*** **Budget Update 2018/19 – JS (SBM)**

The carry forward was shared within the HT report which is healthy. The c/f for 2019/20 is also healthy but may be effected by both income and expenditure which is currently unknown. Governors asked why the c/f for next year shows a 30K reduction on this years. Spending has been applied to the building in this academic year –to bring the school up to speed in terms of H&S. JS confirmed that there is an in year deficit legacy inherited by SLT. Safeguarding systems have been introduced to ensure that pupils and staff are safe while on the premises. JS asked governors if they had any questions advising that the budget is monitored very carefully. Governors asked whether there has there been an impact since cutting down on paper i.e. electronic newsletter. JS confirmed that a saving of around £900 has been made. Governors asked whether there were any major concerns. JS stated that the electricity spend is high. HT and JS noted that there have been a lot of invoices received within year that were not budgeted for appropriately and that this is a negative legacy school have had to cover. JS pointed out staffing costs stand at 73% which is in line with DfE model suggested spend. Premises update – paving completed, trim trail installed – next step tarmacing at the front of school. PA lockdown system is in place. Lots of security measures have been implemented across school. Lighting outside – H&S boards in every classroom which is a best practice method. The recent H&S audit conducted raised school from a result of 74% to 94%. Emergency Lighting in the hall is still outstanding but a new FRA will help to identify next steps. The school council are planting trees within the grounds. * **Submission of Annual Accounts Return –completed by the Trust and shared on website**
* **Publish Audited Annual Accounts –– completed by the Trust and shared on website**
* **Governors to consider if the schools resources and finances are being managed effectively**

Governors reviewed the budget which was shared with the LGB documentation. This system provided ample time for governors to prepare questions appropriately. The healthy carry forward against an in year deficit and planned works identifies that the schools resources and finances are being managed well**.** |  |
| 18 | **Compliance with Statutory and other Contractual Requirements**Safeguarding and Inclusion * **Safeguarding Report (JMAT Template – review term 1)**

The school safeguarding policy was updated in Sept due to recent changes in KCSIE. Changes inform practitioners what to do if a disclosure has been made. This new flowchart has been displayed in the staffroom and has been put to use appropriately. DHT confirmed that there are not a huge number of pupils at CP and above but lots access Early Help, TAF meetings etc. which take up a lot of SLT time. HT discussed signs of breast ironing – which staff are accessing training on. Governors asked how safeguarding is regularly visited within school. HT advised that safeguarding issues are built into staff meeting time – Gang Violence and Peer on peer abuse are scheduled in. Governors asked for a scenario to be demonstrated to identify how a disclosure may be referred and escalated. Governors ensured that SLT understood the difference between private fostering and shared parental responsibility and the need to make the LA aware if disclosed. Governors asked what the safeguarding priorities are in school. HT confirmed that making the building safe in the first instance and peer on peer abuse and gang violence followed by case recording and follow up action on safeguard. Governors asked why Gang Violence was a priority and HT confirmed that this is epidemic in Mexborough with a potential for recruiting pupils in Y6. This is considered another form of grooming. Governors urged that the peer on peer abuse training include social media. This was confirmed by SLT. **Admissions** 46 applicants for 30 places have been received. HT and CoG reviewed applicants accordingly and checked for church attendance with Fr Edward. **TOTTY CUP Semi Final** is taking place onThursday at Lacewood Primary. 30 pupils from Y3-Y6 have joined the newly established team coached by JS and sponsored by KCR. This will be the first time since 1992 school will be through to the final 4. PP Governing Body Roles to be issued to SC for PP Grant and Finance* **Equalities Information including Gender Pay Gap** information – 31/03/19 is the trigger point for companies of over 250 employees to publish the Gender Pay Gap information. – this will be done centrally by the Finance Team.
* **Review of Accessibility Plan** – deffer to Summer 1
* Review of Asbestos Management Assurance Process – One of the 5 reports to be submitted by the trust to DfE – this has been completed by JMAT centrally.
* **Policy review and ratification** - Complaints Procedure Policy – **Resolved**: Adopted by the governing body and published on the schools website.
 | JO ASAP |
| 19 | **EFFECTIVE GOVERNANCE*** Chairs report and urgent actions taken by Chair (autumn term to date)
	+ The CoG has produced a Governance Action Plan created which addresses recruitment needs, shares the need to be kept informed of the data picture, overview of T&L and Performance Management. In terms of reducing barriers to learning the CoG identified that the building and its needs could be added. Enhancing parent/carer partnerships. The clerk reiterated that this needs to be a whole governing body plan and asked governors to share views.
	+ Governors identified a priority to review within school over the coming term. **NH – P3, SCs - P6, Fr Edward – P5, SCy - P4 and IH - P1.**
* Reports from governors, including reports from any structured enquiry visits undertaken (autumn term to date) – see suggested timetable – **none to share**
* Actions from above – **none to share**
* Review the impact of any governance related training and developments undertaken – **none taken at present.**
* Share Director Minutes – Summer Term
* **Governors to consider the impact/effectiveness of the meeting**

Governors adopted the Action plan and allocated responsibilities within the team to qualify the DEP priorities. Challenge was demonstrated in terms of training and the budget was reviewed in depth. |  |
| 20 | **CONFIDENTIALITY**Governors were asked to consider the confidentiality of any items discussed during the meeting in line with Freedom of Information Act.None were identified, therefore the minutes remain a complete record. |  |
|  | **DATES, VENUES AND TIMES OF FUTURE MEETINGS**20/05/19 4pm |  |

|  |
| --- |
| **GOVERNOR – PLEASE MAKE ANY COMMENTS/QUESTIONS HERE THAT YOU WISH TO ADDRESS AT THE MEETING:** |

|  |  |  |  |
| --- | --- | --- | --- |
| AGREED ACTIONS | By Who | By When | Completed?**✓** |
| Update SEN Local offer with LA | AM | 01/04/19 |  |
| T&L Profile to the next Meeting | AM | 20/05/19 |  |
| Send Steven Job roles | JO | 19/03/19 | **** |
| Gov visit report – bullet point for report | JO | 19/03/19 | **** |
| Accessibility Plan – defer to Summer | SL | 20/05/19 |  |
| Y4 teacher increase to U3 and backdated | JS | Asap | **** |
| Y6 teacher TLR | AM | Summer 2 |  |

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair**