

Halwin School
Local Governing Body meeting
20th January 2020 from 6pm

1. <u>ATTENDING :</u> Loveday Jenkin Rebekah Beazley Richard Lawrence Eve Busby Roger Wedlake June Nisbet Graham Vallender		
2. <u>APOLOGIES :</u> Rebekah Beazley		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>The Chair welcomed governors to the meeting.</p> <p>There were no pecuniary interests were additional for the meeting.</p>	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes from the last meeting were agreed as an accurate representation of the meeting and signed by the Chair.</p> <p>Matters arising which Governors needed to updated and were otherwise not on the agenda were discussed and highlighted:</p> <ul style="list-style-type: none"> • The Senco from Parc Eglos has been into the school last term but another school in the Trust will be contacted for support due to staff sickness. • A DSL visit by the Trust lead took place in the autumn term. • PSHE and Computing schemes have been purchased, feedback from staff has been received and is positive to date. • October inset day took place and the SEF has been forwarded to governors. • The tyres on the school property have been removed as per the Trust request. • The Head teacher spoke to RB about being an associate governor and it was agreed as discussed at the last governor meeting. • JN contacted the local PCO regarding monitoring speeding but this cannot take place at the school due to due to the safety of children. • Gritting for the school roads is not taking place currently but governors will continue to contact the council to request it takes place. The Chair provided an 	

	<p>update to governors on the council considerations with the local roads being busy and icy.</p> <ul style="list-style-type: none"> • Mental health support; There is a new primary mental health initiative which is centrally funded. There will be some primary mental health workers attached to schools for a year whilst training. The 2nd year of the project will expand further and Halwin hopes to be participate at this point. 	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<ul style="list-style-type: none"> • New Governors <p>A parent who has expressed an interest in becoming a Governor and has completed the Governor Application form, the Clerk will contact the Trust Secretary to move the matter forward and keep the Head Teacher and Chair updated.</p>	
	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<ul style="list-style-type: none"> • Local governing body meetings • Structured questions <p>The Head Teacher had prepared responses to the structured questions as the governors had requested. They wished to know the school was compliant and to be kept informed of any matters that were not up to date, including the reasons around this so that they could explain should it be required. The supporting document will be added to the minutes.</p> <p>SCR update – last half term and this half term already which was positive.</p> <p>Q. Do governors need to update their DBS?</p> <p>A. If a governor wishes to undertake a new one then this is possible and if the governor registers for the update service then this will be positive for the Trust and the individual.</p> <p>Q. Has safer recruitment taken place?</p> <p>A. EB and the Head Teacher have completed training which is in date. The chair is planning on completing the course in due course.</p> <p>The cooperative forum meeting took place last term.</p> <p>The forum meeting this term will focus on RSE and a parental response will be designed and given out.</p> <p>During the parents celebration forms were given out and 30 responses were given back which is very good and from a wide set of people (pupils, alumni, grandparents and parents).</p> <p>The challenges the school faces are SEMH & Oracy, these have been identified as a consequence of reviewing the teaching and learning and so the curriculum is focusing on this area, the school development plan will evidence how the school is working the key challenges appropriately.</p> <p>The key areas to highlight positively:</p> <ul style="list-style-type: none"> • Maths progress • More able progress across the school • Grammar, Punctuation and Spelling • Phonics in early years. <p>The school will have input from the English hub ensuring the curriculum continues to meet the required standards.</p> <p>The SIP will focus on maths and the more able in particular as well as monitoring absence which is higher than hoped in the school; the school is working on this aspect proactively.</p>	

	<p>Governors were keen to record the experiences that some of the pupils had during their time outside of school on family trips which they had voiced recently when governors had visited the school?</p> <p>Q. Is there any evidence to show that the experiences have benefited pupils?</p> <p>A. They are when they are special trips to places that are out of the normal range but the oracy skills of some pupils are not enabling them to express themselves appropriately. One of the governors highlighted that whilst visiting the school a pupil was open and able to talk about the experiences they had and what they had learnt and enjoyed whilst away and the positive side of the experience in general. The governor thought this was considerable as there had been a gap in the time from the trip and seeing the governor.</p>	
8.	<p><u>HEADTEACHER'S REPORT</u> [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</p>	
	<p>The report was made available to governors prior to the meeting. The following areas were highlighted from the report:</p> <ul style="list-style-type: none"> • 3 children had left the school since the last meeting. <p>Q. Have you discussed with the families as to their reasons for moving their children?</p> <p>A. Yes this was not due to the school experience, but moving out of the area.</p> <ul style="list-style-type: none"> • The school may gain one more child in the near future. • Staffing was explained and the positives around the quality of work undertaken. • There has been school tours of candidates for the positions that have been advertised with early start dates if possible. Governors will be kept updated in this area. • New support has been put in place for a pupil, this has been an exceptionally positive start and hope that this continues for the time being. <p>Q. Has the support that is in place aided the behaviour levels in the class, therefore reducing disruption and increasing productivity?</p> <p>A. Yes, it has helped and the class is better settled.</p> <ul style="list-style-type: none"> • Accidents were reported and governors were content with the reporting in all cases. <p>Q. Has there been anything put in place because of these?</p> <p>A. Yes, these have been reported to the H&S governor.</p> <ul style="list-style-type: none"> • There has been a review of SEN in the school and there was some pupils found to need to be on the SEN records. The amendments have taken place and the provision map has been updated and implemented appropriately. • Safeguarding was reported, the matters being dealt with are higher than hoped and governors were able to understand the process in place currently. MARU, VIST updates were given to governors. • A tree survey report has come into the school and the Head Teacher explained about the work that will take place on this matter. The Head Teacher will speak to the estates team to arrange this work. The governors were considerate of the community view on the matter and an idea to have some sculpting of the stumps that are left was discussed; also to look at the saplings in the boundary areas as a number of tree saplings were planted a few years ago (to be considered before requesting anymore). • Pupil premium update; Subsidy of the residential and trips was given as an example. 	

	<ul style="list-style-type: none"> Sports premium update is being updated this term and will be reported to governors at the next meeting. Teacher assessments were reported and were as expected and in line with national standards. Oracy training; Staff had attended a positive training course, and reported to the governing body. The curriculum; the intent statement is on the website. Governors had looked at the school policies were agreed and ratified by those governors present. Homework policy – will be sent home to parents. Uniform policy will include plain jumpers in the school colours. Policies to follow; Governors allowance, letting and staff expenses. <p>The school has decided that it will not have any lettings until the Trust decides to make a Trust wide decision.</p> <ul style="list-style-type: none"> Grounds maintenance; gates will be replaced on the school grounds. This will increase the pedestrian access/vehicular access. The boys toilets have been identified as needing work and will take place this year. The owl's classroom is looking at being extended to increase the space for the classroom and lights will be fitted with LED bulbs in future. <p>IT will take place using chrome books moving forward so that this lesson can take place in the classrooms which increases flexibility and the space left of the current IT suite will be big enough for interventions to take place.</p> <ul style="list-style-type: none"> Minibus; the matter was discussed and moving forwards will need to be funded by the school. The governors will be considering the matter moving forwards and will look to local schools who may wish to consider sharing. <p>Q. Has the Trust considered getting a fleet of minibuses?</p> <p>A. There is the potential of considering a bus between schools but it is unlikely there will be a fleet for the Trust.</p> <ul style="list-style-type: none"> Staff questionnaire feedback was covered and discussed. The view is positive and it shows the high aspiration of the governors and the leadership for ambitious standards and high quality provision for the pupils in the school. 	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
	<p>Online safety</p> <p>The Trust will be implementing a new firewall and filtering system as part of the new broadband contract for the Trust. There will be a new process to follow when the changes are implemented.</p> <p>Online safety is an aspect that is covered within the curriculum. The Trust will also create an OSU (Online Safety Unit) which will generate online reports and can be reviewed regularly to discuss the parts that require any extra matter. The Trust is developing the process for dealing with an online incident within the Trust.</p> <p>The Trust is always considering how to manage this aspect to its best ability.</p>	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>There have been several members of staff trained as fire wardens and the school will be reviewing the ways that is deals with these processes so that they are up to date.</p> <p>The fire extinguishers will be reviewed as well.</p> <p>A governors H&S walk will be arranged to take place this term.</p>	
11.	<u>FINANCES</u>	

	<p>The last report received was from the 31st October and was reported to governors. The school was able to report a reserve which is positive.</p> <p>The staffing line is a little higher than expected at this time in the year due to staff cover but was reported as within manageable limits.</p> <p>The school at census had less pupils than expected and this will affect the funding for the coming year and therefore needs to be managed carefully.</p> <p>Q. Is the teaching pay all factored in?</p> <p>A. Yes this is the case</p> <p>The budget setting will take place sooner in the Trust and reports will be generated more swiftly so that they are more in line with governor meetings.</p>	
12.	<u>TRUSTEE COMMITTEES FEEDBACK</u>	
	<p>The sub set of the standards board undertook a piece of work for the secondary Pupil Premium pupils and will consider the primary pupils in the future.</p> <p>The Estates team is considering the way it is employing its team.</p> <p>The Head Teacher demonstrated how google drive will be useful for governors and how documents will be stored in preparation for the meeting.</p> <p>Action: To have Google Drive training put on the agenda -20mins for the next meeting.</p>	
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>RW - Maths</p> <p>A highlight of key points of the visit were relayed to governors, the key areas and the actions that are in place to work on the areas included. Maths is a good focus within the school, evidence in workbooks was seen, working walls were evidenced which was positive across the whole school. The Calculation policy is now in place and will be implemented this term. Pupil voice was taken during the visit and showed confidence, motivation and complete engagement during the visit. Yr 1 was specifically looked at in regards to the effectiveness of the maths curriculum in place. This will be reviewed this year.</p> <p>LJ - Safeguarding – reviewed earlier in the meeting.</p> <p>LJ - Leadership and management, school development plan and leadership and management took place.</p> <p>RB - Vulnerable pupils took place with a report to follow.</p> <p>GV – English and a report cascaded prior to the meeting.</p> <p>LJ/Governors SEF review – Governors with the staff were included in the governor self-evaluation.</p> <p>EB – SEN visit</p> <p>The following key issues in the school were noted; The school has a high level of language issues, high levels of behaviour and demand avoidance. Governors noted that this was being managed really well within the school. The policies are up to date and the local offer has been updated. The Senco support is having a positive impact and is being implemented appropriately. The numbers of pupils on the SEN register was noted and the levels of support needed was reported and understood. Staff clearly understood the needs of the pupils and how to put this in place. Training was planned for the rest of the year.</p> <p>EB – EYFS visit</p> <p>The class structured has been adjusted for the pupils that joined. It was noted that it took 10 weeks where the reception class were settling into the classroom setting and getting ready to learn. The reception level curriculum could then be accessed</p>	

	<p>appropriately. There is a number of pupils who need support in the short term. The governors and the Head Teacher wished to note the hard work of the staff team throughout this time, their diligence can be seen now in the children's work and is very positive.</p> <p>Story time is being well used and enjoyed by all pupils, using songs and rhymes to engage everyone.</p>	
14.	<p><u>FOCUS ITEMS AND UPDATES</u> [Eg. policies; changes to the curriculum; etc]</p>	
	<ul style="list-style-type: none"> • Strategic plans – 3 year <p>The document will form the basis of the school development plan – strategic plans for the next three years. A document was provided for governors.</p> <p>Governors discussed 'deep dives' and how these may take place, the questions that may be asked and the information needed to be able to explain the thinking and decision making process.</p> <p>All that has been discussed in meetings will be included in the school development plan. The Head Teacher has started 2021-2022, 2022-2023 documents as well so that the items that require two or three year reviews/strategic reviews will be mapped appropriately.</p> <ul style="list-style-type: none"> • School development plans <p>The plans are finalised and will be sent on to governors. The questions to ask when monitoring are linked to the development plan points. The document clearly states where the key areas are and how these are being addressed and evidenced.</p> <ul style="list-style-type: none"> • OFSTED <p>A copy of the SEF was forwarded to governors. The school will revise the document when it is required.</p> <ul style="list-style-type: none"> • Policies <p>The Head Teacher showed the governors the school program of policies and understand the journey that the Trust had been on since September as well as the hard work put in by the school itself. Policies are split into Local, Core and Core plus (adapted) policies. The subject leaders will be concentrating on the policies for their subject areas this year.</p> <ul style="list-style-type: none"> • The Cooperative forum <p>The forum last term focused on the entitlement curriculum.</p>	
15.	<p><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></p>	
	<p>The Governors felt that since the last meeting they had:</p> <ul style="list-style-type: none"> • Carried out a number of monitoring visits effectively, the Head teacher noted the how the governor monitoring has successfully tied up the monitoring cycle in the school • Questionnaires for governors were given out • Safeguarding has been monitored several times • Hopefully recruited a potential parent governor 	
18.	<p><u>DATES OF FUTURE MEETINGS</u></p>	
	<ul style="list-style-type: none"> • 15th June 2020 <p>Meeting finished at 8pm</p>	

Chair's Signature _____ Date _____

Item	Actions arising from the last meeting:	Who:
	To have Google Drive training put on the agenda -20mins for the next meeting.	RL