

Halwin School
Local Governing Body meeting
Tuesday 13th September 2022 from 6pm
at School

<p>1. <u>ATTENDING :</u></p> <p>Cathryn Ashenden Ross Durkin (Chair) Loveday Jenkin (Vice Chair) Richard Lawrence (Head teacher) Vicky Tamblin (Staff governor)</p> <p><u>In Attendance</u></p> <p>Kip Jeffrey, prospective governor Pat Nicholas (Clerk)</p>		
<p><u>APOLOGIES :</u></p> <p>None.</p>		
		<u>ACTION</u>
2.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>A warm welcome was extended to all.</p> <p>Staff declared an interest as paid members of staff. New forms were circulated for completion.</p>	
3.	<u>ELECTION OF CHAIR & VICE CHAIR</u>	
	<p>RD was nominated to continue as Chair; the nomination was seconded and the vote was unanimous.</p> <p>LJ was nominated to continue as Vice Chair; the nomination was seconded and the vote was unanimous.</p>	
4.	<u>MINUTES FROM THE 14.6.22 MEETING AND MATTERS ARISING</u>	
	The minutes of the 14.6.22 meeting were agreed as an accurate record and signed by the Chair.	

	<p>Item 3: Action: RL will follow up with the Trust on the new fencing. The fencing is complete, but the main gate will need a camera/microphone entry system linked to the main door. One quote has been received so far, and a second quote is awaited. RL also updated the meeting on some vandalism which occurred over the summer break. This has been reported to the police, but the damage is not severe enough to warrant an insurance claim.</p> <p>Q: Are there plans to install CCTV? A: This will be discussed with the Crofty MAT estates team.</p> <p>Item 6: The meeting of the heads of the SPCMAT schools moving to Crofty MAT went ahead, with a couple of actions arising from it.</p> <p>RL held a meeting with Mark Blackman, SPCMAT CEO, to discuss KS2 data. The school still expects an Ofsted inspection 'within a year or so'. The meeting discussed how best to judge what 'Good' looks like from Ofsted's point of view.</p> <p>Item 6: The Preschool is full and has a waiting list. RL will discuss with the Trust a move to a 3yrs-11yrs provision, with a view to negotiating with the Crofty MAT CEO to move to including 2 year olds going forward.</p>	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	There were no matters raised at the last meeting.	
6.	<u>NEWLY APPOINTED GOVERNORS & RESIGNATIONS</u>	
	<p>There have been no resignations since the last meeting.</p> <p>KP has had his pen portrait approved by the Trustees, and awaits confirmation. Another prospective governor has been contacted; no response as yet, and VT has been appointed as staff governor.</p> <ul style="list-style-type: none"> • Governors' roles and responsibilities <p>The roles and responsibilities were agreed; EYFS and PE were still vacant. The meeting acknowledged the difficulties of covering a number of subject areas with a small number of governors. As a result, the meeting agreed to have English and maths as specific areas, but monitor the other areas of the curriculum collectively.</p> <p>RL was able to assure the governors that the school has a robust plan for delivering the National Curriculum, and have plans in place to make the curriculum more exciting and more pertinent. Governors were asked to consider setting up a monitoring plan for the year.</p> <p>Q: How does the LGB find out from staff what support they would like from governors? A: Governors could ask the staff when visiting the school, or carrying out monitoring visits, be a familiar face around school, build relationships with the staff, attend staff meetings. RL will be having introductory meetings for parents to demonstrate the various teaching programmes, including Read, Write, Inc. (RWI), and governors were invited to attend.</p> <p>The meeting discussed its governor monitoring week and decided on the week beginning Mon 31st October; Tuesday the 1st and Wednesday 2nd November were agreed.</p>	

7.	HEADTEACHER'S REPORT	
	<p>The head's report was circulated with the agenda in advance of the meeting.</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> • The majority of the curriculum intent concepts are in place, staff feel it is 'all coming together'. <p>Q: What is Hooked on Books?</p> <p>A: 'Hooked on Books: Transforming the Teaching of Reading' is a reading programme by Jane Considine, and is being researched as an option for the reading development.</p> <p>Q: Is RWI for certain year groups?</p> <p>A: Yes, it is designed for children from mid-nursery to the end of Y2. There are some children from Y3 and Y4. The assessment focuses on fluency and speed, so once these are achieved, the children leave the programme.</p> <p>Q: What are 'Charanga' and 'Arena'?</p> <p>A: These are the names of published subject schemes. These schemes provide the teachers with the lesson plans, giving them more time to identify the substantive and core concepts.</p> <p>Q: How do we find out more about these concepts?</p> <p>A: RL will share the core concepts and concept development with governors. These help children build the subject concepts over time, and enable them to make the connections and then identify these connections in other subjects.</p> <p>Q: What is the added value measure for the data?</p> <p>A: This is the progress from the end of KS1 to the end of KS2. Governors discussed the progress of KS2, and RL was happy to report that the 2022 data was the best in the trust. KS1 results are lower, but progress has been made on the EYFS scores, with a lot of children leaving the RWI programme. There is good evidence from the assessments that RWI is having an impact.</p> <p>Q: Is the catch up funding still available?</p> <p>A: Yes. This is based on the number of children eligible for pupil premium. The school needs to provide 40% of the cost, the government provides 60%.</p> <p>Q: Are there any Trust initiatives for catch up provision?</p> <p>A: A recovery plan was set up, some schools accessed national tutoring, which has had a positive impact.</p> <p>Q: Does the Trust have evidence of this positive impact?</p> <p>A: Only anecdotal evidence from teachers and parents.</p> <p>Q: How much will the current policies change when the school joins Crofty MAT?</p> <p>A: RL anticipates that all current SPCMAT policies will become Crofty MAT policies.</p> <p>Q: What is the school's pupil premium strategy?</p> <p>A: There is £20,000 of funding for this year. RL is working out how best to allocate these funds; this could include intervention, staff CPD, and one to one support. Others being considered are internal counselling, forest school, and play therapy.</p> <p>Q: Are any staff TIS (Trauma Informed Schools) trained?</p>	

	<p>A: No-one at present. VT explained that while the training itself is free, the cover to free teachers to train is very expensive. Online alternative options are being explored.</p> <p>RD thanked RL for his report.</p>	
8.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	<p>There was no report available for this meeting.</p> <p>Action: LJ and RL to organise a safeguarding visit and report as soon as possible.</p> <p>Governors had received the updated information for September 2022 regarding the 'Keeping Children Safe in Education' document, the Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees' and governors had signed the declaration to state that they had read the information.</p>	RL/LJ
9.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>Action: RD and RL to organise a health & safety visit and report as soon as possible.</p> <ul style="list-style-type: none"> • Tree safety - the Ash trees were cut back over the summer break. • Some internal work is needed in the school, RL will have a discussion with the Crofty MAT estates manager. There should be some central funding available to cover the cost of the works. 	RL/RD
10.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> • H&S 27.6.22 (RD) <p>Governors received and noted the latest governor monitoring reports.</p>	
11.	<u>OPERATIONAL RISK REGISTER</u>	
	This item will be deferred until the school joins the new Trust.	
12.	<u>FOCUS ITEMS</u>	
	<ul style="list-style-type: none"> • Strategic plans – RL showed the Crofty MAT format for the SDP priorities which incorporates the MAT school improvement priorities. <p>Q: How can we ensure that what we do well doesn't get changed? A: RL is confident that there will be no 'change for the sake of change'.</p> <p>Q: How do we make sure that all staff understand and can articulate the priorities? A: There are SDP meetings on INSET days. The priorities are also discussed at teacher appraisals where staff discuss how their targets align with the master plan.</p> <p>Q: Could governors attend the INSET day for the SEF (self evaluation)? A: Yes, and Crofty MAT could be invited as well.</p> <ul style="list-style-type: none"> • School development plans - covered • The Cooperative forum - this will be shelved, as Crofty is not a cooperative Trust. 	

13.	<u>FINANCES</u>	
	<p>RL explained that the school has been able to put staffing in place within the current finances. There were concerns but RL found the final management reports were not as bad as feared. However, staffing costs and energy bills will be a concern for 2022-23. RL is now teaching for 2 days per week which has created a saving.</p> <p>Q: How will the move to Crofty MAT affect the finances?</p> <p>A: The top slice is expected to be the same as will the budget for the first year.</p> <p>Q: Will RL have the capacity to carry out the head's role with a 2 day teaching commitment?</p> <p>A: It will be an issue, and RL may have to take additional non-teaching time to complete some tasks.</p>	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> • Monitoring standards by carrying out regular governor visits. • Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher. • Improving skills and knowledge by attending relevant training. • Strengthening and securing the LGB by ongoing recruitment of new governors. <p>The meeting discussed other training opportunities for governors.</p>	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<p>Mission, ethos and values - RL presented a single page idea, the mission being 'to educate the pupils of the community'. Governors discussed the importance of caring and of motivation within teaching and learning.</p> <p>Governor Monitoring arrangements</p> <ol style="list-style-type: none"> During September [SG and H&SG] Nov Governors week to meet pupils and parents more formally <p>Keeping Children Safe in Education 2022 (Part 2)</p> <p>Code of Conduct</p> <p>School self-evaluation</p> <p>Governor CPD</p> <ol style="list-style-type: none"> Safeguarding Curriculum workshop <p>All covered earlier in the meeting.</p>	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The SEF meeting planned for Monday 26th September 2022 4pm will be cancelled and will now be included in the SEF INSET day.</p> <p>Tuesday 7th February 2023 at 5.30pm - Formal meeting</p>	

<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion
Action: LJ and RL to organise a safeguarding visit and report as soon as possible.	Loveday Jenkin/Richard Lawrence	30/9/22
Action: RD and RL to organise a health & safety visit and report as soon as possible.	Ross Durkin/Richard Lawrence	30/9/22

The meeting concluded at 8.10pm.

Chair's Signature



Date

7/2/2023