

MINUTES

BOARD: LOCAL GOVERNING BOARD

SCHOOL BARROW HEDGES

DATE: MONDAY 5th OCTOBER 2020

TIME: 19:00-21:00

VENUE: Virtual - Microsoft Teams

ATTENDED:

Neil Webster (NW)	Vice Chair
Louise Wood (LW)	Headteacher
Karen Coleman (KC)	Staff Governor
Gillian De Marco (GDM)	Staff Governor
Natalie Edgson (NE)	Parent Governor
Jacqueline Harriott (JH)	Co-opted Governor
Alexis Hille (AH)	Associate member
Richard Lacey (RL)	Parent Governor
Nidhi Misri (NM)	Co-opted Governor
Sharon Roberts (SR)	CEO
ATTENDING: Kate Baum	Clerk
Michelle Rondeau (MR)	Observer

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute.

Item	
1	<p>Welcome and Apologies: Those present were welcomed by the Vice Chair, Neil Webster. The role of Judicium Clerking services and Judicium's role in conducting a full governance review was explained by SR and KB. The review was due to take place to address already existing Trust difficulties, however, the review will also assist in meeting requirements as part of the Trust's financial notice to improve from the EFA</p>
2	<p>Procedural items:</p> <p>2.1 Apologies for absence There were no apologies</p> <p>2.2 Appointment of Chair and Vice Chair, ending of terms of office and Trust Committees NW explained that he was not the chair and did not wish to stand, however, depending on the stability of the board he would consider remaining as Vice Chair. Clarification, by NW, of what the role of chair involves led to the confirmation of two co-vice chairs: Vice Chair 1: Neil Webster was proposed by LW and seconded by JH Vice Chair 2: Nidhi Misri was proposed by NW and seconded by RL</p> <p>ACTION: Appointments of Vice Chairs and committee reps to be updated on Governor Hub. By: Clerk</p> <p>Discussion took place concerning the need to find more governors for the LGB in light of the two parent governors and one staff governor terms of office coming to an end together with other governors having recently stepped down and AH having extended her term by one year from last year.</p> <p>Q: (AH) Would the Trust not have a role in finding governors? A: (SR) Despite this not being the role of the Trust, the Trust had supported in helping to identify governors previously. However, it is for the school LGB to identify their own governors.</p> <p>Further discussion ensued with regards to the number of governors who are parents permitted on the board. It was explained by SR that previously, there had been an issue in having the majority of the board comprising of parents and this compromises the ability to carry out some activities such as disciplinary panels.</p> <p>Q: (NE) Can a parent governor continue on the board without having to stand? A:(NW) governors who would like to retain a role as a governor could remain on the board if co-opted as governors so long as the criteria were met regarding numbers of parents A: (SR) they could also be co-opted to another school in the trust.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1) Ascertain how many parent governors will need to be elected and run elections accordingly. By: Clerk, LW, NW. 2) To consider the roles of co-opted governors and their roles in the Trust. By: NW and SR 3) Election of staff governor to take place. By: LW <p>It was agreed that representation on trust committees would be as follows: Resources: NM Governance and Audit: NW Curriculum and Standards: JH HT appraisal: RL and NW</p> <p>2.3 Confirmation of Quorum The meeting was confirmed as being quorate.</p> <p>2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting. ACTION: 1) Code of conduct and declaration of interest forms for 2020-21 to be accessed on Governor hub, signed and uploaded to Governor Hub or emailed to Clerk. By: ALL 2) Skill audit to be completed and collated. By: All and Clerk</p>

3	<p>Any other business No items were raised for AOB</p>
4	<p>Minutes: The Part a and Part b minutes of the previous meeting on 29th June 2020 were approved and signed. ACTION: Minutes Part a in item 16 to reflect the confidential Part b minutes. By: LW</p>
5	<p>Matters Arising from the Minutes: <u>Food Policy</u> The section on Governance has been reworded and the compliance section in red was agreed by Governors. Q:(NW) Does the policy need to be dated? A: (LW) This is done by the electronic tracker</p>
6	<p>Correspondence NW informed the board that the governance review note had been sent to Chairs and Vice Chairs.</p>
7	<p>Headteacher's Report The headteacher highlighted key points from her report and invited questions. <u>Returning to full opening:</u> It was pointed out that there is a section on the website with COVID updates. <u>INSET Days – July and September</u> These were particularly helpful to ensure a smooth start to the term. The staff felt comfortable and well informed as to how reopening would work.</p> <p>Q:(JH) What are the behaviour concerns in Year 6? A: (LW) In a particular cohort of children, some have had to 're-learn' how to play less boisterously. The behaviour mentor has worked with some children to discuss behaviour and support improvements. Q: (JH) Is the management effective? A: (LW) There is a hope that by the next meeting, will be able to report what has been put in place such as additional PSHE sessions in Year 6, and the Assistant Headteacher on a Monday afternoon releasing the Year 6 teacher to work with individuals, is already having a positive effect. <u>Numbers on role</u> It was noted that an unusual number of pupils have moved abroad. <u>Attendance</u> Q: (NW) How do we compare with other schools with regards to absences due to health? A: (LW) Whilst the school does not know comparisons, in response to Local Authority questionnaire, we were able to answer very positively. It is especially positive that all children have returned, with only one child removed from roll to be formerly home schooled. The report shows the numbers of children absent for various COVID related reasons. Q: (GDM) What is the reason for absence being high in Year 1 compared to other years? A: (LW) The data is skewed because the figures reflect only a short time in school with several children having to quarantine following travel abroad as well as some isolating in this year group. <u>Staff</u> Q: (NE) What are Cirrus days for staff? A:(LW) This is a perk as part of being in the trust where each member of staff is able to ask to take two authorised unpaid days. <u>Recovery Curriculum</u> The HT report outlined how the staff worked to map out the recovery curriculum during the Summer Term. <u>Phonics Testing for Year 2 and Year 3</u> Q:(JH) Why are the children sitting a phonics test? A: (LW) Usually tests are conducted in the Summer in Year 1, however because of COVID they will be done with Year 2 at the end of the Autumn term. Q: (NE) How will parent consultations take place in the absence of face to face meetings? A: (LW) This is something staff have thought long and hard about. There is a need to be mindful of teacher workload as well as keeping parents informed. Teachers have chosen to write reports for each child and follow up with phone conversations or Teams meeting with those parents who want them. There will, however, be Reception parent information evenings (online) so that new parents feel involved in the school.</p>
8	<p><u>Baseline assessments</u></p>

	<p>The end of February was the last data collection and the data (Paper 3) shared the tracking/analysis. Pupil progress meetings have taken place for all year groups. The mid-year data, along with PiXL assessments and children's last statutory assessments i.e. Foundation Stage Profile or KS1 SATs, have been used to evaluate whether children are at, above or below age related expectations (ARE). A grade of A, B, C or D has been given to each child to help us to evaluate gaps to close and how to allocate intervention and best utilise funding.</p> <p>A – Pupils who above ARE in March or at the end of a Key Stage and are expected to still be above ARE</p> <p>B- Pupils were at expected and still expected to be at ARE, and so have still room for improvement (i.e. could progress to Greater Depth Standards - GDS)</p> <p>C- Pupils who have not regressed but were below and are still below</p> <p>D – Pupils who are performing below where they were at March assessment and/or last statutory assessment point. This group includes those pupils who were working at Greater Depth and are now at expected or below expected levels.</p> <p>Teachers are clear as to who falls into which group.</p> <p>Overall, it was felt that this high level view showed that there is not a great disparity across reading, writing and maths.</p> <p>The catchup funding and pupil premium funding will be used to plan interventions.</p> <p>Q: (NW) How does this compare with what would be expected? A: (LW) It is felt that using targets 2020-21 for Year 6, if nothing were to move then 80% of children would be at ARE which is a bit lower than usual however the percentage of those working at greater depth compared to their KS1 results, have increased already.</p> <p>In Year 2 the KS1 targets compared to Reception outcomes shows that writing needs to be a particular focus.</p> <p>Q: (NW) What is likely to be the cause? A:(LW) It is clear how much children have missed.</p> <p>Q: (NW) How does this compare to other schools? A: (SR) Given where the school has been in the last few months, although targets are a little down to where the school usually is, as a high performing school, the targets are very positive. The school will be compared to 2018-19 national data and governors should ensure that they focus on understanding how groups are performing rather than comparing to other schools. The need to track progress was emphasised and GDM explained that interventions are already in place in Year 6.</p> <p>ACTION: Governors to continue to track groups of children and compare to the national so as not to mask groups of children who may fall behind. By: ALL</p>
9	<p>SEND recovery action plan</p> <p>LW explained that one of the first tasks for MR in her new role was to create this plan. MR explained that it was necessary to capture what all SEND children would need as they transition to school. MR wanted staff to be aware of each child's needs and took into account what the school had done in the summer.</p> <p>Q: (JH) What is zone training? A: (MR) The zones of regulation are represented by colours relating to mood and behaviour. MR will be training staff in this.</p> <p>Q: (JH) Are parents aware of processes for SEND? A: (MR) Conversations have taken place with all parents and carers who have children with EHCP or SEND support.</p> <p>Q: (NW) What have been MH's greatest pleasures and concerns in joining the school? A: (MH) The greatest pleasure has been seeing the children returning so confidently/enthusiastically. An area to further develop is the need to ensure that differentiation is appropriate for all especially lower attaining children.</p> <p>LW stressed the importance of not hurrying the catch-up process in a rush to bridge gaps.</p> <p>Q: (NE) How much is the catch-up funding? A: (KC) £80 per child per year paid in 3 payments.</p> <p>Q: (NE) How will it be spent? A: (LW) The purpose of the A to D categories is to be able to target funding appropriately. Adults will be used across year groups to target the Category D children that were at ARE and are now below. C category children will also be targeted in the classrooms using TAs.</p>
10	Sports funding plan review

	<p>Due to COVID a number of activities were not able to take place, however there were many things that did. The school won an award for the work done virtually via Google classroom.</p> <p>Funding will be used to support PE teaching of 3 NQTs from last year who would benefit from further support with teaching and learning in PE and 3 new NQTs this year.</p> <p>The school is looking at moving swimming as this cannot take place at the moment and the school is maximising the use of external people at lunchtimes.</p> <p>Q: (NE) Will school football be able to take place, as Borough level football is? A: (LW) The situation is a fluid one and the school is only just beginning to start after school clubs for those in year group bubbles.</p> <p>Q: (NW) Does the £6.5K carry forward relate to activities that could not take place? A: (LW) Mostly, this is a significant amount to carry over.</p> <p>Q: (NW) How long can this be carried over for? A: (KC) The money will need to be spent by March 2021</p>
11	<p>AOB</p> <p>It was minuted that thanks were expressed to AH and NAS for the work they had done in their role as Governors on the LGB.</p>
	<p>Meeting Dates</p> <p>It was agreed that the next meeting will be on Monday 23rd November 2020 at 7.00pm.</p> <p>ACTION: Trust meeting dates to be circulated. By: Clerk</p>
	<p>The meeting was adjourned by the Chair at 8.54pm</p>

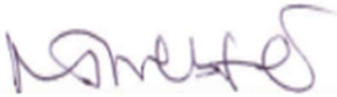
Matters arising from the minutes of the Barrow Hedges LGB

held on 5th October 2020

Item	Action	Actionee	Status
2.2	Appointments of Vice Chairs and committee reps to be updated on Governor Hub.	Clerk	Closed Listed under new committee names
2.2	Ascertain how many parent governors will need to be elected and run elections accordingly	Clerk LW, NW	
2.2	To consider the roles of co-opted governors and their roles in the Trust	NW, SR	
2.2	Election of staff governor to take place	LW	
2.4	Code of conduct and declaration of interest forms for 2020-21 to be accessed on Governor hub, signed and uploaded to Governor Hub or emailed to Clerk.	ALL	
2.4	Skill audit to be completed and collated.	All and Clerk	
4	Minutes Part a in item 16 to reflect the confidential Part b minutes	LW	
8	Governors to continue to track groups of children and compare to the national so as not to mask groups of children who may be falling behind	ALL	
11	Trust meeting dates to be circulated.	Clerk	Closed (not circulated as reps will not be attending)

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	23 rd November 2020

