



LOCAL COMMITTEE MEETING OF BARROW HEDGES PRIMARY SCHOOL MINUTES

Monday November 29th 2021, 19:00 via Microsoft Teams ('virtual')

PARTICIPANTS:

<i>Nidhi Misri</i>	<i>NM</i>	<i>Co-opted governor; Co-Vice Chair</i>	<i>Present</i>
<i>Neil Webster</i>	<i>NW</i>	<i>Co-opted governor; Co-Vice Chair</i>	<i>Present</i>
<i>Louise Wood</i>	<i>LW</i>	<i>Headteacher; Ex-Officio</i>	<i>Present</i>
<i>Kate Duncan</i>	<i>KD</i>	<i>Staff Governor; SLT</i>	<i>Present</i>
<i>Chantel Dyason</i>	<i>CD</i>	<i>Co-opted governor</i>	<i>Present</i>
<i>Srinivasan Iyengar</i>	<i>SI</i>	<i>Co-opted governor</i>	<i>Present</i>
<i>Natasha Nardell</i>	<i>NN</i>	<i>Co-opted governor</i>	<i>Present</i>
<i>Michelle Rondeau</i>	<i>MR</i>	<i>Staff governor</i>	<i>Present</i>
<i>Andrea Todd</i>	<i>AT</i>	<i>Parent governor</i>	<i>Present</i>
<i>Melissa Williams</i>	<i>MW</i>	<i>Parent governor</i>	<i>Present</i>
Governance			
<i>Karen Velissarides</i>	<i>KV</i>	<i>Clerk to Trust Schools</i>	<i>Present</i>

Supporting documents:	<ul style="list-style-type: none"> • 00 Barrow Hedges LC agenda for 29.11.21 • 01 Barrow Hedges LC – draft minutes of 27.09.21 • 06 Admissions Report to the LC Barrow Hedges – November 2021 • 07 Headteacher Report to Local Committee for 29.11.21 • 08 Baselines and predictions – BHPS • 09 SEF Extended version – Nov 2021 • 09 Short summary SEF – Nov 2021 • 10 Pupil Premium Strategy 2021-2022 • 11 Sports Funding Strategy Plan 2021-22 • 12 Risk Register Barrow Hedges Primary School • 13 Premises and Health & Safety report – November 2021 • 14 LC Safeguarding report – autumn 2021 • 15 Draft Accessibility Policy and Plan 2021-2023 BHPS • 15 Draft Behaviour Policy • 15 Draft Admissions Policy BHPS September 2023 • 15 Draft EYFS Policy 2021 • 15 Draft Mental Health & Wellbeing Policy • 15 Draft Relationships, Health and Sex Education Policy • 16 Governor Visit Record 01.11.21 AT • 16 Governor Visit Record 01.11.21 MW • 16 Governor Visit Record 01.11.21 SI • 16 Inclusion Link Governor Report 1st November 2021 • 16 Safeguarding Link Governor Report – NN 3.11.21 • 18 Public Sector Equality Duty 2021-2022 • 19 Merton and Sutton Governor Training programme
Meeting opened at:	19:00
Meeting closed at:	21:18

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. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item																																	
1.	<p>Welcome, apologies for absence and confirmation of quorum Governors were welcomed to the meeting. No apologies were received, all governors being in attendance. The meeting was declared quorate. The meeting was moved 'online' to reduce the number of visitors to the school site.</p>																																
2.	<p>Declaration of conflicts of interests and changes to register of business interests No declarations of conflicts of interest were made. No changes in the register of business interests were provided.</p>																																
3.	<p>Confirmation and approval of minutes of the meeting held on 27th September 2021, matters arising not covered elsewhere on the agenda and actions update The minutes of the LC meeting - held on 27/09/21 - were agreed as a true and accurate record of that meeting and approved, with one amendment. Page 2 under 'Appointment of Chair and Vice-Chair for the academic year 2021-2022', NW should have been listed as 'Co Vice-Chair' and not 'Co Chair'.</p> <p>Action point update</p> <table border="1" data-bbox="215 987 1437 1861"> <thead> <tr> <th data-bbox="215 987 400 1016">Action Point</th> <th data-bbox="400 987 975 1016">Action</th> <th data-bbox="975 987 1437 1016">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 1016 400 1093">001</td> <td data-bbox="400 1016 975 1093">Confirmation of the governance leadership to be added to the agenda for the next LC meeting.</td> <td data-bbox="975 1016 1437 1093">Completed.</td> </tr> <tr> <td data-bbox="215 1093 400 1196">002</td> <td data-bbox="400 1093 975 1196">A suitable date to be agreed with panel governors and JD for the Headteacher Performance Review panel meeting.</td> <td data-bbox="975 1093 1437 1196">Completed.</td> </tr> <tr> <td data-bbox="215 1196 400 1299">003</td> <td data-bbox="400 1196 975 1299">Clarification to be sought as to whether the DHT who attends the meetings would be able to take up the staff governor vacancy.</td> <td data-bbox="975 1196 1437 1299">Completed.</td> </tr> <tr> <td data-bbox="215 1299 400 1426">004</td> <td data-bbox="400 1299 975 1426">A LC skills audit to be developed and analysed by the meeting in November 2021.</td> <td data-bbox="975 1299 1437 1426">CARRIED FORWARD ACTION: To be sent out by the Clerk to new governors and long-term governors to review their responses.</td> </tr> <tr> <td data-bbox="215 1426 400 1503">005</td> <td data-bbox="400 1426 975 1503">Training records to be updated on Governor Hub.</td> <td data-bbox="975 1426 1437 1503">CARRIED FORWARD ACTION: Clerk to review</td> </tr> <tr> <td data-bbox="215 1503 400 1606">006</td> <td data-bbox="400 1503 975 1606">A half termly visits plan to be drafted for circulation to governors and key staff in the school.</td> <td data-bbox="975 1503 1437 1606">CARRIED FORWARD ACTION: 90% of the plan has been completed. This needs finalising by LW.</td> </tr> <tr> <td data-bbox="215 1606 400 1682">007</td> <td data-bbox="400 1606 975 1682">SLT workload to be raised at the next Trust Chair's Forum.</td> <td data-bbox="975 1606 1437 1682">Peter Simpson has written to NW regarding this.</td> </tr> <tr> <td data-bbox="215 1682 400 1785">008</td> <td data-bbox="400 1682 975 1785">Safeguarding to be included on the agenda of the next meeting.</td> <td data-bbox="975 1682 1437 1785">CARRIED FORWARD ACTION: to be actioned with the next set of data at the end of autumn term.</td> </tr> <tr> <td data-bbox="215 1785 400 1861">009</td> <td data-bbox="400 1785 975 1861">The policy workplan to be completed and those ready brought to the next meeting for approval.</td> <td data-bbox="975 1785 1437 1861">CARRIED FORWARD ACTION: Dates are being finalised</td> </tr> </tbody> </table>			Action Point	Action	Update	001	Confirmation of the governance leadership to be added to the agenda for the next LC meeting.	Completed.	002	A suitable date to be agreed with panel governors and JD for the Headteacher Performance Review panel meeting.	Completed.	003	Clarification to be sought as to whether the DHT who attends the meetings would be able to take up the staff governor vacancy.	Completed.	004	A LC skills audit to be developed and analysed by the meeting in November 2021.	CARRIED FORWARD ACTION: To be sent out by the Clerk to new governors and long-term governors to review their responses.	005	Training records to be updated on Governor Hub.	CARRIED FORWARD ACTION: Clerk to review	006	A half termly visits plan to be drafted for circulation to governors and key staff in the school.	CARRIED FORWARD ACTION: 90% of the plan has been completed. This needs finalising by LW.	007	SLT workload to be raised at the next Trust Chair's Forum.	Peter Simpson has written to NW regarding this.	008	Safeguarding to be included on the agenda of the next meeting.	CARRIED FORWARD ACTION: to be actioned with the next set of data at the end of autumn term.	009	The policy workplan to be completed and those ready brought to the next meeting for approval.	CARRIED FORWARD ACTION: Dates are being finalised
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4.	<p>Local Committee Business NGA skills audit document to be sent to all new governors by the Clerk.</p>																																
5.	<p>Admissions Report – November 2021 The report was authored by the Trust Admissions Officer with changes in Barrow Hedges admissions</p>																																

	<p>shown. At the school census date in October there were slightly fewer children on roll than had been budgeted for. The budget was, therefore, adjusted accordingly.</p>
<p>6.</p>	<p>Headteacher's Report</p> <p>Attendance trends have been more difficult to review during the COVID-19 pandemic. The school is starting to look at these again. Some national data has been made available this term. The school has signed up to 'Explore Education Statistics' – this allows the school to compare its' data with similar schools and/or national data. On November 11th, national attendance at state funded primary schools was 93.6%. The school's attendance holds up well against this – on November 19th the school figure was 95.3%.</p> <p>Punctuality has been excellent – when the school operated in year group 'bubbles', parents had a specific and limited time to get their child into school. Even though arrival times have been relaxed since, parents are continuing to bring the children punctually.</p> <p>Staffing is proving very difficult at the moment due to staff absence – this is more down to general illness than COVID-19. In addition to this, there are 2 staff currently taking 2 weeks maternity/paternity leave. Other staff are self-isolating awaiting the result of a PCR test. There appears to be a delay in the results service at the moment. Supply agencies have not been able to provide cover teachers. All Trust schools are experiencing similar difficulties in finding adults to be in front of the children. Most staff at Barrow Hedges are double vaccinated – schools where this is not the case are struggling even more.</p> <p><i>A governor asked if the headteacher could see a point when the children would be sent home and remote learning need to start up again. LW said this was a possibility. The school is in 'amber measures' at the moment and this makes staffing more complex because staff are not supposed to be moved around.</i></p> <p>This year the school has formalised and increased the Year Group Leader meetings (led by the senior leadership team) to provide leadership training to middle leaders based on the Year Group Leader job description and development points from the previous academic year.</p> <p>Sessions provided so far include:</p> <ul style="list-style-type: none"> • Effective leadership during PPA • Timetabling and rotas • Writing Cohort Action Plans • Observing and giving valuable feedback • Safeguarding/behaviour • Classroom health and safety (led by Dave Blackman) <p>Two annual reviews have been completed for children in Year 3, with a further one due by the end of this term. Five Educational Health and Care Needs Assessments have been completed. The school is looking to have a 'Next Steps' meeting with Cognus.</p> <p>An Additional Support Contract (ASC) has been completed for a child in Year 6 who joined the school from Hong Kong in April 2021- the request asks for support to pay for an OT and SLT assessment as advised during a Team Around the Child (TAC) meeting.</p> <p>A TA in Year 3 has been signed off on long term sickness absence (all term) and support for a child with an EHCP has, therefore, been challenging. in Year 5 is on a part time timetable at the moment.</p> <p><i>A governor asked if the headteacher has a sense of how many more staff the school needs at the moment. Ideally, the school would have another TA for 30 hours a week and an additional lunchtime supervisor. The former is because one TA is a HLTA and, therefore, is often called upon to teach classes.</i></p> <p>Performance Management information is recorded in the report and teacher pay recommendations have been signed off.</p> <p>Parent tours of the school have been well attended. FADE reports (monitoring reports) are included within the papers.</p>
<p>7.</p>	<p>Baseline assessment analysis and predicted end of year targets</p> <p>Progress data is generated regularly using a template from the Trust. Ambition statements are used, and performance compared against these expectations. Data for Early Years is shown in yellow in the report and combines performance strands together.</p> <p>Current Year 2 children are a priority in all areas (particularly in writing) – the prediction for Phonics assessment is 92%. This will take place shortly (delayed from Year 1). Year 6 attainment in maths is</p>

	lower than expected.
8.	<p>School Evaluation Form (SEF)</p> <p>This is available in both short and long form, with updates shown in red. This document is very useful if Ofsted came to inspect the school. The extended version forms a script that could be used for the first telephone interview between LW and the Lead Inspector. Staff and governors would need to be familiar with the information in the short SEF.</p> <p>Main changes to the SEF include: the judgment for Leadership and Management has moved from 'good' to 'outstanding'; the Trust mission and values have been added, the SIP is cross referenced with the SEF. Wording in purple indicates next steps.</p> <p>Governors found the SEF to be a detailed document and felt it to be well laid out and useful.</p> <p>*NEW ACTION 010: Governors to read the SEF and send the Headteacher any questions or queries.</p> <p>LW said it is important for all middle leaders to know the contents of both the short and long SEF documents, so they are able to describe the journey of the school. Year group meetings are held on a weekly basis between senior and middle leaders – this ensures all school leaders are in the picture and kept up to date. LW is confident that staff know the strengths and areas for development of the school.</p>
9.	<p>Pupil Premium (PP) Strategy 2021/2022</p> <p>The format of the PP Strategy document from the DfE changed this year. The Strategy must be uploaded to the school website by the end of December '21.</p> <p>The school is managing 3 funding streams aimed at supporting disadvantaged children. These are Pupil Premium; Recovery and 'Catch-up'/tutoring.</p> <p><i>A governor asked if the school liked the new format of the PP Strategy. The document is broken up into different headings – the statement of intent is useful and helps link this document others and with everything else the school is aiming to achieve.</i></p>
10.	<p>Sports Funding Strategy Plan 2021/2022</p> <p>This plan is broadly in the same format as before. The strategy is largely based on the things the school knows works with the children with a COVID-19 view.</p>
11.	<p>School Risk Register</p> <p>Headteachers from Trust schools worked on the template of this risk register and suggested risks that featured under the document tabs. Each school then populated the template with their own data.</p> <p>Every Trust school has a monthly budget meeting, and the risk register is reviewed at the same time.</p> <p><i>A governor asked if there was a list of the top 5 to 10 risks for the school as this would be useful information to have. Not as such. Each focus areas shows RAG rated risks. There are three areas of high risk under the 'Educational Performance' tab. Two are operational and one financial. Consequences of risks becoming realities are considered.</i></p> <p>Governors were invited to attend the monthly budget /risks meetings by contacting the Headteacher. NM has expertise in this area.</p>
12.	<p>Premises/Health & Safety Report</p> <p>MW conducted a visit to the school today and conducted a site walk with the Site Manager who also oversees two other schools in the Trust. Record keeping was reported as being very good. Site issues can be logged through EVERY by any member of staff. Areas of the school are improving, and the fire register is now detailed. MW was very impressed on this visit – she will represent the school and attend the Trust Health & Safety Forum in January 2022.</p> <p><i>A governor asked whether any of the points raised during the governor visit tracked across to the Risk Register. Not as such. Each focus area has RAG rated risks and these can track across to, for example, the Fire Management Risk Assessments.</i></p>
13.	<p>Safeguarding Report</p> <p>This is a termly report. The Family Support Worker was redeployed for the first part of the autumn term but has now returned. Some degree of separation anxiety has been seen with some children in all age groups. This is often experienced by younger children when they first start school but there are increasing numbers of all ages with this issue. This has mainly been exacerbated by school closures/lockdowns and children being in and out of school.</p>

	<p>Some themes have taken on greater importance this term. The PSHE programme is based around positive relationships and 'getting on and falling out' has always formed part of this. There have been more instances this term of friendship issues, children exaggerating events and parental anxiety.</p> <p>The Headteacher reported there has recently been a fixed term exclusion.</p> <p>Sexual harassment and violence have been added to the list of reportable safeguarding issues – incidents of these have been reported by Ofsted during some inspection processes. Their findings suggest that some children have experience of both at school and at home since during lockdowns. SLT will have further training on sexual harassment and violence on the January INSET Day.</p>
14.	<p>Policy updates and approvals</p> <ul style="list-style-type: none"> • <u>Behaviour Policy</u>. This was discussed and agreed without amendment. RESOLUTION: Governors agreed with and ratified the Behaviour Policy. • <u>Draft EYFS Policy</u> – this has been updated in the light of the new framework. This was discussed and agreed without amendment. RESOLUTION: Governors agreed with and ratified the EYFS Policy. <p><u>Draft RHE Policy</u> – this was finalised after consultation with parents via a form to be completed and returned. A 'virtual' information evening was held on 9th November '21 and parents were able to ask questions of key staff. 100 invitations were sent out to parents who stated their intention to attend the meeting but only approximately-30 parents joined the Teams session. Those who attended said the session was useful but attendance of 70% less than expected was disappointing.</p> <p><i>A governor asked how many parents are likely to want to opt their child out of the non-statutory parts of RHE. This is not known at this stage because these learning objectives are not taught until the spring and summer terms, and it is at that point that a parents are invited to view the specific resources that will be used with the children and so any withdrawal from lessons would more likely happen at this stage.</i></p> <p>RESOLUTION: Governors agreed with and ratified the RHE Policy.</p> <ul style="list-style-type: none"> • <u>Draft Mental Health & Wellbeing Policy</u> – the school had a similar policy in 2018 but as this is now of such increased importance, the policy has been updated. This was discussed and agreed without amendment. RESOLUTION: Governors agreed with and ratified the EYFS Policy. • <u>Draft Admissions Policy 2023</u>. This was discussed and agreed without amendment. RESOLUTION: Governors agreed with and ratified the Admissions Policy for 2023.. • <u>Draft Accessibility Policy and Plan</u>. This was discussed and agreed without amendment. RESOLUTION: Governors agreed with and ratified the Accessibility Policy and Plan.
15.	<p>Governor Training and visits</p> <p>Governors were reminded to upload the reports of their link visits to school. 5 have been conducted since the last visit and the reports are available on Governor Hub in the papers section for this meeting. NN reported that the safeguarding visit she made demonstrated how well documents and school approaches matched and linked. Everyone spoken to in school had been knowledgeable and highly competent.</p> <p>*NEW ACTION 011: Headteacher to check if any visit reports from the INSET day are not yet on Governor Hub (GH) and contact the individuals to offer support in completion to publication.</p>
16.	<p>Performance Management Report</p> <p>This was primarily covered at the meeting in September '21. The Headteacher reported that the process is now complete, and recommendations implemented.</p>
17.	<p>Public Sector Equality Duty (PSED)</p> <p>This is completed annually in the autumn 2 half term and links closely with the School Improvement Plan. October census data is used to update the number on roll. The school community is 53.3% male and 46.7% female. The Duty sets out how the school aims to meet its equality objective. Five strands of the objective are shown on the document.</p> <p>RESOLUTION: Governors approved the PSED, and this will now be published on the school website.</p>

18.	<p>Local and National Updates</p> <p>Staff are being encouraged to wear face coverings, as are any visitors to the school. Parents have not been asked to wear face masks on site as yet.</p> <p>The school went into 'amber measures' on November 17th '21. This will be reviewed tomorrow (30th November) but it is likely that these measures will be extended. This means that parents will not be able to attend the Key Stage 1 production, the concert will not take place (this will be replaced by an outdoor sing along). Schools who have trips booked are having to make difficult decision as to whether the trips should now be cancelled.</p>
19.	<p>Items to be raised by the committee to Trust board and feedback</p> <p><u>Feedback</u></p> <ol style="list-style-type: none"> At the Chair's Forum, the issue of being able to adequately support children from Hong Kong was discussed. NW felt the Trust understood the challenges being faced but the school is awaiting concrete support in resourcing for the needs of these children. The workload associated with completing data reports was discussed. The Trust recognised the effort required by senior leaders in the completion of these reports. Processes and requirements will be reviewed. NW received communication from The Trust Director and CEO regarding leadership team workload. This is an indication that communication is improving with members of the Trust Board. <p><u>Items to raise at next meeting (January)</u></p> <ol style="list-style-type: none"> COVID-19 Vaccinations and staff take up. The school is not able to insist that staff must have the vaccine. The implications of non-vaccinated staff for the school and Trust will be raised with the Trust Board. Governors would like to know more about the messages from the ESFA to the Trust in the light of the financial notice to improve that was issued and the Trust is operating under. How are things progressing and what is the timeline? <p>NM agreed to attend the next Chairs Forum.</p> <p>*NEW ACTION 012: NM to attend the Chairs Forum and represent the school on January 24th 2022.</p> <p>*NEW ACTION 013: Clerk to send the date of the next Chairs Forum meeting to NM.</p>
20.	<p>Correspondence to the Chair/Chair's actions</p> <p>NW has signed off on the teachers pay award relating to performance management.</p>
21.	<p>Any other business</p> <p>There were no items of other business raised.</p>
22.	<p>Identification of any confidential matters</p> <p>No confidential items were discussed.</p>
23.	<p>Reflections</p> <ul style="list-style-type: none"> Governors visiting the school on the INSET day on November 1st found it very beneficial and staff felt they had been able to provide information and governors were interested in what they did. The input relating to Safeguarding was very useful. Making the most of the training available, governors were asked to look at the programme from Sutton and Merton for the rest of the year and to sign up for areas linked to their responsibility and/or interest areas. Time spent looking at the SEF and understanding how this fits in with the SIP was very helpful and showed how the school had joined up thinking in strategic planning.
24.	<p>Dates of future meetings for 2021-2022</p> <ul style="list-style-type: none"> Monday 21st March 2022 at 19:00 – venue to be confirmed closer to the time. Wednesday 6th July 2022 at 16:00

Summary of Action Points arising from this meeting

Action Point	Action	Responsibility
010	Governors to read the SEF and send the Headteacher questions or queries relating to it	All Governors
011	Headteacher to check if any visit reports from the INSET day are not yet on Governor Hub (GH) and contact the individuals to offer support in completion to publication.	LW
012	NM (Co-Vice Chair) to attend the Chairs Forum and represent the school on January 24 th 2022	NM
013	The date of the next Chairs Forum meeting to be sent to NM	Clerk

MINUTES SIGNED BY:	NIDHI MISRI	NEIL WEBSTER
DATE:	21/03/22	21/03/22
CHAIR'S SIGNATURE		