



LOCAL COMMITTEE MEETING OF BARROW HEDGES PRIMARY SCHOOL MINUTES

Wednesday July 6th 2022, 16:00 at Barrow Hedges Primary School, Harbury Road, Sutton SM5
4LA

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 (Virtually)</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>Apologies</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>Katie Bird</i>	<i>KB</i>	<i>Senior Clerk to Cirrus Trust</i>	<i>Present</i>
<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 BH Local Committee Meeting 06.07.2022 Agenda • 01 Barrow Hedges Draft LC Minutes of 21st March 2022 • 04 Final Ofsted report inspection 20th and 21st April 2022 • 05 Headteacher report to local committee for 6.7.22 • 06 Local Committee Admissions Report to Governors (Barrow Hedges) June 2022 • 07 Pupil Charter School Offer June 2022 • 08 Safeguarding report to LC - July 2022 • 09 SIP End of Year Review June 2022 • 10 BHPS Draft SIP Targets for 2022-2023 • 11(i) Governor Training-Barrow Hedges Primary as at 21.6.22 • 11(ii) NW Governor visit JC May 2022 • 11(iii) NW Governor visit pupil voice 2022 • 12 Home Learning Policy • 13 BHPS Premises Compliance & Health & Safety Termly Report June 2022 • 14 Risk Register Barrow Hedges Primary School last updated 1.7.22 • Cirrus News - June 2022 • TABLED BH End of Year Headline Data 5th July 2022 • TABLED KS2 National Headlines Attainment 2022 • TABLED Safeguarding Link Governor (CD) Report 1st July 2022
Meeting opened at:	16:00
Meeting closed at:	18:25

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 and KB introduced. Apologies were received from NN. The meeting was declared quorate.</p>										
2.	<p>Declaration of conflicts of interests and changes to register of business interests No declarations of conflicts of interest were made in relation to agenda items. No changes in the register of business interests were provided.</p>										
3.	<p>Confirmation and approval of minutes of the last meeting held on 21st March 2022, matters arising not covered elsewhere on the agenda and actions update. The minutes of the LC meeting - held on 21/03/22 - were agreed as a true and accurate record of that meeting and approved, without amendment.</p> <p>Action point update</p> <table border="1" data-bbox="220 880 1441 1070"> <thead> <tr> <th data-bbox="220 880 405 913"><i>Action Point</i></th> <th data-bbox="405 880 1075 913"><i>Action</i></th> <th data-bbox="1075 880 1441 913"><i>Update</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="220 913 405 992">014</td> <td data-bbox="405 913 1075 992"><i>NW and LW will discuss possibilities with interested members of the LC.</i></td> <td data-bbox="1075 913 1441 992"><i>Completed.</i></td> </tr> <tr> <td data-bbox="220 992 405 1070">015</td> <td data-bbox="405 992 1075 1070"><i>Visits with link staff and subject leads for next term to be booked as a priority.</i></td> <td data-bbox="1075 992 1441 1070"><i>Completed.</i></td> </tr> </tbody> </table>		<i>Action Point</i>	<i>Action</i>	<i>Update</i>	014	<i>NW and LW will discuss possibilities with interested members of the LC.</i>	<i>Completed.</i>	015	<i>Visits with link staff and subject leads for next term to be booked as a priority.</i>	<i>Completed.</i>
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4.	<p>Ofsted feedback The Ofsted report has been published. Many governors attended the inspection feedback session, and the school achieved the outcome hoped for. The content of the report is very pleasing.</p> <p>The written report did not include any areas for improvement however the lead inspector gave verbal feedback that the school had rightly identified an area for refinement which was included in the SIP – to continue to develop assessment in the foundation subjects. Staff were pleased to receive a congratulatory letter from Peter Simpson (Chair of Trustees). The Ofsted process was a very good way to round off the year. Governors felt the training they had received earlier in the year to prepare for an Ofsted inspection was very helpful.</p> <p>The Inspectors plan to return next year to review whether the school is ‘outstanding’ rather than ‘good’. There will be some new staff next year- the inspection has provided validation that the school is on the right track and can continue with its improvement journey with less pressure.</p> <p>The Headteacher asked governors to ensure that they remain up to date on information and gain first-hand experience of the school by more frequent visits. This is a key part of the role. Governor awareness and understanding of the impact of COVID-19 on the school was evident during this process and the inspectors were impressed by this. Inspectors were also well aware of the issues COVID-19 will have caused to the school, staff, children and families. An in-depth understanding of the quality of education in particular will be required for our more rigorous section 5 inspection.</p>										
5.	<p>Headteacher’s Report – Summer 2 The Headteacher’s report was taken as read and questions were proffered by governors. Much activity has taken place around recruitment this term.</p> <p><u>Attendance, punctuality and pupil numbers</u> The school has received its’ first pupil from Ukraine and another is due to join in September. These families live with families of children at the school. The school has a waiting list as some children have signed up but are not scheduled to start in the Nursery until January or April 2023.</p>										

There is an increase in the number of children of Year 5 age across the borough/Trust (quite possibly, families moving into the area for the grammar schools ahead of test).

Punctuality and attendance are still strong. Punctuality continues to be impressive – parents are continuing with the good habits established during the pandemic. Robust procedures are in place to follow-up on any child who is late.

Persistent absence (90% attendance or below) is higher than usual in Reception, Year 5 and Year 6. This is mainly due to families taking holidays in term time or COVID-19 related absence. Self-isolation has had a big impact on attendance. There was also a Chicken Pox outbreak in the Nursery and Reception classes earlier in the year. The persistent absence figure is currently the lowest of the schools in the Trust.

Greater pupil movement than usual has been evident, with some children joining and some leaving the school. Six pupils have joined Year 3. Increasing numbers of new to the school children do not speak English. All classes in Year 3 and above now comprise of thirty-two children. Some new arrivals have high learning needs – three have EHCPs. Others have clear needs without a diagnosis. This will have a financial impact on the school as these children need support and interventions without any additional funding.

Staffing

Applicants for vacancies have tended to be female –there were only a small number of male applicants for any advertised post. Governors discussed diversity in recruitment and acknowledged that if a variety of people do not apply for a post, it becomes difficult to secure diversity.

Training

Good professional development took place this year for year leaders, focussing online managing and leading their areas. Group leaders line manage the Teaching Assistants. This will be an area for further review and development.

A governor asked whether the Year Group Leaders have leadership training as well as meetings together to discuss school priorities and tasks. LW and KD said that this is something they aim to further develop in 2022/23.

Many meetings have been attended and reflections on these appear in the SIP review and link governor visit reports.

SEND

The school, currently, has a large number of children on its' monitoring list.

English and maths

English - lots of verbal feedback has been given to children and whole class marking sheets used for tracking. Pupil Premium funding was used to develop experiences for the children. The Houses of Parliament pupil trip was very good. FADE reports are available for all governor visits. Most schools in the Trust pay to be part of the PiXL group. This provides four PiXL Associate visits and reports each year and access to a wide range of resources. The Head will share the PiXL reports with governors through Governor Hub.

***NEW ACTION 16: LW to share PiXL Reports with governors via Governor Hub from September 2022 onwards.**

Headline SAT's figures

The DfE national assessment report for Key Stage 2 and Trust school results report were shared with governors. The school met almost all its targets for Age Related Expectations (ARE) and Greater Depth (GD). The school is very proud of the children's achievement. The maths ARE result was 87%, with GD at 43%. The only exception was the combined English/maths results - 75% achieved at least ARE in both - the aspirational target was 80%. The national combined result is 59%. The school is significantly above this.

All statistics include the results of any new joiners – during the September checking exercise, it is possible to remove children who arrived at the school recently from non-English speaking countries. This is likely, therefore, to improve the results further. One maths paper came back as being lost but this was submitted with all the others. We have asked for four marking reviews on the reading papers. Governors will be updated on the outcome of this at the next meeting.

A governor asked if a normal distribution curve is used when marking papers. Yes.

	<p><u>Key Stage 1 results</u></p> <p>The writing target was not met but this matches the national picture where writing at KS1 is lower and clearly this cohort have been adversely impacted by covid. The phonics pass rate was 90% - the school will review its non-statutory data and triangulate with the Ofsted Inspection outcomes.</p> <p>Targets/predictions are set at the start of the school year. Predictions during the year are more about where the children were at that point than at the end of the year.</p> <p>Data entered at the end of the summer term is carried forward to be the baseline for the children the next academic year.</p> <p>Governors thanked and congratulated staff and children for the results achieved.</p> <p><i>[CD left the meeting at 16:45].</i></p>
6.	<p>Local Committee Admissions Report to Governors (Barrow Hedges) June 2022</p> <p>Governors had no questions in relation to the Admissions Report.</p>
7.	<p>Pupil Charter – Barrow Hedges audit</p> <p>The Pupil Charter has been in place since September '21 and was included in the SIP this year. The school has fulfilled most of the points identified on the Charter. The Charter comprises of a central part that is the same for all Trust schools and an appendix added by the school that focuses on their specific practice. Writing the appendix was a rewarding exercise because it involved a lot of people and helped highlight the broad range of activities, experiences and opportunities that are available to the children. A copy of the Pupil Charter was handed out at the new parent meetings, and this has drawn attention to the Trust.</p> <p><i>A governor asked who would be leading on the sporting curriculum next year. There will be a handover period, with two people sharing the role. One person will focus on extra-curricular aspects and the other on curriculum planning. Indoor and outdoor PE will be led by 'Love Theatre' and JDFS as this has worked successfully this term.</i></p>
8.	<p>Safeguarding (standing item) – Termly report to the Local Committee</p> <p>Key changes in safeguarding are show in red on the report. Anchored Schools carried out a safeguarding review that is monitored each term. Designated Safeguarding Leads (DSL's) across the Trust have modified the report layout. Barrow Hedges has achieved the Platinum Award for Safeguarding. School strengths were identified in the reports written throughout the academic year. Ofsted did a Safeguarding interview in the recent inspection.</p> <p><i>A governor asked if fixed term suspensions (were called exclusions) were low relative to other schools. The Trust schools are looking at suspensions and discussing the new exclusions guidance. Trust schools aim to have lots in place that take place before a suspension situation is reached. Discussions include creating a provision at Wallington Primary Academy where children from any of the five Trust schools who are at risk of suspension are regularly discussed and reviewed. The new DfE exclusion guidance is due to be published shortly. The Trust aims to have actions in place that help avoid any child reaching the point of suspension. Lisa Hunt (Avenue) and Jo Guerin (WPA) are carrying out a 'deep dive'/research in this area that will be presented to all schools.</i></p> <p>A child in Key Stage 1 received a one-day suspension this year. Considerable work is taking place to help and support the child concerned.</p>
9.	<p>School Development Plan/SEF updates</p> <p>A SIP review has been carried out — obviously with an Ofsted inspection in April 2022, our school improvement work has been reviewed and validated.</p> <p>Priorities from this year have been reviewed by SLT— some areas were completed whilst others continue to be a target. The mindset is changing for all staff to consider short-, medium- and long-term goals/targets. As mentioned above, Priority 1.4 - Foundation subject assessment procedures have improved, and this will continue into 2022/23 in order for this to be embedded. Two INSET days in September will be used to link targets and review the school vision and values. Governor attendance would be useful to this.</p> <p>*NEW ACTION 17: LW to circulate to governors the details of the INSET days in September.</p>

10.	<p>Local Committee Business – succession planning</p> <p>The Committee can have more governors at the table as the possible number of co-opted governors has been increased to seven. A substantive Chair of the LC is required for September – NW is stepping down at the end of this academic year.</p> <p>A governor recruitment drive will take place in September and if no-one is interested in being Chair, it may be that an Interim Chair will be appointed until a substantive one can be found. Governors were asked to provide details of any contacts they have who might be interested in becoming a governor. An advertisement will also be placed on Indeed, Governors for Schools and Inspiring Governance. The best governors are often those that are already known to one or more of the Committee members/members of staff.</p> <p><i>A governor asked if there might be a governor in one of the other Trust schools who would be prepared to transfer to BH. This will be considered further.</i></p> <p>*NEW ACTION 18: KB to follow up whether any governor might be happy to transfer from the LC of another school to BH. One with an interest in possibly becoming Chair would be useful.</p>
11.	<p>Governor training and member visit reports and feedback</p> <p>CD had completed a visit report that was tabled. AT has a visit planned. SI was in school yesterday.</p>
12.	<p>Policy reviews, updates and approvals</p> <p>The Drugs Policy provided to governors supersedes any past similar policy.</p> <p>A large number of policies need the approval of governors – so many that it would be difficult to review them all at meetings effectively. Governors discussed how best to review policies and agreed that they should be provided in advance within the papers for a meeting, governors would read them and note down any queries/comments and these would be shared at the LC meeting.</p> <p>Defining the Home Learning Policy always proves difficult because some parents would like their children to be given more work to do at home and other parents feel it should be less. Parents all have to sign a Home-School agreement that includes their confirmation of an agreement to this policy.</p>
13.	<p>Premises and health & safety update</p> <p>MW will conduct a visit relating to the playground in September. A fire drill has taken place since the last meeting – this went well. All members of the school community left the building in an orderly, well organised manner.</p> <p>The school roofing issues will be addressed over the summer. The asbestos file has been reviewed and the detail provided is thorough.</p>
14.	<p>Risk Register</p> <p>This item is often on the agenda at the beginning of the school year. Monthly budget meetings take place during the year that link to any Risk Register concerns. There is also a Trust-level Risk register. David Walton and LW go through the register line by line, reviewing and grading the risks in column Q. This document has been recently updated and RAG rated.</p> <p>Main risks to note include:</p> <ul style="list-style-type: none"> • the change of Local Committee Chair in the autumn term • the impact of the Good Ofsted Inspection (reduced risk) • recruitment issues (this remains high risk) • the number of pupils with Downs Syndrome • concerns about numbers as a result of the falling birth-rate of Reception-age children in the local area • the hourly rate for SEND pupils not being reviewed and increased for some time which causes the school to pay out more money for more expensive staff <p><i>A governor asked if the school had considered recruiting from an apprenticeship programme. Yes – there is an apprenticeship levy that allows the school to claim back £15,000 towards the cost of an apprentice should it take one on. This could be useful in attracting return to work mothers.</i></p>

<p>15.</p>	<p>Progress towards equality objective/s. The Public Sector Equality Duty (PSED) objectives were reviewed midyear in March. LW gave a verbal update.</p> <p>Six equality objectives were set at the beginning of the year, with a seventh added in March '22. A revised PSED document will be brought to the November '22 meeting.</p> <p><u>In summary:</u> Objective 1: Address the gender gap in pupil performance – this will be reviewed for the October LC meeting.</p> <p>Objective 2: Address the difference in reading, writing and maths performance of SEND and disadvantaged pupils. Ofsted highlighted that the good practice shown by the school.</p> <p>Objective 3: Attendance – a report on this was provided for this meeting.</p> <p>Objective 4: The use of Pupil Premium funding to provide opportunities for disadvantaged children. An update will be provided at the October meeting. Use of Sports funding will be reviewed – the new PP report format does not provide a section for a review. MW will re-write the document for next term using the latest DfE template. The DfE use the Education Endowment Fund information to produce this document.</p> <p><i>A governor asked about the mechanism used to feedback information. ^{me} MW and LW are on the PP Lead programme at the Greenshaw Learning Trust and will be able to provide feedback.</i></p> <p>Objectives 5 and 6: These centre on EYFS and closing gaps of the children with multiple disadvantages. This also focusses on supporting EAL students</p> <p>Objective 7: This focusses on curriculum diversity across the Trust. Good headway has been made with this.</p>
<p>16.</p>	<p>Chair's update (feedback from the Chair's Forum and items to be raised by the committee to the Trust Board) The strategy for this group is still developing but the Chair's Forum is becoming a really good venue for discussion between the Chairs from the other Trust schools.</p>
<p>17.</p>	<p>Correspondence to the Chair/Chair's actions Governors all received a request from the Borough to complete an Equality Survey. This was a way to gather information about the governors in their local schools. Many governors completed this.</p>
<p>18.</p>	<p>AOB (notified in advance) At point of writing the Headteacher Report, the school fete had not taken place as it was held on Saturday 1st July.–This was a fantastic event and great thanks was given to the PTA. A large number of people attended and there was a real 'buzz', fun and enjoyment about the event. The many stalls were very busy throughout. There will be a Mufti Day this coming Friday. The PTA have worked tirelessly for the school.</p> <p>NW was thanked for the significant contribution he has given to the school, having served as a governor for around twenty years.</p>
<p>19.</p>	<p>Identification of any confidential matters No confidential items were discussed.</p>
<p>20.</p>	<p>Consideration of impact of the local committee/reflections</p> <ul style="list-style-type: none"> → The Ofsted inspection was a very positive experience and governors made a strong contribution. → Interrogation of the data by governors has been very helpful. → Feedback provided during and after visits to school provides an opportunity for reflection – this will continue into next year. Governors stated that they thoroughly enjoyed being able to come to the school again and the very positive feel of the school had been noted.
<p>21.</p>	<p>Proposed dates for meetings in the academic year 2022-2023</p> <ul style="list-style-type: none"> • Monday October 3rd 2022 at 19:00 • Tuesday November 29th 2022 at 19:00 • Monday March 6th 2023 at 19:00

- Tuesday July 4th 2023 at 16:00

Summary of Action Points arising from this meeting

Action Point	Action	Responsibility
016	LW to share PiXL Reports with governors via Governor Hub from September 2022 onwards.	LW
017	LW to circulate to governors the details of the INSET days in September.	LW
018	KB to follow up whether any governor might be happy to transfer from the LC of another school to BH. One with an interest in possibly becoming Chair would be useful.	KB

MINUTES SIGNED BY:	<i>Melissa Williams</i>
DATE:	<i>03/10/2022</i>
CHAIR'S SIGNATURE	<i>M Williams</i>