



## LOCAL COMMITTEE MEETING OF BARROW HEDGES PRIMARY SCHOOL MINUTES

**Monday October 3<sup>rd</sup> 2022, 19:00 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>Not 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 (remotely)</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>Apologies</i>
<i>Melissa Williams</i>	<i>MW</i>	<i>Parent governor</i>	<i>Present</i>
<b>By Invitation</b>			
<i>Shahid Chowdhury</i>	<i>SC</i>	<i>Prospective Co-opted Governor</i>	<i>Present</i>
<b>Governance</b>			
<i>Karen Velissarides</i>	<i>KV</i>	<i>Clerk to Trust Schools</i>	<i>Present</i>

<b>Supporting documents:</b>	<ul style="list-style-type: none"> <li>00 Agenda Barrow Hedges Primary School Local Committee Meeting 03.10.22</li> <li>03(i) Cirrus Primary Academy Trust Scheme of Delegation September 2021 FINAL VERSION</li> <li>03(ii) KCSIE_2022_revised</li> <li>03(iv) Safeguarding-Refresher-Slides-September-2022</li> <li>04 Barrow Hedges Draft LC Minutes of 6th July 2022</li> <li>05 Residentials 22-23 Governor Approval</li> <li>06(ii) BHPS Staff Survey Results July 2022</li> <li>06(iii) Staff Mental Health and Wellbeing Action Plan 2021-22 REVIEWED SEPT 2022</li> <li>07 Barrow Hedges Primary School - SEND Information Report 2022 - 2023</li> <li>08 BHPS SIP Draft Targets 2022 2023</li> <li>09(i) Breakdown of BH values</li> <li>09(ii) DRAFT Mission vision values July 2022</li> <li>10 Sports Funding Review End of 2021 2022</li> <li>11(i) Behaviour Policy September 2022</li> </ul>
<b>Meeting opened at:</b>	<b>19:00</b>
<b>Meeting closed at:</b>	<b>20:45</b>

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><b>Welcome, apologies for absence and confirmation of quorum</b> Governors were welcomed to the meeting and introductions made. SC was welcomed as a prospective Co-opted governor observer and was found through the Inspiring Governance website. SC has had a tour of the school and discussions regarding the role.</p> <p>Apologies were received from AT. NM was not in attendance. The meeting was declared quorate.</p>													
2.	<p><b>Membership update and recruitment</b> The role of Chair and Vice-Chair of the Local Committee were discussed. The role of Chair is Trust appointed and as the previous Chair had stepped down, MW agreed to be an Interim Chair for this academic year. NM will continue as Vice Chair but this needs to be confirmed as she was not in attendance.</p> <p><b>Confirmation of statutory link appointments for this academic year:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding (including CLA) - <b>NN (lead) and CD (deputy)</b></li> <li>• Inclusion (SEND and PPG) - <b>AT</b></li> <li>• Premises/Health &amp; Safety/ Risk Assessments - <b>SI or NM (tbc)</b></li> <li>• Finance – <b>CD for autumn term, SC thereafter.</b></li> <li>• Staff workload and wellbeing – <b>NN and CD</b></li> </ul> <p><b>Appointment/confirmation of governors for the Headteacher Performance Review Panel</b> This performance review will take place on 14th November from 14:00 to 15:15. External verification will be provided by Philippa Ollerhead (Education Advisor). Three governors will attend between 14:45 and 15.15 via Zoom link. CN, NN and SI agreed to form the panel.</p>													
3.	<p><b>Annual update of Governors’ personal, business interests and associated confirmation of information</b> Governors were reminded that they must update their profile on an annual basis and if there are any changes to their interests.</p> <p>LW uploaded the Local Authority training Safeguarding slides to Governor Hub and governors were reminded to read Keeping Children Safe in Education (KCSiE). Once read, governors should use the VVW training platform (link sent by email from the Trust) to complete the required training (the deadline for completion was the end of September).</p> <p>No declarations of conflicts of interest were made in relation to agenda items. No changes in the register of business interests were provided.</p>													
4.	<p><b>Confirmation and approval of minutes of the meeting held on 6<sup>th</sup> July 2022, matters arising not covered elsewhere on the agenda and actions update.</b> The minutes of the LC meeting - held on 06/07/22 - were agreed as a true and accurate record of that meeting and approved, without amendment.</p> <p><b>Action points update</b></p> <table border="1" data-bbox="229 1514 1453 1872"> <thead> <tr> <th data-bbox="229 1514 352 1574">Action Point</th> <th data-bbox="352 1514 1070 1574">Action</th> <th data-bbox="1070 1514 1453 1574">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="229 1574 352 1682">016</td> <td data-bbox="352 1574 1070 1682">LW to share PiXL Reports with governors via Governor Hub from September 2022 onwards.</td> <td data-bbox="1070 1574 1453 1682">In progress – Will begin when data collections are made.</td> </tr> <tr> <td data-bbox="229 1682 352 1760">017</td> <td data-bbox="352 1682 1070 1760">LW to circulate to governors the details of the INSET days in September.</td> <td data-bbox="1070 1682 1453 1760">Completed and closed.</td> </tr> <tr> <td data-bbox="229 1760 352 1872">018</td> <td data-bbox="352 1760 1070 1872">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.</td> <td data-bbox="1070 1760 1453 1872">Completed but unsuccessful.</td> </tr> </tbody> </table>		Action Point	Action	Update	016	LW to share PiXL Reports with governors via Governor Hub from September 2022 onwards.	In progress – Will begin when data collections are made.	017	LW to circulate to governors the details of the INSET days in September.	Completed and closed.	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.	Completed but unsuccessful.
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5.	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>• <u>Visits protocol</u> – this is being written at Trust level and intends to provide a consistent approach across the Trust when governor visits take place. Some link visits are statutory (see agenda item 2) but there are many other areas the school is focussed on.</li> </ul>													

	<p><b>*NEW ACTION 019: LW to circulate a schedule of suggested areas for governors to visit the school to see via SharePoint.</b></p> <ul style="list-style-type: none"> <li>• <u>Frequency and format for feedback reports.</u> The Visit Report form is currently being reviewed and updated. Governors should go ahead and arrange visits in the meantime.</li> </ul> <p><b>*NEW ACTION 020: Governors to arrange visits to the school as soon as convenient.</b></p> <ul style="list-style-type: none"> <li>• <u>Safeguarding, Inclusion and H&amp;S visits</u> – these should take place as soon as possible.</li> </ul> <p><b>*NEW ACTION 021: MR to email AT to ensure that she remains the link person for inclusion.</b></p> <ul style="list-style-type: none"> <li>• <u>Updating Training Records on Governor Hub</u> – Governors were reminded that it is their responsibility to keep their training records up to date within their profiles.</li> </ul>
6.	<p><b>Headteacher Items</b></p> <p><u>Residential School trips for approval</u> No new visits are planned – the school has been to all three venues listed below with children in the past.</p> <ul style="list-style-type: none"> <li>• Year 4 to visit Hooke Court in Dorset (13<sup>th</sup> – 15<sup>th</sup> March 2023) to study ‘Traders and Raiders’. Eighty children will go with ten staff by coach at a cost of £220. There are ninety-six children in the cohort and around 80% usually take part. Finals numbers are to be confirmed.</li> <li>• Year 5 to visit Northern France (9<sup>th</sup> – 12<sup>th</sup> May 2023) to study ‘Fallen Fields’. Seventy-five children will go with eight staff by coach/ferry at a cost of £340.</li> <li>• Year 6 to visit Condover Hall, Shropshire (22<sup>nd</sup> – 26<sup>th</sup> May 2023) on an Activity Holiday. Eighty children will attend with eight staff by coach at a cost of £561. This includes the cost of all activities and is about the same price as last year. If more than 80 children go, costs will come down,</li> </ul> <p>Discussions have taken place regarding the cost of trips and various payment plans are available. Full payment must be received before the trip leaves. The cost of coaches has considerably increased. An element of financial support is available for PP children in Year 6.</p> <p><b>RESOLUTION: Governors approved all three residential trips as presented to them.</b></p> <p><u>Feedback from the Trust Edurio Staff Survey (July 2022)</u> This national survey has been completed by Trust staff for the last two years. LW shared the main points arising from the results. Claire Marriott (Trust HR Director) has met with each Headteacher to discuss overall and individual school results. The survey identifies the group any disagreement or comments are made by but not individuals themselves. Overall, the three lowest scoring areas were workload, Trust perception and career development. Comments regarding workload were more or less the same in all schools and when compared to national survey results.</p> <p>LW will share the 2022/23 Mental Health and Wellbeing Survey with the LC at the next meeting. This will include how pertinent points from the Edurio survey are being addressed.</p> <p><b><i>A governor asked if all teaching staff receive copies of the letters that go out to parents. Yes – they are sent a copy of any letter relating to the year group they work in.</i></b></p> <p><u>Wellbeing and Workload Action Plan (Review of 2021/22)</u> Many comments in the survey are very positive and the school uses this to help inform the writing of a Mental Health Action plan. This includes workload. The action plan was shared with governors and the plan will be for the school to review actions and outcomes. From this a revised draft action plan will be shared with staff and their input included.</p> <p>The Wellbeing and Workload Action Plan has been RAG-rated, with green showing things fully completed, yellow for actions that are ongoing and blue to identify areas that are being carried over. External validation (i.e., comments from Ofsted) confirm that the school is doing all it can to support its community.</p> <p>Claire Marriott continues to provide an HR ‘drop in’ for staff at advertised times.</p>
7.	<p><b>SEND Local Offer</b></p> <p>The Local Authority collates and provides information each year regarding the SEND offer in the Borough. This is a statutory duty. Every school contributes to this (the report is within the papers for this meeting on Governor Hub). This year, the report also has a link to the school website.</p>

	School developments sometimes evolve during the year and so these changes are reflected in the published document (for example, the development of the sensory room; effective use of self-regulation).
8.	<p><b>School Improvement Plan (SIP) for 2022-23</b></p> <p>This document is laid out the same way in all Trust schools and links to areas key from the Ofsted Inspection schedule. An updated version of this document was provided in draft for this meeting.</p> <p>The SIP is displayed around the school in key staff areas and aspects of it are referred to frequently. Summer data from 2022 shows that maths results were better than expected and that the work carried out last year in relation to maths was effective. Other areas will be targeted this year, including securing Age-Related Expectations (ARE) in writing for as many children as possible. Progress data looks good and so the school is tweaking an already strong picture.</p> <p><i><b>A governor asked if there was any year group that needs more work than any other.</b> LW said the current Year 3 have made good headway with COVID-19 related gaps in knowledge and learning but there needs to be a continuous focus to ensure that they meet or exceed their targets in reading and maths. As in many schools, COVID-19 hit writing outcomes more than any other and so the school aims to bring this up to same standard as reading and maths. Many Year 3 children were badly affected, socially and emotionally, by COVID-19 closures. Progress data will feature at the next meeting. The other targets have not really changed.</i></p> <p>The recent Ofsted Inspection validated the self-evaluation carried out by the school and leaders are confident in their knowledge and understanding of the needs of the children.</p> <p><i><b>A governor asked for an update on progress relating to pupil behaviour and attitudes.</b> LW said that restorative practice is now being introduced. Behaviour Mentors and Midday Supervisors have all carried out some work on the implementation of the updated Behaviour Policy with further more in-depth work on restorative practices to follow. The next focus will be rolling it out to all staff so more people who can apply this reflective approach.</i></p> <p>Governor visit should have a link to SIP targets wherever possible.</p>
9.	<p><b>School vision, mission, and values</b></p> <p>School vision, mission, and values links to the SIP target 1. The school last looked at its vision in a detailed way in 2014. LW circulated the vision document.</p> <p>In 2014 the school's vision was to be an 'outstanding' primary school. Seven years on, things have changed significantly. Considerable work has been undertaken regarding Learning Heroes, resilience, reflection, collaboration, and resourcefulness. The school has joined Cirrus Trust since and it is felt that the school has outgrown the original vision and some priorities had changed.</p> <p>A leadership day took place at the end of last year at which leaders reconsidered the vision, mission, and values and reviewed the Trust values of inclusion, respect, resilience, honesty, and ambition. Leaders agreed with many of these but felt that resilience should be replaced by kindness because resilience is covered via our Learning Heroes. The draft proposal was uploaded to Governor Hub.</p> <p>The school would like to change its' motto from 'Believe to Achieve' (it is felt that this message is now well embedded) to 'Roots to grow, wings to fly'. Governors discussed this change and felt it to be a positive move.</p> <p><b>RESOLUTION: Governors agreed the change in school motto to 'Roots to grow, wings to fly' and approved the draft vision, mission and values document.</b></p>
10.	<p><b>Additional Funding Project Review 2021-2022</b></p> <p>Any additional funding received by the school must have a plan for its use and the school/governors should review it.</p> <p>The school receives money for sports funding, and this is all spent for the benefit of the children. This money covers all forms of active play and is not just for sporting aspects such as games coaching.</p> <p>The Impact report was provided for governors. This was completed by the PE lead before they left the school and figures were reconciled to the end of August 2022. The mural in the playground has still to be completed and funding has been allocated for this.</p> <p>PE is now led by two teachers – Luke Buckingham and Katie Lucas. They are currently reviewing the PE curriculum and gathering feedback regarding successes and areas for development. Their plans for this</p>

	<p>academic year will be brought to the next LC meeting and the final plan has to be published on the school website by 31<sup>st</sup> December 2022.</p> <p>The amount of Sports funding the school will receive for this academic year is not yet confirmed but the school is assuming that it will be around the same as last year. Funds cannot be carried forward from year to year from now on.</p>
11.	<p><b>Policy Workplan for 2022-2023, policy review and approvals</b></p> <ul style="list-style-type: none"> <li>• <u>Behaviour Policy</u> The Behaviour Policy will now be reviewed annually and links closely with KCSiE.</li> </ul> <p>Changes made to the existing policy are shown by the use of red text. The DfE published new behaviour guidance in September and so revisions to the policy were required. The changes are not significant – in general, some areas were just made more explicit and there is an increased emphasis on taking a personalised approach. More specific guidance was provided by the DfE on children’s use of mobile phones and how offsite behaviour can impact on behaviour in school. Expectations have been made clear.</p> <p><b>RESOLUTION: Governors approved the Behaviour Policy as presented.</b></p>
12.	<p><b>Chair’s update (feedback from the Chair’s Forum and local/national updates)</b></p> <p>MW attended this meeting as an observer. Discussion took place on impact of Local Committees in evaluating the effectiveness of schools. Carol Mannion (CM) (Chair of the LC for WPA) discussed how WPA had given their parents an outline of the role of governor and what this entails.</p> <p>MW will meet CM to discuss the role of Chair and ensuring effectiveness of governors.</p> <p>There will be a finance meeting on Wednesday 19th October at 10:00. CD will try to join this ‘virtually’ in her acting role as finance link governor.</p>
13	<p><b>Items to be raised to the Trust Board</b></p> <p>No items were identified to be raised to the Trust Board.</p>
14.	<p><b>Correspondence to the Chair/Chair’s actions</b></p> <p>There has been no correspondence to the Chair or follow up actions undertaken.</p>
15.	<p><b>AOB (notified in advance)</b></p> <ul style="list-style-type: none"> <li>• The LA is now providing training for CLA (Children Looked After). This is good news.</li> <li>• After uploading the papers for this meeting, LW was sent a Trust Strategic Plan to share with governors. This will be uploaded to Governor Hub.</li> </ul> <p><b>*NEW ACTION 022: LW to upload the Trust Strategic Plan to the BH Admin 2022-2023 folder on Governor Hub.</b></p> <ul style="list-style-type: none"> <li>• The start time of LC meetings was discussed and it was agreed that the autumn 2 and spring meetings will commence at 18:30 instead of 19:00. The summer meeting already has an earlier start time.</li> </ul>
16.	<p><b>Identification of any confidential matters</b></p> <p>No confidential items were discussed.</p>
17.	<p><b>Consideration of impact of the local committee/reflections</b></p> <ul style="list-style-type: none"> <li>→ Discussions regarding the vision and role of governors was useful.</li> <li>→ Governors were pleased to hear of the impact of sports funding on the experiences of children at the school.</li> </ul>
21.	<p><b>Dates of future meetings for 2022-2023</b></p> <ul style="list-style-type: none"> <li>• Tuesday 29<sup>th</sup> November 2022 at 18:30 (note earlier time)</li> <li>• Monday 6<sup>th</sup> March 2023 at 18:30 (note earlier time)</li> <li>• Tuesday 4<sup>th</sup> July 2023 at 16:00</li> </ul>

Summary of Action Points arising from this meeting

<i>Action Point</i>	<i>Action</i>	<i>Responsibility</i>
019	A schedule of suggested areas for governors to visit the school to see to be circulated through SharePoint.	LW
020	Governors to arrange visits to the school as soon as convenient.	All governors
021	AT to be contacted to ensure that she remains the link person for inclusion	MR
022	Trust Strategic Plan to be uploaded to the Admin 2022-2023 folder on Governor Hub.	LW

MINUTES SIGNED BY:	<del>M Williams</del> Melissa Williams
DATE:	29/11/22
CHAIR'S SIGNATURE	M Williams