



## LOCAL COMMITTEE MEETING OF BARROW HEDGES PRIMARY SCHOOL MINUTES

Tuesday 4<sup>th</sup> July 2023, 16:00 at Barrow Hedges Primary School, Harbury Road, Sutton SM5 4LA

### PARTICIPANTS:

<i>Melissa Williams</i>	<i>MW</i>	<i>Chair of Local Committee; Parent governor</i>	<i>Present</i>
<i>Louise Wood</i>	<i>LW</i>	<i>Headteacher; Ex-Officio</i>	<i>Present</i>
<i>Shahid Chowdhury</i>	<i>SC</i>	<i>Co-opted Governor</i>	<i>Present</i>
<i>Kate Duncan</i>	<i>KD</i>	<i>Staff governor; SLT</i>	<i>Present</i>
<i>Norman Dunn</i>	<i>ND</i>	<i>Co-opted governor</i>	<i>Present</i>
<i>Chantel Dyason</i>	<i>CD</i>	<i>Co-opted governor</i>	<i>Apologies</i>
<i>Srinivasan Iyengar</i>	<i>SI</i>	<i>Co-opted governor</i>	<i>Present</i>
<i>Nidhi Misri</i>	<i>NM</i>	<i>Co-opted governor; Vice Chair</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>
<b>By Invitation</b>			
<i>Jo Sattaur</i>	<i>Observer: Associate Consultant TSO Education</i>		<i>Present (virtually)</i>
<b>Governance</b>			
<i>Karen Velissarides</i>	<i>KV</i>	<i>Clerk to Trust Schools</i>	<i>Present</i>

<b>Supporting documents:</b>	
	00 Agenda BH Local Committee Meeting 04.07.2023
	03 Draft Minutes Barrow Hedges LC of 6th March 2023 LC MW
	05(i) Headteacher report to local committee for 4.7.23
	05(ii) Barrow Hedges PiXL PRIMARY REPORT Visit 3 April 2023
	05(iii) Annual Parent Carer Survey Responses 2023
	07 School Improvement Plan 2022 2023 BHPS July light touch review
	08 Admissions report to BHPS LC June 2023 L Tilleray
	09 Safeguarding report to LC - June 2023
	10(i) Training-Barrow Hedges Primary as at 27th June 2023
	10(ii) Safeguarding Link Governor Visit - 26 May 2023 CD
	10(iii) Barrow Hedges Primary School IQM Report - June 2023
	10(iv) Barrow Hedges Nursery ECERS May 2023
	10(v) Barrow Hedges Reception ECERS May 2023
	11(i) CPAT Curriculum Policy for noting
	11(ii) Trust School Improvement Framework March 2023 for noting
	12 Cirrus Primary Academy Trust 2122 Trustees Report August 2022
	13(i) Premises and Health and Safety report July 2023
	13(ii) Risk Register Barrow Hedges Primary School - July 23
<b>Meeting opened at:</b>	<b>16:15</b>
<b>Meeting closed at:</b>	<b>18:30</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, introductions, apologies for absence and confirmation of quorum.</b> All governors were welcomed to the meeting and introductions made as this was ND's first official meeting. Apologies were received from CD, and these were accepted by the committee. The meeting was declared quorate.</p>																																					
2.	<p><b>Declarations of interest and changes to the business register</b> No declarations of interest were made in relation to items on the agenda or changes made to the register of business interests.</p>																																					
3.	<p><b>Confirmation and approval of minutes of the meeting held on 6<sup>th</sup> March 2023, matters arising not covered elsewhere on the agenda and actions update.</b> The minutes of the LC meeting - held on 06/03/23 – were <b>agreed</b> to be a true and accurate record of that meeting and <b>approved</b> without amendment.</p> <p><b>Action points update.</b></p> <table border="1" data-bbox="359 810 1906 2056"> <thead> <tr> <th data-bbox="359 810 512 884">Action Point</th> <th data-bbox="512 810 1163 884">Action</th> <th data-bbox="1163 810 1906 884">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 884 512 973">026</td> <td data-bbox="512 884 1163 973">'Time in the school' data to be added to future reporting of pupil school leavers.</td> <td data-bbox="1163 884 1906 973">Completed and closed.</td> </tr> <tr> <td data-bbox="359 973 512 1062">027</td> <td data-bbox="512 973 1163 1062">Upload the child-friendly version of the SIP to Governor Hub.</td> <td data-bbox="1163 973 1906 1062">Completed and closed.</td> </tr> <tr> <td data-bbox="359 1062 512 1181">028</td> <td data-bbox="512 1062 1163 1181">Governors to arrange and conduct a visit focussed on developments in sport in the school.</td> <td data-bbox="1163 1062 1906 1181">NM and CD put themselves forward for this and will attend the Sporting Achievement assembly on July 17th. They will continue to link with this area next academic year.</td> </tr> <tr> <td data-bbox="359 1181 512 1270">029</td> <td data-bbox="512 1181 1163 1270">EAL Pupil Voice Report to be uploaded to Governor Hub.</td> <td data-bbox="1163 1181 1906 1270">LW advised this is not a separate report and is included within general pupil voice feedback.</td> </tr> <tr> <td data-bbox="359 1270 512 1359">030</td> <td data-bbox="512 1270 1163 1359">The PSED Review to be distributed to governors who will send related questions to LW.</td> <td data-bbox="1163 1270 1906 1359">Completed and closed.</td> </tr> <tr> <td data-bbox="359 1359 512 1448">031</td> <td data-bbox="512 1359 1163 1448">Completion status of the GDPR online course to be checked.</td> <td data-bbox="1163 1359 1906 1448">Completed and closed.</td> </tr> <tr> <td data-bbox="359 1448 512 1537">032</td> <td data-bbox="512 1448 1163 1537">Governors to update their training profiles on Governor Hub.</td> <td data-bbox="1163 1448 1906 1537">Clerk to check completion.</td> </tr> <tr> <td data-bbox="359 1537 512 1626">033</td> <td data-bbox="512 1537 1163 1626">Queries and questions about the Premises Report to be emailed to LW directly.</td> <td data-bbox="1163 1537 1906 1626">Completed and closed.</td> </tr> <tr> <td data-bbox="359 1626 512 1819">034</td> <td data-bbox="512 1626 1163 1819">Acceptable tolerance levels for risks identified on the Risk Register to be reported back to governors.</td> <td data-bbox="1163 1626 1906 1819">LW discussed this with CFO Karen Coleman – as the document is no longer in Excel, it has been difficult to sort and filter columns. The Headteachers and Trust members have expressed preference for this document to be returned to Excel. The document in the preferred format has been received today (July 5<sup>th</sup>). Further discussions regarding tolerance levels are ongoing.</td> </tr> <tr> <td data-bbox="359 1819 512 1938">035</td> <td data-bbox="512 1819 1163 1938">Governor quotes from visit reports to be identified and used in the end of term newsletter.</td> <td data-bbox="1163 1819 1906 1938">Completed and closed. These were used in the May newsletter and NM wrote a piece on governance for the spring end of term publication.</td> </tr> <tr> <td data-bbox="359 1938 512 2056">036</td> <td data-bbox="512 1938 1163 2056">Governors to email LW with dates and times they would be available to visit the school. She will use this to produce a plan for the summer term.</td> <td data-bbox="1163 1938 1906 2056">Item on this agenda</td> </tr> </tbody> </table> <p><b>Matters arising</b> As a result of conversations that took place at the last meeting relating to home education and local authority monitoring of this, concerns had been raised to the Trust Board. Governors heard a response from Peter Simpson (Chair of the Trust Board). In summary, The number of children who have left a Cirrus Trust school for this purpose is small at (%0.15%) and the number joining one of the Trust schools after a period of time in home education is even smaller still at 0.07%. The LA follows Government guidance in regard to Home Schooling and have indicated that they do not believe there is an increased safeguarding risk for children not in a school setting. Any school that receives a request for Home Schooling must inform the LA when a parent indicates they wish to home-school their child and although there is a Sutton Elective Home-Schooling policy, parents are not obliged to comply with it.</p>		Action Point	Action	Update	026	'Time in the school' data to be added to future reporting of pupil school leavers.	Completed and closed.	027	Upload the child-friendly version of the SIP to Governor Hub.	Completed and closed.	028	Governors to arrange and conduct a visit focussed on developments in sport in the school.	NM and CD put themselves forward for this and will attend the Sporting Achievement assembly on July 17th. They will continue to link with this area next academic year.	029	EAL Pupil Voice Report to be uploaded to Governor Hub.	LW advised this is not a separate report and is included within general pupil voice feedback.	030	The PSED Review to be distributed to governors who will send related questions to LW.	Completed and closed.	031	Completion status of the GDPR online course to be checked.	Completed and closed.	032	Governors to update their training profiles on Governor Hub.	Clerk to check completion.	033	Queries and questions about the Premises Report to be emailed to LW directly.	Completed and closed.	034	Acceptable tolerance levels for risks identified on the Risk Register to be reported back to governors.	LW discussed this with CFO Karen Coleman – as the document is no longer in Excel, it has been difficult to sort and filter columns. The Headteachers and Trust members have expressed preference for this document to be returned to Excel. The document in the preferred format has been received today (July 5 <sup>th</sup> ). Further discussions regarding tolerance levels are ongoing.	035	Governor quotes from visit reports to be identified and used in the end of term newsletter.	Completed and closed. These were used in the May newsletter and NM wrote a piece on governance for the spring end of term publication.	036	Governors to email LW with dates and times they would be available to visit the school. She will use this to produce a plan for the summer term.	Item on this agenda
Action Point	Action	Update																																				
026	'Time in the school' data to be added to future reporting of pupil school leavers.	Completed and closed.																																				
027	Upload the child-friendly version of the SIP to Governor Hub.	Completed and closed.																																				
028	Governors to arrange and conduct a visit focussed on developments in sport in the school.	NM and CD put themselves forward for this and will attend the Sporting Achievement assembly on July 17th. They will continue to link with this area next academic year.																																				
029	EAL Pupil Voice Report to be uploaded to Governor Hub.	LW advised this is not a separate report and is included within general pupil voice feedback.																																				
030	The PSED Review to be distributed to governors who will send related questions to LW.	Completed and closed.																																				
031	Completion status of the GDPR online course to be checked.	Completed and closed.																																				
032	Governors to update their training profiles on Governor Hub.	Clerk to check completion.																																				
033	Queries and questions about the Premises Report to be emailed to LW directly.	Completed and closed.																																				
034	Acceptable tolerance levels for risks identified on the Risk Register to be reported back to governors.	LW discussed this with CFO Karen Coleman – as the document is no longer in Excel, it has been difficult to sort and filter columns. The Headteachers and Trust members have expressed preference for this document to be returned to Excel. The document in the preferred format has been received today (July 5 <sup>th</sup> ). Further discussions regarding tolerance levels are ongoing.																																				
035	Governor quotes from visit reports to be identified and used in the end of term newsletter.	Completed and closed. These were used in the May newsletter and NM wrote a piece on governance for the spring end of term publication.																																				
036	Governors to email LW with dates and times they would be available to visit the school. She will use this to produce a plan for the summer term.	Item on this agenda																																				

4.	<p><b>Local Committee Business</b></p> <p><u>Skills Audit</u></p> <p>Governors who completed this were thanked and a summative document reviewed. This will be updated with any outstanding responses and re-shared with the Chair and Headteacher for further consideration. Governors discussed overall competencies of the committee and whether there was an impact for future training.</p> <p><u>LC Self-Evaluation Plan 2023-2024</u></p> <p>Governors heard that WPA piloted a self-review process this year with their local committee and found this had proved to be a useful tool for reflection for governors. The Trust will put in place a review process for all local committees next year. This will involve governors responding to question prompts and resulting data being summarised and reviewed. This will be overseen by the Clerk.</p>
5.	<p><b>Headteacher's Report – Summer</b></p> <p>This was tabled at the meeting and discussions relating to this ensued, with governors asking questions.</p> <p><u>Numbers on roll, including leavers and joiners.</u></p> <p>Governors heard that the school is close to capacity, with only a small number of places available in the Nursery, Reception and Years 1, 5 and 6. The number of in-year leavers has grown over the last few years due to the impact of the COVID-19 pandemic, Brexit and the increase in popularity of parents working from home. A number of the children who joined the school through the Hong Kong Resettlement Scheme moved school shortly after arriving and enrolling at Barrow Hedges. This was not a reflection on the school but more to do with places becoming available in a school closer to where they lived. LW reported that this brought a significant increase in administrative costs and is likely to impact on future school performance as historical data shows that those children who are longest at the school perform best because they have experienced the full Barrow Hedges learning journey.</p> <p>LW explained that a couple of pupils had moved from Barrow Hedges to one of the other primary schools in the Trust and reported that the internal transfer procedure is robust, including aspects of safeguarding. Close collaboration takes place and information is shared in a timely manner. All information is passed to the new school – this process is replicated with all Trust transfers. MR and LW explained that they attend meetings relating to this.</p> <p><b><i>A governor asked what support the LA provides to the school in the advent of any concerns relating to children and families who move school/areas frequently. MR explained that in such an instance, a referral is made to the London Borough of Sutton Children's First Contact Service (CFCS) which draws together multiple referral types into a central place and is the new route for any multi-agency work in the local authority. Such a report would flag up as something that needs further investigation by agencies.</i></b></p> <p><b><i>A governor asked why fourteen pupils had moved from the borough this term. LW explained that the reason was, primarily, associated with a change in location of parents' jobs. Parents do have to tell the school where they are relocating to and the new school their child will be attending. LW stated that children leaving Barrow Hedges remain on roll until confirmation has been received that the child has physically attended their new school.</i></b></p> <p>Governors heard that pupil numbers in Year 3 classes will increase to 32 next year. This will include five additional pupils joining from overseas. Where possible, these children have been into school to spend the day with their new class. It was explained that this is the year group hardest hit by COVID-19. Discussion ensued regarding circumstances that could lead a school going above the schools' advertised Pupil Admission Number (PAN) and governors heard that school/Trust finances play a role in such decisions. Six additional pupils will make a considerable difference in terms of funding.</p> <p>LW reported that group achievement data has continued to improve – success can take longer for some children and the school aims to provide a secure foundation in all target areas. The school has a moral obligation to provide the best opportunities possible and she was pleased to report that the school is fully staffed for September with experienced, strong teachers and leadership – this is key in making progress happen successfully.</p> <p><u>Attendance and punctuality.</u></p> <p>Governors heard that attendance figures are positive when benchmarked against National data/targets but that a small gap has opened up between the attendance of non-PP and PP children since the pandemic. The pupils with the lowest attendance all have very specific stories and barriers and LW gave anonymised examples including that related to a pupil with a very low level of attendance. Some families continue to request time off to go on holiday in term time and take their children out of school. The school does everything it can to discourage this and never approves such absences but, ultimately, is not able</p>

to prevent them from occurring. School attendance pre-Reception is non-statutory, but Nursery attendance is monitored as the child approaches their 5<sup>th</sup> birthday so that a letter can be sent home to the family of any child with attendance of 90% or below, highlighting the importance of attendance and being in school every day. Young children are particularly susceptible to illnesses at that age.

#### Staffing and staff absence

***A governor asked why the Year 1 class had three teachers this year and how this happened. LW explained that this had not been the situation for the whole year, but just for one term and came about because of a delayed return from maternity leave, coupled with not being able to find one agency teacher to cover it all. In the light of this, it was decided that it was better to have three experienced teachers for less time each than fewer inexperienced teachers for longer. Governors heard that, although not ideal, this had been a better option for the children and that they had all coped well. The class had one teacher for three days, and two teachers for one day each for one term. This situation was communicated to parents early on when it became known to the school.***

***A governor asked if there had been a higher turnover of staff this year than usual. LW said this was not the case, but that a number of long serving members of staff were to leave. Recruitment has been good and two experienced teachers have been secured to replace them.***

#### SEF/SIP

Governors heard that a full SIP review is usually underway at this time of year but that the delay in publication of KS2 data had meant that this is not yet ready. LW explained that in the light of this, a SIP 'light touch' review had been uploaded to Governor Hub, but the full review and discussion of targets and actions will take place at the first Local Committee meeting in the new academic year. Governors were advised that data will be shared with them via email once it is received on 11<sup>th</sup> July.

#### Wellbeing and Workload Action Plan update

Governors were informed that the Edurio Trust-wide survey is currently being collated and will be shared and reviewed at the Local Committee meeting in September.

#### Industrial Action

Governors heard there had been one query from one parent regarding the closure of their child's class due to teacher industrial action. The parent asked if staff could be moved around to spread the impact but LW had explained that staff cannot be asked to cover for striking colleagues in an industrial action scenario. The parent was content with the response.

#### Behaviour Hub

Governors heard that the school joined the Cognus Positive Behaviour Hub this term, not because behaviour is a concern but in the light of the highly successful Ofsted inspection earlier this year, the school striving to always improve its practice and an awareness that as cohorts change, parental engagement may change with this.

Hub approaches are based on Education Endowment Fund (EEF) research and aspects will be incorporated into the schools approach to behaviour next year. Governors heard that it is always good to review current practice and enhance aspects of behaviour management. Engagement in the programme has been good preparation for the new academic year - membership provides access to a wide range of inspirational training and includes visiting other schools. A 360 Behaviour policy will be introduced in September.

Phase 1 behaviour management training is for all staff and phase 2 expands this to include training for ELSA support. Much of this behaviour work links to the teaching of social norms, understanding and relating to appropriate social responses – this is something some parents find difficult to do and children need support with. This approach also provides support and scripts for staff in a wide range of roles to be able to deal with behaviour incidents.

LW emphasized that behaviour is very good across the vast majority of the school but, as with many schools, there are often a small number of outliers. Behaviour is being discussed at year group meetings with behaviour mentors and is solution based.

Governors heard that the playground is now zoned and that this provided age-related activities for the children to engage in. Governors were advised that the Behaviour Action Plan is being reviewed and developed and will be shared when ready. This will be shared for comment and ratification by email.

**\*NEW ACTION 037: LW to share the Behaviour Action Plan with governors when complete.**

	<p><u>Monitoring</u> The focus for monitoring this term has been science - FADE reports relating to this are available on Governor Hub. The school has also focussed on pupil voice this term (a SIP target was to utilise this more). Outcomes from this have helped shape action plans for 2023-24.</p> <p><u>Charities</u> Governors heard that a wide range of events had taken place across the year and expressed pleasure at being invited to attend them all.</p> <p><u>PiXL</u> LW reported four consultant visits had taken place this year and that the latest report (from the third visit) is available on Governor Hub.</p> <p><b><i>A governor asked about progress in writing from November to March – the March PiXL report indicates a 4% improvement which is less progress than for reading (up 14%) and maths (up 15%). KD explained that the data refers to a mid-year measure and that it is not uncommon at that stage for progress to seem slower because the full range of text types had not been covered at that point. Final moderation had not taken place by March and the data was likely to have been on the conservative side as a result.</i></b></p> <p><i>LW reminded governors that writing had been a specific focus for the school this year and KD, as a Borough KS2 moderator, is able to predict with confident accuracy for the last PiXL visit – this report has not yet been received.</i></p> <p>Governors heard that PiXL will be offering training for middle leaders next year, and this may be something that the school can utilise next year.</p> <p><u>Annual parent/carer survey</u> Governors heard that this was moved from the summer to the spring term this year. 196 responses were received, and all were positive. Free text responses were shared with governors. A number of 'don't know' responses were received from parents to whether their child had been bullied – this is seen as a positive response as it is highly likely that as their child had not experienced bullying, they did not know whether they had been or not. This indicates an area that the school could do some more work on with parents.</p> <p>Going forward, further work will be done on the use of online homework platforms. Although first introduced during the pandemic, the school does not feel that it has the approach to using platforms for homework fully right as yet. LW advised governors that part of the SLT day (tomorrow - 5th July) will involve more discussion on this. It was generally felt that motivating pupils to complete homework was harder when it was online. The Trust is actively encouraging the use of online platforms over printed sheets. LW stated that the use of adaptive platforms (such as Timetable Rock Stars) will also be reviewed.</p> <p>Governors discussed the value of homework and whether research showing that this widens gaps in achievement further was true for the pupils at Barrow Hedges.</p> <p>MW advised governors that there had been a long discussion at the Sutton Chairs' Forum about surveys and how increased engagement with them might be achieved.</p>
6.	<p><b>Headline Data – verbal update</b> Governors heard that results data will be released on July 11th this year, approximately a week later than usual, and that LW will email these out to governors when received. This later timeframe still gives time for appeals to be made if required.</p> <p><b>*NEW ACTION 038: LW/KD to share results data from national assessments when received.</b></p>
7.	<p><b>Final update on the SDP/SIP (RAG rated) and draft key priorities for 2023-24</b> This was covered under item 5 of this agenda.</p>
8.	<p><b>Admissions Report to the Local Committee (Barrow Hedges) June 2023</b> MW informed governors that admissions were discussed at the Sutton Chairs Forum, and that it was reported that 91.6% of children in the Borough joining Reception had been given their first preference school, with 68.3% of Year 6 pupils achieving their first preference secondary school.</p> <p><b><i>A governor asked about the three children of Reception age who appeared to be redoing the year. MR advised that this refers to one child in the Nursery (who is summer born) and has an EHCP and two in Reception - these children are not yet ready to move on. Although this will have funding implications</i></b></p>

	<p>for the school, it is the right decision for the children concerned. The Borough has agreed to this. MR advised that levels of need are high in Early Years.</p> <p><b>A governor asked if the school has a strategy to deal with the local falling birth rate.</b> LW advised that this is the situation for all schools in the local area and that some maintained schools have been asked to reduce their pupil Admission Number (PAN). Academies cannot be asked to do this. The Trust is looking at this at strategic level.</p>
9.	<p><b>Safeguarding Report – termly DSL update to the Local Committee</b></p> <p>The Governor's attention was drawn to the report provided for this meeting - statistics have been updated. NN met MR at the end of May to look at safeguarding and CD also completed a link visit.</p>
10.	<p><b>Governor training and member visit reports and feedback</b></p> <p>A summary of training was provided for this meeting and governors were reminded that it is their responsibility to update their training records in Governor Hub. KCSiE should be read and confirmed annually and 'Prevent' bi-annually. Other training is completed when a governor first joins the Local Committee.</p> <p><u>ECERS</u></p> <p>LW drew governors' attention to ECERS assessments/inspections at both Nursery and Reception level. Governors heard that ECERS is not mandatory but is highly useful in helping to identify ways forward.</p> <p>The assessment team spent a morning in each provision and gave a rating. A wide range of criteria was reviewed, and governors heard that the process was challenging. A key focus is to look through the eyes of the child and gain insight into their experience of the school. This includes all interactions that happen in the school day. LW advised governors that a score is given for each aspect and being awarded a score of 7 is rare.</p> <p>Nursery was awarded a score of 6 overall, with interaction being judged as 7 and personal care 6.7. The Early Years Lead/CEO are looking at using ECERS across all Trust schools as a tool to identify areas for support. Governors were reminded that the Nursery has a new staff team this year and that this is only the second year of offering 30-hour provision (full days). There are three classes - Caterpillars (am only), Tadpoles (pm only) and Dragonflies (all day). Governors heard that LW is very proud of the team. LW advised that a bid that was placed to LB Sutton for new play equipment for the Nursery to help develop gross motor skills.</p> <p>Reception classes are led by two early Career Teachers (ECT's). The assessment went well - these staff have needed considerable support during the year, but outcomes were very pleasing. The overall ECERS score came out as 6.4 which is very good. There were a huge number of strengths of the session, and it should be celebrated that several areas all came out at 7 which is excellent. These included Interaction, Personal Care and Space &amp; Furnishings.</p>
11.	<p><b>Policy reviews, updates and approvals</b></p> <p>Governors discussed the CPAT Curriculum Policy and there were no questions. <b>This policy was noted.</b></p> <p>The Trust School Improvement Framework (March 2023) was reviewed and there were no comments. <b>This framework was noted.</b></p> <p>Governors were reminded that policies are uploaded to Every and that this is the platform for signing agreement to them.</p> <p>LW advised that she had authored both noted policy documents as part of her role as the Trust Director of Teaching and Learning and her National Professional Qualification for Executive Leadership (NPQEL).</p> <p>Governors heard that the Multi Academy Trust Assurance Framework is being used to audit the Trust, helping to identify which areas are standardised and which are aligned. The Trust very much believes in the uniqueness of all its schools. An example was given - the curriculum is different in each school but is aligned through shared fundamentals.</p> <p>Effective consultation with all Trust members has been a key feature to CPAT's success. The Assurance Framework requires the Trust to be very clear of what the different roles and responsibilities are, and the stages where the Trust School Improvement Team might step into support. This work is at an early stage and the possible future growth of the Trust is being considered.</p>

	<p><b>A governor asked what succession planning had taken place given that LW has achieved the NPQEL and may seek promotion outside the Trust.</b> Governors discussed this and LW stated that this is the type of thing discussed with the CEO as part of the line management process. LW advised that the Trust is looking at Careers Pathway within the Trust as a tool for keeping talent within.</p>
12.	<p><b>CPAT Trustees Annual Report 2021-2022</b> This report was <b>noted</b>. There were no comments or questions from governors.</p>
13.	<p><b>Premises, Health &amp; Safety Update</b> Governors were reminded that at the last meeting, ND agreed to take over the Health &amp; Safety governor link role and met with the Site Manager for a walk around to review areas of risk. ND reported that all High-Risk Actions on the Risk Register have been completed, planned for, or are awaiting funding. A Fire Drill was completed last month, and outcomes reviewed. Children left the buildings impressively quickly.</p> <p><b>A governor asked whether asbestos levels had been reviewed.</b> LW advised that this took place on a termly basis. There is asbestos on site, but it was encapsulated last summer and the asbestos file in the front office is regularly checked and updated.</p> <p>Governors heard that the SIF bids had been unsuccessful, but resubmission was planned for December '23. This includes upgrading the fire doors - these work but not as well as the school would wish.</p>
14.	<p><b>Chair's update (feedback from the Chair's Forum and local/national updates)</b> MW shared key aspects of these meetings including:</p> <ul style="list-style-type: none"> <li>MW attended the Sutton Chairs' Briefing in May where attendance was a main focus. They have a campaign name designed by young people 'Attend to Achieve with the strapline School Today, Future Tomorrow' and discussions included the need to constantly review processes and procedures in relation to attendance. As mentioned above Parent surveys were discussed at this same forum and suggestions were made on how to gain more engagement with one suggestion being to run class competitions to see how many responses could be received.</li> <li>School meals were discussed – these are proving a logistical nightmare in terms of providing every child with a lunch from September onwards. This is a good example of an announcement being made without a feasibility study and proper consideration of the impact on schools. LW advised governors that oven capacity is not up to this challenge and that more equipment (including additional ovens) is needed to make this work. This is expensive. The main hall is used for PE in the afternoon, and it will be a struggle to get this cleared from lunchtime in time for pupil lessons. The logistics of getting all children through for lunch means that the lunch period must commence earlier- this has a knock-on effect in terms of needing to pay more in salaries for supervisors who are doing longer hours. It is never fully known how many lunch supervisors are needed on any one day and this variation will cause contractual issues. All in all, this is an expensive programme that will eat into curriculum time.</li> </ul> <p>With an assumption of an 85% uptake at KS1 and KS2, 560 dinners are required (an increase of around 160 dinners). This also means more expense in terms of crockery, cutlery etc. The school will be funded £2.65 per meal.</p> <ul style="list-style-type: none"> <li>The Cirrus Governance Event held in May looked at a graduated response to behaviour/well-being and inclusion strategies. This considered support for all children alongside additional internal and external support where needed. Committees were tasked with holding discussions regarding this during their LC meetings, however MW and LW felt that the IQM report had captured much of what the school does well and governors had contributed to the discussions surrounding what inclusion is and what it means at a governor level. It was felt that inclusion at Barrow Hedges is not a separate entity but rather is embedded in everything the school does. This will be discussed further by the Local Committee in September after MW/LW have reviewed the comments from the notes taken at the IQM.</li> </ul>
15.	<p><b>Correspondence to the Chair/Chair's actions</b> MW advised she had received an admissions query from a parent who had turned down a place in Reception because they were relocating but that has been resolved and the child has a place for September.</p> <p>Various support for any parent who is hearing impaired was discussed and what support the school and borough can offer.</p>

16.	<b>AOB (notified in advance)</b> <ul style="list-style-type: none"> <li>The Governor visits schedule for the autumn term is currently being finalised. MW and LW will review this and share. *NEW ACTION 039: Visits schedule to be shared with all governors.</li> <li>A Curriculum evening will be run on 11th October '23 from 18:30. SLT will all be present.</li> <li>Governors felt that The WhatsApp governor group is really working well.</li> </ul>
17.	<b>Items to be raised to the Trust Board</b> No items were identified to be taken to the Trust Board.
18.	<b>Identification of any confidential matters</b> No confidential matters were identified.
19.	<b>Consideration of impact of the local committee/reflections</b> Governors reflected on the year and identified key aspects that had gone well, including. <ul style="list-style-type: none"> <li>Their understanding and knowledge of the school and the way it functions</li> <li>The success of school events – particularly the summer fair and the impact ‘togetherness’ events like these can have on all involved with the school.</li> <li>The continued excellent leadership of the Trust and school that is still steering the school out from under the impact of the pandemic.</li> <li>The quality updates provided to governors by school staff are excellent.</li> </ul>
20.	<b>Agreed dates for LC meetings 2023-2024</b> <ul style="list-style-type: none"> <li>Wednesday September 20<sup>th</sup> 2023 at 18:30</li> <li>Wednesday November 22<sup>nd</sup> 2023 at 18:30</li> <li>Tuesday March 19<sup>th</sup> 2024 at 18:30</li> <li>Monday July 1<sup>st</sup> 2024 at 16:00 (note the earlier time)</li> </ul>

**Summary of Action Points arising from this meeting**

<b>Action Point</b>	<b>Action</b>	<b>Responsibility</b>
037	Behaviour Action Plan to be shared with governors when complete.	LW
038	National results data to be shared with governors when received.	LW/KD
039	Visits schedule to be shared with all governors.	MW/LW

<b>MINUTES SIGNED BY:</b>	<i>Melissa Williams</i>
<b>DATE:</b>	<i>20<sup>th</sup> September 2023</i>
<b>CHAIR'S SIGNATURE</b>	<i>Melissa Williams</i>