

**Minutes of the Autumn Meeting of the Local Governing Committee  
Held in the School  
On 8<sup>th</sup> October at 1.30pm**

**Present: Mrs S Camacho, Mrs C Jones, Mr I Hunt, Mrs B Mann, Mrs A Davies, Mrs K Farley (Office Manager)**

**1. Welcome and Apologies**

Everyone was welcomed to the meeting.

Apologies for absence had been received and accepted from Mrs C Wright

**Action (Chair /Principal)**

**2. Election of Chair**

At the meeting there was one nomination for the role of Chair, and this was for Christie Jones. Christie Jones advised that she would be happy to take the role as the Chair, and Governors unanimously agreed to the appointment of Christie Jones as Chair, for one year.

**3. Election of Vice-Chair**

At the meeting there was one nomination for the role of Vice Chair, and this was for Alison Davies

Alison Davies advised that she would be happy to take the role as the Vice Chair until the end of the spring term when her resignation takes effect, and Governors unanimously agreed to the appointment of Alison Davies as Vice Chair, until the end of spring term 2021.

**4. Matters to be raised under Any Other Business**

No items were requested to be discussed under Any Other Business:

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**5. Reminder re: Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

**6. Declarations of Interests**

Governors were reminded of the requirement to update the register of business interest on an annual basis, and are aware that this must be kept at the Academy and should be included on the Academy's website.

**Resolved** - That Governors will complete their declaration of interest form and send them into the office.

No declarations of interest were made by Governors in respect of any items appearing on this agenda.

## **7. Chair's / Vice-Chair's Action**

The Chair reported that she had not undertaken any specific actions on behalf of the Local Governing Board since the last Governing Board meeting.

## **8. Minutes of the last meeting & Matters Arising**

The Minutes of the Local Governing Board meeting held on 20<sup>th</sup> May 2020 were approved as a true and accurate record of the meeting.

The Minutes Agenda and all reports and other papers considered at the meeting will be made available for inspection.

- **Matters Arising from the last meeting**

It was noted that the Action Point from the last meeting still needed to be actioned

ACTION NO:

1 Send copy of letter for parents to governors Acting Principal **Actioned**

2 To continue to update governors on changes in school Acting Principal **Actioned and continuing**

## **9. Admissions**

Admissions arrangements for 2022/23 were discussed and it was agreed that the current admissions policy would be used.

## **10. Acting Principal's Report**

The Principal's Report had been circulated with the agenda papers and covered:

Update on Reopening

- a) Characteristics of the School
  - Pupils on roll
  - Groups
  - Attendance
  - Notifiable accidents
  
- b) Quality of Education
  - Curriculum
  - Monitoring and Evaluation
  - Performance Management
  - Outcomes for Pupils
  
- c) Personal Development
  - Attendance
  - Special Educational Needs (SEND) and Additional Support

- Pupil Premium, including Spend Plan
- d) Behaviour And Attitudes
  - Behaviour
  - Exclusions
- e) Leadership and Management
  - Safeguarding
  - Staffing Update and Continuing Professional Development (CPD)
  - Building and Environment including Health and Safety Breaches
  - Governing Body Challenge and Support to the School
  - SBMAT Support and Challenge
  - Progress against School Development Priorities

There were discussions about:

- **A governor asked** what were the findings from the pupil survey regarding how the children are feeling about being back in school?  
The Principal gave feedback from the pupil survey which shows a 4.84 out of 5 average of how safe pupils think school is. There are also some lovely comments from the children about how safe they feel.
- **A governor asked** what were the findings from any other surveys?  
The Acting Principal discussed the staff survey which had flagged one big query but it has been put down to misinterpretation by a staff member int hey had the staring system the wrong way around.  
The parent survey was also very promising with a 4.66 average of how well we have done welcoming children back safely. The comments for improvement centred on other parents not wearing masks and obeying the new systems in place at school.
- Pupil Numbers –  
The Principal reported that we have 193 children on role, 173 from Reception to year 6 and 22 in Nursery. If we continue to grow at the same rate we will be short of a classroom.  
**A governor advised** that the reputation of the school in the community has grown in a very positive manner and people are looking again to send their children to Hazel Slade.  
**A governor advised** that she has enquired to CCDC regarding section 106 funding following the proposed building of 80 houses in the school catchment area.
- The Acting Principal explained to Governors that :  
  
Attendance is good at the moment. 4 letters are going out today for pupils whose attendance is below 90%. 2 pupils were found to be truanting, the robust procedures in place meant that parents were informed very early on and searches took place. The children were found and brought back into school safely.  
**A governor commented** on the success of these established routines in identifying the problem and bringing the children back into school quickly and safely.
- The Acting Principal reported on staffing matters  
  
Following discussions with the MAT the decision was made for an internal position of Acting vice Principal to be appointed for 12 months in the first instance. There were 2 applications but it was felt that only one was suitable as one applicant is early in her career.

Mr Kipps has been taken on via a supply agency to cover Mrs Floyd's 0.4 to free up the principal to deal with the running of the school. Initially this is until Christmas when the situation will be re-assessed with regards to the budget.

**A Governor asked if the work will be set by the supply teacher or by Mrs Floyd.**

The Principal advised that as the lessons were stand alone lessons i.e. PE & RE, Grammar, Guided Reading and at this current moment have been planned by herself but that they would be being passed to the supply teacher from half term.

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- **Reportable accidents**; there was one reported but no further action need. This is in the Acting Principals report

**A Governor questioned the performance data with the return to school.**

- The Acting Principal shared the academic targets were shared and a discussion took place. Assessments were done early in the term to see the actual dip in any pupil data before teacher input and we should see a significant shift towards Christmas. The results are in line with National Results especially in certain year groups.

**A Governor asked have the issues with TA's been resolved from Pre Covid.**

The principal advised things appear to have been resolved and no action is currently being taken

The Chair thank the principal for the report and that all staff be thanked for their continuing efforts and hard working during 'lockdown' and since returning to school from September to not only teach but keep the pupils safe.

- Admissions arrangements for 2022/22 remain in place and do not need consultation at the moment.
- The Charging and Remissions Policy was discussed and approved.

## **11. Overseeing School Performance**

### **Link Governor Reports**

**A Governor asked** is there anything that Governors can be doing in the current situation as they are unable to come into school?

The Acting Principal advised that the book scans had been moved to an online and had been uploaded once these are completed access will be given to governors so that they can also see pupil progress.

## **12. Safeguarding / Prevent Update**

Governors are aware of and understand their duties in relation to the Keeping Children Safe in Education Guidance – September 2020. Flick training has been updated.

**training** **Govs to complete Flick & send certificates into school**

### **13. GDPR Update**

There have been no breaches and nothing to report in school.  
We have had to report when other schools have sent files incorrectly.

**IH to find out if there is a  
GDPR update course**

### **14. Governing Board Matters**

#### **a) Code of Conduct**

Governors were advised that they need to:

- Uphold the objects of the Company and the ethos and mission of the Trust and the Academy.
- Agree to uphold the NGA Governor Code of Conduct.
- Agree to uphold the scheme of delegation and functions as set out in the Local Governing Committee Handbook.
- Agree to comply with the updated General Data Protection Regulations (GDPR) 2018.

Arrangements should be in place to ensure that all new Governors are made aware of this when joining the Local Governing Committee.

Governors were also reminded that Governance information is on the Trust's website and on the intranet.

**Resolved** – That Governors will sign the Trust's Local Governing Committee Letter of Undertaking to confirm their undertaking of this.

#### **b) Governor Membership**

It was noted that Alison Davies has tendered her resignation for the end of the spring term. A note will go out to parents for the vacancy. There are no terms of office due to end between 01/09/2020 – 31/12/2021. A discussion was held on the appointment of Louise Lawrence from Longford to be on the Governors as a Trust Governor.

**SC to speak with Louise Lawrence**

#### **c) Appointment of Link Governors**

Link Governors to remain the same as the previous year.

#### **d) Terms of Reference / Scheme of Delegation**

It was noted that the Trust's Scheme of Delegation was circulated in advance of the meeting and is also available on the Trust's website / intranet. Governors accepted this document.

#### **e) Competency Framework for Governance**

The Competency Framework for Governance was circulated prior to the meeting for Governor's to review.

#### **f) Skills Audit**

It was noted that Governors have completed the National Governance Association (NGA) Skills Audit last Autumn.

### 13. Training opportunities for Governors

Governors were reminded of the FLICK training courses available.

### 14. Any Other Business

A Governor thanked the Principal and the rest of the team for all their hard work and perseverance in keeping the children safe and building the good reputation of the school.

### 15. Date and Time of Next Meeting

The next meeting will take place as follows:

Thursday 11<sup>th</sup> March 2021 at 1.30pm

Meeting closed: at 14.26

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**Chair**

\_\_\_\_\_

**Date**

<b>ACTION NO:</b>	<b>ITEM NO:</b>	<b>ACTION REQUIRED:</b>	<b>ACTION BY:</b>
1		Governors to complete flick training and send to SC	All Governors
2		IH to find out if there is a GDPR update course <a href="#">Completed updates are via recompletion of courses on Flick Training</a>	IH
3		SC to speak with Louise Lawrence <a href="#">Completed Louise will take up position as a Trust Appointed Governor from this point.</a>	SC
4		Two new parents governors to be advertised for and appointed	CJ/SC