



**LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING
HELD via Zoom**

ON Wednesday 16th September 2020 at 7pm via Zoom

Name	Governor Type	Attended
Mrs Jo Ball (AHT)	Associate Member	Attended
Mrs Emma Lad (Clerk)	Clerk	Attended
Ms Monika Delginova	Staff (Support) Governor	Attended
Mr Michael Dobner (Chair)	Co-opted governor	Attended
Mr Seb Gray (HT)	Headteacher	Attended
Mrs Olivia Gunner	Staff governor	Attended
Mrs Gill Heath	Co-opted governor	Apologies
Mrs Becky Makinson	Co-opted governor	Apologies
Ms Bathsheba Mensah	Parent governor	Attended
Mrs Denise Shaw	Parent governor	Attended

Information to be completed on governor hub – *there will be an explanation at the meeting of how to complete*

- Register of business interest
- Keeping Children Safe in Education (KCSIE)
- Online safety
- Code of conduct
- Whistleblowing
- Privacy notice
- Keeping Children Safe in Education (KCSIE)
- Child protection agreement

Documents for information only

Clerks update documents
Governor training record
Terms of reference for LGC/ Trust/ Resources committee
IMAT Trustees minutes 02.07.20/ 26.08.20

Documents for comment

Agenda 16/9/20
Minutes from 7.6.20
Governor details from GIAS – are your details correct?
Admissions arrangements 2021-22
LHS School Brand Guidelines
Headteachers verbal report
Risk assessment September 2020
September Opening Plan
LHS Exit interviews
Environmental sustainability policy
Finance and GAG report
Governors Health and safety checklist
Covid documents
BLM documents

Governor challenge is highlighted in yellow

The meeting started at 7.05pm

Actions

1. Welcome, apologies and consent – Apologies sent by Gill Heath and Becky Makinson. The meeting was quorate

2. Notification of any other business - None

3. Conflict of interest with agenda items to be declared - None

4. Documentation to be read and approved via Governor Hub:

- Register of business interest
- Keeping Children Safe in Education (KCSIE)
- Online safety
- Code of conduct
- Whistleblowing
- Privacy notice
- Child protection agreement

Completed by all non-staff governors ahead of the meeting

5. Election of Chair and vice chair for one year

Michael Dobner was elected as chair for a year's term

Bathsheba Mensah was elected as vice-chair for a year's term

The clerk will present to the Trust board

Clerk (Trust board)

6. Minutes of the last meeting 2.6.2020 and matters arising

Minutes were approved and will be signed by the Chair at the earliest opportunity. The matters arising were completed

G: Cornerstones, have staff been trained?

JB: Yes, the staff have been trained on the inset day and the children have chosen the topics which will be covered. We have been using the recovery and curriculum plan and so it is starting to be introduced as children are able to cope with the workload. Year 1, 2 and 6 have started and year 3, 4 and 5 will be starting next week. It is an enhancement of what is happening at LHS and makes it easier for the staff as it is centralised in an online system. Curriculum leaders can also input into the lesson plan which is very helpful.

7. Review documentation approved by the Trust (for information)

- Terms of reference for LGC/ Trust/ Resources committee
- IMAT Trustees minutes 02.07.20/ 26.08.20

8. Link governor roles to be allocated

Child protection	Michael Dobner
Children Looked After	Gill Heath
Environmental governor	Monika Delginova
Headteacher	Seb Gray
Health and Safety	Michael Dobner

Pupil premium	Denise Shaw
Sports premium	Michael Dobner
SEND, Inclusion and Diversity	Bathsheba Mensah

The HT explained that the Environmental Sustainability role is key and the accreditation for the schools Green Flag award is in place for the school. Monika Delginova was thanked for her work on regaining the accreditation.

7.28pm Monika Delginova joined the meeting

9. Propose any changes to admissions for the Trust Board

- Nursery admissions are being completed at present as they are arranged with local HT's which is taking place in the next month.
- Governors had no further comments on the admissions policy 2021-22 for the Trust.

10. Headteacher report including

- The children have come back into school and although there have been changes everyone has worked well and been patient with the need for the school to respond to local events.
- There has had to be a change to the size of bubbles to reduce them to 60 in case there is a positive case within the school. This has been difficult to manage but the staff have worked hard to manage and adapt.
- Lunchtime has been a challenge however the children have still been able to receive hot school lunches.
- The cleaning has increased across the school and all staff have been very cooperative with helping. The premises team are working hard with cleaning toilets etc. The school is employing an MSA/ cleaner for the middle of the day on a short-term contract. The budget has been approved by the Trust.
- The recovery and wellbeing plan has supported children in their return to school with a focus on pastoral/ PSCHE. The children's stamina is increasing and their ability to complete lessons.
- Staff governors explained that the children's stamina is increasing. Lessons are broken up during the day into small manageable chunks. The children have started to ask for their books which has meant the teachers were able to move on with them faster than expected.
- The HIP has been in contact within the school and explained each school is managing the return differently. LHS is focused on the children's reactions and ability to be ready to learn.
- Staffing – a year 6 booster teacher has been appointed today subject to checks being completed. The School Business Officer (SBO) is leaving the school and interviews will take place to appoint a replacement hopefully with a handover period.
- An exit interview has been completed with the SBO to ensure that their input could inform the advert and recruitment process. The Chair explained he is hopeful that the new team will work well together.
- Branding and marketing – There have been a variety of logo's being used within the school and so the project has meant there will now be a harmonisation across the Trust. The Vision and Values were part of this project and the language which is used with the school community are now more Primary school friendly. The new Beliefs and Promise were part of the HT report.

G: The IMAT logo is not very clear on a phone; can this be improved?

The Instagram account for the IMAT comes up with a name attached (Laura Springate)?

The clerk will take to the Trustees for review

Clerk (Trust)

G: Will the websites be updated, audited?

HT: Yes, we can review and as the websites are being updated this should be completed.

The clerk will check with the COO

Clerk (Trust)

G: There is not an exclusions policy on the school website, can this be reviewed as it doesn't meet the DFE requirements?

The clerk will check with the COO

Clerk (Trust)

- Pupil numbers –

- Nursery admissions are lower at present as there is nervousness about sending children back into school due to Covid-19. The school will continue to market the nursery and monitor closely.

- Year two has places as families have moved away. There are also concerns as HCC are not allocating places as quickly as possible.

- G: Could you use Facebook to advertise further?

- HT: Yes, I will action

HT

- G: The beginning and end of the day increasing by 40 minutes, has that had a negative impact for staff?

HT: Yes, staff were doing what was needed initially but it was unsustainable. The difficulty was that the staff were unable to deliver lessons during this time as some children had left for the day. It worked well to ensure the one-way system was in place but did not need to be maintained.

Staff governor: As children and TA's were starting at the same time it meant there was no chance for the staff to plan for the day.

G: Have parents been turning up on time to collect children?

HT: On the whole parents have been supportive and have understood the need to be on time and leave quickly once children are collected.

- G: How will governors know that children are catching up?

HT: We will be completing baselines and there will also be two tests for year three and year 6 children which will be the same across the Trust. The baselines cannot be completed until children are completing the tasks you wish to assess so these will be completed once the children are ready.

- G: Is there any funding for the children to catch up?

HT: The funding will be based on the October census figures. We have started to look at how the catch-up fund could be used within the SLT and across the Trust. The difficulty is how best to utilise the money. The Pupil premium children will continue to have the extra support through their grant. The baseline assessments will inform how the grant will be allocated.

- G: The APEX sports team, how are they working at the other schools?

HT: The coach is very good at LHS but the Trust is asking them to improve their organisation and competitive games across the schools.

G: The numbers for nursery, how do they compare to last year?

HT: We had 52 children last year approximately so we are ten children lower.

- *The clerk will send an update for GIAS for the administration team to update including the change of name to Denise Shaw*

Clerk

11. Review data from the summer term staff exit interviews

The Chair met with the teachers leaving at the end of the summer term. Communication was mentioned as an area for improvement and so this is key moving forward. The Covid-19 pandemic has improved communication and we will continue with a lot of the systems put in place.

The Chair explained that all the members of staff were supportive of the school and sad to leave. The HT explained that the feedback has been used to improve the induction for new starters.

The new Early years teacher is working well with the team and there have been positive meetings with parents as they were unable to complete home visits. The team are all very

positive and part of this was because of the work put in prior to her starting in September by the member of staff.

G: Why doesn't this include the members of staff who left during the year particularly within admin?

HT: We will be using the feedback already collected to inform changes for the team.

12. Plan HT performance management Appraisal

The HT performance management was put on hold during the lock down. The system will restart from the beginning of this school year. The chair and Gill Heath will take part in the meetings.

The clerk will email Gill to confirm she is happy to complete

Clerk

13. Overview of budget agreed by Trust

- The increase in teachers pay was explained to governors.
- Pupil numbers and the impact on the budget was discussed. It is important that the school has all children registered as on roll for the October census.
- Additional staffing impact on the budget was explained
- The ERASMUS funding is still in the budget and is ringfenced at present.
- Pupil premium was initially predicted to reduce over three years, however, as a result of Covid-19 there are more families claiming Pupil premium which will have an impact.

G: Will the school be helping parents to complete the paperwork?

HT: Yes, that is taking place where there are issues.

14. Review and update School Plan/ discuss targets

The school is still working towards the three targets previously set.

- The school has started the Cornerstones project.
- Staff will focus on reading as children show readiness. The children are starting to take home books from the library.
- There is a new behaviour ladder which has been introduced to parents and children. Marvellous me is continuing to be used.

Standing items:

15. Items from Trust board meeting: Environmental Governor to be allocated to monitor the Environmental Sustainability policies impact – completed under agenda item 8

16. Governor monitoring visits

The Clerk explained the NGA/ DfE guidance below:

Please see below extract from NGA newsletter published 11th September 2020:

Holding governing board meetings and governors/trustees visiting schools

Following the government announcing that the number of people allowed to meet socially is being reduced from 30 to six in England, amid a rise in coronavirus cases, we would like to take this opportunity to remind governing boards of the current Department for Education (DfE) and NGA position on governing boards holding face-to-face meetings and governors/trustees visiting schools at this time.

The DfE position on governors/trustees visiting schools set out in the July governance update has not changed and does not prevent governors/trustees going into schools. However, the DfE have been clear that when considering how to organise visits from governors/trustees, schools will need to consider their own risk assessments and how they will protect the health and safety of any visitors alongside staff and pupils, in line with government guidance.

NGA's position is that governing boards should continue to meet and govern remotely in order to support the considerable efforts that schools are making to maintain effective control measures and remain open amid the rise in daily cases and confirmed local outbreaks. We also recognise that governing boards and their clerks have, for the most part, transferred to virtual governance, speedily and effectively.

Governors agreed that visits can take place in person (with social distancing) or virtually depending on the visit and governor's personal circumstances.

17. Safeguarding – Annual safeguarding report distributed prior to the meeting and governors were given two weeks to comment

18. Health and safety

- Fire drills took place weekly over the summer term
- Building work has been completed to improve the Fire safety systems within the school over the summer holidays and fire doors will be replaced in the half term.
- The Covid-19 risk assessment is being reviewed weekly
- The site manager managed the increased expectations during Covid-19 and the HT thanked him for his work which has kept the school community safe.
- Continued work around asbestos has taken place and the site manager again was thanked for his management of the work.
- There are no health and safety issues to report to the Trustees

19. Policy tracker review and policies due – *Child protection policy. Michael Dobner to be added to the policy by the clerk*

Clerk

20. Training

Governors were reminded to ensure they had completed the following training:

1. Governor Induction
2. Safeguarding (in the last three years)
3. Prevent
4. Exclusions (in the last two years)
5. Complaints

21. Clerks update

- Changes to KCSIE
- Confidentiality
- DFE webinar – Supporting pupils
- Free DFE training
- Governor/ Trustee planner
- Ofsted – Autumn visit
- Statutory policies DFE
- Teachers pay increases
- Suggested agenda items
- Cheat sheet PE premium

22. Any other business - None

23. Items to be sent to Trust/ LABs

24. Future Dates

LGC: (7pm)

Autumn term:

15th September BFS

16th September LHS

17th September CTS

10th November BFS

11th November LHS

12th November CTS

Spring term:

2nd February BFS

3rd February LHS

4th February CTS

Summer term:

8th June BFS

9th June LHS

10th June CTS

Governor open day 9th July 2021

15th December 2020 meeting and AGM

Ended: 8.53pm