

**Local Governing Body Minutes**

**27th November 2018**

**Attendees:**

Peter Steadman PST Chair

Nigel Simpson NSI

John Davis JDA

Julie Clift JCL

Rosie Baldock RBA

Sandra Betts SBE

Kate Hope KHO

Brian Newland BNE

Helen Harrison HHA

Nicky Fallon NFA Associate

Jayne Miller JMI Associate and Minutes

James Rolstone JRO DfE – observer

As there were new attendees at the meeting and an observer all Local Governing Body (LGB) members introduced themselves and outlined their role within school/on the LGB.

1. **Apologies for Absence**

There were no apologies for absence – all present

1. **Declaration of Interests**

John Davis as a new LGB member submitted his declaration of interests which are to be included on the Register of Interests.

**ACTION: JMI to ensure the LGB Risk Register is updated to include JDA information.**

1. **Election of Chair and Vice Chair**

NSI nominated PST as Chair of Governors, PST accepted this nomination. KHO seconded the nomination. As there were no other nominations for the role of Chair of Governors it was agreed that PST would undertake this role for this academic year.

PST nominated JCL as Vice Chair of Governors, JCL declined this nomination.

SBE nominated NSI as Vice Chair of Governors, NSI accepted this nomination. PST seconded the nomination. As there were no other nominations for the role of Vice Chair of Governors it was agreed that NSI would undertake this role for this academic year.

**ACTION: JMI to update LGB information to show PST and NSI as Chair and Vice Chair accordingly.**

1. **Items of urgent Business**

JMI tabled a paper with 3 items of urgent business to be addressed under item 8. PST accepted these items and the paper was issued to all LGB members.

1. **Local Governing Board Minutes**
2. LGB Minutes held 03.07.18 – approved and signed by Chair
3. Resources minutes held 26.10.18 – approved and signed by Chair

PST asked that the LGB note that the Performance Management of the Head Teacher took place last week and that the outcome was positive and in turn the Head would be uplifted by one point. This had already been taken account of within the budget.

**ACTION: JMI to update HR portal and Payroll accordingly with regards to the Head’s Performance Management.**

1. **Head Teacher’s Termly Written Report (One Page Update)**

The following questions were raised with regards to the Head’s One Page Update:

Q. The SEN percentage is currently 18% why has it increased since the last time when it was 11%? Do we receive any additional funding for this?

A. It has increased due to improvements in identifying additional needs earlier in particular children with SEMH needs. Children who have EHCPs receive funding, in addition to this we have children with interim funding however the majority are on SEN support plans which carry no additional funding.

Q. What are the benefits for school in the partnerships with ITT providers and having trainees in school?

A. It benefits the school by ensuring that high quality teachers are entering the profession and also a number remain employed at our school or within our Trust. The school receives financial benefits for their work as mentors and link tutors as well as undertaking CPD around this area that supports their wider role within school,

PST acknowledged how difficult it is to recruit good quality teachers and praised Woodfield for not having a recruitment or retention issue. It was noted that this was mainly due to ITT and home grown talent that was nurtured within school. PST commented how Woodfield has good staff retention and it also assists the Trust in signposting talent to other Trust schools.

Q. What is Practitioner Led Enquiry and how does it impact on teaching and learning?

A. It is empowering teachers to self-lead, research current practices in school in areas under-performing and is a chance to coach, collaborate and evaluate these projects together, therefore empowering staff and driving school development effectively.

JCL commented that she had attended many PDM sessions including the Practitioner Led Enquiry and that her Link Governor report focused on this.

**6.1-Strategic Leadership**

HHA shared with the LGB the Trusts Vision of “Transforming Futures Collaboratively” and also the Trust Developing Excellence Plan (DEP) which focuses on four key areas:

* Mastery Teaching and Learning (Maths).
* Diminishing the difference.
* Healthy minds, Healthy lives.
* Recruitment, retention and quality induction and development

HHA then asked the LGB to note that the School Self Evaluation (SEF) was currently under review and that this would be shared at the next LGB. However the LGB were asked to note that the school currently judges itself as Good with areas of Outstanding.

HHA then shared the School’s DEP which focused on four key areas:

* English
* Diminishing the difference
* Mastery Teaching and Learning (to include Maths Mastery)
* Healthy minds, Healthy lives.

The LGB stated they particularly liked the timelines in the School DEP and stated that they made it clear and easy to understand when areas are being focused on.

The LGB noted the Trust DEP and the School SEF judgements and approved the School DEP.

**ACTION: HHA to present to LGB at the next meeting the School SEF**

**6.2-Accountability for Educational Performance**

KHO shared the Trust Data Dashboard for Woodfield in relation to Standards, Finance and Infrastructure with the LGB. The LGB noted that overall the dashboard was positive and mainly tracked at Green, the LGB are aware of the Red tracking with regards to the financial position and noted that this would be discussed further in item 6.4.

Q. NSI asked when the next data capture point was?

A. 16th December as a school and then 18th December as a Trust.

Q. NSI asked if there was any significance to these dates?

A. KHO confirmed it was the end of each term.

KHO explained that the system worked on a rating from 1 to 10 with 10 being the highest and focused on key areas. PST confirmed that the Board of Trustees had identified the areas of focus for the dashboard and these were in place to give an overall view of a school not just purely be results driven.

The LGB were asked to note that the current rating for the LGB was 8 – the LGB were asked to approve this rating. The LGB approved a rating of 8.

Q. RBA asked what are the current risks to Woodfield?

A. It was confirmed that the current risks are the financial stability but this was being closely managed and would be picked up under item 6.4 on the agenda.

KHO stated that the Data Dashboard was a joint process between Trust Schools and the Central Trust Team and provides benchmarking between Trust Schools as it is an evidence based system. KHO was unable to share the overall consolidated Trust Data Dashboard as not all areas had been completed for all schools currently but this would be shared at the next LGB. It was noted that the dashboard is a live document that reflects where the school is over time.

**ACTION: KHO to share the consolidated Trust Data Dashboard at the next LGB meeting.**

 **KHO to email PST with Woodfield’s current Data Dashboard.**

The reports for all Link Governor Visits were circulated prior to the meeting and there were no questions raised in relation to these papers. PST thanked JCL for these.

Q PST asked how staff felt about LGB Link Governors Visits?

A. HHA stated that staff felt comfortable with Link Governor Visits and embraced LGB members as part of the wider team at Woodfield.

**6.3-Accountability for Financial performance**

The LGB noted the Academies Financial Handbook.

The LGB noted the Register of Interests (ROI) and all LGB members were reminded to produce new ROI forms at the end of the meeting. ROI forms were received from all LGB members except NSI and RBA.

**ACTION: NSI and RBA to complete a ROI form for this academic year and submit directly to JMI as a matter of urgency.**

**6.4-Compliance with Statutory and Other Contractual Requirements**

a) The LGB received the Safeguarding report and noted the contents.

b) The LGB received the SENd report and noted the contents.

c) The LGB were informed that school no longer had any Looked After Children (LAC) as the last LAC child left with Year 6 to transition to secondary school.

d) The LGB received the Pupil Premium Report for 2018-19 and approved the contents.

e) The LGB received the PE and Sports Premium Report for 2018-19 and approved the contents.

Q. Do we have any Trust/School competitions/teams?

A. Yes. Football for both boys and girls, Cross Country and we took a Rugby and Hockey Y5 group of children to Hill House representing Woodfield in a competitive Trust sports event.

Q. Are we working in conjunction with the feeder Secondary School – Astrea Woodfields to use their sports facilities?

A. Currently Astrea Woodfields are undergoing lots of changes in leadership so it is currently not appropriate to explore this option.

f) The LGB were asked to check the GIAS portal contents and report back to JMI any changes required.

**ACTION: All LGB members to check the GIAS Portal**

g) The LGB were asked to check the Governance section of the school website and report back any changes to JMI.

**ACTION: All LGB members to check the Governance Section of the school website.**

h) The LGB received the additional report covering Health and Safety, Register of interests, HR and Finance and the following actions were agreed:

5.1 to 5.5 The LGB noted the H&S Update

6.1 The LGB noted the Register of Interests for all staff in school

7.1 to 7.9 The LGB noted the staffing/HR/CPD update

8.1to 8.2 The LGB noted the Trust Financial Regulations including the “musts” appendix

8.3 to 8.6 The LGB noted the update regarding School Fund and subsequent annual return.

8.7 to 8.9 The LGB noted the closing budget for 2017/18 and approved. PST thanked JMI for all her hard work in negotiating of all contracts to improve the financial position of the school.

8.10 The LGB noted the budget monitoring report up to the 31st October 2018 and the subsequent revisions and approved these.

**ACTION: JMI to update FMS in line with agreed budget monitoring revisions.**

8.11 The LGB noted and approved the revised three year forecast.

8.12 The LGB approved the lift on spend currently in place to allow spending in line with the current budget plan for 2018/19. However no spend outside of this plan is to be authorised.

**ACTION: JMI to inform SLT of the lift on spend in line with the 2018/19 budget plan.**

9.1 The LGB noted the update on The Real Junk Food Project.

9.2 The LGB noted the update regarding BT and approved the initial fact finding exercise.

9.3 The LGB noted the successful gaining of the Asthma Award.

i) IT Data Security was picked up under item 6.2b on the agenda as it formed part of the Data Dashboard.

1. **Effective Governance**

PST shared that at the last Chair of Governors (CoGs) meeting it was confirmed that the Trust Chief Executive Officer (CEO), Jill Foster is currently reviewing the make-up of all LGBs in line with the new Scheme of Delegation and in turn a new LGB skills audit would be produced and rolled out. As such the whole membership of all LGBs would be reviewed at a later date.

PST thanked JDA for joining the LGB of Woodfield and confirmed his term of office as 4 years from today: 27th Nov 2018 to 27th Nov 2022. As a temporary measure until the full LGB review takes place JDA was placed on the Resources Committee as well as the full LGB.

PST acknowledged the term of office for KHO was ending and the LGB agreed to extend this until 27th Nov 2022.

PST acknowledged the term of office for SBE was ending and that she had submitted her resignation in writing to end. PST thanked SBE for her commitment to Woodfield initially as a parent, then a member of staff and finally as a Governor. All LGB members wished SBE well with her retirement and she was presented with a bouquet of flowers.

HHA shared with the LGB the Trust membership of NGA and all LGB members with the exception of SBE asked to be signed up to this.

**ACTION: JMI to update GIAS portal and school website with above governance information.**

1. **Policies**
2. The LGB noted the contents of the Trust Complaints Policy 2019
3. The LGB noted and approved the Induction and CPD Policy
4. The LGB noted and approved the Teaching and Learning Policy
5. The LGB noted and approved the Marking and Feedback Policy
6. The LGB noted and approved the Nuts in School Guidelines
7. The LGB noted and approved the Behaviour and Inclusion Policy
8. The LGB noted and approved the Positive Handling Policy

JCL commented that the Behaviour and Inclusion Policy was very lengthy and asked could a one page summary sheet be produced as an appendix that highlighted the important key areas.

**ACTION: NFA to produce a one page summary sheet for the Behaviour and Inclusion Policy to be shared with the LGB at the next meeting.**

1. **Any other urgent business**

HHA informed the LGB of the verbal resignation from a member of teaching staff and in line with the paper tabled under item 4 requested permission to appoint a replacement teacher on a temporary basis until 31st August 2020 in line with the following recommendations from the CFO:

* Woodfield has above average staffing costs meaning that the budget is more open to real terms cuts. The NI, non- teaching pensions and pay awards over the last few years have hit our budget – the higher the proportion of staff costs the bigger the real term cuts.
* Teacher Pensions rate is estimated to increase to 23% from Sept 2019, (we have budgeted for an increase to 18%) this again will impact the budget long term.
* Although the Teachers Pay Award was funded by a grant and it has been suggested that the Teacher Pensions increase will be funded also, our above average staffing costs means that the grants awarded are not covering the cost.
* With the above in mind it is suggested that Governors recruit to replace on a temporary basis initially until further clarification of this year’s Pupil Premium and next year’s overall funding is established.

The LGB noted the resignation and agreed to the temporary appointment of a teacher in line with the above.

**ACTION: Once the resignation in writing is received, HHA to advertise and recruit for a class teacher, fixed term from 29th April 2019 to 31st August 2020.**

JMI tabled a quote for 2 additional fob doors in Nurture/Thrive along with an additional income invoice. The LGB approved the quote on the grounds that the income would cover this.

The quote for the main hall projector was not yet received and once in place would be tabled for a Chairs urgent action if prior to the next LGB meeting.

JMI informed the LGB of the Save the Date for the Rainbow Connection Choir performance on 9th January 2019. The LGB noted this date.

JMI confirmed that JCL had now been updated on the training register as attending the PiL Research Conference.

PS and JC confirmed they had undertaken the performance management of the Head Teacher, HH supported by the Chief Exec of The Rose Learning Trust this was extremely successful.

1. **Confidentiality**

There were no papers deemed as confidential and requiring withdrawal. The LGB were reminded that any papers requiring shredding should be left for JMI to dispose of at the end of the LGB meeting.

1. **Date of future meetings**

The LGB noted the dates of future meetings

There was a rest break of ten minutes before the Pupil Outcomes for 2017/18 training took place for Governors.

**ACTIONS**

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| **No** | **Action** | **Completed** |
| **2** | **JMI to ensure the LGB Risk Register is updated to include JDA information.** |  |
| **3** | **JMI to update LGB information to show PST and NSI as Chair and Vice Chair accordingly.** |  |
| **5** | **JMI to update HR portal and Payroll accordingly with regards to the Head’s Performance Management.** |  |
| **6.1** | **HHA to present to LGB at the next meeting the School SEF.** |  |
| **6.2** | **KHO to share the consolidated Trust Data Dashboard at the next LGB meeting.****KHO to email PST with Woodfield’s current Data Dashboard.** |  |
| **6.3** | **NSI and RBA to complete a ROI form for this academic year and submit directly to JMI as a matter of urgency.** |  |
| **6.4** | **All LGB members to check the GIAS Portal.****All LGB members to check the Governance Section of the school website.****JMI to update FMS in line with agreed budget monitoring revisions.****JMI to inform SLT of the lift on spend in line with the 2018/19 budget plan.** |  |
| **7** | **JMI to update GIAS portal and school website with above governance information.** |  |
| **8** | **NFA to produce a one page summary sheet for the Behaviour and Inclusion Policy to be shared with the LGB at the next meeting.** |  |
| **9** | **Once the resignation in writing is received, HHA to advertise and recruit for a class teacher, fixed term from 29th April 2019 to 31st August 2020.** |  |

Minutes: 27th November 2018