



ST LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL

Minutes of the Local Governing Body Meeting

Monday 17th January 2022, 5pm

Present:

Stephen Coombes (Chair)
Rebecca Carmichael (Vice-Chair)
Hannah Easthope (Headteacher)
Hannah Beardsley
Nicky Dobbs
Amy Cazneaux
Geoff Cummings
Kate Greenham (part of meeting)
Ali Brennan

In attendance: S.Lomax - Clerk

Item		Action
1	Welcome, Apologies & Opening Prayer	
	No apologies.	
2	Declaration of Business Interests	
	RC reported that she has started tutoring at the school and has completed the relevant form.	
3	Notification of Any Other Business	
	<ul style="list-style-type: none">• Lockdown Policy & Procedures	
4	Approval of Minutes of the Meeting 15th November 2021	
	Prior to the meeting, Governors received a copy of the minutes. These were approved and signed by SC as a true record. Matters Arising - GC reported that he is meeting with KR in his role as Health & Safety Governor. HE to review the terms of reference for these Link Governor meetings and e-mail GC.	HE
5	Staff Survey	
	Postponed to the next meeting.	SL
6	Safeguarding Report	
	Governors reviewed the termly safeguarding report. HE reported on the actions from the last audit and the progress to date. Training - HB reported that she had attended the Safer Recruitment training and this should be added. HE observed that this training should be done regularly and any interested Governor can attend. Governors asked for an update on who had completed the HANDSAM training – HE to check and report back.	HE HE

	<p>Governors reviewed the safeguarding activity from My Concern. Governors noted that one incident can be recorded in two or more categories and for each child involved. Governors discussed the definition of peer on peer abuse and HE reported that this is currently being reviewed in CLP. Governors noted that this document does not include concerns about staff – these are recorded in a separate document with limited access.</p> <p><i>GOV Q. (HB) - Does this data include all concerning activity and is there any cross checking?</i> Yes, regularly reviewed and checked for patterns.</p> <p><i>GOV Q. (HB) – What is the lowest level of “concern” recorded?</i> Significant or escalated - generally when SLT are called/informed, so not every day poor behaviour.</p> <p><i>GOV Q. (HB) – Who has access to this data?</i> Only the staff “tagged into” the concern.</p> <p>Governors asked about the number of pupils where physical intervention / reasonable force has been required (section 3c) – HE to check.</p> <p>Governors reviewed the Single Central Record (SCR) data and the actions arising from the latest SCR monitoring check.</p>	HE
7	School’s status report to Local Governors	
	<p>HE presented her report. Areas discussed included: <i>GOV Q. (RC) – The report template shows other required sources of information in Spring 1 which do not appear to have been provided?</i> HE updated on the missing items.</p> <p>7.1 Key issues – Governors reviewed.</p> <p>7.2 Summary of overall school performance – Governors reviewed the summary of current self-evaluation. <i>GOV Q. (HB) – How do school leaders monitor the effectiveness of teaching and learning across the school?</i> HE and AC updated on the various methods used.</p> <p>7.3 School Improvement Plan – Governors reviewed progress on the 5 identified development priorities. HE reported that Priority 3 (Writing) has been paused (with the agreement of CLP) so that Priority 4 (Maths) can be prioritised. <i>GOV Q. (AB) – How will progress on the new Maths scheme be measured?</i> HE reported on how this will be done and how each child will be challenged.</p> <p>7.4 Pupil numbers & characteristics – Governors reviewed the data.</p> <p>7.5 Behaviour & attendance – Governors were pleased to note that absences and persistent absences were reducing.</p> <p>7.6 Summary of pupil achievement for last term – Governors compared actual attainment to targets. AC explained how targets are set and run through the themes emerging. Governors discussed the difference in attainment in Yr3 girls and boys. <i>GOV Q. (AB) – What is the definition of “Combined”?</i> Have to meet targets in all 3 subjects – Reading, Writing and Maths. <i>GOV Q. (RC) – Is there a reason why Yrs1 & 2 are so far below the target?</i> These two years were badly affected by the lockdown so the catch up funding is being targeted here.</p>	

	<p><i>GOV Q. (HB) – Are these results in-line with other schools? There is no national data at present.</i></p> <p><i>GOV Q. (HB) – Are the Yr6 targets likely to be met? Yes – everyone is working hard to ensure this and targeting individuals where needed.</i></p> <p><i>GOV Q. (HB) – How are Teaching Assistants used in interventions? AC updated Governors on the work that the TA’s are doing and the recent training they have received.</i></p> <p>KG left the meeting.</p>	
7.7	<p>Staffing update –</p> <p>Governors noted the high number of staff absences. HE reported there is nothing concerning – lots of colds in the school last term. Holding minuted sickness trigger meetings. This led to a discussion on Supply Teachers – not always possible to get the same people. HE reported that, where possible, there is always a consistent adult in the room and SLT walk around during the day.</p>	
7.8	<p>Health & Safety update</p> <p>Governors reviewed the update.</p>	
7.9	<p>Impact of COVID –</p> <p>Governors reviewed the update.</p>	
7.10	<p>Formal complaints –</p> <p>Governors were pleased to hear there were no formal complaints last term.</p>	
7.11	School Policies & Website	
7.12	Data Protection	
7.13	Commercial & Operational Update	
7.14	<p>Capital Works -</p> <p>HE updated on the work to be done in the staff room to create an additional small room, the planned Wi-Fi project, point to point link and upgrade to the broadband.</p>	
7.15	<p>Latest financial position -</p> <p>Governors reviewed the current financial position and variances to the budget. Governors noted that the budget is healthy.</p>	
7.16	Other updates	
8	Staff training	
	HE updated on the staff training recently undertaken – weekly professional development meetings and training on the Values and Visions. Planned training this term will concentrate on Maths, Behaviour Management and SEND.	
9	Business Continuity Plan	
	Governors reviewed the CLP Business Continuity Plan.	
10	Policy Approval	
	<u>Positive Behaviour Policy</u>	

	<p>HE presented the Positive Behaviour Policy that had previously been sent to Governors. Governors thanked HE for a very comprehensive and easy to read document. HE reported that staff training on this had taken place in September and the policy should ensure consistency and make it easier to monitor.</p> <p>Governors discussed how staff can be affected by a child's behaviour and whether this should be covered in the policy – agreed not appropriate for this policy.</p> <p>DECISION - Proposed by SC, Seconded by AC. Policy Ratified.</p> <p><u>Anti-Bullying Policy</u></p> <p>HE presented the Anti-Bullying Policy that had previously been sent to Governors.</p> <p>DECISION - Proposed by ND, Seconded by GC. Policy Ratified.</p> <p><u>Exclusion and use of reasonable force policy</u></p> <p>HE reported that this is covered by a CLP Trust-wide policy so not needed at school level.</p> <p><u>CLP Policies Ratified by Trustees</u></p> <p>SC reported that the following Trust-wide policies have been recently agreed: Alcohol & Substance Misuse, Bereavement Policy, Employee Wellbeing Policy, Redundancy & Restructure Procedure.</p>	
11	Key messages to Trust Board	
	SC to raise the issue of Wi-Fi with CLP.	SC
12	Correspondence	
	None	
13	Matters brought from Parents	
	None	
14	AOB	
	<ul style="list-style-type: none"> • SC sadly told Governors that he had represented them at Stuart Clark's funeral. This leaves a vacancy for a Foundation Governor – HE has approached the church and they are considering this. • <u>Lockdown Policy and Procedures</u> HE presented the Lockdown Policy that had previously been sent to Governors. Governors discussed getting children out of sight and keys to exit gates. <p>DECISION - Proposed by SC, Seconded by AB. Policy Ratified.</p>	
	Date of next meeting – 07/03/2022.	
	Meeting closed 7.10 pm.	

ACTIONS

HE –

- HE to notify Governors of terms of reference for Link Governor meetings.
- Add HB's Safer Recruitment training to Safeguarding Report.
- Notify Governors of HANDSAM training still to be completed.
- Check number of pupils where physical intervention / reasonable force has been required (section 3c).

SC

- Discuss Wi-Fi with CLP

Clerk

- **Add to next meeting – Staff survey**

Signed Chair Date