



**ST LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL**

**Minutes of the Local Governing Body Meeting**

**Monday 15<sup>th</sup> November 2021, 5pm**

**St Luke's Junior School**

*This was a virtual meeting on MS Teams*

**Present:** Stephen Coombes, Rebecca Carmichael, Hannah Easthope (Headteacher), Hannah Beardsley, Nicky Dobbs, Amy Cazneaux, Geoff Cummings, Kate Greenham, Ali Brennan.

**In Attendance:** Sonia Lomax (Minutes)

**Apologies:** None

**1. Welcome and Acceptance of Apologies**

Governors noted that Stuart Clark's term of office is due to end on 15<sup>th</sup> December. SC to send a letter of thanks on behalf of all Governors.

**2. Opening Prayer**

**3. Declaration of Interest**

SC reported that he had been involved with the development of the new school website (item 7). There were no other declarations of interest.

SL reminded **Governors that they need to complete & return the annual business interests form.**

**4. Notification of Any Other Business**

- Feedback from CLP All Governor Event
- Safeguarding audit report

**5. Approval of Minutes of the Meeting 20<sup>th</sup> September 2021 & Pay Committee 28<sup>th</sup> September 2021**

Both were approved and will be signed by SC as a true record.

Governors noted that the Pay Committee's recommendations were agreed by Governors by e-mail.



Actions carried forward:

SC reminded Governors that they need to return their information for the new website.

## **6. School's status report to Local Governors**

HE presented her report. Areas discussed included:

### **6.1 Key issues –**

HE reported that the pay progression recommendations have been agreed by the Trust Board.

### **6.2 Summary of overall school performance –**

Governors discussed the self-evaluation against Ofsted criteria.

### **6.3 School Improvement Plan –**

Governors reviewed progress on the 5 identified development priorities and noted that 4 are currently amber, with work on raising standards in writing to be delayed until the summer term.

### **6.4 Pupil numbers & characteristics –**

HE reported that the school is over-subscribed with an additional child in each of Yrs2, 3 & 6. There is currently 1 vacancy in Yr4.

### **6.5 Behaviour & attendance –**

HE reported that absences have increased this term. Governors reviewed & discussed persistent absence & the work being done on this.

### **6.6 Summary of pupil achievement for last academic year –**

N/A

### **6.7 Staffing update –**

HE updated Governors on staff costs, starters & staff absences this term.

### **6.8 Health & Safety update –**



Governors reviewed the Health & Safety audit action plan & discussed the 2 red items. GC to contact Keven Rose to arrange a walk around the school. HE gave feedback on the issues with the Handsam system in school.

6.9 Impact of COVID –

HE reported that Google classroom is still in use for remote learning. HE also reported that there had been some issues with Google classroom that had incurred an additional cost but are now resolved.

6.10 Formal complaints –

Governors were pleased to hear there were no formal complaints last term.

6.11 School Policies & Website –

HE reported that a schedule of policies is now in place. New school website launched 5<sup>th</sup> November – [www.stlukesbournemouth.co.uk](http://www.stlukesbournemouth.co.uk). Governors were encouraged to access & feedback to SC.

6.12 Data Protection –

HE reported 1 data breach with no further action required.

6.13 Commercial & Operational Update -

HE talked through the works undertaken on the premises since the last meeting.

6.14 Capital Works

Governors reviewed the Capital works in progress & planned.

6.15 Latest financial position

Governors reviewed the current financial position. Governors noted that the closing balance from last year is not yet available & that this is expected to increase Reserves.

6.16 Other updates

**7. Website launch**

Covered above. SC confirmed that there will be staff training.



**8. SEND Report**

HE presented the SEND report that had previously been sent to Governors. Governors thanked HE for the comprehensive report. KG reported that she has met with the SENCo & is due to undertake training in the new year. Governors discussed how to challenge & feedback in meetings that they attend as Link Governors – **HE to provide a template.**

**DECISION - Proposed by HE, Seconded by KG. Report Ratified – to be added to website.**

**9. Nutshell reports for different areas of school**

HE reported that different staff will attend LGB meetings in future & present short reports on different core areas of the school. **Next meeting will cover EYFS, PP & anti-bullying.**

**10. Deceleration request**

Governors had already received full details of this request. HE talked through the possible future consequences of deceleration & will ensure that the parents are aware of these. Governors reviewed the case.

**DECISION - Proposed by HE, Seconded by SC. Deceleration Request Approved.**

**11. CLP standing items for this period not covered above**

11.1 Business Continuity Plan

**To be carried forward to next meeting.**

11.2 Attendance, Behaviour & Exclusions

Covered in 6.5 above.

11.3 Monitor Pupil Premium & Sports Funding impact

- HE presented the Sports Premium 2020/21 impact report that had previously been sent to Governors. Governors discussed the key achievements to date & asked that future reports have more clarity & specific examples.
- HE presented the Pupil Premium 2020/21 End of Year review report that had previously been sent to Governors. HE reported that there will be a new Government template for this from this year. Most of the funding is spent on staffing – Governors discussed feedback to both teachers & parents from specialist staff.



11.4 Risk Register

To be carried forward to next meeting.

**12. Policy Approval**

**Teaching & Learning Policy**

HE presented the Teaching & Learning Policy that had previously been sent to Governors.

Governors thanked HE for a very comprehensive document. Governors discussed homework & feedback to parents and lesson planning.

**DECISION - Proposed by SC, Seconded by RC. Policy Ratified.**

**13. Key messages to Trust Board**

- Governors asked that their thanks be passed on for a very enjoyable & useful CLP All Governor Event.
- Governors agreed that the communications from the CLP CEO on COVID have been both timely & helpful.

**14. Correspondence**

None.

**15. Matters brought from Parents**

None.

**16. AOB**

- HE updated Governors on the BCP Safeguarding Audit report. HE confirmed that this was a very positive report with no concerns. Will discuss further with HB as Safeguarding Governor.
- CLP All Governor Event – SC to arrange an extraordinary LGB meeting to share feedback & learning from this event with all Governors. To also include discussions on Governor Visions & Values.
- HE/SC/SL to meet to discuss actions for clerks.

**Date of next meeting – 17/1/2022. This will be a virtual meeting on MS Teams.**



Meeting closed 8.30 pm.

**Actions:**

**ALL -**

**Complete & return annual business interests form.**

**Send paragraph for school website to SC.**

**HE**

**Provide template for Link Governor meetings**

**GC**

**Arrange walk-around the school with Kevin Rose**

**SL**

**Add to next meeting –**

- **Nutshell reports – EYFS, PP & anti-bullying**
- **Business Continuity Plan**
- **Risk Register**

Signed ..... Chair of Committee

Date .....