



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Thursday 1st July 2021, 5.30 pm by video conference call**

In the Chair:	Mary Clarkson
Present:	Tehmeena Ajmal (TA), Michelle Francis (MF), Lauren Freedman (LF) (until item 15), Bryony McCraw (Head of School), Michelle Morgan (MM) (until item 15), Padma Thealla (PT) and Kathy Turner (Vice-Chair).
In attendance:	Ben Hegedus (Head of HR), Katherine Spencer (Support and Challenge Partner, RLT) and Judith Geddes (Clerk)
Apologies:	Omari Stafford-Davies and Corin Patterson

	Minutes	Action
	Items for Discussion	
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.	
1.	<p>Welcome, apologies for absence and declaration of interests</p> <p>The Chair welcomed Katherine Spencer, the Support and Challenge Partner from RLT to the meeting.</p> <p>No apologies for absence were received from either Omari Stafford-Davies or Corin Patterson.</p> <p>The meeting was quorate.</p> <p>Declarations of interest</p> <p>There were no declarations of interest received for any items on the agenda.</p>	
2.	<p>Non-confidential minutes of the previous meeting of 11th May 2021</p> <p>The non-confidential minutes of the previous meeting of 11th May 2021 were approved.</p>	
3.	<p>Update on non-confidential action points from previous meeting</p> <p>The following non-confidential action point remains outstanding:</p> <ul style="list-style-type: none"> - Provide the Clerk with copies of completed Prevent Training certificates, if not already done so. (CP to do) 	CP



<p>4.</p>	<p>Link Governors reports</p> <p>A verbal report was given by the Additional Funding Link Governor which highlighted the following key areas:</p> <ul style="list-style-type: none">- Proposal is to use the Pupil Premium money to i) support the Breakfast Club, ii) help parents with the cost of trips and visits and iii) hire a TA to help support children.- The Sports Premium has been spent on PE equipment. Next year, it is proposed to spend the Sports Premium on sports coaches during lunch breaks. <p>The Chair asked why the Pupil Premium money was being used to support a Breakfast Club? The Head of School replied that up to Christmas 2020, the Breakfast Club was run through a private company. She added that as the club was unlikely to break even, she is proposing to use the Pupil Premium money to run the Breakfast Club in-house and target families who are regularly late to school.</p> <p>The Chair asked whether this proposal had been discussed with families? The Head of School responded that this had not yet happened as the school is only at the strategic planning stage of this proposal.</p> <p>The Chair asked the Clerk to include the Pupil Premium strategy and Sports Premium strategy on the agenda for the next LGB meeting.</p> <p>ACTION: CLERK</p> <p>The Governors asked if the external sports coaches will follow the sports curriculum? The Head of School said she will follow up on how this will work.</p> <p>ACTION: HEAD OF SCHOOL</p> <p>A verbal report was given by the Phonics Link Governor which highlighted the following key areas:</p> <ul style="list-style-type: none">- All Year 2 pupils have passed the Phonics screening check.- Early Years pupils are on track to pass their phonics screening check in Year 1.- More staff training is required on the phonics scheme. <p>There were no questions.</p> <p>A verbal report was given by the Reading Link Governor which highlighted the following key areas:</p> <ul style="list-style-type: none">- Using 5 different animals to equate to different comprehension skills. Children love this and are confident with this approach.- Lots of work has been done to build up the stock of books in the main library.- Classroom libraries are heavily linked to the school's learning challenge curriculum.- Reading records are being regularly updated.- Pupils' voice showed that 92% of children love reading.- Next steps are to ensure that all books are linked to the phonics sounds that children are learning in class. <p>The Chair commented that as the school grows it would be good for the school to consider help from other volunteers in the community.</p>	<p>CLERK</p> <p>HEAD OF SCHOOL</p>
-----------	--	--



	<p>The Head of School agreed and highlighted the ARCh reading volunteer charity which would be useful to look into in more detail, subject to Covid-19 restrictions.</p> <p>There were no further questions or comments.</p> <p>A verbal report was given by MM on the Early Years Foundation Stage which highlighted the following key areas:</p> <ul style="list-style-type: none"> - The outside area has been very beneficial for the children. - The school's relationship with the parents of Early Years' pupils has been very good and is a strength of the school. - Transition for new children coming into the school has gone well. - The Early Years framework is changing so work needs to be done on how these changes fit in with the school's curriculum. - OCC Early Years support has been secured for the next academic year <p>The Vice Chair asked when the new Early Years Framework is being introduced? MM replied that this framework is in place from September 2021. MM added that she has received training from the county council and she has approached some early adopter schools to ascertain their experience of implementing the new changes.</p> <p>The Head of School pointed out that an Early Years Link Governor will be required to be appointed at the start of the next academic year and asked the Clerk to add this item to the agenda for the next LGB meeting.</p> <p>ACTION: CLERK</p> <p>The Governors thanked all the Link Governors for their reports.</p>	CLERK
<p>5.</p>	<p>Appointment of Health and Safety Link Governor</p> <p>TA volunteered for the role as Health and Safety Link Governor.</p> <p>All Governors agreed.</p>	
<p>6.</p>	<p>Head of School's report (written)</p> <p>The Head of School thanked Governors for providing responses to the report prior to the LGB meeting. The main points highlighted were:</p> <p>Leadership</p> <ul style="list-style-type: none"> - Gareth Griffiths will be leaving as Executive Headteacher in July 2021. - Current Head of School will be taking on the role of Headteacher from September 2021. - SENDCo will be Maisie, supported by Laura Sykes (½ day a week mentor support) This is a change as Amy Jones (current SENDCo) will have no capacity from September 2021. <p>Behaviour</p> <ul style="list-style-type: none"> - 19 behavioural incidents logged in Reception (all one child: EHCP being sought) - 6 behavioural incidents logged in Y1/2 (between 2 children) - One child has had 2 very short term exclusions for biting other children. An EHCP is being sought. - Two TAs have been brought in to specifically help children with SEN. 	



	<p>The Governors asked the following questions:</p> <ul style="list-style-type: none"> - What will the change to Headteacher mean for Barton Park School? The Head of School replied that it will mean that she will have more responsibility including strategic development. - Will the new SENCo have a handover? The Head of School confirmed that this will happen. - Will both the SENCo and the Headteacher attend TAF meetings as this will mean taking the SENCo out of class? The Head of School responded that she will think about this in more detail. <p>ACTION: HEAD OF SCHOOL</p>	<p>HEAD OF SCHOOL</p>
<p>7.</p>	<p>Policies for review</p> <p>The Governors asked the following questions:</p> <ul style="list-style-type: none"> - Have you thought through the situation where a child might require high specification equipment such as a hoist? The Head of School replied that the school has a hoist and a fully accessible shower room so this is in place if required. - With regard to the First Aid Policy, it is important that parents are made aware of the situation as soon as possible and a teacher is with the child when they are picked up from school by their parents. Is this specifically highlighted in the policy? The Head of School responded that the school has this level of care and parents are always called straight away if there is an incident. However, she will ensure that this is written into the policy. <p>ACTION: HEAD OF SCHOOL</p> <p>The Governors approved the following policies, subject to the change discussed on the First Aid Policy:</p> <ul style="list-style-type: none"> - Accessibility Plan - First Aid Policy - Supporting Children with Medical Conditions and the Administration of Medicine - RElationships and Sex Education Policy - EYFS Policy 	<p>HEAD OF SCHOOL</p>
<p>8.</p>	<p>Pupil premium strategy</p> <p>The Head of School advised that she will write the Pupil Premium strategy for Governors to review.</p> <p>ACTION: HEAD OF SCHOOL</p> <p>There were no questions.</p>	<p>HEAD OF SCHOOL</p>



<p>9.</p>	<p>Draft SIP</p> <p>The Head of School advised that there are 3 key priorities in the draft SIP:</p> <ol style="list-style-type: none"> 1) Improve outcome in writing 2) Develop the curriculum 3) Develop leadership at all levels <p>The Head of School said that she would like to set up an additional meeting in September 2021 with a working party of Governors regarding school aims and strategies.</p> <p>The Governors agreed.</p> <p>ACTION: HEAD OF SCHOOL</p>	<p>HEAD OF SCHOOL</p>
<p>10.</p>	<p>Website compliance review</p> <p>The Head of School advised that she is working with the Office Manger to ensure the school's website is compliant. It was agreed to keep this on the agenda for the next LGB meeting.</p> <p>ACTION: CLERK</p>	<p>CLERK</p>
<p>11.</p>	<p>School meal rates</p> <p>The Head of School advised that the school is currently collating information regarding the cost of school meals including contacting the county council and investigating a "hot box" service.</p> <p>The Head of HR commented that it will also be good to canvas the parent body on any proposals to avoid a drop in numbers of pupils taking school lunches.</p> <p>The Head of School will update the Governors at the next LGB meeting.</p> <p>ACTION: HEAD OF SCHOOL</p>	<p>HEAD OF SCHOOL</p>
<p>12.</p>	<p>Finance update</p> <p>Lettings and income</p> <p>The Head of School advised that the school currently has a good level of secure lettings. She further advised that in the long term she would like to use part of the lettings money to pay for childrens' enrichment activities. The Head of School added that it is also important that anyone renting the school's facilities uphold the school's values.</p>	
<p>13.</p>	<p>Items to refer to the Trust</p> <p>There were no items to refer to the Trust.</p>	
<p>14.</p>	<p>Any other business</p> <p>Governors' Skills Matrix</p>	

