

**Minutes of the Autumn Term Meeting of the Local Governing Committee  
Held**

**16<sup>th</sup> November 2023 at 1.30pm**

**Present: Mrs K Challinor, Mrs C Wright, Mrs C Jones, Mr P Mills, Mr A Farley,  
Mr I Hunt , Mrs L Lawrence, Mr I Pritchard, Mrs K Farley (Office Manager)**

**1. Welcome and Apologies**

**2. Matters to be raised under Any Other Business**

None

**3. Reminder re Confidentiality**

All attendees were reminded about the need for confidentiality.

**4. Declarations of interest**

Covered at the last meeting PM to complete.

**5. Minutes of the last meeting & Matters Arising**

The Minutes of the Local Governing Board meeting held on 6<sup>th</sup> July 2023 and the Business meeting held on 10<sup>th</sup> October 2023 were approved as a true and accurate record of the meetings.

All matters arising from the previous meeting have been actioned

The Minutes Agenda and all reports and other papers considered at the meeting will be made available for inspection.

**6. Principal's Report/School Improvement**

The Principal's Report had been circulated with the agenda papers and covered.

a) Characteristics of the school

- Pupils on roll
- Groups
- Attendance
- Notifiable accidents

b) Self Evaluation

- Curriculum
  - Monitoring and Evaluation
  - Performance Management
  - Outcomes for Pupils
- c) Personal Development
- Attendance
  - Special Educational Needs (SEND) and Additional Support
  - Pupil Premium, including Spend Plan
- d) Behaviour And Attitudes
- Behaviour
  - Exclusions
- e) Leadership and Management
- Safeguarding
  - Staffing Update and Continuing Professional Development (CPD)
  - Building and Environment including Health and Safety Breaches
  - Governing Body Challenge and Support to the School
  - SBMAT Support and Challenge
  - Progress against School Development Priorities

The Principal presented her report and the following items were clarified.

### **Pupils on roll**

A governor asked is the lack of capacity in some classes a barrier for recruitment. The Principal advised most enquiries have been for Reception 2024 so this has not been an issue.

Discussion took place about a possible open evening for prospective parents

### **The Effectiveness of Early Years**

Principal reported on how support is working well.

A governor asked what are the key changes?

Principal advised current system does not meet the needs of all the children and nursery needs to be less formal.

SP is working hard to implement the changes in the absence of LC.

A governor stated that he felt the effectiveness of Early Years should be considered as requires improvement because of the issues of year 6 writing and Early years data.

### **Attendance**

The Principal clarified that pupil holidays were having the biggest impact on attendance.

Discussion about roles changing with HB going on maternity leave

## **Quality of education summary**

Discussion about aspirational targets as opposed to targets that don't challenge.

A governor commented on the impact SP has had in Early Years but as she is on a 1 year contract will the school be able to keep her. The Principal said she would like to but this is dependant on the budget.

Consideration is being taken for the use of money from reserves to fund the following

New screens in classrooms	- £8500
I-pad leasing	- £10,000 pa for 3 years
New barrier	- £2700

## **Leadership & Management summary**

A governor asked do the staff know who the pupil premium children are in their classes.

Principal advised yes.

A governor asked are all pupil children being captured. Principal advised all new children are given a letter and application form on admission. School to consider sending out information to ensure all parents are able to access their entitlement.

The chair thanked The Principal for the report.

## **Standing Items**

Covered in Principal's report.

SCR – this has now been transferred to staffsafe. Almost compliant KF advised Trust staff are not compliant as we do not have full information and we are awaiting further instruction as to what we need to do. IH advised to contact ST at The Trust.

### **8. Regulations and Compliance**

Governors were asked to ensure that they complete the equality and diversity form and EYFS training on Flick.

### **9. Governing Committee Matters.**

No vacancies

Appointment of Link Governors

SEND CJ

Safeguarding CJ

Pupil Premium LL

PE Sports premium AF

Curriculum PM

Health & Safety IP

LGC members are encouraged to complete the following linked training

1. Flick e-safety
2. Flick EYFS made simple
3. Flick Equality & Diversity for Managers

Governors were advised to upload certificates to Governor Hub when completed.

A governor asked is the RSE policy shared with parents. Principal confirmed it is shared on classlist.

10. A.O.B

None

Date of next meeting

14<sup>th</sup> March 2024 1.30

IH thanked the Governing body and the staff for their continuing hard work

Meeting closed at 2.49pm

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Chair		Date	
ACTION NO:	ITEM NO:	ACTION REQUIRED:	ACTION BY:
1		Update admissions date	KC
2		Circulate review	KC
3		Forms to PM to complete	KF
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5			
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7			
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10			