

St Bart's Multi Academy Trust LGC Meeting 2 of 4

Minutes of the Autumn 2 Meeting of the Local Governing Committee			
Academy:	Hazel Slade Primary Academy		
Date:	26 th November 2024		
Time:	13:30		
Note taker:	Samantha Mason		
Present:	Katie Challinor, Christie Jones, Carole Wright, Louise Hancock, Kelly Deaville, Paul Mills, Ian Pritchard, Andrew Farley, Louise Lawrence		
In attendance:	9/9		
1.Procedural / Non Executive Leadership			
1a	Apologies for Absence Everyone was welcomed to the meeting. All Local Governing Committee members were present.		
1b	Confidentiality Governors were reminded that they must not disclose any information of a confidential nature obtained by them relating to the Academy and the Trust.		
1c	Declarations of any Interest relevant to this agenda There were no potential pecuniary interests or conflicts of interest between an individual and the LGC as a whole in connection with the business to be discussed during the meeting.		
1d	Confirmation of Minutes of the last meeting The minutes of the Local Governing Committee meeting held on 22 nd October 2024 were approved as a true and accurate record of the meeting and signed by the Chair. The minutes, agenda and all reports and other papers considered at the meeting will be made available on Governor Hub for inspection.		
1e	Matters Arising from previous minutes There were no matters arising from the last meeting.		
1f	Matters to be raised under Any Other Urgent Business There were no matters to be raised under Any Other Urgent Business.		
1g	Review Governor Membership Governors reviewed the membership of the LGC in line with the Terms of Reference. It was noted that there is one parent vacancy and no terms of office due to end during Spring or Summer term 2025.		
1h	Governor Visit Reports The Chair provided governors with her report in advance of the meeting. A governor asked: Have we had any reports? Answer: Safeguarding report has been received from CJ. AF would like to arrange to come in to school, so it was agreed that everyone needs to arrange a visit in the Spring term. Link Governor Reports The Principal provided governors with link governor reports received in advance for safeguarding. A governor asked: Can we all ensure that we complete this? Answer: Agreed		
1i	LGC Impact The governors considered their impact through their discussion and decisions. This included: KC felt that she had done the report but the idea was that all governors contribute. LL said that it would be beneficial to have either a live document or a box on the report that could be updated. KD suggested speaking to Sarah Cope. The LGC Impact Statement for 2024-25 was updated and uploaded to governor hub.		
1j	Governor Training It was noted that all LGC members have completed their skills audit. KC will collate and send to Sarah Cope.		
Actions relating to Procedural / Non Executive Leadership items		Responsibility	Timescale
Skills audit responses to be collated and forwarded to Sarah Cope.		KC	ASAP
LGC Impact statement to be discussed with Sarah Cope.		KC	ASAP
2.Culture and Engagement			
2a	Collaborative Discussion A discussion took place in respect of the local community. Governors considered whether there were any opportunities or risks to the Academy and / or Trust. The following updates were shared:		

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	<p>KC relayed that our Crossing Patrol will retire at Easter.</p> <p>A governor asked: How will this impact the school, as there is an ongoing issue around road safety?</p> <p>Answer: School would benefit from better signage. Motorists speed along the adjacent road, not realising that the school is located on the corner. Parking Buddies are in place, however there are no other traffic calming measures in place. KC/CJ to liaise with local authority to see what assistance they may be able to offer.</p> <p>CJ attended the Trust Chair of Governors meeting on 20 November via Zoom, which was found to be very useful, especially the guidance around the new Ofsted and trust support framework.</p> <p>KC stated that the support and guidance from Sarah Cope is very good.</p> <p>Governors wished to express their gratitude to our Premises Officer for his care and attention in ensuring the school site is safe during the adverse weather conditions.</p>												
2b	<p>Equality, Diversity and Inclusion</p> <p>Governors were reminded of the DFE request to collate Diversity and Equality Information and to publish anonymised data on the Trust website. A link to a Microsoft form was provided to governors.</p> <p>Governors reviewed and approved the Academy Accessibility Plan.</p> <p>Governors reviewed the progress the Academy has made towards achieving its Equality Statement and Objectives.</p> <p>KC advised that a local Pride of Britain award winner attended school to deliver an assembly and shared his experiences with the pupils. He then sold samosas to staff and parents, where all donations go directly to Dementia UK charity.</p> <p>KC and pupils attended a remembrance service. This has allowed a connection to the wider church community, where we will now be invited to all future events.</p>												
2c	<p>Engaging with Stakeholders</p> <p>The LGC considered plans to conduct stakeholder voice activities during the next term. It was agreed that the following activities would be planned:</p> <p>Pupil Voice (Parent questionnaire was completed in the Summer Term)</p> <p>SEN Coffee Morning (during Spring Term)</p> <p>KC shared that it has been challenging to attend events due to staffing shortages and an unwillingness to transport pupils in staff members personal vehicles. Pupils recently attended the Pupil Parliament event at Keele University which was thoroughly enjoyed. As a school, we do intend to get more involved with Trust activities.</p> <p>The governors were invited to attend the academy Christmas fayre on Friday 13th December 2024.</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;">Actions relating to Culture and Engagement items</th> <th style="width: 15%;">Responsibility</th> <th style="width: 20%;">Timescale</th> </tr> </thead> <tbody> <tr> <td>Liaise with local authority regarding road safety measures</td> <td>KC/CJ</td> <td>ASAP</td> </tr> <tr> <td>Arrange pupil voice survey</td> <td>KC</td> <td>ASAP</td> </tr> <tr> <td>Organise SEN coffee morning</td> <td>KC</td> <td>Spring Term</td> </tr> </tbody> </table>		Actions relating to Culture and Engagement items	Responsibility	Timescale	Liaise with local authority regarding road safety measures	KC/CJ	ASAP	Arrange pupil voice survey	KC	ASAP	Organise SEN coffee morning	KC	Spring Term
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<p>3.Strategy</p>													
3a	<p>Vision, Strategy and Key Priorities</p> <p>The Principal shared the Academy Strategic Development Plan for 2024-25. A discussion took place around the key strategic priorities.</p> <p>It was noted that a concise and visual overview had been provided by the Principal. A lot of the items are being addressed by the digital strategy and by the quality of education.</p> <p>A governor asked: How will school further progress with the digital strategy?</p> <p>Answer: The subject leaders have worked very hard to get school in a good position, however as they will both be on maternity leave shortly, it will not be possible to progress further at this point. Following this maternity leave and resignations, school will only have one permanent member of teaching staff in KS2 for the forthcoming year.</p> <p>KD added that it is better to embed what we have, rather than to try and further develop while the teachers are on maternity leave.</p>												

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KC relayed that behaviour and attitude has been good overall. Also, that the changes in the EYFS team has been very positive.

A governor asked: Can you explain '5 to Thrive'?

Answer: KC explained that after discussions with staff, it was decided that the old red and yellow cards were not working and that there wasn't consistency in their use. '5 to Thrive' is the new initiative was developed collaboratively with all staff and has been adopted across the whole school. There are posters through school and in each classroom for easy reference.

A governor asked: Are there strategies for reasonable adjustments for SEN?

Answer: KC explained that additional support is being provided by teaching assistants including lego therapy etc. A 1:1 midday assistant has also been recruited to offer further support.

A governor asked: Is there anything specific for the governors to focus on in the school development plan?

Answer: KD said that it would be advisable to pull out of the report the key priorities that the school is working on. There is no set format for the school development plan but use a less is more approach so that there are not too many items to focus on.

KC will bullet point the actions of the school development plan, so that it is clearer for governors to use during school visits.

Actions relating to Strategy items	Responsibility	Timescale
Bullet point the actions of the School Development Plan	KC	ASAP

4. Accountability

4a Principals Report

Governors had been presented with the Principal's Report in advance of the meeting which covered:

Characteristics of the Academy

Pupil Retention and Movement

Complaints

Self-Evaluation

Reported factors

Behaviour

Attendance

Staff Attendance

Part-Time Timetables

Safeguarding

Outcomes for Pupils

Academy Targets

Current Attainment

Budget Review

Current financial position - operating profit (loss)

Capital Expenditure

Spending plans and strategic priorities

Capital Estates Management

Key Lines of Enquiry

Quality of Education

Behaviour and Attitudes

Personal Development

Leadership and Management

Early Years provision

Sustainability

KC gave a brief overview of the report:

- There has been increased interest in the Nursery
- Behaviour is good overall, with the exception of a few SEN pupils
- There have been no racial incidents

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- Pupil attendance is good. The main issue still being term time holidays
- Staff absence is very high with a recorded 297.5 days missed this year
- LH is mentoring Sophie Jackson to embed the school ways
- The current SENCO lead teacher is resigning at the end of the year to take up a post of full time SENCO
- There are currently three pupils on part-time time tables. 1 Early years pupil with an EHCP attends sporadically and is waiting for a special school place to become available. This is working really well for a reception pupil who is excelling, despite waiting for an autism diagnosis. A Year 1 pupil with an EHCP has remained in reception. He is awaiting a special school place to meet his needs and staff are actively chasing this.
- Safeguarding training has now been undertaken by all staff and governors, a second session for volunteers is planned.
- Quotes are being gathered to replace the flooring in the Early Years outdoor areas as this is approximately 20 years old.
- The new digital teaching strategy is progressing. LH's lesson on the Great Fire of London involving augmented reality had the pupils thoroughly engaged. Teaching assistants have received digital training.
- Subject coordinators have developed action plans.
- The Central Team meetings have enabled protected time for school leaders. The Senior Leadership Team have completed self-assessments which have been discussed with the Central Team. The outcome shows consistency of the curriculum, showing what, why and how staff are teaching. This will be reviewed in the Spring and Summer terms.
- Year 6 are having two booster sessions per week, of which the pupils and parents are fully engaged.
- Grace Cable is now leading on pupil attendance.
- Kingsmead's football league has had a positive impact on Year 6 pupils. A parent has volunteered to run football coaching for pupils in KS2.
- Fireworks and mental health sessions are underway.
- School are actively seeking out new links with the community.
- Pupil Premium funds have been allocated for 2024/25.
- Sports Premium funds have been allocated for 2024/25. This includes hiring the swimming pool during summer term and the possibility of working with Progressive Sports at a cost of £155 per day to cover lunchtime, afternoon session and an after school club.
- The EYFS is now fully established. An apprentice has been appointed to work in Reception. Nicola Webb and Nicola Coxon are supporting Nursery and Joy Bird and Lisa Kelsall are supporting the SEN children within the unit.
- We currently have two class teacher positions vacant, meaning that KC and LH are having to prepare work for the two classes for supply to deliver.
- Staff will be undertaking moderation with other local schools under the Chasing Futures initiative.
- A new reading scheme has been purchased for EYFS and Year 1, based on the recommendation from Linda Jones.
- An eco council has been set up by Miss Puttock.
- Solar panel fitting is due to commence on 2nd December 2024.

Questions had been received in advance of the meeting.

A governor asked: Pupil progress meetings - From your discussions around pupil attainment, what actions are you taking to ensure the reliability and accuracy of teacher assessment judgements so that there is clarity/agreement around pupils starting points?

Answer: Data is baseline. The post PIRA and PUMA data will be more accurate and analysis sessions will be held to highlight any gaps. Whole school writing moderation is taking place. Mrs Floyd is very thorough, which is having an impact. Staff know their expectations. Pupil progress meetings will be held in the Spring Term once the data has been gained.

A governor asked: Y6 data - What specific interventions are being implemented to address the lower-than-expected attainment in Year 6, particularly in writing and maths, where the percentages are 48% and 55%?

How does this then impact on the RWM combined target? (Bringing it up from 33% to the ambitious 70%?)

Answer: Year 6 real data is based on mock SATs undertaken in October.

Additional booster sessions are taking place, including parent workshops. All pupils are making progress. Staff are ensuring that pupils are becoming secure in arithmetic. The next step is to ensure that expectation further down the school is in progress.

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A governor asked: Inclusivity and differentiation are emphasized. Are there specific strategies to ensure PE lessons are differentiated for all students including those with diverse needs, and how will the success of the strategies be measured?

Answer: All pupils with diverse needs are supported by a TA in PE lessons. These ensure that each pupil have access to the lesson, by adapting the lesson, using different resources or by providing a shorter session. Some children (particularly those with ASD) cannot cope with the space or acoustics of the hall, so they have access to the provision until no longer able to cope and then they will be offered an alternative to support re-regulation.

All children are offered after school clubs, no child is excluded due to physical or SEND needs.

The PE passport provides adaptations for the lessons which the staff can follow (CPD)

PE will be measured in the spring term with pupil and staff voice.

A governor asked: Impact measurement. How will the impact measurement techniques, learning walks etc. and the insights gained impact on the quality of PE, particularly over the coming months while the PE lead is on maternity leave?

Answer: Mrs Heeley has ensured that all of the planning is on Showbie for the time she is off. She has also adapted the recording of assessment on Showbie to be more in line with the other subjects. Mrs Heeley has also ensured that the PE retrieval slide proforma is in place and being used in her absence.

Going forward SLT will be taking over some of the subjects that are lacking leads:

Maths, SENCO, PE, computing. Nicola Floyd will support with this as she has agreed to work full time for another half term. Extra time will be given to NF and SLT out of classroom to support with this.

Tournaments are still going ahead with KC and SM.

A governor asked: Whole school monitoring – Maths. Was this the correct report as there were few references to numeracy but more for English?

Answer: The whole schools monitoring was a mix of maths and English. The learning walk throughout the morning consisted of lessons in both English and Maths, but the focus was still on High Quality Teaching and Learning.

A governor asked: Are you able to clarify for the LGC the situation with maths as this continues to be a concern amongst certain year groups. As the subject leader for maths has been absent and you have identified from January there will only be 1 full time, permanent member of staff in key stage 2. What are the plans to tackle the potential maths issue and to cover a crucial subject lead role?

Answer: The senior leadership team will continue to monitor maths. As we go forward, we will look for a new member of staff with a maths strength if possible.

The subject leader/teacher has resigned to take effect from December 31st. Parents have been informed and Sophie Jackson will continue to cover until the end of the school year.

A governor asked: The SDP review highlights all maths lessons involve digital technology to teach arithmetic and problem solving. Has there been an impact on the classes underachieving and how is it measured?

Year 6 real data has proven this. At the next governors after Puma and Pira testing we will know more.

There were discussions and information shared:

A governor asked: What is the impact of the high staff absence on the rest of the staff?

Answer: LH said that it has been very tough, as staff are ensuring that we are keeping to our high standards.

A governor asked: Why are school using supply teachers?

Answer: We will shortly have three staff on maternity leave and it is proving increasingly difficult to recruit. Jenny Puttock has now been made permanent to provide some stability.

A governor asked: Has school investigated absence insurance?

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	<p>Answer: KC said she had recently mentioned this to Lisa Sarikaya Trust CEO, but it proves not to be cost effective.</p> <p>A governor asked: Has the EHCP needs for the pupil in Early Years been challenged/chased?</p> <p>Answer: yes and KC will liaise with LL for guidance on strengthening this challenge to ensure his needs are met.</p> <p>A governor asked: Is there anything that Longford Primary could help with i.e. planning?</p> <p>Answer: KC will reach out to LL if required.</p> <p>A governor asked: Has Progressive Sports wraparound care worked well at other schools?</p> <p>Answer: LL said that it has relieved a burden, but isn't without it's issues.</p> <p>A governor asked: It has previously been mentioned that the new cleaning company aren't offering recompense for missed hours. How is this working?</p> <p>Answer: KC stated that Churchills do not offer a monetary refund for missed hours. Instead they provide additional services. IP mentioned they have the same situation but it doesn't work in their school. AF said that Trust must take responsibility for the contract. KD advised getting in touch with Maxine Parris the Trust contracts manager to assist with the issue.</p> <p>A governor asked: Have attendance targets for staff been reviewed?</p> <p>Answer: KC said that she will analyse the staff attendance data. KD suggested ensuring that staff return to work procedures are followed on the first day back following an absence. Also keep a list of all staff that are on absence plans etc.</p> <p>A governor asked: Who is the current Maths lead?</p> <p>Answer: SLT are also picking this up. School is looking at using Progressive Sports to release subject leaders from class.</p> <p>KD would like to thank Principals for being on board with the self-assessments.</p> <p>CJ thanked KC for the Principals report being thorough as usual.</p> <p>Some questions had been received in advance of the meeting.</p> <p>It was suggested that when documents are added to Governor Hub, they be numbered to reflect the agenda item.</p>		
4b	<p>Safeguarding Governors were asked to confirm that they have read Part 1 and Part 2 of Keeping Children Safe in Education guidance.</p> <p>The Principal noted that declarations have been received from all governors on Governor Hub.</p> <p>CJ will undertake a SCR check next week on 6 December during the link governor visit.</p>		
4d	<p>Declarations of Interest Governors were asked to confirm any updates to their Declarations of Interests. Governors confirmed that the information was accurate and up to date.</p>		
	Actions relating to Accountability items		
	Liase with LL regarding challenging EY pupil's EHCP	Responsibility	Timescale
	Liase with LL regarding challenging EY pupil's EHCP	KC	ASAP
	Analyse staff attendance data	KC	ASAP
	SCR Check	CJ	1/52
	5.Compliance		
5a	<p>Health and Safety The Principal shared information on the Academy Health & Safety Report and current Fire Risk Assessment Report together with associated actions.</p> <p>KC mentioned that the recent meeting with the Trust Compliance and Risk Manager was very useful.</p>		
5b	<p>Admissions Arrangements for 2026/27 The Admissions policy for 2026/2027 was reviewed and approved by governors.</p>		

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	<p>A governor asked: Has there been any correspondence from Staffordshire County Council regarding the new housing development?</p> <p>Answer: No correspondence has been received. AF recommended checking the housing developments website to ensure that Hazel Slade is now showing as the catchment school.</p>		
5c	<p>Attendance Governors discussed current attendance data for the year to date and all agreed they were happy with the current data.</p>		
5d	<p>Funding</p> <p>The Pupil Premium Strategy Impact Report 2023/2024 and Pupil Premium Strategy Action Plan 2024/2025 were shared with governors.</p> <p>The PE and Sport Premium impact statement 2023-2024 was shared with governors. Governors discussed how the funding has been used to make additional and sustainable improvements to the PE, sport and physical activity offered at the academy.</p> <p>All governors agreed that they were happy with the reports.</p>		
5e	<p>Policies Governors reviewed and approved the following policies:</p> <ul style="list-style-type: none"> • Accessibility Plan 2024 • Admissions Policy 2026/27 • Modern Foreign Languages Policy 2024 • PE Policy 2024 • Phonics Policy 2024 • Reading Policy 2024 • Relationship & Anti-bullying Policy 2024 • Spoken Language Policy 2024 		
5f	<p>Term Dates Governors received final term and holiday dates including Inset dates for 2025/2026.</p>		
5g	<p>Website Compliance The Principal confirmed that the office manager had now received training on the new Academy website. Dan Jones is due into school on Friday 5th December to take photographs for the new website. The new website will go live and be fully compliant in line with DfE and SBMAT requirements shortly.</p> <p>KD advised not to sign the website agreement until school were 100%_happy.</p>		
	Actions relating to Compliance items	Responsibility	Timescale
	Check housing developments website to ensure we are listed as the catchment school	KC	ASAP
	Ensure website compliance	KC	ASAP
6.Executive Leadership			
6a	<p>Principal and Staff Workload and Wellbeing The most recent Welbee survey outcomes and action plan were shared.</p> <p>The HR Manager had not been out to go through the action plan as yet. Generally wellbeing of staff is good, with communication being something to address. Staff are struggling to manage their workload due to staffing issues. Where possible, school will request remote access instead of having to travel to meetings.</p> <p>IP is concerned about the amount that staff are doing. KD suggested a one in one out approach to new processes while staffing pressures exist. CJ asked if governors could help in any way? KC would advise.</p> <p>CJ wished to thank all staff for their hard work and for staying together as a team during this difficult time.</p>		
7.Any Other Urgent Business			
7a	Governors did not have any other urgent business.		
	Actions relating to Any Other Urgent Business items	Responsibility	Timescale
6.Date and time of next meeting			
The next meeting will take place on 18 th March 2025 at 1:30pm.			
7. Meeting Close			

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The meeting closed at 3:08pm.

Signed as a true and accurate record

C. Jones

04.12.2024

Chair

Date

Post meeting TRUST REQUIRED ACTIONS		
ACTION	RESPONSIBILITY	TIMESCALE
<i>Trust required actions</i> including where the agenda indicates <i>Action required</i> are detailed in the LGC Terms of Reference. Please ensure these are completed in line with timescales set.		
Post meeting LGC ACTIONS		
ACTION	RESPONSIBILITY	TIMESCALE
Skills audit responses to be collated and forwarded to Sarah Cope.	KC	ASAP
LGC Impact statement to be discussed with Sarah Cope.	KC	ASAP
Liaise with local authority regarding road safety measures	KC/CJ	ASAP
Arrange pupil voice survey	KC	ASAP
Organise SEN coffee morning	KC	Spring Term
Bullet point the actions of the School Development Plan	KC	ASAP
Liaise with LL regarding challenging EY pupil's EHCP	KC	ASAP
Analyse staff attendance data	KC	ASAP
SCR Check	CJ	1/52
Check housing developments website to ensure we are listed as the catchment school	KC	ASAP
Ensure website compliance	KC	ASAP