

**ACTION POINTS**

**GOVERNING BOARD OF LINGFIELD PRIMARY SCHOOL**

**MEETING HELD ON 27 SEPTEMBER 2017**

ACTION POINT	ACTION	RESPONSIBLE
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	•	
	•	
	•	

**POLICIES/DOCUMENT APPROVED/ADOPTED AT THE MEETING**

- Keeping Children Safe in Education/Child Protection Policies and Procedures
- Pay Policy
- SEND Policy
- Whistle Blowing Policy
- DATA Protection Policy

DRAFT

**GOVERNING BOARD OF LINGFIELD PRIMARY SCHOOL**

**MEETING HELD ON 27 SEPTEMBER 2017**

**PRESENT:**

Parent Governors: Karen eve

Authority Governor: Mr J Madden

Staff Governors: Mrs C Jones

Co-opted Governors: Mrs V Blunsden CHANGE EMAIL –CHECK JAMIE/school AND EMS, [victoria.blunsden@nhs.net](mailto:victoria.blunsden@nhs.net) Mrs J Marron Shepherd, Mrs E McNulty, Mrs S Prince

Head Teacher:

**OFFICIAL:** Mrs C Hogarth

Governor/s not in attendance:

**ACTION**

**1. APOLOGIES FOR ABSENCE**

RESOLVED that the apologies submitted on behalf of Mr M Maguire be approved by the governing body..

**2, DECLARATION**

**2. ACADEMY UPDATE – CONSIDERATION OF OUTCOME OF CONSULTATION AND FORMAL RESOLUTION FROM THE GOVERNING BODY WHETHER IT IS IN THE BEST INTEREST OF THE SCHOOL TO PERSUE CONVERSION TO AN ACADEMY AS PART OF A MULTI-ACADEMY TRUST**

Intrachael – AVEC Rachel Kershaw

Summary consulatio transparent opn process  
Staff meeting  
Parent/cares -

Around losing individualirty - all 4 schools really strong keeping ethos  
Fears not being part LA  
Highest numbe r27  
Summary of responses  
One school said no but because only small responses and thought rest happy

Happy to progress put academy order to

Issued presentation

Have done over 100 academy conversions help get schools through process.

Reasons

For greater real scrutiny ensure strong application

What is a MAT - limited guarantee

Can't apply single academy mat just MAT

Have members shareholder without shares

Board of directors

Charity law trustee lot mats called directors

Difference mat – become responsible for ...

Master funding and 4 sepa

125 lease 4 sites get manage and run but not own –

MATS can be all different sizes

Diff member trustees

Members conscious trust remotely specific resp apt trustees and resp making change const

DfE rec 5 at least 3 maj can be

Charity trust directors day to day

Board trustees can del powers actions and know still accountable through scheme of delegation – can est sub committee or can set iup Local governing bodies

Each one can have diff scheme delegation if have one struggling can withhold some powers or del upto trustboard how much

Important to have IGB want to have ownership own schools

Do have to have executive ht - in past could rotate not allowed only one person accountable need ot have in palce from 1<sup>st</sup> day.

Can have external support

Example structure shared

Executive leadership team

Committees then IGB

Scheme delegation and how reporting mechanism would work

Committees majority trustees –

Role of member

Trustees

Resp trustees

Not involved day to day work getting information ensure doing what should be doing

Member trust -

19,9

Thuid trustees to be employees dfe insit ceo is only member staff

Parent must be rep eith trust or lgb

Effective governance  
Who member trustees

Key financial considerations -  
May be economies of scle -no detailed conversation - ned think what achieve  
economies of scale -

Other considerations  
Due diligence -

Stages of conversion process - need go ahead to progress  
Nex stage firm up governance arrangements sent round  
Submitting academy order  
Appoint legal advisers and to do leases  
Pension scheme -have to honour pensions go through access through sep bosy and  
offer new calculation -  
mAT get higher figure than benefiting - bigger gp – also ther in some case slGPs some in  
deficit –get assessment early on - see if financial issue  
tupe  
academy trust - onemonth before  
appoint auditors banking accountst procuring

questions –processes issues

LGPS - already explained - diferent funds – sometimes high depends on amount deficit  
but very rare that happens.

Left powerpoint

Responses parents – shared general question and answer sheet - on school website -  
some questions in charge what board look like haven't got answers - keep websites up  
to date –

Some things wont be answered until trust board formed but will be some information  
already come through

Eg uniforms not changed –

Formal consultation feedback – unanimous agreed pursue -

### 3. MEMBERSHIP UPDATE/APPOINTMENT OF GOVERNORS/DBS

## **CHECKS/SELF DISCLOSURE FOR EDUBASE**

There were no membership issues.

Governors noted the resignation of Louise Maycock and recorded thanks for their service to the school.

Vacancies and term of office that were due to end were noted as follows:

Name	Category	End Date
John Madden	LA Appointed	25 September 2017
Catherine Jones	Staff Governor	20 November 2017

Governors agreed that due to the exploration of becoming an Academy as part of a Multi Academy Trust Staff the Parent election would be held in abeyance.

Outlined why left –thanked her.

CHAIR AND VICECHAIR

JANE AND TARA

### **DBS CHECKS**

Governors were reminded that new legislation come into force on the 18 March 2016 to make Enhanced DBS checks mandatory for governors in maintained schools.

Governors noted that: Governor Service will continue to provide information on new governors to Schools who are now responsible for arranging for the DBS checks and ID verification to be undertaken. DBS for volunteers including governors are free however Academies will be charged an admin fee currently £10.

### **SELF DISCLOSURE FOR EDUBASE**

Governors were reminded as part of the drive to increase transparency on who governs our schools governors under [section 538 of the Education Act 1996](#), maintained school governing bodies will be under a duty to provide a range of information to be recorded on Edubase from September 2016, and to keep it up to date as those involved in governance change

The Academies Financial Handbook has been updated from September 2016 and now requires academy trusts to provide information about their members and trustees as well as (in the case of MATs) those sitting on any local governing bodies that may be in place.

RESOLVED that Governors note the requirement to ensure all governors have completed the Self Disclosure Form and that Edubase is up to date.

#### **4. DECLARATION OF PECUNIARY INTEREST/CONFLICT OF LOYALTY AT THE MEETING**

There were no declarations of interest/conflict of loyalty declared at the meeting.

Or

\* ?? declared an interest in item ?? and agreed to leave the meeting for this item.

## **5. APPOINTMENT OF CHAIR/VICE CHAIR**

Governors considered the appoint of a Chair/Vice Chair and following discussion it was

RESOLVED that ??? be appointed as Chair for ???? and ??? Vice Chair for ?????

??? in the Chair

## **6. APPROVAL OF ITEMS FOR DISCUSSION UNDER ANY OTHER BUSINESS**

\*There were no items for consideration under 'Any Other Business'.

\*Governors wished to consider the following issue(s) under 'Any Other Business':-

## **7. MINUTES OF THE PREVIOUS MEETING**

RESOLVED that the minutes of the meeting held on 5 July 2017, be approved and signed by the Chair.

Djusted -

Negotiation overfield support complex needs –low profile a school full time on face valie looks content – however not meeting their needs not moving forward. Very steep learning curve - speech and language understand not exp and expertise and recognised that this is not the right setting. Frustration info fro m previous assessment echp in palce –content inaccurate massive frustration when looked who els placed in reception scocila care issues –staff doing well going above nd beyond. Looks like ok looks happy here btu not meeting needs – sen always talk earlt support and intervention - not meet needs – continue having open dialogue with parents –sen manager has managed – offer palce in new school sdue 1 september – is dange no where else - misunderstanding what childa anbility are termly review asked speech and language as well as se nans will have

Have to protect from appearing non inclusive - concerns are very genuine - always had an inclusion policy always had children inclusive.

Parents happy – mother happy father frustrated by promises made from oher agencies -

## **8. MATTERS ARISING FROM THE MINUTES**

approved

## **9. HEAD TEACHER'S REPORT**

SIMS report – given 33 in R only have 32 have tracked down

The Head Teacher presented his report on the organisation and progress of the school.

Data just started on line –context of school snapshot of lingfield today

?reception is her reason not have sen for reception. Not known

Staffing shared

Gave right which setting would like to attend –offered place specialised but preferred this school.

### Staffing Update

### Premises/Health and Safety Update

Corridors ks1 toilet and y5/y6 –

H&S visit - report recd no major things identified minor thing slike seals needed gluing – etc

Full copy of report is available for governors

### Pupil Premium Funding/Sports and PE Funding

### School Performance – Headlines

Last week dfe published paper son ass in Primary schools

Current 1<sup>st</sup> reported ass end rec announced new reception baseline entry to reception - wan tto ntroduce again want teaching staff contribure – at moment cant accurate fro start lingfield and to leadve –Fprofile not tally national curriculum -

2020 reception base ine asst

Phonics

Tested maths GPS not mandatory

Test results feedback

Abolish ks1 testing (if rec base line successful)

2023 1<sup>st</sup> chidrne new baseline

Times table test y4 unknown whether computer

Y6 pupils tasses as well suite tests

Will reduce y6 teacher workload –teacher assts –children acont ass nmaths and reading

Interim teacher fw writing – for a child are w had to have match – include on back st have to meet - what done stuck ridgedly - have to tick every box big ask –

New ta fw introduce will ofer more flexibility best fit

If used this year results would be much better

2027 -

OUTCOMES

Used to be raise online - informs themeone - s picked up ofsted team – RO

ASP

Can show official

Can show arbor

Progress RWM in top 20% above bottom below 60% chulavg

RW perf average progress

Maths top

0 national avera ehow above or below indicator how well children perform how perf at  
ks1 look scores avg prores

29? 1 person disapplied

If below floor coupld trigger attention – ofsted dfe

Be above r and maths above -5

W -7

Way above floor standards -

Maths - breakdown progress and att nat comparison and contextual groups which will be  
more detailed in arbotr report

Better understandi

–ng how did perform circulated sel pages arbor report.

Page 10 attainmet in reading % reading school core exp in RWM comined –ofsted  
measure – nat and nat core

Reading att is good/high as should be has gone down this year due to cohort issues

% children achieved highest sta -scaled score 110 or more - 100 are above 11 classed

hiher 40% reacher higher school core 10%

Nation core 8% higher –have to get it in all hit all 3

Average scale 107.7 naitonal ..

Progress measure 0.7

Page 13 different contextual groups health warning

Ofsted may –higer attainment not as much progress as middle don't have lower all ch  
assessed IL2partly why writing progress looks low

How got -0.33 –look average point rwm eg score 21 look all ch nat 21 then look results  
reading test s look average score for that gp and then how far above that gp

Average – score may have a child was good ks1 average in r and m 21 writing point  
artificial high

Higher prior att gps may be followed hrough ofsted minus .33 across whole 15 could ha-  
ther is a scatter grap score ks1 and through ks2 can track it down for insp and can track  
it .



Attainment went up 3.3 GDS 1 pupil identical

Writing is issue in school – talk for writing this year group - futalk for writing impact greater once embedded -

Quality writing – had all year 1 starting see success having -

Yes data shows something can show progress sin children book s – can see low –few children spelling – if have specific spelling issues coulnt hgive st

Alos taing part writing yperk and Exeter part specimen schoolincrease grammar for writing

Page 18 looks maths attaiunment maths high

60 phenomenal - att 105 progres 4.4

Why yellow? Erro - green above NA and school core

Yellow between na ad core should be green

Progress inmaths contextual gos – sen 2 progress made huge

Page 23 GPS standards high no progress measure hih - compares against national –

Arbor also do an ofsted readiness report -

Mindfull scores above or below does not predict but shows how we

Page 145 can see school performas - scjhols jusde as good /

Page 16 – good schools

Page 18 sen support one person? Yes 1 pupil

Page 24 progress score writing - upward projector can prove wolr done what impact starting to show.

Helpful and useful? Yes something buy in - would like to secure own governros area - get in touch websire provided as group gov well informaed – liked could refer - knew where to find it - useful.

Starteing how hange sef – moved to singe document –lot data received already 0 context staffing then ifted areas SIP and dome annotations - for information to read –

PP and sports premium – defer next

Sport premium has doubled set criteria report next meeting.

## 10. POLICIES

RESOLVED that governors approve the amendments to the following policies:

- Keeping Children Safe in Education/Child Protection Policies and Procedures (annual review)
- Pay Policy (annual review) rec m1 to m6 rec 2% down individual school – follow pay review body - spoke HR everybody 2% main scale across the board 1% - high percentage ups reflection good school. – approved 2%

Final week email complaint against school ofsted - way 1<sup>st</sup> one rep LA came out ent written feedback found no case to answered-

Second letter outlined letter to ofsted - will be used as a school –kept schools informed  
 - lot issues in year - kept governors confirmed frustration picked up mby ofsted –  
 How responded - how addressed with school what steps  
 Spoke gilrs concerne  
 Spoke parents concerned  
 Decribed as happemnd –  
 Some one LA checked before –  
 Made aware –  
 Date notification recived complaints bypassing to ofsted - some followed through/

In terms context 3 other y3 family if school had cculture treat unfairly – open door policy

Lot year 4 coming in – had lovely start -  
 Dino doing relaly well good decision - nqt very orga and committed -  
 Josie in y3 settled in well positive  
 And sally move dinto reception has come to say love it – in terms staffing ans stability  
 round stability.

S|EN Policy - main changes - all in line 2014 code of proactice - change worsening made  
 simple – e mailed –

Shared letter -

Second one written response wen tinto ofsted -got letter complaint taken into account

- Members staff impact - 3 finacially 200 per annum – ups 1% -
- SEND (annual review)
- DATA Protection Policy (bi annual review last reviewed 2015) –
- Safeguardin
- DBS

## 11. APPROVAL DISPOSAL OF INVENTORY ITEMS

Smart board sin PPA room – value recycling g have to ensure disposed use through  
 one YT issue certificate

## 12. ARRANGEMENTS FOR PRIVATE FUND ANNUAL ACCOUNTS/BALANCES

Malcolm carling audit exeternal –

500 from friends - llingfield get benefit - order gone in -

## 13. GOVERNORS CODE OF CONDUCT

Governors considered their Code of Conduct previously circulated and were reminded  
 that as a governor they agreed to adhere to the Code of Conduct, always have the well-  
 being of the children and the reputation of the school at heart; will do all they can to be an  
 ambassador for the school, publicly supporting its aims, values and ethos; and will never

say or do anything publicly that would embarrass the school, the governing body, the Head Teacher or staff.

RESOLVED that governors agree to adhere to and sign the Governors code of conduct.

#### 14. PREVENT

Prevent training -

#### 15. PERFORMANCE MANAGEMENT/ARRANGEMENTS FOR HEAD TEACHERS APPRAISAL

Governors were reminded that they were required to complete the annual appraisal of the Head Teacher before the 31<sup>st</sup> December 2017, and to appoint an external advisor to help them through the process. After discussions it was

RESOLVED that

- i) ??? remain/be appointed as the external advisor
- ii) Head Teacher Performance Management review meeting had been held on ??? or Head Teacher Performance Management review meeting was scheduled for ???
- iii) The following governors are appointed ???? to undertake the Head Teachers Performance Management review. Angela – now a cost – continue person – john declared

#### 16. REVIEW OF COMMITTEE/WORKING PARTY STRUCTURE/TERMS OF REFERENCE – COLLABORATION ARRANGMENTS

The Committee/Working Party structure document, Terms of Reference, Membership and delegation to the Head Teacher were reviewed.

Discussion also took place with regard to formalising collaborative arrangements across Middlesbrough Community Schools under the School Governance (Collaboration) (England) Regulations 2003 made under sections 19(3), 23, 26 and 210(7) of the Education Act 2002 to utilise independent experienced governors to sit on Parental complaints, Staff complaints, disciplinarians, appeals or exclusion committees as required.

Where possible at least one governor from the governing body would sit on any committee established but in the event there were no governor available who were not deemed to be “tainted by prior knowledge” or have a conflict of interest a completely independent panel will be established with delegated powers to make a decision in relation to any Parent Complaints, disciplinary, appeals or permanent exclusion hearing. Joint committees do not exist to operate in their own right, but act under delegated powers from the collaborating governing bodies. Those individual governing bodies retain legal responsibility and corporate liability for all decisions taken on their behalf. Governing bodies will therefore need to ensure that they receive regular reports, including signed minutes, or report from any joint committees they agree to establish.

Mrs White advised that the GDS would use their knowledge and experience to

recommend suitably trained and experienced governors from across Middlesbrough, Redcar and Cleveland and Stockton Schools/Academies to sit on any such panels.

RESOLVED that

- i) No changes were required
- ii) Governors approve the Collaboration Arrangements across Middlesbrough, Redcar and Cleveland and Stockton Schools/Academies to sit on any such panels
- iii) ??? join the Finance committee
- iv) ??? join the Raising Achievement Committee
- v) ??? undertake the Headteachers Performance Management Group
- vi) The revised Committee/Working Party Membership document as appended to the Minutes, be approved.

#### **17. GOVERNOR AUTUMN DEVELOPMENT/TRAINING PROGRAMME**

Governors considered the 2016/17 Autumn training report circulated prior to the meeting and following discussion it was:

RESOLVED that ??? would attend the following training sessions ???

#### **18. REVIEW SCHOOL WEBSITE**

Governors were reminded of the necessity to ensure that up to date details of its governance arrangements in a “readily accessible form” was available on the school website, along with updated Pupil Premium.

RESOLVED that governors note the requirements to publish governance arrangements on the school website.

#### **19. ANY OTHER BUSINESS**

There were no items for consideration under Any Other Business or

Governors considered the following items:-

School trip cancelled terrorism threats -is insurance allows get money if courses activities - what was in place – would be down to provided-r - any trip insurance out of in erms cancellation - robinwood - insurance take out through.

Given children removed for school teachers as parents should we concerned as parents - know what concerned –how many removed end year 3 - unfortunate schools remove children - sometimes when cant come to some resolution shae happened run lingfield own characteristic -  
Common themes –staff turbulence year 3 - one asked confident get daught to end y6 – issue are yoy confident –

Letters and comments - parent teacher sin school happy  
 Parent as a teacher approached another r -

Right parent have voice rec c

OFSTED

Wondering –session - ofsted rediness - are there governors would be come in - one  
 inspector would they come in

Asked triaing - do as a group –

Wednesday evenings training with Jackie -

**20. ACTIONS FROM THE MEETING WHAT IMPACT/DIFFERENCE HAVE WE MADE FOR CHILDREN**

An opportunity for governors to record and evidence the outcomes they would expect to see from the actions and decisions made at the meeting, and how these will improve the outcomes for children.

**Loked skills governors**

**Another**

**21. APPROVAL OF DOCUMENTS FOR INSPECTION**

RESOLVED that the agenda, supporting documents and draft minutes of the current meeting (when approved by the Chair) be made available for inspection in school.

**22. DATE AND TIME OF FUTURE MEETINGS**

Autumn Term 2017

Full Governing Board

5pm Wednesday 22 November 2017

Spring Term 2018

Full Governing Board

5pm Wednesday 31 January 2018

Full Governing Board

5pm Wednesday 28 March 2018

Summer Term 2018

Full Governing Board

5pm Wednesday 23 May 2018

Full Governing Board

5pm Wednesday 4 July 2018

**23. THANKS**

The Chair recorded his/her thanks to Governors for their attendance.

Approved by the Governing Board on \_\_\_\_\_ (date)

Signature (Chair) \_\_\_\_\_ Name \_\_\_\_\_