



Minutes

LOCAL GOVERNING BOARD MEETING OF BARROW HEDGES PRIMARY SCHOOL

Monday 25th November 2019 at 7pm at Barrow Hedges School

| Governors | | |
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| Gavin White (GW) | Chair of Governors / Parent | Present |
| Nermine Abdel Sayed | Co-opted | Present |
| Alexis Hille | Co-opted | Present |
| Isabel New | Co-opted | Present |
| Louise Wood | Headteacher | Present |
| Natalie Edgson | Parent | Present |
| Richard Lacey | Parent | Present |
| Neil Webster | Co-opted | Present |
| Sharon Roberts (SR) | Interim CEO | Present |
| Trust staff | | |
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| School Staff | | |
| Kate Duncan (KD) | DHT / Observer | Present |
| Mikey Lowes (ML) | DHT / Observer | Present |

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| Clerked by: | Kelly Collett |
| Supporting documents: | <ul style="list-style-type: none"> • Head's report including SEN information report • Governor Safeguarding report • Governor visit with Parent focus group report • Governor Maths visit report |
| Meeting closed at: | 9.40pm |

1. Apologies for absence and confirmation of quorum.

Gillian de Marco was absent and her apology was accepted. The meeting was confirmed to be quorate.

2. Declaration of conflicts of interests and changes to the register of interests

There were no declarations of interest.

3. Head's report, including SEN information report.

The Head's report was issued to governors before the meeting and read prior to the meeting.

Governors highlighted that there were 13 disadvantaged pupils and stated that there was clearly provision in place for these pupils. They asked for more detail regarding the provision and what impact it was having.

LW advised governors that there are interventions in place and that ongoing tutoring was taking place. After looking at the data, the school then prioritise which child/children need one to one or group interventions in order to meet their needs.

Governors noticed that as the year groups go up, that the absence rate seems to decrease and wanted to know why this was.

LW explained that they are aware of that trend and are on top of this. It does seem to coincide quite often when there are exams coming up. It would seem that some children may be receiving extra tutoring at home for a week before certain exams.

Governors asked about capping the numbers for the nursery provision and whether or not this was a financial decision.

Following a review of child to adult ratios alongside our budget LW highlighted that the decision has been taken to cap the numbers to 24 for our afternoon nursery class. The nursery is normally full in January and they are hopeful this will continue.

Governors voiced concern about the loss of hours with the Teaching Assistants now that they are also covering lunchtimes.

ML explained that they had looked into and considered this all throughly before it happened, and although there had been a slight loss of classroom hours, the way that it has been time tabled is having the least impact on the children. The teachers also helped with the new time table and are all completely on board with it.

KD assured governors that it has proved to be very positive all round, as children are enjoying a much more structured playtime and that the teachers have seen this as a positive, as the children are coming in after playtime a lot calmer and are ready straight away to start their learning.

LW mentioned that wet play can still be a challenge and at present two members of the administration team are helping out on a rota basis. The admin team have been incredible in offering their support in the event of rain. It was noted that although there was sufficient resourcing for lunchtimes presently the absence of a member of staff or wet play put additional pressure on staffing. This was an issue that could be managed in the short term but would be reviewed in the medium term.

Safeguarding

GW noted that the visit from Jenny Rowley (Borough lead for safeguarding) seems like it was very positive and beneficial for the school.

SEN

Governors asked what the school was doing in order to support pupils behaviour at home.

ML highlighted that this was becoming an increasing trend. A child can appear that they are okay at school and that everything is fine, but when they get home their behaviour can become very poor. This can indicate that they are actually struggling at school, but somehow they are managing to mask this. The school have a professional coming in next week to speak to parents to offer strategies and support. This is the first in the next steps of what the school is trying to do to support these pupils and parents.

LW and ML shared that they attended the borough's SEND Stocktake morning and had also been part of the High Needs Review. Both talked positively about the changes that they are seeing within the local authority in respect of SEND and that changes to the way SEND is funded in schools are welcomed.

Safeguarding

Governors raised concerns about the part of the boundary fence being incomplete.

LW explained to governors that it was decided by governors whilst the building works were underway to have a rolling programme of improvements. We looked at where the need was highest to begin with and as such prioritised the improvements. There is a last section to be completed, and this was left to last as it was decided that this was an area that was highly unlikely to have children able to escape as they play on the other side of the building perimeter. There has always been a plan complete all the fencing.

Some governors felt that this needs to be completed as soon as possible, as they feel this is a weak/vulnerable point of the school.

GW asked whether we could look at trust funding to complete these works. SR said that they could address this and see if this would come under capital funding, then a conversation could be had.

Action 001- Update next meeting from LW.

Governors thought that 'Hedgerows' so far seems great and that the extra income for school seems really positive. Governors asked what difference the extra income would make possibly to the budget overall.

LW advised governors that the income will help the budget, but also that it will serve the community of working parents that the school has.

4. Governor Visits to the school

Governors received Safeguarding visit report. ML said that he felt the visit had been really beneficial.

Governors received the Maths visit report. Governors were very appreciative of how detailed the report was. The report showed that there had been real improvement all round.

5. Work undertaken by the Central Team and any interaction with other Trust schools since the last meeting

Governors received a full report on this within the Head's report.

6. Governor-specific responsibilities

Health & Safety- Governors confirmed date of H & S training for Jan 2020.

KCSIE- List to be sent round to governors confirming who still needs to do this.

SEN Information Report- This has been done, and has been noted by governors.

7. Teachers' pay

Pay panel and HT Appraisal Panel met on the 29th October. All new targets have been agreed. Letters have been sent to all staff.

8. OFSTED updates

The School is preparing for the possibility of Ofsted visiting. LW noted her concern at the possibility of not having a safeguarding governor in place, as some of the governors terms come to an end shortly. GW highlighted that this point had been raised with Cirrus some time ago, however the response he had received had not acknowledged this risk. A discussion followed and the governors were unanimous in their wish to ensure continuity of Safeguarding whilst new governors joined the LGB.

9. Self-Evaluation Form (SEF) – Changes/updates

LW reminded governors of the email sent to them on 14th October 2019 containing the SEF and the school's key priorities. This included a table showing the changes to the Ofsted framework. It also contained explanations of how the SEF is linked to the Ofsted updates. The SEF is something that will be continually updated.

10. Governor training

One governor has received Safer Recruitment training. Another governor will be attending Ofsted training in Jan 2020.

11. Action Log from previous minutes

GW went through the action log. All actions have been completed. See confidential minutes.

12. Board membership

SR has met with four potential co-opted governors. Two would be available for Barrow Hedges once they have met with LW. They are in her view of good calibre and would be a good fit for Barrow Hedges.

Existing governors whose terms are coming to an end, wanted it noted that they were willing to extend their term if it was possible. Governors also felt that a handover period would mean a much smoother transition process. SR agreed that she would take their comments back and would see what could be done going forward.

GW felt it was not in the best interests of the school to have several experienced governors all leaving at the same time. *Governors asked what the induction process for new governors was.* It was agreed that clarification was needed on this.

Governors asked about the possibility of extending their term for one school term,

whilst the new governors are being inducted. The constitution was addressed at this point, and governors were advised that this would need further investigation. *Governors felt that the school was the main priority and that needs of the school should come first rather than arbitrary rules that could during the school's integration into Cirrus cause real risks.* AH recalled that on joining the Trust, governors had been advised that their terms would over time be calibrated to that required by the Trust, however, in the short term it had been indicated by the Trust that governors could expect to be reappointed for an additional term. It was clear from the Trust's response this was no longer the case.

Action 002- Clerk to advise CC of the governors requests.

13. Committee reports

HR- Report dated 7th November 2019 was received by governors. The new HR system that was going to be implemented, has now been deferred. The committee has approved the new contract of employment.

Finance- It's now been decided that the committee will meet first at the start of each academic year to see the budget and set timings for meetings, in order to be more effective. It was also explained that external auditors were at the meeting and that they took the governors through the budget and this proved beneficial. School'

14. Minutes of previous meeting

Governors agreed the minutes and the minutes were signed by the chair.

15. Correspondance to the Chair

None noted.

16. Confidential Items

Please see separate confidential minutes.

17. Any other business

A governor presented a programme called 'Gender Champion'. It is a pilot scheme that may interest the school. It is a programme focused on closing the gender gap in the school's progress and attainment results. The next round is due in September 2020, and Barrow Hedges would be able to receive the programme free of charge as they are part of an Academy Trust. It is something the school will investigate further.

GW expressed his thanks to those governors whose terms were ending shortly. He thanked them for all that they had contributed in their time as governors. He highlighted that the school had gone through some major changes in the last few years, and that their support had been vital during that time.

Action 003- Update next meeting once school has looked into.

18. Dates of meeting for the academic year

Monday 23rd March 2020

Monday 29th June 2020

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| Signed as a true and accurate record of the meeting | |
| Chair's signature | |
| Chair's name | |
| Date | |

