



Minutes of a meeting of the Local Governing Body of Croft Church of England Primary School on Tuesday 22nd November 2022 held in school commencing at 4.00pm.

Be happy: aspire, believe, achieve

Core Functions of GB:

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money well spent**

The Vice Chair opened the meeting with a prayer.

No.	Summary of Actions from meeting	Who	By when
4	Minutes of 27th September 2022 be signed by the Chair	AR	ASAP
12	Agreed policies to be circulated to staff for information	SR	Dec 22
12	Home/School Communication Policy to be circulated to staff for comments	SR	Dec 22
14	Review Monitoring Reports at next meeting	All	Jan 23

Present: A Russell (AR) (Chair), J Clarke (JC) (Vice Chair), (S Robson (SR) (Head Teacher), N Linsel (NL), D Blenkarn (DB)

Apologies: K Billington (KB)
Absent no apologies: N. Potts

In Attendance: Gemma McManus (SENCO), Louise Flanagan (LA Clerking Service)

Quorum required: 4
Governors present: 5

Minute No.		Action and time scale
LGB 1/22	<u>Apologies for absence and to determine whether any absences should be consented to.</u> Apologies were received from K Billington Agreed: That the apology be accepted and consented to.	All
LGB 9/22	<u>SEN Update from Gemma McManus SENCO</u> It was agreed to move this item forward in the meeting. GM gave the following update to Governors:-	

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	<ul style="list-style-type: none"> • IPM meetings have been arranged with parents over a two week period • Dates have also been set for meetings for the rest of the academic year so parents can plan their diaries. • A parent drop-in session is taking place in January 2023 which has been advertised in the newsletter. Each session will have a different focus eg sleep, and resources will be shared <p>Q Is that just for pupils with SEN? A. No, the invite stated any parents who have additional concerns about their child.</p> <ul style="list-style-type: none"> • Assessment tracking for SEN has been organised eg establishing words per minute reading score. • Staff are knowledgeable about SEN pupils and the SEN Governor is regularly updated. • Areas to consider further include word maps/visual timetables; more opportunity for retrieval of key factors and update planning strategies for each pupil. • QR codes are available to pupils to assist with spelling words on any given topic. • Spellings are highlighted on the board, pupils know to look for similar words so they can make links. <p>Q How engaged are the parents? A. Most are confident enough to ask for assistance. The SENCO is always available first thing on a morning Monday to Wednesday or at the drop in session.</p> <p>Q How effective are you finding the Hub in getting support? A. Feedback is slow, for example Speech and Language are slow to see referred pupils.</p> <p>The Headteacher and Governors complimented GM on the progress made in just ten weeks and stated they were confident that SEN provision is improving at the school.</p>	
Gemma McManus left the meeting at 4.20pm		
LGB 2/22	<p><u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u></p> <p>Agreed: No interests were declared</p>	All
LGB 3/22	<p><u>Notification of urgent other business</u></p> <p>Agreed: No urgent other business</p>	All
LGB 4/22	<p><u>Any Confidential items</u></p> <p>It was agreed to discuss performance pay at item 18.</p>	
For Discussion and Agreement		
LGB 5/22	<p><u>To approve as a correct record the Minutes of the meeting held on 27th September 2022</u> (circulated via TEAMS prior to the meeting) The</p>	

	<p>Chair confirmed Governors had read the minutes and invited any comments/queries.</p> <p>4.1 AGREED That the minutes of the meeting held on 27th September 2022 be signed by the Chair as a true and accurate record of the meeting.</p> <p>4.2 To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>6. Arrange for pupils to present to Governors - there will be a five minute presentation at the end of today's meeting</p> <p>7. Investigate different routes to SENCO qualifications – <i>there are two routes traditional NASENCO and NPQ</i>. The latter has not been launched yet but seems to be the best option as it is more up to date and is also free of charge.</p> <p>12. Parental Concerns Policy to be reviewed – this has been reviewed and will now be called the Home/School Communication Policy.</p> <p>Impact of the September meeting - Governors suggested and agreed the following from the previous meeting:</p> <ul style="list-style-type: none"> • As a result of discussions about Finance – there are assurances that money is well spent • Agreement of SEF and school improvement plan – LGB are aware of the school priorities for improvement • Headteacher recruitment process discussion - Governors are informed and part of the selection process <p>Agreed: No further matters arising from the Actions list for which there are no separate agenda items.</p>	<p>Chair</p>
<p>LGB 6/22</p>	<p>Finance <u>To review latest Financial Reports for August and September 2022</u> Reports were made available on TEAMS prior to the meeting and SR invited any questions.</p> <p>Governors noted the budget is in a good place at the moment and there are no huge concerns.</p>	
<p>School Improvement</p>		
<p>LGB 7/22</p>	<p>Headteacher's Report</p> <p>The Headteacher's report was made available on TEAMS before the meeting and SR highlighted the following areas:-</p> <p>Attendance Attendance is better than national average, the school is still receiving lots of holiday requests from some families. It is valuable that the Governing Body are supporting the Headteacher when refusing requests. Sanctions or fines will be considered in the future.</p> <p>Q How is attendance for the Pupil Premium cohort?</p>	

	<p>A. This is slightly below whole school attendance, as is the SEND pupil attendance. This is early data however.</p> <p>Q. Is the National Tutoring Programme Funding going to be used? A. It is still a relatively small amount of money which has to be used through a programme and topped up. Our staff cannot provide the tutoring without additional training.</p> <p>Q. Has NELI been used in Early Years and if so, what is the impact of that? A. Only one pupil has been identified to date who could benefit from the programme.</p> <p>Q Targets in Y6 seem low? A. They are as 25% of the cohort are on the SEND register, the SENDCO has plans to address this with daily practice and interventions.</p> <p>Q. What plans are in place to prepare Y6 pupils for end of KS 2 tests? A. Additional practice and planned revision.</p> <p>Following a learning walk with Mrs McManus, the following had been identified as actions:</p> <ul style="list-style-type: none"> • Subject leaders need to check books and pupils need to take pride in their work. • It was noted that discipline and manners need to be improved, particularly around lunchtimes. <p>The Headteacher confirmed there had been a leak in the school roof which has received a temporary repair.</p> <p>The Pupil Premium Strategy has been uploaded onto TEAMS, it is updated each year and funding is currently £11,297.</p>	
<p>LGB 8/22</p>	<p>SEF, SDP and GB Development Plan 2022/23</p> <p>The SEF was discussed and agreed at the last meeting, the new format was noted by Governors. The SDP was agreed and the GB Development Plan discussed and agreed. Parent Questionnaire – normally this would be issued this term but as this had occurred twice last year due to Ofsted, it was decided to defer this until later in the year.</p>	
<p>LGB 9/22</p>	<p><u>SEND update</u></p> <p>This item was discussed earlier in the meeting.</p>	
<p>LGB 10/22</p>	<p><u>Safeguarding and Child Protection</u></p> <p>In the annual cycle of Safeguarding CPD there is reading for all staff to complete, school will devote a PD day to this. There is a plan in place.</p>	
<p>LGB 11/22</p>	<p><u>Health and Safety</u></p>	

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	A Health and Safety inspection took place on 14 th November which was very thorough and a Fire Safety inspection took place yesterday. Details are in the Headteacher’s report.	
LGB 12/22	<p><u>Policies</u></p> <p>The following policies were circulated to Governors before the meeting:- Exclusion and Suspension Policy Single Equalities Scheme Health and Safety Policy Dales HR Policies</p> <p>All policies were AGREED by the Governing Body and will be circulated to staff by SR</p> <p>Home/School Communication Policy to be circulated to staff for comments.</p>	<p>SR</p> <p>SR</p>
	Governing Board Matters	
LGB 13/22	<p>To review MAT Local GB</p> <p>Statutory training has been completed by Governors.</p>	
LGB 14/22	<p><u>To review Governor Monitoring Schedule Autumn Term</u></p> <p>KB is currently writing up her notes of a recent SEND visit. Questions from monitoring reports Q. Are pupils leading children into Worship? A. Yes, pupils are led into Worship by the Ministry Team of Pupils Q. Do the ‘Ministers’ sit at the end of the rows of the pupils they have led into Worship? A. Yes, they do Q. Is it possible to enlarge the pictures of work on the big screen, it wasn’t possible to see from the back of the hall? A. Yes, that was the first time the WOW work had been presented on screen and this has now been rectified. Q. Although the use of QR is an amazing step forward and one which enables a wider audience to really appreciate the work being done in school, does the removal of the actual work on display in the hall and news stories prevent casual visitors to school from seeing first hand the incredible work going on in school? A. We will look into this Q. The Lexia Kings and Queens are rewarded for their time spent on using Lexia, does this equate to actual progress and impact? A. The programme is being carefully monitored and pupil progress tracked. This will provide evidence of impact.</p> <p>A recent learning walk with the Geography and History Subject Leader will be written and reported at the next meeting. AR. Reports to be reviewed at next meeting.</p>	<p>All</p>
LGB 15/22	<p><u>Correspondence</u></p> <p>Headteacher Recruitment</p>	

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	<p>Shortlisting will take place on Monday 26th November. Damian Chubb will be visiting the school to speak to staff. It is planned that interviews take place next Thursday and Friday. There are no interim Headteacher arrangements as yet, however Governors noted the school is in a strong position and will manage the transition.</p> <p>Dales Chair of Governor conference was recently attended, the second session will take place on 6th December 2022.</p>	
LGB 16/22	<p><u>Evaluation of Governance Impact for September meeting</u> Discussed in item 5.</p>	
	Personnel	
LGB 17/22	<p><u>Staffing</u> Staff wellbeing is good, Governors noted it would be beneficial to start offering staff activities again such as yoga or choir practice. Dales Academies Trust has now offered half termly ‘supervision’ via the ‘Bungalow Project’ for DSPs, DDSPs and the Early Years Leader.</p>	
LGB 18/22	<p><u>To determine whether any part of the proceedings should be treated as confidential.</u> Details of the recent staff pay review were reported to Governors, details were minuted confidentially.</p>	
	<p><u>Pupil Presentation</u> Governors were shown a five minute presentation from pupils detailing what they have been learning about in school. It was agreed this was a useful addition to the meeting and it was suggested that it may become a two way process with Governors posing questions to pupils via video message or a TEAMS meeting.</p>	
	<p>Governors thanked SR for his incredible work and dedication to the school over the past eight years and a gift was presented. SR thanked the Governing Body for all of their valuable support.</p>	
LGB 19/22	<p>Dates of next meetings Agreed: Tuesday 24th January 2023 at 4.00pm in school</p> <p>Dates for academic year 21st March 2023 16th May 2023 11th July 2023.</p>	All

There being no other business, the meeting closed at 6.00pm