



**Minutes of a virtual meeting of the Local Governing Board of Croft Church of England Primary School held via TEAMS on Monday 10<sup>th</sup> May 2021 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**

**Actions list:**

- **Chair/Clerk to circulate suggestions for revised meeting dates to all Governors**
- **Clerk to add review of SDP to July agenda**
- **Clerk to add Annual Report to Governors to July agenda**
- **Chair to circulate list of Link Governors**
- **Governors to contact Link Subject leaders after half term and produce record of contact reports for the next meeting. Clerk to add to July agenda.**
- **Chair to circulate finalised SEND policy when available**
- **Clerk to add Health and Safety Report to July agenda**
- **Governor comments relating to the Trust Scheme of delegation to be forwarded to Chair**

**Opening Prayer – The Vice Chair opened the meeting with a prayer.**

**Comments from the Chair – The Chair welcomed Governors and visitors to the meeting. She advised due to commitments of the Head Teacher there is a time limit on the meeting.**

**Subject Leader Presentation – GMc (Joint Head of School - Thursday)**

(Interim Senior Leadership Development Plan available on TEAMS)

GMc led Governors through the Key Targets on the Interim Shared Leadership Plan. She highlighted the following progress towards the targets:

- Updated Teaching and Learning policies will be available from September. The Policies have been reviewed and a list of updates required compiled.
- Long term maps will be completed for September to assist teaching next year. Some work has been completed on Design & Technology and MFL in relation to the school programme documents and unit overviews.
- The Maths calculation policy has been reviewed and will be updated.
- Template tutorial videos via Seesaw are under development. Children will be involved

- Support with creation of plans for deep dives in Reading/Spelling has been sought from D Lowes. This will also be useful for other subjects. Views will be sought from staff this week and report shared.
- Learning post cards will be used to identify gaps for Covid recovery. One page subject audit has been devised and tried out for Science.
- Leadership and management issues at the school are being addressed as they arise.

The Head Teacher commended GMc for her impressive work on the first two areas for deep dive. He expressed the opinion that this work could be useful across the Trust. GMc invited comments/queries:

**Q) Are you enjoying your new responsibilities?**

**A) Yes it is sometimes tricky but this will be different when the materials are refined**

The Trust CEO highlighted the importance of ‘enjoying’ the new responsibilities

**Q) What have you found the most challenging with your new responsibilities?**

**A) Nothing has been too challenging and all challenge is good. I am dealing with incidents as they happen. I am enjoying the challenge.**

**Q) Do you find it easy to switch off at the end of the day?**

**A) I have previously worked part-time so I am used to handovers. I work well with the staff.**

The Chair expressed interest in viewing one of the deep dives when completed by subject leaders especially with the current issues relating to monitoring .

4.15pm GMc left the meeting

**The Chair on behalf of the LGB thanked GMc for her presentation and updates. She commented that it is positive and valuable to receive contributions from school at LGB meetings in the current situation.**

**Present:** A Russell (ARu) (Chair), J Clarke (JCI) (Vice Chair), S Robson (SRo) (Head Teacher), D Blenkharn (DBI), N Bleasby (NBI), J Preston (JPr)

**Apologies:** N Potts (NPo),

**In Attendance:** V. Brown (LA Clerking Service), A Firby (Afi) (LA Clerking Service observer), D Chubb (Trust CEO), G McManus (GMc) (Part) H Gafoor (HGa) (CofG observer)

Minute No.		Action and time scale
LGB 48/21	<b><u>Apologies for absence and to determine whether any absences should be consented to.</u></b> Apologies received from N Potts <b>Agreed: That the apology be accepted and consented to</b>	All
LGB 49/21	<b><u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u></b> <b>Agreed: No declarations of interest received</b>	All
LGB 50/21	<b><u>To determine whether any part of the proceedings should be treated as confidential.</u></b> <b>Agreed: No items to be treated as confidential and excluded from the minutes made available to the Public.</b>	All

<p><b>LGB 51/21</b></p>	<p><b><u>Notification of urgent other business</u></b></p> <ul style="list-style-type: none"> <li>• Ethical Leadership which includes Governance</li> <li>• Trust Scheme of delegation</li> <li>• NYCC – School Improvement Update</li> </ul> <p><b>Agreed: Items accepted</b></p>	<p><b>All</b></p>
<p><b>LGB 52/21</b></p>	<p><b><u>To approve as a correct record the Minutes of the meeting held on 9<sup>th</sup> March 2021</u></b> (circulated via TEAMS prior to the meeting) The Chair confirmed Governors read and invited comments/queries. No comments/queries received.</p> <p><b>Agreed: That the minutes of the meeting held on 9<sup>th</sup> March 2021 be signed by the Chair as a true and accurate record of the meeting</b></p>	<p><b>All</b></p>
<p><b>LGB 53/21</b></p>	<p><b><u>To consider matters arising from the minutes and for which there is no separate agenda item.</u></b></p> <p>The Chair updated Governors on the actions from the last meeting.</p> <ul style="list-style-type: none"> <li>• <b>All Governors to renew their statutory online training in Basic Safeguarding and Prevent by the start of the Autumn term in the new academic year. Certificates of completion to be forwarded to school for retention</b> – The Chair informed the School Administrator is liaising this will be ongoing until the start of new academic year</li> <li>• <b>Governors to forward views on the proposal for the change in the LGB constitution at the next meeting</b> – The Chair informed no comments received. The proposal has been forwarded to the Trust Board for approval. The Vice Chair informed that her application to be a Foundation Governor in the next academic year has been approved by the Diocese.</li> <li>• <b>Clerk to add Staff Health and Well Being to all future agendas as a standard item in the Review of Staffing item</b> – Clerk confirmed now standard item on all future agendas</li> </ul> <p><b>Impact of the March meeting</b> Governors suggested and agreed the following impact from the previous meeting:</p> <ul style="list-style-type: none"> <li>• Review of SDP informs Governors of progress to date against targets.</li> <li>• Result of the Safeguarding Audit identified actions and how they were being addressed.</li> <li>• Presentations from Subject Leaders at meetings keep Governors fully informed of progress against action plans and remote learning when monitoring cannot take place.</li> </ul>	

	<ul style="list-style-type: none"> <li>Discussion relating to Covid guidance ensures all Governors are confident that all actions are in place for staff/pupil safety</li> </ul> <p><b>Agreed: No matters arising from the Actions list for which there are no separate agenda items</b></p>	<b>All</b>
<b>LGB 54/21</b>	<p><b><u>Date of next meeting</u></b> The Chair highlighted the need to re- schedule previously scheduled meetings due to the availability of the Head Teacher on agreed meeting days</p> <p><b>Agreed: Suggestions for revised dates to be circulated to all Governors</b></p>	<b>Chair/Clerk</b>
	<b>PART 'B' – FINANCIAL</b>	
<b>LGB 55/21</b>	<p><b><u>To review latest Budget Monitoring statements Feb 2021</u></b> – (February/March reports available on TEAMS)</p> <ul style="list-style-type: none"> <li><b>Out of School Club attendance</b> – The Chair informed attendance is improving in OOSC and EY.</li> <li><b>Information from Budget setting 21 – 22 meeting</b> – The Chair informed meeting held with Trust Finance Team to discuss options for the school. The Chair and Vice Chair attended. She made Governors aware of projected deficit figure and highlighted the improvement in Early Years numbers which will affect the figure. The Head Teacher drew Governors attention to the improved position and expressed the opinion that this is attributable to steps taken by the School Administrator and Chair</li> </ul> <p><b>Q) Is the OOSC sustainable?</b> <b>A) Attendance has improved especially in the school holidays. It is a big attraction for Parents to the school.</b></p> <p>The Trust CEO made Governors aware of the Trust perspective on the current financial position. He advised the Trust recognises the varying degrees of impact on schools the Pandemic has had and how seriously the Head Teacher and Governors take the effect of this impact on the Budget. He highlighted that it is positive for the school to be part of the Trust as deficits can be carried and reserves used. He requested that on behalf of the Trust it be officially acknowledged how hard Governors and the Head Teacher have worked throughout the crisis and how much it is appreciated. He commented that the Head Teacher and Governors are completely focussed, unfortunately there are somethings that are out of our control.</p> <p><b>Q) What measures will be put in place next year to address any deficits?</b></p>	

	<p><b>A) We are working hard with the Trust Financial Team to implement any cost savings.</b></p> <p>Governors discussed future years and ensuring cost effectiveness.</p> <p><b>Agreed: That the finance reports be received</b></p>	
	<p><b>PART ‘C’ – SCHOOL IMPROVEMENT</b></p>	
<p><b>LGB 56/21</b></p>	<p><b>Report of the Head Teacher</b> (available on TEAMS prior to the meeting)                  The Head Teacher confirmed Governors read/receipt of the Report and invited comments/queries. Governors raised the following queries:  <b>Q) Are you measuring progress against attainment by using in house assessment exclusively, previously external assessment e.g. FFT has been used?</b>  <b>A) The inhouse assessment model has been created from listening to Governors to enhance their understanding and make it easier challenge.</b>  <b>Q) It appears the spring data is the same as the Autumn data was this expected?</b>  <b>A) No, following return to school it was difficult in the first three weeks to evaluate the impact of lockdown. It was not expected to be the same when re-assessed. The expectation was that some children would miss expected and aspirational targets but it is a positive sign that there is not a lot of difference. Positive feedback has been received on remote learning generally. Writing is more challenging online.</b>                  The Chair commented on the amount of greater depth achieved in most year groups. The Head Teacher highlighted the need to develop pupil independent skills for achievement of greater depth and the input of staff in supporting Parents to support children.                  The Trust CEO requested clarity on how assessments are carried out and queried if they are different to pre covid.                  The Head Teacher informed basic and aspirational targets were set as normal. He led through the timescales in each term for assessment markers/starting points.  <b>Q) Are assessments summative?</b>  <b>A) Yes they are more challenging. Children’s stamina is a concern but they coped well with the normal tests.</b>  <b>Q) Children transferring to secondary school usually have externally validated data. As this is</b></p>	

	<p><b>not available do you envisage increased conversations with secondary schools?</b>  <b>A) Secondary schools are just starting to get in touch. The Y6 teacher understands the milestones for children. We would have liked to have completed tests and may still do. It is still desirable to ensure children reach a certain point before moving on.</b></p> <p>The Head Teacher expressed the opinion that National Materials are still preferable.</p> <p><b>Q) How do you think the revised early transition in year groups is working?</b>  <b>A) It has proved beneficial to continuity. It is positive to pilot new ideas and to bring in elements of continuous enhanced provision. The policy has been reviewed to include challenges for children to complete during the week in a play based way. The interaction with other year groups is positive.</b></p> <p>The Staff Governor made Governors aware of the number of pupils she is responsible for. She highlighted the lack of requirement for supply teachers and the positive impact of continuous provision. She informed following research it has been identified that more schools as following this pathway of continuous provision. She expressed the opinion that children are learning and applying more. It is particularly positive for SEND pupils as they progress through school, as they can take things at their own pace. The use of technology and interaction with peers enhances positive progress. Pilots now need to be brought together to develop protocols. The Vice Chair commented that the change initially appeared to be significant to Parents but stability and impact has been evidenced. She highlighted that the impact of this term will be seen later in school. She forwarded a huge vote of thanks to the staff involved. The Head Teacher commented that the changes have been accepted positively. Governors discussed the changes.</p> <p><b>Q) Will you be retaining the staggered start as an improvement in punctuality can be seen?</b>  <b>A) The Covid Action Plan will be reviewed by the School Administrator and operations evaluated to identify if they should be retained. The change is working well for Parents but it has had an impact on staff with the varying start time.</b></p> <p><b>Q) Could Parental views be sought about the staggered start?</b>  <b>A) This a good point and will be considered.</b></p> <p><b>Q) Are staff confident in teaching the revised RSE protocols?</b>  <b>A) Training is currently taking place and some has been completed. Following discussion Staff's thinking and exploration of challenging</b></p>	
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	<p><b>areas is moving forward. Moving forward I am confident coverage is good and staff are confident</b></p> <p>The Trust CEO highlighted the opportunity with virtual meetings to visit all LGB's. On behalf of the Trust he issued a huge thank you to everyone for their work and input to the school despite the continued challenges. He reminded Governors that the Head Teacher is deployed at the moment and interim staff are in place. He commended the Head Teacher for his implementation and embedding of systems which have resulted in minimal disruption. He requested that the level of sincere thanks from the LA for the support with Head Teacher deployment be formally recorded. He made Governors aware of the current situation with the bid for the Free school in North Northallerton and thanked the Head Teacher for his impressive input into the Educational brief. He concluded by thanking on behalf of the Trust the Head Teacher and Governors for all they do which extends beyond Croft School.</p> <p><b>5.00pm DCh left the meeting</b></p> <ul style="list-style-type: none"> <li>• <b>pupil assessment information for Spring term</b> – Covered in Head Teacher report</li> <li>• <b>Pupil numbers</b> – Covered in Head Teacher report</li> <li>• <b>Roles of staff in HT absence</b> – Covered in Head Teacher report</li> </ul> <p><b>Agreed: That the Report of the Head Teacher be received. Thanks to the Head teacher for his time and thorough Report</b></p>	
<p><b>LGB 57/21</b></p>	<p><b><u>To review the SDP/SEF</u></b> (available on TEAMS prior to the meeting)                  The Head Teacher highlighted the individual action plans which support the Plan  <b>Agreed: SDP to be reviewed at the next meeting</b></p>	<p><b>Clerk</b></p>
<p><b>LGB 58/21</b></p>	<p><b><u>To review Safeguarding</u></b> -                  The Chair confirmed the Audit has been submitted to the LA. The Annual Report to Governors will be available at the next meeting. She highlighted the one minute guide to Safeguarding available on TEAMS and confirmed she has completed safeguarding training to ensure all is up to date.  <b>Agreed: Clerk to add Annual Report to Governors to next agenda</b></p>	<p><b>Clerk</b></p>
<p><b>LGB 59/21</b></p>	<p><b><u>To review Governor Monitoring Schedule Summer Term and receive reports:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Subject Leaders to provide reports at the start of the meeting</b> – See section prior to Procedural Part A</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>SIA reports</b> – The Chair highlighted the Report on the whole school by M Smit and the report on Subject Leaders by D Lowes available on TEAMS and invited comments/queries. The Vice Chair commented that the report has identified gaps and actions taken to address these gaps. She expressed the opinion that it is a positive robust analysis and a healthy process. The Head Teacher commented on the positive opportunity for other eyes to look at areas and highlighted the CPD for staff when working with D Lowes. The Chair encouraged Governors to make contact with subject leaders after half term in preparation for September to ascertain the current position and how best Governors can support going forward. DBI highlighted the timescale since the last Ofsted Inspection highlighted in the Report and queried when the next Inspection will take place. The HT informed this is currently unknown and commented that the school is in a good position when it does takes place.</li> </ul> <p><b>Agreed: (1) That the SIA reports be received (2) Chair to circulate list of Link Governors (3) Governors to contact Link Subject leaders after half term and produce record of contact reports for the next meeting. Clerk to add to agenda</b></p>	<p><b>Chair All Clerk</b></p>
<p><b>LGB 60/21</b></p>	<p><b><u>To ratify the following policies (deferred from the last meeting):</u></b></p> <ul style="list-style-type: none"> <li>• <b>SEND</b> – The Chair advised almost complete. When complete the policy will be circulated via TEAMS</li> <li>• <b>Leave of Absence during Term Time (Dales)</b> – The Chair advised available on TEAMS and will be used for future applications. The policy has been reviewed and now has a definite protocol for fines if the protocols are not adhered to. The Vice Chair commented that there are now five clear categories for applying for leave of absence which is very helpful. HGa commented that it would be useful to get the perspective of the Head Teacher at his school on the Policy</li> </ul> <p><b>Agreed: (1) That the Leave of Absence during Term Time policy be received (2) Chair to circulate SEND policy when finalised</b></p>	<p><b>Chair</b></p>
<p><b>LGB 61/21</b></p>	<p><b><u>To review composition of LGB and GB meetings from September</u></b> The Chair reminded Governors of the discussion at the last meeting relating to the size of the LGB. She</p>	



	<p>informed currently no final decision has been made on return to face to face meetings. She advised views will be sought from Governors of the optimum options and timings for future meetings. She highlighted the earlier start time of virtual meetings is preferable for staff and that possibly a blend of the two may be considered.</p>	
<b>LGB 62/21</b>	<p><b><u>To review Governor Training</u></b>  Governors informed on the following training completed or arranged:  <b>Completed</b></p> <ul style="list-style-type: none"> <li>• Safeguarding (Presentation available on TEAMS) – Chair</li> </ul> <p><b>Requested</b></p> <ul style="list-style-type: none"> <li>• Governor School Improvement Network – Vice Chair</li> <li>• Ofsted Training (1 hour briefing for all Governors) – M Smit – The Chair expressed the opinion that hopefully monitoring training will be available</li> </ul>	
	<b>PART ‘D’ – HEALTH &amp; SAFETY</b>	
<b>LGB 63/21</b>	<p><b><u>To review Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>• Updated Covid RA – available on TEAMS and constantly updated</li> <li>• Health and Safety Report – to be available at the July meeting</li> </ul> <p><b>Agreed: Clerk to add Health and Safety Report as agenda item for the next meeting</b></p>	<b>Clerk</b>
	<b>PART ‘E’ – OTHER BUSINESS</b>	
<b>LGB 64/21</b>	<p><b><u>To deal with any matters agreed for consideration.</u></b>  The Chair drew Governors attention to the following documents available on TEAMS and encouraged read:</p> <ul style="list-style-type: none"> <li>• Ethical Leadership which includes Governance</li> <li>• Trust Scheme of delegation – Currently up for review, comments invited.</li> <li>• NYCC – School Improvement Update – involvement/information for Governors</li> </ul>	<b>All</b>
	<b>PART ‘F’ – PERSONNEL</b>	
<b>LGB 65/21</b>	<p><b><u>To review staffing</u></b> – (Covered in Report of the Head Teacher.</p> <ul style="list-style-type: none"> <li>• <b>Staff Health and Well Being</b> –</li> </ul>	

	<p>The Chair sought the views of the Staff Governor on the feelings of staff at the moment especially with the increased responsibilities. The Staff Governor informed that sometimes it is difficult to find time for an overview of Subject Leadership and highlighted the flexibility of the Head Teacher in arranging time out of the classroom when staff are able to.</p>	
<p><b>LGB 66/21</b></p>	<p><b><u>Impact of the meeting</u></b> <b>Agreed: All to bring suggestions to the next meeting</b></p>	

The Chair on behalf of the LGB thanked staff for the enormous job they are doing. HGa thanked Governors for his invitation to the meeting and expressed the opinion that all are doing a great job. He has made notes and will take away and replicate for his LGB

**Meeting closed at 5.20pm**