



Priory Fields School

Local Governing Body Meeting

Thursday 30th September 2021

Executive Headteacher: Mrs Anne Siggins

Headteacher: Miss Kelly Brown

Minutes of the Local Governing Body Meeting

held at the school on Thursday 30th September 2021 at 4pm

Governors Present: Malcolm Bowler, Kelly Brown (Headteacher), Tom Churchill, Henry Coates (Chair of Governors), Alison Mackintosh (Vice Chair of Governors), Tina Robinson

Governance Professional: Katie Banes

1	<p><u>Welcome, introductions, resignations and apologies</u> All Governors were welcomed to the meeting and the meeting was confirmed to be quorate. <u>Resignation</u> Malcolm Bowler verbally offered his resignation from the role of Chair of Governors, with immediate effect. All Governors present accepted the resignation as Chair of Governors. MB to email the Governance Professional to confirm his resignation in writing. <u>Election of Chair of Governors</u> Henry Coates nominated himself to take on the role of Chair of Governors. This was seconded by the Vice Chair of Governors. All other Governors approved the new appointment for Chair of Governors.</p>
2	<p><u>Declaration of Business and Pecuniary Interests</u> Governors were given the opportunity to declare any interests against this agenda. No declarations were recorded against this agenda. All Governors completed and updated their annual declaration of business interests.</p>
3	<p><u>Approve Minutes from the previous meeting held in Term 6 – Thursday 10th June 2021:</u> <u>Approval of Minutes</u> Previous minutes were distributed to Governors prior to the LGB meeting. The minutes of the Local Governing Body meeting held on Thursday 10th June 2021 were approved as a true and accurate record. The Vice Chair of Governors signed the minutes. <u>Matters Arising</u> - A Governor asked if another well-being seminar has been planned. The Headteacher informed Governors this would be decided at the next well-being meeting. - Another Governor asked if there had been any further progress with regards to appointing a Leader of</p>

Learning for Key Stage One. The Headteacher confirmed there are no active plans at the moment, due to budget restraints.

- Pupil Voice and Staff Well-Being monitoring was carried out in term six. Reports to be sent to Governors.

4 **Terms of Reference**

The Terms of Reference for the LGB were reviewed by Governors, to identify any potential changes they wish to present to the Trust Board.

Governors would like to know if the following statement is a statutory requirement, which must be reported to the LGB:

“To receive reports on bullying, homophobic and racial incidents.”

Headteacher to follow up and feedback to Governors at the next meeting.

The following table demonstrates the monitoring areas Governors all agreed they are responsible for:

Chair of LGB	<i>Henry Coates</i>
Vice Chair of LGB	<i>Alison Mackintosh</i>
Governance Professional	<i>Katie Banes</i>
SEND	<i>Tina Robinson</i>
Child Protection / Safeguarding	<i>Malcolm Bowler</i>
Pupil Premium	<i>Henry Coates</i>
Quality of Education	<i>ALL</i>
Personal Development	<i>Tina Robinson</i>
Behaviour and Attitudes	<i>Henry Coates & Malcolm Bowler</i>
Leadership and Management	<i>Alison Mackintosh</i>
EYFS	<i>Tom Churchill</i>

5 **School Improvement Plan Workshop (SIP)**

Governors were provided with the School Improvement Plan (SIP) to discuss in small groups, to identify the main areas of focus and items Governors will be looking to monitor across the academic year.

Upon reviewing the SIP, a Governor requested reference points to be added to the long-term plan and action plan within the SIP to show specifically where and how they link to each other.

For *Quality of Education*, Governors highlighted that the main priority is for all children to make at least good progress. Through following the measures and actions within the SIP, teaching staff will be able to fulfil this. Through quality first teaching and following the Teaching and Learning Strategy and ensuring the planning is progressive, children will make good progress.

A Governor asked the Headteacher how difficult it will be post-covid to complete the SATS (statutory assessments). The Headteacher informed Governors that SATS are still likely to go ahead this academic year and that catching up of knowledge for pupils will be required.

Governors will monitor if IRIS is being used across the academies. The Headteacher commented that IRIS leads have been established in each academy and also forms part of the Teaching and Learning Strategy. IRIS will support assessments; which will also be a focus at the next staff meeting. Assessment also feeds into the Teaching and Learning Strategy. Governors should be able to identify and see evidence which demonstrates the Teaching and Learning Strategy is being implemented and followed across the academy.

A new English document has been created and shared with the teaching staff across the Trust. A new

handwriting scheme has been purchased and very recently introduced to staff. Discussions were held amongst Governors when referring to section 1.3 of the Implementation/Actions for Quality of Education.

“1.3 Identify pupils that need targeted support and wider strategies, both pupil premium and those identified as needing COVID catch-up, and provide an appropriate programme, including tutoring.”

The Headteacher and Governors acknowledged there are so many children with multiple vulnerabilities, that it can be difficult to identify key factors as barriers to learning. It was highlighted that the covid catch-up programme will be key for not only children who have slipped back from expected but also from where they were. The Headteacher also made Governors aware there will also be catch up for SEMH (social, emotional and mental health) for some children.

Governors agreed the most effective way to monitor the quality of education within Priory Fields would be to attend some of the monitoring which is carried out by the Headteacher and/or Senior Leadership Team.

A leadership development programme is being implemented for key stage leaders to develop and explore the roles and responsibilities of a key stage leader. This will incorporate understanding how they are held to account and developing their skills in holding others to account for school improvement. This could be monitored by Governors through discussions with staff and attending monitoring days.

The school environment is included on the SIP. This is an area that Governors have not been able to monitor or observe for a period of time due to covid. Part of the SIP is for leadership and management to establish teacher viewpoints on what makes an effective learning environment, creating clear expectations for staff. This could also be monitored by Governors via monitoring days and learning walks. There are plans within the SIP to continue to develop staff well-being and opportunities for staff in school.

Community links will continue to be long-term priority; the school is still experiencing some impact to community engagement due to covid-19.

Overall, Governors agreed the main priorities for leadership and management link to developing distributive leadership. Key stage leaders need to be more accountable for their role and their impact and subject leaders need to maintain their responsibility for their subject; the difference has already been evident in some subjects over the last six months. The Headteacher informed Governors that at the start of every staff meeting, the first ten minutes of the meeting are dedicated to a subject in which staff what is already in place and being implemented and what the next steps are for their subject.

Governors identified the following areas as key priorities to monitor:

- Monitoring the alternative provision at the farm.
- Review attendance and exclusion data.
- Carry out pupil voice on bullying; to find out children’s understanding of bullying.

The Headteacher informed Governors, part of the process of children attending the farm as an alternative provision is to have a positive impact on behaviour in school. The Headteacher commented that there was a child who was refusing to come into school. That child has progressed over the term and is now attending school up until 1pm.

Governors recognise the school are working hard to reduce the impact of behaviour and attitudes on learning. Promoting the school values to support this, will further develop positive attitudes and behaviour across the school.

	Due to time restraints, it was agreed the Headteacher and Early Years Lead would identify the main headlines to feedback to governors for the priorities and monitoring of Personal Development and EYFS.
6	<p>Safeguarding Training</p> <p>All Governors signed to confirm they have read and understood part two of Keeping Children Safe in Education (KCSIE) Part 2.</p> <p>The Headteacher gave Governors a brief overview of the main changes to KCSIE safeguarding this year. Main changes highlighted and commented on in more details were:</p> <ul style="list-style-type: none"> - Peer on peer abuse - Child criminal or sexual exploitation. - The sharing of nudes - Online safety - Mental health - Clarity around contextual safeguarding
7	<p>Governor Monitoring</p> <p>The Headteacher agreed to invite Governors to monitoring next term, once the schedule has been agreed.</p>
8	<p>Any other Business</p> <p>No items of any other business were raised in the meeting.</p>
9	<p>Confidentiality</p> <p>There were no matters of a confidential nature during the meeting.</p>
10	<p>Publication of Minutes</p> <p>These minutes will be approved and agreed at the next LGB meeting on Thursday 18th November 2021.</p>

Action Points	
➤	MB to email Governance Professional to confirm in writing his resignation as Chair of Governors, with immediate effect.
➤	Governance Professional to collate term six monitoring to forward on to Governors.
➤	Headteacher to seek clarity regarding the following statement from the Terms of Reference and feedback to Governors at the next meeting: <i>“To receive reports on bullying, homophobic and racial incidents.”</i>
➤	Headteacher to add reference points to the long-term plan and action plan within the SIP to show where and how they link to each other.

Minutes taken by Governance Professional, Katie Banes

Signed by Chair of Governors: _____ Date: _____