**Minutes**

**Elizabeth Woodville School**

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| **Meeting: Local Governing Body** | **Date: Thursday 16th September 2021** |
| **Chair: Jason Abbott (JA)** | **Clerk: Teresa Elkin (TE)** |
| **Apologies: Sue Christopher (SC) Staff Governor; Melissa Scott (MS) Governor** | **Absent:** |
| **In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Dr Jamie Clarke (JC) TLT CEO & Governor (part); Gillian Lucas (GL) Parent Governor; Paul Goddard (PG) Governor; Hayley Richardson (HR) School Business Manager (part); Mark Brennan (MB) Deputy Headteacher; Helen Gilligan (HG) Deputy Headteacher (part); Chris Watt (CW) TLT Representative (part).** | |

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|  |  | **Action By** | **Date** |
| **1.** | INTRODUCTION BY THE CLERK |  |  |
| **1.1** | * **Elect a Chair of the LGB for 2021-2022**   JA advised that he will be standing down as a governor at the end of December 2021 but will be happy to continue as a Chair with support of a Vice Chair. Governors present voted unanimously to elect JA as the Chair for the autumn term. |  |  |
| **1.2** | * **Elect a Vice Chair of the LGB for 2021-2022**   JA outlined the Trust support in place for Chairs and Vice Chairs to assist them in their role.  The governors present accepted the opportunity to consider the of the role of Vice Chair. No appointment was made. |  |  |
| **2.** | **WELCOME AND APOLOGIES** |  |  |
| **2.1** | JA welcomed everyone to the meeting. JA welcomed MB and HG, Deputy Headteachers who will present in the meeting.  Sue Christopher (SC) and Melissa Scott (MS) submitted apologies which were accepted. |  |  |
| **3.** | **DECLARATION OF BUSINESS INTEREST** |  |  |
| **3.1** | * **Governors to complete and return the Annual Pecuniary Business Interest Declaration**   Governors agreed to complete and return their annual forms.  There were no other declarations. |  |  |
| **4.** | MINUTES AND CONFIDENTIAL MINUTES OF THE LOCAL GOVERNING BODY MEETING 1st JULY 2021 & MATTERS ARISING |  |  |
| **4.1** | The minutes and confidential minutes were agreed as an accurate reflection of the meeting and will be signed by the Chair. | **JA** | **ASAP** |
| **4.2** | **Matters Arising**  One parent is interested in becoming the Parent Governor and the post will also be advertised to parents.  MS and JA to contact Rob Peskett for a meeting.  PG and HR to meet in October to review finance  GL and PG were invited to join a meeting with Jane Karaolis re: Permanent Exclusions etc. CW offered join in this briefing.  SM confirmed the SIP has been uploaded to the Google Classroom.  All other actions are complete. | **MS, JA**  **PG, HR**  **GL,PG, CW** | **ASAP**  **Oct**  **Autumn term** |
|  | It was agreed to change the order of the agenda at this point in the meeting. |  |  |
| **6.** | **BUDGET AND FINANCE UPDATE** |  |  |
| **6.1** | * **Review the monthly management accounts & 2021-2022 Budget**   HR provided a budget summary. The school budget for 2020-2021 and 2021-2022 will be presented to the Trust Board in October. CW congratulated HR on her hard work on the budget. HR will provide a detailed report to governors in October.  There was a second Health & Safety visit in school today – this was a positive meeting, and a full report will be circulated to governors. The school has progressed since the last inspection. | **HR**  **HR** | **Oct**  **When avail.** |
| **6.2** | Cleaning company – there are still issues and HR provided an overview. The cleaning company is trying to introduce a specialist team to focus on cleaning but is facing recruitment issues.  **PG asked, what is cause?** **JA advised that this is a Trust contract, and questioned whether other schools are having problems?** JC advised that some schools had concerns regarding recruitment in the summer, but no other schools have had such issues. SM confirmed that she had contacted the company directly.  HR advised that teachers are highlighting that their classrooms are not clean. HR will email governors with outcome of School Business Managers meeting, tomorrow, 17th September. | **HR** | **17th Sept** |
| **6.3** | Cucina caterers are struggling with recruitment and food provision for students. SM advised that they are dealing with issues, plus the Chef is off sick with Covid-19. JA noted that Sue Wagstaff should be aware of issues as they are a Trust appointed supplier. |  |  |
|  | Note: at 5.52pm HR left the meeting. |  |  |
| **7.** | EXAM REPORT |  |  |
| **7.1** | The report was shared with governors prior to the meeting and HG presented an overview of outcomes and Teacher Assessed Grades.  **CW asked, were there many student appeals?** There were 26 at GCSE level and no appeals at A-level. HG provided a summary. CW congratulated the teaching team on this management and success.  Governors discussed the Progress 8 scores and EBacc. |  |  |
| **7.2** | The Disadvantaged students’ gap has remained the same. **JA challenged, what** **are we doing** **to narrow this gap?** HG advised that this will be a focus but was affected by Covis-19. As results improve, the gap widens. Mentoring strategies, reading and homework will all be areas of focus. |  |  |
| **7.3** | There has been some exceptional Pupil Premium and SEND student progress. Staff will review how this has been achieved and what strategies are being used.  **PG questioned, given Covid-19 how reliable is this data?** JC advised that figures are indicators. SM added that the data helps to inform practise.  Baseline testing is being undertaken with Year 7’s. |  |  |
| **7.4** | The LGB congratulated school colleagues on A-level results. |  |  |
| **7.5** | **JA questioned student destinations?** HG agreed to provide the final information for the LGB.  JA thanked HG and her team for leading this process. | **HG** | **ASAP** |
|  | Note: at 6.11pm HG left the meeting. |  |  |
| **10.** | SAFEGUARDING |  |  |
| **10.1** | * **Safeguarding Lead Report**   MB presented a summary of the report. All staff training is up to date. MB outlined the role of the DSL (Designated Safeguarding Lead). MB welcomed governors to visit the school to monitor and observe safeguarding practice.  GL confirmed that she has undertaken Peer on Peer Abuse training. Michelle Saint has circulated links to National College training for governors.  MB circulated a safeguarding signing sheet for governors to confirm that they have accessed relevant training. |  |  |
|  | Note: at 6.29pm MB left the meeting. |  |  |
| **11.** | **SELF EVALUATION FORM (SEF)** |  |  |
| **11.1** | The SEF was circulated to governors via Google Classroom prior to the meeting. JC is reviewing the document to ensure that it is concise. |  |  |
| **13.** | **TRUST UPDATE FROM TRUSTEE REP** |  |  |
| **13.1** | Additional SID (School Improvement Director) has joined the Trust and will be responsible for Science and is based at EWS – has been effective since starting in September. **JA noted that the previous Science SID is still working with the school, are there any reports for governors to review progress?** JC agreed to chase this along with SM.  The LGB was informed that Stantonbury School joined the Trust on 1st September. | **JC, SM** | **On-going** |
| **5.** | GOVERNOR MATTERS |  |  |
| **5.1** | Roles and Responsibilities  * Safeguarding: Gillian Lucas * Pupil Premium: Gillian Lucas * Finance: Paul Goddard * Teaching and Learning: Melissa Scott |  |  |
| **5.2** | * **Governors to submit Trust’s Skills Audit**   Governors agreed to complete and return, by next Thursday. | **All** | **23rd Sept** |
| **5.3** | * **Review Trust’s Terms of Reference and Scheme of Delegation**   Governors were advised that there is no major change to the Terms of Reference. JA noted that ‘Remit and Responsibilities of the LGB’ is a useful summary of what governors are responsible for. JC advised reading this in line with the Scheme of Delegation. |  |  |
| **5.4** | * **Set objectives for the LGB for 2021-2022 (see Appendix 1)**   The LGB formally accepted the objectives proposed.  The school is in the Ofsted window. JC confirmed that it will be a normal Section 5 inspection. SM advised that lesson visits are now planned by the SLT. JA advised that Ofsted training has been delivered by the Trust. |  |  |
|  | Note: at 6.41pm JC left the meeting. |  |  |
| **5.5** | * **LGB plan for Governor visits**   (See agenda item 9) |  |  |
| **8.** | **SCIENCE PLAN - CONFIDENTIAL** |  |  |
| **8.1** | This item is confidential and is minuted separately. |  |  |
| **9.** | SCHOOL DEVELOPMENT PLAN |  |  |
| **9.1** | * **Co-ordinate Governor visits**   Visits were agreed as follows:   * Behaviour for Learning and Teaching and Learning – Melissa Scott/ Rob Peskett * Curriculum – to be allocated * Pupil Premium – Gillian Lucas * Behaviour and Attendance - Gillian Lucas * Personal Development, RSE and SEND – to be allocated   JA encouraged governors to be aware of the School Development Plan, uploaded to the Classroom. |  |  |
| **12.** | **HEALTH & SAFETY REPORT** |  |  |
| **12.1** | It was agreed that this has been addressed. |  |  |
| **14.** | ANY OTHER BUSINESS |  |  |
| **14.1** | * **Agree schedule of policy review dates for 2021-2022**   Jane Karaolis can supply a list of policy with review dates – The Clerk agreed to chase. | **TE, JK** | **ASAP** |
| **15.** | **MEETING DATES 2021-2022** |  |  |
| **15.1** | * 5.30pm Thursday 16th December 2021 * 5.30pm Thursday 10th February 2022 * 5.30pm Thursday 19th May 2022 * 5.30pm Thursday 14th July 2022 |  |  |
| **15.2** | HR to advise a meeting date for governors to review the 2022-2023 budget (May/June) | **HR** | **ASAP** |

The meeting was closed by the Chair at 7.18 pm

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|  | **Action Points** | **Responsible** | **Date to**  **Complete** |
| **4.1** | The minutes and confidential minutes were agreed as an accurate reflection of the meeting and will be signed by the Chair. | **JA** | **ASAP** |
| **4.2** | MS and JA to contact Rob Peskett for a meeting.  PG and HR to meet in October to review finance  GL and PG were invited to join a meeting with Jane Karaolis re: Permanent Exclusions etc. CW offered join in this briefing. | **MS, JA**  **PG, HR,**  **GL, PG, CW** | **ASAP**  **Oct**  **Autumn term** |
| **6.1** | To provide a detailed report to governors in October re: school budget for 2020-2021 and 2021-2022.  To circulate the full Health & Safety report to governors. | **HR**  **HR** | **Oct**  **When avail.** |
| **6.2** | To email governors with outcome of School Business Managers meeting. | **HR** | **17th Sept** |
| **7.5** | To provide the final information for the LGB re: student destinations. | **HG** | **ASAP** |
| **13.1** | JC agreed to chase this a SID report re: science, along with SM. | **JC, SM** | **On-going** |
| **5.2** | To complete and return Trust’s Skills Audits, by next Thursday. | **All** | **23rd Sept** |
| **14.1** | Jane Karaolis can supply a list of policy with review dates – The Clerk agreed to chase. | **TE, JK** | **ASAP** |
| **15.2** | HR to advise a meeting date for governors to review the 2022-2023 budget (May/June) | **HR** | **ASAP** |

Signed: ……………………………………………………………………………………. Date: …………………………………………….

Local Governing Body Chair

**Appendix 1**

* With appropriate support/challenge hold the Headteacher to account for the educational performance of the school through our monitoring of the School Development Plan with a particular focus on Science this year.

* Overseeing the financial performance of the school and making sure its money is well spent.
* Understand the role of the governor in an Ofsted inspection and be prepared for an Ofsted visit