

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING**  
**7<sup>th</sup> October 2019 6.00PM**

**Present:**

Catherine Logan	Headteacher (HT)
Steve Nathan	Co-opted Governor (Chair)
Mick Horton	Co-opted Governor
Mark Prenter	Co-opted Governor
Mike Green	Parent Governor
Gemma Simpson	Staff Governor
Cheryl Lane	Trustee

**In attendance:**

Jack Allen	Deputy Headteacher (DHT)
Michelle Brighton	Trust Business Manager (TBM)
Simon Decker	Trust CEO
Laura Bunting	Clerk

Item	Main discussions and agreed actions	Action by
<b>1</b>	<b>Welcome and apologies</b>	
	The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. Apologies had been received from T Whittaker due to a pastoral matter and were accepted by the Governing Board. It was noted that M Prenter needed to leave at 7.15pm.	
<b>2</b>	<b>Declarations of interest</b>	
	The Clerk confirmed that all Governors had updated their declarations of interest. There were no new declarations at this meeting.	
<b>3</b>	<b>Notification of items to be discussed under AOB.</b>	
<b>3.1</b>	The HT wished to raise an item about being a trauma aware school and as part of that to change to a light blue uniform.	
<b>4.</b>	<b>Minutes of the previous meetings</b>	
<b>4.1</b>	The minutes of the previous meetings of the Extraordinary LGB (20 May 19), LGB (16 July 19) Business Management (19 June 19) and Extraordinary LGB (25 September 2019) and the confidential minutes were agreed and signed by the previous Acting Chair as a true record.	
<b>5.</b>	<b>Matters arising not covered by the agenda (update on actions)</b>	
<b>5.1</b>	A Governor referred to agenda item 14 from the LGB minutes of 16 <sup>th</sup> July - report on EYFS strategies and interventions. The HT confirmed that she would add the action plan to GovernorHub and update at the next meeting. <b>Action: Update on EYFS and action plan at LGB in term 2</b>	<b>HT</b>
<b>5.2</b>	Governors reviewed the actions log and updated on actions as follows: <b>Action 4.1 (LGB)</b> - The Chair confirmed he had spoken with the previous Chair and that this was no longer relevant. <b>Agenda item 8.1 (LGB)</b> - The meeting between M Horton and the HT about accessibility was outstanding. <b>Agenda item 4.2 (Business Management)</b> - The TBM reported that	

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		<p>she had had a meeting with Barclays and that she was considering which type of account would be best. This would be taken to Trustees for approval.</p> <p><b>Agenda item 4.3 (Business Management)</b> - M Horton reported he had an initial conversation with the HT about a PP report for the website. The HT confirmed there would be a PPG review in the next week and then she could update the website following this.</p> <p><b>Agenda item 5.3 (Business Management)</b> - M Brighton reported she had looked at the lease and that the school appeared to be responsible. It was agreed M Brighton could write a letter to Medway.</p> <p><b>Agenda item 7.6 (Business Management)</b> - The HT reported she had spoken with S Harrington and that the need for school places was expected to rise due to new housing developments and a boom year in children who are currently 2. There were no exact projected figures available.</p>	
<b>6</b>	<b>Governor membership updates</b>		
	<b>6.1</b>	<p>Governors discussed the need to recruit 2 parent governors and 2 co-opted governors. The Clerk advised that a skills audit would help identify which skills could be targeted when recruiting. Governors agreed this would be preferable but they wanted to start the parent election process the following Thursday at parents evening.</p> <p><b>Action: Clerk to send parent election letter to HT and Chair for HT to circulate the following Thursday.</b></p>	<b>Clerk/HT</b>
	<b>6.2</b>	<p>It was noted that the meeting with a co-opted governor candidate had to be cancelled due to his car breaking down. The Clerk confirmed she would be trying to rearrange this meeting.</p> <p>Governors discussed other methods of recruiting co-opted governors. Previous success with Inspiring Governance was mixed. It was suggested that local businesses could be approached.</p>	
<b>7</b>	<b>Code of Conduct and KCSIE</b>		
	<b>7.1</b>	<p>The Clerk confirmed that Governors had read part 2 of Keeping Children Safe in Education (KCSIE). All Governors except S Nathan had also signed the code of conduct. He had been given a copy to sign at the meeting.</p> <p><b>Action: S Nathan to return signed code of conduct</b></p>	<b>S Nathan</b>
<b>8</b>	<b>SEN Report from Inclusion Manager/SENCO</b>		
	<b>8.1</b>	<p>A SEND report was uploaded to GovernorHub prior to the meeting and is filed with these minutes.</p> <p>M Horton asked the Clerk for an update on the appointment of G Simpson as SEND Governor. The Clerk confirmed she had forwarded this to the SEND Trustee and was awaiting a response.</p>	
	<b>8.2</b>	<p>The Inclusion Manager presented the SEND report to Governors. She highlighted that lots of children with SEN needs had joined the school</p>	

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		at the start of the year which had effected the figures in the report. It was clarified that the whole school percentages in the report should read 11%, 6% and 17%. Numbers in the PD unit were now 17, with one child moving to Dane court and 2 more for whom they were looking for a change of placement.	
	8.3	<i>Refer also to confidential minutes.</i> The Inclusion Manager commented on the changes in applying to Medway for top up funding. Lunchtime/playtime and behaviour support and supervision were no longer funded and it was becoming harder to claim for the support that was needed above the threshold of £6K. A Governor asked if this was an issue nationwide. The Inclusion Manager replied that this just seemed to be an issue in Medway. She added that over the summer snapdragons had changed their referral system. To make a referral for ADHD parents needed to first attend a parenting course, which were hard to book. These were common issues across all local schools. One other school had taken this issue to the secretary of state.	
	8.4	The HT also mentioned challenges faced with transport. Some children were walking a long way as the time a taxi was provided did not match when they needed to leave school or because children were receiving bus passes but not the adults that accompany them. The bus route was also very lengthy meaning children with complex needs were having to get up very early to catch transport and were therefore tired in school. The HT added there were only 8 disabled bays and she was therefore issuing passes to ensure those most in need could access them. This was causing a battle with parents.	
	8.5	Governors asked whether Medway was meeting its legal obligations. The HT highlighted funding cuts were making it very difficult for the school to meet its obligations in relation to disability. Governors discussed a possible joint letter from local schools about the changes in Snapdragons and how hard it was to book onto a parenting course. It was noted GPs were informing parents that the school could provide support which it was not able to. This was creating the impression the school was not helping. <b>Action: HT to draft letter to be sent from the Chair of Governors to the CCG.</b>	HT/Chair
	8.6	A Governor asked the CEO if there were similar challenges in secondary schools. He confirmed they faced the same issues. The HT commented on the difficulties SEN children could face obtaining a secondary school place. <i>Refer to confidential minutes</i>	
	8.7	The Inclusion Manager informed Governors she had negotiated with Riverside to buy their Braille machine. She added hoists were also needed which would eat into the budget.  It was noted having Step and Learn on site was positive. The HT also	

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		informed Governors that the Inclusion Manager had recently achieved a distinction in her masters and Governors congratulated her.	
	8.8	The Inclusion Manager ran through future priorities which included organising parent workshops, coffee afternoons and liaising with Riverside for training opportunities.	
	8.9	The CEO asked the Inclusion Manager to clarify the current figures. There had previously been 90 across the school with EHCP and SEN and this was now 85. There had been 34 EHCP and there was now 21 as they were harder to get. There had been 56 with SEN support and now there were 65. The Inclusion Manager agreed to circulate an up to date SEND Report. <b>Action: Inclusion Manager to circulate SEND report with up to date figures.</b>	HT/Inclusion Manager
	8.10	Governors recognised the challenges the school was facing and agreed to take action by writing to the CCG and encouraging parents to be more vocal about the issues they faced. <i>Governors thanked the Inclusion Manager for attending and she left the meeting at 6.40pm.</i>	
<b>9</b>	<b>HT Report</b>		
	9.1	The HT report was uploaded to GovernorHub prior to the meeting and is filed with these minutes.  The HT highlighted that the school was now over PAN in year 6. There was one looked after child (LAC) and lots with safeguarding and child protection issues. She informed Governors that some pupils had left and these had been mainly from families who could be described as having chaotic lives. The HT added pupil numbers fluctuated weekly. The HT highlighted the number of leavers and joiners showed the mobility issues, in particular caused by short tenancies.  A Governor queried the schools responsibility when a child leaves in terms of safeguarding. The HT explained the school informed the Medway Inclusion team of the new school or whether the child was being home educated. Safeguarding reports were passed on using CPOMS.	
	9.2	The HT informed Governors the school was doing all it could to raise attendance figures. Last year this was 92% and would be higher if it did not include PD children in the figures. A Governor queried why figures for term 1 showed higher absence than last year. The HT explained there were 2 families who had taken holiday.	
	9.3	The HT ran through other parts of her report. She confirmed there had been one formal complaint which had now been resolved.	
	9.4	The HT informed Governors targets would be produced by the end of term. She ran through training, highlighting Jane Heyes was continuing with mentoring. The HT added volunteering by RMGS students would continue.	

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9.5	The HT highlighted the success of Creative Fridays, which the TBM had also observed. A Governor asked if it was still the intention to leave early after Christmas and the HT confirmed a letter would be sent out so children could choose clubs, with an option of leaving school at 1.15pm. A Governor asked if there had been feedback from parents and the HT planned to ask parents for feedback at parents evening.	
9.6	The HT highlighted the positive response she had received from a recent monitoring visit about giving out Bagels in the mornings. Twydall were giving out more than any other school in Medway. The TBM informed Governors there was a small cost to the school to provide these but it was considered the benefits were huge for parental engagement and the health of children.	
9.7	A Governor asked about plans for the old kitchen equipment which was no longer used. The HT informed Governors that if the school was successful in obtaining its SIF bid, the National Trust had already confirmed they were interested in buying it. A Governor queried if there was asbestos in the kitchen and the HT replied this wouldn't be known until they started removing the equipment.	
<b>10</b>	<b>Income &amp; Expenditure Report/Year End</b>	
10.1	The Income and Expenditure (I&E) Report, Trial Balance and Finance Update for Governors were uploaded to GovernorHub prior to the meeting and are filed with these minutes.  The TBM ran through the Finance Update. She highlighted income was looking lower than originally forecast. £18K top up funding which could only be applied for retrospectively was not yet represented in the accounts for this year until it was received. She highlighted electricity costs were high and this may need to be reviewed to see where savings could be made. Water costs were high due to the leak. No allowance had been made for a rebate until it was more certain this would be received. The TBM informed Governors the auditors were in for the next 4 days.	
10.2	Governors asked about the anticipated loss. Governors confirmed with the TBM that the school was in line with the 3-year financial sustainability plan.	
10.3	A Governor queried a line in the Trial Balance relating to freehold. The TBM confirmed that this should be leasehold but she hadn't a code set up, it would be moved over when this was set up and was a valuation figure.  Governors agreed the Finance Update Report was helpful as it compressed the main information for easy reading.	
<b>11</b>	<b>Accounting Officer Checks</b>	
11.1	The HT confirmed the accounting officer checks had been completed and these would be scanned to the TBM to present to the auditors,	

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		and upload onto GovernorHub. The TBM commented this was something the monitoring pair could check moving forwards. <b>Action: Accounting Officer Checks scanned and sent to TBM for the auditors and for uploading onto GovernorHub.</b>	HT/TBM
<b>12</b>	<b>Annual Safeguarding Audit</b>		
	12.1	<p>The DHT confirmed the Safeguarding Audit Report had been uploaded to GovernorHub prior to the meeting. It is filed with these minutes.</p> <p>It was confirmed the Interim Safeguarding Governor had read through and signed the report. In answer to Governors queries the following was confirmed:</p> <p>1.1 &amp; 1.2- These had now been met and would be changed to green. 2.4 - This had been met and would be changed to green. 2.5 - The DHT confirmed he was waiting for the name of the replacement company and this would then change to green. 6.6 - It was noted the DHT needed certificates for safer recruitment training. The TBM confirmed D Butler in the school office was an administrator on Educare and could provide certificates or run reports as required. It was also noted the new Chair of Governors needed to complete safer recruitment training and that this could be completed on Educare. 9.1 - The DHT confirmed that the school had now enrolled onto Operation Encompass. This meant the police now had a named contact at the school to report any domestic violence incidents.</p> <p><b>Action: Chair to complete Safer Recruitment Training on Educare and send certificate to DHT.</b> <b>Governors approved the report subject to the changes mentioned above.</b> <b>Action: Clerk to send a copy of the minutes to the DHT once approved to submit with the report.</b></p> <p><i>7.13pm - M Prenter and the DHT left the meeting.</i></p>	<p>Chair</p> <p>Clerk</p>
<b>13</b>	<b>Monitoring visit reports</b>		
	13.1	It was noted monitoring visit reports for term 1 would be reported to the next LGB in term 2, as monitoring pairs were only being agreed at this meeting.	
<b>14</b>	<b>Trust update</b>		
	14.1	The CEO advised of governance changes. Riverside Primary School had agreed a new Chair and Vice Chair which needed final approval from Trustees.	
	14.2	The CEO advised that a new RMET Improvement Plan had been posted to the Trust Resources section on GovernorHub. This linked to the SDPs. There was now also a standard format for the SDP and HT	



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		Reports. The CEO informed Governors that there would be a trust wide PPG review the following week.	
	14.3	<p>The CEO informed Governors that the Trust had been unsuccessful in a bid to the DfE for support with monitoring of teaching and learning. However, the trust were continuing to pay for curriculum support and monitoring of teaching and learning from Jane Heyes (CEO, Brompton Westbrook Trust).</p> <p>The HT reported that she had linked with the school opposite, RMGS and Riverside to carry out learning walks and observations together. She had also joined other zone schools for monitoring. The CEO highlighted it was good to have external verification of improvements. It was noted Medway were working with early years and that teachers received external verification as part of courses attended.</p>	
<b>15</b>	<b>Clerk update</b>		
	15.1	<p>The Clerk mentioned a DfE monthly update and said she would add the link to GovernorHub. She asked if Governors would be happy for their email to be added to GIAS so they would hopefully receive this by email in future. Governors thought this would be a good idea.</p> <p><b>Action: DfE monthly update link to be added to GovernorHub and GIAS updated.</b></p>	<b>Clerk</b>
<b>16</b>	<b>School Development Plan (SDP)</b>		
	16.1	<p>The SDP was put on GovernorHub prior to the meeting and is filed with these minutes.</p> <p>The HT commented that this was a live working document and areas in amber have been started. Grey areas are not relevant to that term. She explained that this was RAG rated, with financial information given where possible. It is in line with the Ofsted framework and is linked to the RMET Improvement Plan and used by schools across the trust.</p>	
	16.2	<p>A Governor asked what the school would have to do to be outstanding. The HT commented that feedback had been the curriculum was ahead of some other schools but she highlighted that attendance and the safeguarding load had an impact on attainment and progress.</p> <p><b>Action: Monitoring Pairs to continue this discussion</b></p>	<b>Monitoring Pairs</b>
	16.3	<p>Governors discussed that it looked like lots fell into term 1 and the HT explained that the aim was to show progress through the year and this work would continue in other terms. A governor asked about red areas and the HT confirmed these had not been started yet. Governors agreed this was a better template and they could see clear links with the RMET Improvement plan.</p>	
<b>17</b>	<b>Governor responsibilities, monitoring pairs and visit schedule</b>		
	17.1	Governors discussed and agreed the following monitoring pairs/named governors:	

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		<p><u>Finance, Pay and Reward</u> - M Horton and C Lane  <u>Health &amp; Safety</u> - M Horton (H&amp;S named governor) and M Prenter  <u>Personal Development, Behaviour and Welfare</u> - S Nathan and T Whittaker  <u>Pupil Premium &amp; Sports Premium</u> - M Horton and M Prenter  <u>Quality of Education and Pupil Outcomes</u> - M Green (EYFS named governor), S Nathan and C Lane  <u>Quality of Leadership &amp; Management</u> - G Simpson (Safeguarding and Whistleblowing named governor), S Nathan and T Whittaker  <u>SEND</u> - G Simpson (SEND named governor) and M Green</p> <p>It was recognised there may be a conflict of interest in G Simpson monitoring leadership and management but that her role in the monitoring group would be as the named governor for Safeguarding and Whistleblowing (subject to the approval of the Safeguarding Trustee).</p> <p>It was also noted that the Governing Body was not currently full and that there may be a need to review these monitoring pairs once new Governors were appointed.</p>	
<b>18</b>	<b>Succession planning and Governance Development Plan</b>		
	18.1	<p>The CEO commented that the Trust Improvement Plan had been shared. Governors could produce a development plan linked to this.</p> <p>The HT commented a development plan had previously been developed between the previous Chair and A Wilson. The Clerk agreed to look for this as a first step to work from.</p> <p><b>Action: Clerk to look for previous Governance Development Plan</b></p>	Clerk
<b>19</b>	<b>Governor training update and CPD</b>		
	19.1	G Simpson reported that she was booked onto the governing board role in safeguarding course. S Nathan confirmed he would complete safer recruitment training through Educare.	
<b>20</b>	<b>Policies</b>		
	20.1	<p>The HT advised that although the Behaviour Policy appendix was on the agenda she had not completed this yet but it would only include minor changes.</p> <p>The Clerk advised that under the new policy approval process all statutory policies and related individual school appendices would go to the Trust Board for approval. The HT was responsible for approving these at school level unless the LGB wanted to review these first. Governors agreed they would like sight of the Behaviour Policy appendix and it was agreed the HT would share this on GovernorHub for Governor's comments prior to it being submitted to Trustees.</p> <p><b>Action: HT to share Behaviour Policy Appendix on GovernorHub for</b></p>	



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		<b>governors to view and comment.</b>	<b>HT</b>
<b>21</b>	<b>Review risk registers</b>		
	21.1	<p>The HT tabled the Legal and Infrastructure risk registers for Governors to view, which are filed with these minutes. The TBM added she would give S Nathan access to these as the new Chair so he could review them prior to the meeting.</p> <p><b>Action: TBM to arrange access for S Nathan to Risk Registers</b></p>	<b>TBM</b>
<b>22</b>	<b>AOUB</b>		
	22.1	<p>The HT outlined that the school was trying to tackle the reasons for bad behaviour. As part of this they wanted to become a trauma aware school. She referred to the ACEs training which had been uploaded to GovernorHub. Staff had also completed an educare package. The aim was to reduce incidents of poor behaviour and exclusions and improve life expectancy. One of the things which was clear from the research was to move away from the use of red. She commented staff had agreed to help paint doors but the school would also like to change the colour of the uniform.</p> <p>The HT explained she had carried out research among staff and speaking to the Head boy/girl. Tesco, Iceland and Pep &amp; Co could supply light blue. She commented she was aware of the impact this could have on families but that some children refused to wear red already and the aim would be to gradually introduce this, moving completely to light blue from September 2020. She would also like shorts to be part of the uniform for girls and boys.</p> <p>Although Governors were supportive of being a trauma aware school and changing colours within school they expressed concern about the change to the uniform. Governors discussed that the school was in a deprived area and a year lead in still may not be long enough. Even a longer lead time could create a stigma for those children who continued to wear red.</p> <p><b>Action: It was agreed that the HT would add this to the parent survey to consult parents and evidence of research carried out sent to the Chair of Governors.</b></p>	<b>HT</b>
	22.2	The CEO commented that an action from the trustees at the end of the last term was for a consistent format for the curriculum statement. He asked that this was looked at in the next HT meeting.	
	22.3	The CEO highlighted that the Pay Committee should happen before the Trustee meeting next year. The HT confirmed she was now in a position to present her recommendations to the Pay Committee. It was agreed the Pay Committee should meet asap, by conference call if necessary, and ideally prior to the trustee meeting on 16 <sup>th</sup> October. If this was not possible the CEO confirmed trustees could approve by email.	

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	22.4	A Governor asked for evidence of traffic to the Clerk to governors email account and evidence of responses. <b>Action: The Clerk agreed to ask IT for a report.</b> <i>8.07pm - The HT left the meeting.</i>	Clerk
<b>23</b>	<b>Confidentiality</b>		
	There were confidential items in agenda items 8.3 and 8.6		
<b>24</b>	<b>Impact of governance</b>		
	Governors had: <ul style="list-style-type: none"> <li>• Provided challenge, asked questions and made suggestions eg. relating to funding pressures and proposals to change uniform.</li> <li>• Scrutinised and asked questions about the Safeguarding Audit, SDP &amp; HT Report</li> <li>• Agreed monitoring pairs to carry out monitoring visits</li> </ul>		
	<b>Date of next meeting:</b> <b>28 November 2019</b>		
	There being no further business the meeting closed at 8.10pm.		

**Actions**

Item	Action	By/who
5.1	Update on EYFS and action plan at LGB in term 2	HT
6.1	Clerk to send parent election letter to HT and Chair for HT to circulate the following Thursday.	Clerk/HT
7.1	S Nathan to return signed code of conduct	S Nathan
8.5	HT to draft letter to be sent from the Chair of Governors to the CCG.	HT/Chair
8.9	Inclusion Manager to circulate SEND report with up to date figures.	HT/Inclusion Manager
11.1	Accounting Officer Checks scanned and sent to TBM for the auditors and for uploading onto GovernorHub.	HT/TBM
12.1	Chair to complete Safer Recruitment Training on Educare and send certificate to DHT.	Chair
12.1	Clerk to send a copy of the minutes to the DHT once approved to submit with the Safeguarding Audit report.	Clerk
15.1	DfE monthly update link to be added to GovernorHub and GIAS updated.	Clerk
16.2	Monitoring Pairs to continue this discussion	Monitoring Pairs
18.1	Clerk to look for previous Governance Development Plan	Clerk
20.1	HT to share Behaviour Policy Appendix on GovernorHub for governors to view and comment.	HT
21.1	TBM to arrange access for S Nathan to Risk Registers	TBM
22.1	HT to add proposals for uniform change to the parent survey to consult parents and evidence of research carried out to be sent to the Chair of Governors.	HT
22.4	Clerk to ask IT for a report on email traffic.	Clerk