

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD MEETING
21st January 2020 at 6.00PM**

Present:

Catherine Logan	Headteacher (HT)
Steve Nathan	Co-opted Governor (Chair)
Mick Horton	Co-opted Governor
Angel O’Nyon	Parent Governor
Gemma Simpson	Staff Governor
Terry Whittaker	Trustee
Cheryl Lane	Trustee

In attendance:

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

Item	Main discussions and agreed actions	Action by
1	Welcome and apologies	
	<p>The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. Apologies had been received from M Green and M Prenter. It was noted that C Logan would be late.</p> <p>The Chair requested all present introduced themselves as a new Parent Governor was in attendance. The Chair confirmed the meeting would focus on challenge and questions, as all Governors had reviewed the papers prior to the meeting.</p>	
2	Declarations of interest	
	There were no new declarations of interest.	
3	Notification of items to be discussed under AOB.	
	<p>3.1 It was noted that following a recent complaints panel recommendations for a review of policy would be raised under AOB by C Lane.</p>	
4.	Minutes of the previous meetings	
	<p>4.1 The minutes of the previous meeting of the LGB on 28 November 2019 and the confidential minutes were agreed and signed by the Chair as a true record.</p> <p>Action: Clerk to ensure actions listed at the end are clear, without the need to refer back to main document</p>	Clerk
5.	Matters arising not covered by the agenda (update on actions)	
	<p>5.1 An actions log with an update on actions was circulated with the agenda and is filed with these minutes. The following was noted:</p> <p>Action 5.1 was outstanding Action 7.1 would be discussed as part of this meeting Action 10.3 was still outstanding and would be covered under</p>	

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		discussion of the HT Report. 6.11pm - HT arrives Action 16.1 - The HT confirmed this would be carried out through digipoll but had not happened yet due to being short staffed.	
6	Governor membership updates		
	6.1	The Clerk advised there were two new parent governors. One had not been able to attend this meeting as a DBS was still outstanding and no previous DBS had been seen. The Chair added he had just had an induction meeting with both new Governors and had explained the requirement for a full DBS before attending the LGB. It was noted there were other parents interested who had just missed the deadline and could potentially become co-opted governors as part of the upcoming trust recruitment drive for new governors. Action: HT to provide contact details for Chair to phone to discuss potential for co-opted appointments.	HT/Chair
7	Income & Expenditure Report/Review Budget		
	7.1	The I&E Report, Trial Balance, Finance Update for Governors and information about Creative Fridays was uploaded to GovernorHub prior to the meeting. Governors were asked if they had any questions. <i>Refer to confidential minutes</i>	
	7.2	A Governor asked how successful Creative Fridays were. The TBM explained some activities had not been as popular as expected. Some parents were also still being chased for payment. The HT added some payments had come in this week. It was clarified for Governors that income were the figures in red on the report. Governors discussed that there did not appear to be huge financial benefits at the current time but there were other benefits for the school. The HT confirmed some savings had been made, for example the reduction of HLTAs for PPA cover. Governors requested a full cost benefit analysis to see the financial impact of Creative Fridays, and then for Governors to determine if further action was required on finances. Action: TBM and HT to provide full cost benefit analysis of Creative Fridays for review by Governors.	TBM/HT
	7.3	In answer to a governors questions the TBM confirmed academy trust income was for things the trust paid for such as booster interventions. Vehicle costs were a small amount and, as there was no school minibus, were for taxi's and petrol. The TBM confirmed this was based on the original budget approved by Governors but she had re-forecasted.	
	7.4	Governors asked when they would see an analysis showing	

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		<p>whether enough financial action was in place for the school to break even, and by when this break-even point would be reached. The TBM informed Governors she had started an updated 3 - 5 year projection which would be ready for the next meeting. She would be working on the assumption Creative Fridays would be continuing as they were currently. She would analyse staffing with the HT. It was agreed this projection should be reviewed by the monitoring pair prior to the next LGB meeting.</p> <p>Action: Add review of revised 3-5 year projection and Creative Fridays to term 4 LGB agenda.</p> <p>Action: Monitoring pair to review 3-5 year projection at next monitoring visit prior to LGB</p>	<p>Clerk</p> <p>TBM/Monitoring Pair</p>
8	Accounting Officer Checks		
	8.1	<p>The HT presented these for the LGB to view and they were checked by the Chair.</p> <p>6.28pm - The TBM left the meeting</p>	
	8.2	<p>T Whittaker asked if the school would like another Trustee to join the LGB to offer support as C Lane would soon be stepping down. S Mason had offered and had primary expertise. The Clerk confirmed this would be in addition to the current co-opted vacancies. This was considered to be beneficial.</p>	
	8.3	<p>S Decker highlighted the importance of Governors updating their training records.</p>	
	8.4	<p>It was noted the new vicar was unlikely to start this academic year so the two co-opted vacancies should be filled if possible, with consideration given to the skills needed on the governing body.</p>	
9	Premises Update		
	9.1	<p>It was noted this would be covered by the HT report under agenda item 10.</p>	
10	HT Report		
	10.1	<p>The HT Report was uploaded to GovernorHub prior to the meeting. Governors were asked if they had any questions on the report.</p>	
	10.2	<p><u>Student statistics and attendance data</u> A Governor asked if the HT had any concerns. The HT explained attendance was low but that last week they had hit national targets for the first time and improvements had been made since the last Ofsted visit. Governors queried if there was anything else which could be done. The HT explained the school held attendance celebration assemblies and gave certificates and prizes. The number of hours support from the AAP had increased from 50 to 80 and year 6 attendance was being targeted. There were 3 children in year 6 with long term mental health issues. A Governor asked if there was any difference in attendance figures among new joiners. The HT had not picked this up as an issue. She added in some single parent</p>	

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	<p>families if one child was absent the siblings also did not attend. The school were proactive, with the Education Support Officer, picking up these children and bringing them to school. The DHT added that any issues with particular children were tracked and discussed during progress meetings. The HT highlighted the school had a good relationship with the advisor at Medway LA. The school did not allow holiday except in exceptional circumstances.</p> <p>Action: The HT agreed to compare attendance figures to figures for similar demographics nationally</p>	HT
10.3	<p><u>Staffing and absence</u> It was noted that the action regarding staff absence data was outstanding. This could be compared to other organisations. S Decker commented it would be useful if this was in a similar format to the IDSR</p> <p>Action: HT to provide staff absence data in next HT Report on an AWDL or percentage basis.</p>	HT
10.4	<p><u>Premises</u> Governors discussed getting volunteers to paint doors. The HT confirmed staff had volunteered. Local churches may also be happy to help and local businesses could make a financial contribution or provide volunteers.</p> <p>Action: HT to write to local businesses regarding financial contributions or providing volunteers.</p> <p>A Governor queried whether maintenance contracts were needed for LED lightbulbs. Governors were concerned that a maintenance contract for LED bulbs would provide poor value for money as these bulbs are very reliable. The HT confirmed there were problems with lightbulbs throughout the school and explained that the maintenance contract would allow the high initial cost to be offset over a number of years, reducing pressure on in-year budgets.</p> <p>Action: A O’Nyon offered to ask a contact in procurement if they could provide a good price for light bulbs.</p> <p>Governors agreed the HT had authority to spend on any remedial asbestos work required. If this was above the £3K spending limit Governors would respond quickly by email with approval if needed.</p>	HT A O’Nyon
10.5	<p><u>Inclusion</u> Governors discussed the limited funding available from Medway for mental health and whether additional resources, best practice and innovative ideas could be sought from charities. The HT informed Governors she was attending forums with the inclusion team to ensure they are keeping up to date. This was a particular problem in Year 6.</p>	

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	10.6	<i>Refer to confidential minutes</i>	
	10.7	The HT informed Governors the Chair of the Geographic Association had come in to the school recently and carried out learning walks, book scrutinies and reviewed the curriculum plan. He had tweeted about the great practices in Twydall Primary School. He will be sending a note of visit and the school could qualify for a bronze award.	
	10.8	<p><u>Data</u> The DHT clarified an error in the figures on page 7 for Yr2 reading which should be 16/48, not 61/48. He informed Governors there had been a progress meeting for Yr2 that day and as a couple of children had left this would have a negative impact on these milestones. At this meeting they had also discussed the number of PP children and children with cognitive disabilities and the impact this had on KS1 outcomes. The HT added it was hard to show the impact of PP spending when there were children with such significant difficulties.</p> <p>The school was pleased with Yr 6 progress. S Decker highlighted extra support from RMET in maths and asked if this had had an improvement. The DHT commented teacher's feedback had been positive and progress looked good but the effect on data would not be seen until the end of term 3. A Governor asked if the support from RMET was the right type of support at the right time, and the impact on leaders of integrating this support into the school was proportionate. The HT confirmed the support from RMET was improving the school, and that the HT and CEO were working together to ensure there was minimal burden on leaders in the school. The linkages between the RMET and school plans had already improved ways of working.</p> <p>A Governor noted the big improvement in reading. The DHT replied this was due to specialised teaching. The HT added one teacher was on a middle leader training programme and had cascaded improved practice across the school. She highlighted the importance of high level curriculum change and the impact this had on the school. Rainham Girls school had commented on the depth of knowledge amongst Twydall pupils.</p> <p>The DHT explained combined attainment targets appeared lower as lower attainment in one area of reading, writing or maths could effect this. The HT highlighted the benefit of RMET support. S Decker noted that progress data for Yr6 looked encouraging.</p>	
11	Review of School Development Plan (SDP)		
	11.1	The SDP was uploaded to GovernorHub prior to the meeting. A Governor asked for definitions explaining the colour coding to be	

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15	RMET Support	
15.1	A RMET focused support plan was uploaded to GovernorHub prior to the meeting. The Chair commented it was useful to see the package of support offered. He queried whether any additional professional support from Trustees could be given in terms of leadership and governance. He noted the clerking support but thought it might be useful to consider if there was any other support the trust could provide.	
15.2	S Decker highlighted work done by the clerks on an induction programme for new Governors which would be put on GovernorHub after it had been discussed in the HT meeting the following week. He also highlighted training materials available through Governance Connected and asked Governors to update GovernorHub with any training they completed. A Governor suggested the Chair could choose one piece of learning for all Governors to read through before the next LGB meeting.	
15.3	Governors raised subject support and how best to assimilate this without taking lots of leadership time. S Decker highlighted the importance of a consistent teaching and learning strategy. A start had been made on this and support given to the school from TT education and S Mason, and support from J Heyes for the leadership group. The HT highlighted the benefit of twilight sessions with RMGS.	
16	Clerk Updates	
16.1	The Clerk highlighted the Resources for RMET page on GovernorHub and the useful information available there. She also reminded Governors about the celebration event organised for 22 April from 6 - 7.30pm for all Governors across the Trust. It was also noted that an induction working party had worked on a revised induction process for new Governors and that Governors should feedback any thoughts they had.	
17	Trust update	
17.1	The CEO reported there had been a safeguarding audit On 8 January by E Jackson which had gone well. There were some minor action points which had come from this which were being addressed. The Chair asked if these would be followed up. The CEO explained he had already followed these up and was continuing to do so. The CEO also flagged the focused support plan which had been discussed earlier in the meeting and highlighted the main focus was producing a coherent strategy in teaching and learning. There had been trust funding to help with maths and English and S Mason was helping develop leadership and management. The CEO thanked all involved with the Governor induction working	

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		party.	
18	Policies		
	18.1	There were no policies due for review by the LGB. It was noted the Behaviour appendix had been reviewed by a Trustee and there were some minor alternations required which the HT had made. Action: HT to send to Clerks for approval at the Trust Board meeting The Chair requested that although appendices were approved at Trust level that Governors should be made aware.	HT
19	Review risk registers		
	19.1	The HT confirmed the safeguarding risk register had been completed and the Chair had reviewed this. The Chair queried whether this fully reflected specific challenges in school. The HT replied this could be shown in evidence boxes for future risk registers.	
20	Governor training update & CPD mid-year review		
	20.1	One Governor had taken two educare courses recently. The Chair informed Governors he had signed up for the National Chairs Development Programme. The Vice Chair was also intending to do this. Action: Chair will choose a topic for Governors to read prior to the next LGB meeting.	Chair
21	AOUB		
	21.1	<i>Refer to confidential minutes.</i> Action: CEO to review policies and raise for discussion at Trust Board.	CEO
22	Confidentiality		
	There were confidential items in agenda items 7.1, 10.6 and 21.1		
23	Impact of governance		
	Governors agreed the meeting had been well run and noted the benefits of reading papers prior to the meeting to allow the meeting to focus on questioning and challenge. They commented it was useful to have a reminder to read the papers a few days before the meeting. Governors discussed whether items such as finance could be adequately covered in LGB meetings. It was agreed monitoring visits looked at finance in more detail, and additional or longer meetings of the LGB could be arranged to discuss major financial issues affecting the school. Governors commented the monitoring reports had been useful. The HT highlighted the benefit of Governors producing questions before monitoring visits so the school could prepare. It was agreed it was useful to highlight actions in the reports and ensure these were followed through. Action: It was requested papers be numbered in relation to agenda items for future meetings.		Clerk/HT

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	It was noted the term dates in the focused support plan were incorrect Action: The Clerk agreed to update the version on GovernorHub	Clerk
	Date of next meeting: 11 March 2020	
	There being no further business the meeting closed at 7.49pm	

Actions

Item	Action	By/who
4.1	Clerk to ensure actions listed at the end of minutes are clear, without the need to refer back to main document	Clerk
6.1	HT to provide contact details of parents for Chair to phone to discuss potential for co-opted appointments.	HT/Chair
7.2	TBM and HT to provide full cost benefit analysis of Creative Fridays for review by Governors.	TBM/HT
7.4	Clerk to add review of revised 3-5 year projection and Creative Fridays to term 4 LGB agenda.	Clerk
7.4	Monitoring pair to review 3-5 year projection at next monitoring visit prior to LGB	TBM/Monitoring pair
10.2	HT to compare attendance figures to figures for similar demographics nationally	HT
10.3	HT to provide staff absence data in next HT Report on an AWDL or percentage basis	HT
10.4	HT to write to local businesses regarding financial contributions or providing volunteers.	HT
10.4	A O'Nyon to ask a contact in procurement if they could provide a good price for LED light bulbs.	A O'Nyon
11.1	HT to add colour coding explanation to SDP	HT
12.3	Clerk to upload to PP monitoring visit report GovernorHub once approved and add link with the papers for the next LGB meeting	Clerk
12.3	Clerk to remind Riverside about arranging a joint pupil premium visit	Clerk
13.1	Chair to confirm details of Governor morning	Chair
14.1	HT to update Ofsted story with evidence of outcomes	HT
18.1	HT to send to policy appendices to Clerks for approval at the Trust Board meeting	HT
20.1	Chair to choose a topic of learning for Governors to read prior to the next LGB meeting.	Chair
21.1	CEO to review policies and raise for discussion at Trust Board.	CEO
21.2	Papers for LGB meetings numbered in relation to agenda items for future meetings.	Clerk/HT
21.2	The Clerk agreed to update the version of the focused support plan on GovernorHub	Clerk

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Actions to carry forward from previous meeting

Item	Action	By/who
5.1 (28.11.19)	Add Governance Development Plan to agenda for Governor Day	Chair
9.2 (28.11.19)	Clerk to feedback to circle working group that sports premium may be better reviewed by the finance monitoring pair.	Clerk
10.1 (28.11.19)	Clerk to feedback to the circle model working group that a number of agenda items could be included in a HT report.	Clerk
10.8 (28.11.19)	Review parent surveys and add to LGB agenda in term 6	HT/Clerk
16.1 (28.11.19)	HT to conduct survey about uniform	HT