



Minutes

LOCAL GOVERNING BOARD MEETING OF WALLINGTON PRIMARY ACADEMY

Wednesday, 27th of March 2019 at 6:30 pm at Wallington Primary Academy

Name	Position	Status
Rachel Jacob	Chair of Governors/Co-opted	Present
Dominique Vaughan	Co-opted	Apologies
Andrew Lorimer	Co-opted	Apologies
Paul Beckham	Co-opted	Present
David Bennett	Staff	Present
Hailey Spring	Parent	Apologies
Jennifer Harness	Parent	Present
Carole Mannion	Associate	Present
Nicola Wright	Head of School	Present
Sherie Mackinlay	SBM	Apologies
Sharon Roberts	Deputy CEO	Present
Tes White	DHT / Observer	Present
Becky Wylie	DHT / Observer	Apologies

	ITEM	ACTION LOG NO.
1.	<p>Apologies for absence</p> <p>Apologies for absence were received from AL, DV, HS, SMacK and BW and these were consented.</p>	
2.	<p>Confirmation of quorum</p> <p>The meeting was declared quorate.</p>	
3.	<p>Declaration of any conflict of interest with items on the agenda and changes to register of interests</p> <p>There were no conflicts of interest declared in relation to the agenda.</p>	

<p>4.</p>	<p>Board membership changes</p> <p>The Chair welcomed the new parent governors, noting that HS was unable to attend due to a childcare issue. Everyone introduced themselves around the table.</p> <p><u>Roles and Responsibilities for governing board</u></p> <p>Governance Committee: RJ Finance Committee: PB HR Committee: AL Admissions Committee: CM</p> <p><u>Statutory Role Governor visits</u></p> <p>Safeguarding: CM PPG: RJ SEN: AL Attendance: PB</p> <p>It was agreed that the new parent governors should attend their first visit with a buddy to get to know the best way to carry out a school visit. Governors agreed that school visits should either be initiated from an element of the School Development Plan (SDP) or an action arising out of an LGB meeting.</p> <p><u>Co-opted governor</u></p> <p>The board agreed to ask DV to stay for another term as a co-opted governor.</p> <p>ACTION: RJ to communicate with DV to confirm willingness to stay on for another term.</p>	<p>007</p>
<p>5.</p>	<p>Minutes of the previous meeting (29th of November 2018)</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. The minutes were signed by the Chair.</p>	
<p>6.</p>	<p>Matters arising not discussed elsewhere</p> <p>Item 001: Concerns were raised by governors regarding offering 60 places this year due to the cost implications if numbers are low again this year. There were 20 first choice applications received this year for Reception, all for children who had attended the school nursery. Offers have now been made and the situation is being closely monitored.</p> <p>Item 002: Magic Breakfast has one more term left to run and will be discussed at the next meeting.</p> <p>ACTION: Add continuation of Magic Breakfast offer to the next meeting's agenda.</p> <p>Item 003: No comments were received on the governance document.</p>	<p>008</p>

	<p>Item 004: List of visit possibilities is on this meeting's agenda.</p> <p><u>Matters arising</u></p> <p>Governor emails are working well and governors said that they really liked the functionality of GovernorHub.</p> <p>It was confirmed that Safeguarding had been added onto the Termly Performance Report.</p> <p>Governors agreed that having challenge highlighted in the minutes was very helpful.</p>	
<p>7.</p>	<p>Committee reports</p> <p>Verbal feedback was provided on Trust committee meetings that had taken place since the last LGB.</p> <p><u>Finance Committee (14.01.19)</u></p> <p>A brief review was provided on the main points of the meeting. Following a query, it was confirmed that under the Scheme of Delegation governors do not have financial responsibilities in terms of reviewing and approving the school's budget. The Trust's Scheme of Delegation is currently being updated and will be shared at the summer meeting.</p> <p>ACTION: Add Scheme of Delegation update to the agenda for next meeting.</p> <p><u>Governance Committee (17.01.19)</u></p> <p>A brief review was provided on the main points of the meeting. Governors were asked to communicate with anyone that they felt might be interested in becoming a governor at the Trust.</p> <p>The termly performance report will be shared with the LGB prior to submission to the Trust for governors to share their comments.</p> <p>The Chair explained that the Scheme of Delegation will have an addendum added to it to more fully explain the delegations that apply to a Special Measures or Requires Improvement school.</p> <p>All governors were reminded of the Governors' Evening taking place on the 9th of May.</p> <p><u>Admissions Committee (06.02.19)</u></p> <p>A brief review was provided on the main points of the meeting.</p> <p>It was confirmed that no applications were agreed under the medical criteria and that any appeals to this decision would be due by the 16th of May.</p> <p>It was noted that the vacant places in all schools across the Trust meant £900K of lost funding.</p>	<p>009</p>

	<p><u>HR Committee (25.02.19)</u></p> <p>A brief review was provided on the main points of the meeting. The recruitment fair in January was a success. It was explained that applicants are allowed to state a preference as to which school they work in. A suggestion was made to analyse the number of successful candidates from each avenue of recruitment to enable the Trust to target the most successful methods.</p> <p><i>A governor asked whether recruitment is usually done so early in the year for September and whether there are any risks associated with this.</i> It was explained that teachers, once recruited, tended not to go elsewhere before starting with the Trust and this method allowed the Trust access to the widest pool of talent and ensuring that each school had enough teachers in place for September.</p>	
<p>8.</p>	<p>Trust Strategy</p> <p>This strategy was developed from the Trust Strategy evening held in November. The document has gone to the Trust Board and all the LGBs for review.</p> <p>It was explained that the Trust Board had requested more information to be stated in the strategic action plan, particularly in relation to schools in Special Measures.</p> <p><i>A governor queried whether new schools would be joining the Trust, therefore potentially bringing the top slice charge down.</i> It was confirmed that the Trust was currently talking to two Good schools to join in the next year and that the top slice figures will be reviewed if these schools join.</p>	
<p>9.</p>	<p>Head's report</p> <p>A governor noted that she particularly liked the format of the Head's report and its clear presentation of information.</p> <p><u>Attendance</u></p> <p>The attendance figures were acknowledged as be lower than the national average. Governors discussed what strategies could be deployed to improve the figures.</p> <p>The Head explained that attendance is a significant issue and that the school encourage families to develop good habits from the moment that they enter the foundation stage. The primary aim is to make sure that children are excited to be in school which involves having an engaging and interesting approach to the curriculum but also requires a carrot and stick approach.</p> <p>She noted that there are a few cases going through the courts at the moment and that the school has a number of Traveller children in the roll which can impact figures. The School Council have asked their representatives to discuss solutions in their classes.</p> <p>An email is sent out every Friday so that each class knows where it stands in the rankings.</p>	

A governor asked what professional support the school is using to improve attendance. The Head explained that the school has its Family Support Worker (FSW) and the Attendance Officer at the Trust is also involved in devising strategies and supporting the school where there is an attendance issue. Parents will be invited to an informal meeting and then a formal one and so on. The school tends to find that attendance improves directly after a meeting but soon drops away again.

It was confirmed that the majority of children with poor attendance live locally. *A governor suggested that the school consider more informal solutions, such as a Walking Bus.* She felt that parents would not take well to being told what to do. The Head explained that this option is being considered; however it does have financial and staffing implications. Willing and suitable volunteers might be recruited if possible. It could also potentially be funded by a charity.

It was agreed that this issue is likely a generational issue and that it could be worthwhile to investigate using PPG monies to fund strategies.

Exclusions

The Head explained that there had been three exclusions this week but on the whole, behaviour in the school is improving. The Chair agreed with this assessment, explaining that the difference she had seen in behaviour in the school between her autumn and spring visits was heartening. This was seconded by another governor who had seen a similar improvement on his visit to the school.

Governors were happy to see the improvement brought about by the introduction of the nurture provision at the school and gave their thanks to the leaders and the teachers in the school for the hard work put into the provision.

Governors queried how sustainable this provision would be in terms of finances and staff support. There are financial implications to this provision and given that the LA are currently exploring their options in terms of spending on the high needs block in the borough, governors were concerned that the school would not be able to access the support that it needed from the LA to maintain the provision. The two staff members employed are expensive on paper but their work is not only supporting children with high levels of need within the provision, but is allowing other children to access their own TAs in class, rather than these TAs being drawn into a 1:1 situation as had previously been the case.

It was noted that while there are children in the nurture provision who will be able to integrate back into the mainstream school, there are others that may not be able to do so. The number of children with issues is increasing and therefore the school will have to continue to offer the provision.

A governor asked whether the nurture provision will extend beyond Year 4. The DCEO explained that this would not be the case as the expectation is that the children will be successfully integrated back into the mainstream. She did explain that emotional support will continue to be offered to these children in their classes for the longer term.

010

	<p>This term there have been four referrals to MASH and 3 Welfare Checks carried out. <i>A governor requested that referral statistics be added to the next report.</i></p> <p>ACTION: Add referral statistics to next term’s report.</p> <p>Following a governor question, the Head explained that the Joint Targeted Area Inspection Programme is exploring communications between different agencies and the contributions of all these agencies into the social care aspect of safeguarding.</p> <p>The Head referred to the OFSTED complaint noted in her report, explaining that Jenny Rowley had visited the school and will be reporting back to OFSTED with a good outcome.</p> <p>The SEN AIP has been updated to reflect the analysis being conducted on individual children and what causes their under-achievement. The causes are separated out between SEN and other. Another category has been added – “cause for concern” where there is no SEN impact but other factors may come into play.</p> <p><i>A governor asked whether the staff are now more confident in dealing with special needs.</i> The Head said that their skill and confidence is increasing. Feedback from staff after recent trauma training was positive and staff are reporting more practical applications of the training. The Head has noticed that staff are more confident in ascribing a cause to difficulties experienced by a child, rather than just reporting on the difficulties themselves.</p> <p>The Head informed governors that the school has been chosen to be part of a new pilot scheme launched in the borough in relation to mental health and wellness. The school will take part in an inclusion expert scheme as one of only five schools, which will be fully funded by the borough. Practise related to Inclusion, SEN and PPG will be audited and recommendations for improvement formulated.</p> <p>All governors who had visited the school recently agreed that the changes seen in one term are phenomenal.</p> <p>The Judicium Health and Safety audit has been carried out; a number of points have been raised, mostly around staff training so dealing with this is a priority.</p> <p><i>A governor asked for more detail about the child who had left the premises.</i> The Head explained that he had been able to climb over the fence; measures have been taken to ensure that this did not happen again.</p>	
<p>10.</p>	<p>School Development Plan (SDP) and Self Evaluation Form (SEF)</p> <p>The SDP was covered in section 9.</p> <p>The termly DCEO visit was discussed and she explained that she believes that the school would now be considered Requires Improvement. She explained that the governing board is too new to be anything more than RI but she does believe that she can see evidence of green shoots throughout the whole of the school.</p>	

	<p>The next priority is the middle leaders and to develop an action plan that will link to the SDP.</p> <p>The curriculum and making learning fun is also a focus. The atmosphere in the school was reported to be much more positive; recent recommendations submitted at an English Hub meeting were already in place at the school and the Maths Mastery approach has also been implemented.</p> <p>ACTION: Teaching and learning to be the focus for the next meeting.</p>	011
11.	<p>Governor Training and Governor visits</p> <p>An OFSTED session may be offered, along with a safeguarding session.</p> <p>The Chair requested that governors speak with the Head to book visit dates for next term. CM will do an EY visit and PB will do a maths visit as well.</p> <p>Governors noted the visit reports for the reports already carried out and the Chair reported on her positive experiences in both of her visits.</p>	
12.	<p>Safeguarding</p> <p>CM will complete a visit report for her safeguarding visit. She commented that the personnel files have improved since her last visit.</p>	
13.	<p>GDPR update</p> <p>It was noted that this school has the best record in terms of training completion. The issue in relation to GDPR elements of the contract with the cleaning company is being dealt with.</p>	
14.	<p>Health & Safety update</p> <p>This item has already been covered in section 9.</p>	
15.	<p>LGB Termly Performance</p> <p>The Chair will complete this report after the meeting.</p>	
16.	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair.</p>	
17.	<p>Confidential items</p> <p>There were no confidential items discussed.</p>	

18.	Any other business ACTION: Teacher workload and questionnaire be added to the next agenda.	012
19.	Dates of next meeting: 13th of June 2018 at 6:30 pm	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 8:27 pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	