

Minutes



LOCAL GOVERNING BODY OF THE LINK PRIMARY SCHOOL

Wednesday 15th November 2017 at 6.00 pm at The Link Primary School

Attendees:

**absent*

Martin Norton	Chair
Lilly Nwosu	Parent Governor**
Laura Roberts	Parent Governor**
Lesley Nicolas	Vice Chair
Rachel Watson	Governor
Jan Loughborough	Governor
Sandy Turner	Headteacher
Anita Clay	Staff Governor**
John Reilly*	Governor

*** subject to Trust Board approval*

Also present:

Sue Denman	Deputy Head Teacher
Sarah Farncombe	Clerk
Norman MacDonald	Schools Business Manager

Absent:

John Reilly	Governor
-------------	----------

1.	APOLOGIES FOR ABSENCE Apologies were received from John Reilly and consented. The meeting was noted to be quorate.	
2.	WELCOME AND INTRODUCTIONS The Chair welcomed attendees to the meeting and introductions were made.	
3.	DECLARATIONS OF INTEREST Governors were invited to declare any interest, pecuniary or otherwise in the meeting. Jan Loughborough declared that she was employed by Octavo in the clerking service. The Clerk declared that she clerked for various schools in the London Boroughs of Sutton and Croydon on a freelance basis.	

	<p>Annual Declarations of Interest form were completed by Governors who had not already done so for filing with OHCAT.</p>
4.	<p>SKILLS AUDIT ANALYSIS</p> <p>Governors were reminded to complete and return their annual skills audit analysis and return to the OHCAT.</p> <p>Spare copy forms were shared at the meeting.</p>
5.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>Governors were reminded that the Chair had tendered his resignation as a governor with effect from the end of the year.</p> <p>There being no other candidates the Chair was re elected until the end of his appointment. The HT advised that succession planning was under discussion with the Trust.</p> <p>The Vice Chair was unanimously re elected for a period of one year.</p> <p>The appointments of Lilly Nwosu, Laura Roberts and Anita Clay are subject to approval by the Board at the Trust meeting on 15/12/17 and if approved they will start a 3 year term from that date. The Chair and Vice Chair appointments also require Board approval on the 15th.</p> <p>RESOLUTION: Martin Norton is elected the Chair of Governors Lesley Nicolas is elected the Vice Chair of Governors for a period of one year</p>
6.	<p>MINUTES OF THE LAST MEETING (21st June 2017)</p> <p>The minutes of the meeting were agreed as being an accurate record subject to correcting the spelling of Lilly Nwosu.</p> <p>A copy of the minutes was signed by the Chair for filing.</p>
7.	<p>MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA</p> <p>None</p>
8.	<p>HEADTEACHER'S (HT) REPORT</p> <p>The Governors were taken through the comprehensive report by the HT which had been circulated in advance of the meeting and questions were invited.</p> <p>Matters arising from question and additional points of note included:</p>

Pupils

- The School is full with 50 on the PAN (Published Admissions Number)
- The number of children leaving this year presents a risk as Local Authorities are reducing the number of places they are prepared to fund
- Of 30 places offered last year only 10 were funded after a long and slow processes
- The profile of new entrants is changing with more children having more complex needs

Budget

- The budget was in a healthy position
- PP (Pupil Premium) expenditure is outlined in the pack
- Mental Health is an area of focus
- Children who were of concern in terms of behaviour are much calmer now they are in appropriate groups
- Provision maps are informing interventions and pupils are responding well. Money has been allocated to social and academic opportunities for those who are eligible.
- 9 children (of 50 on role) are eligible for PP (Pupil Premium) including two Looked after
- The Pupil Premium Report circulated with the Agenda sets out the Activity, Cost and Impact
- PECS is the Picture Exchange Communication system
- With regard to mental health, Spectrum Space has delivered training which has had a positive impact in the understanding staff have on the reasons behind behaviour
- The Trust has a Mental Health Research Hub. The deputy head is part of this group and this will help the school understand the latest thinking and strategies when teaching and supporting pupils with mental health issues.
- CAMHS (Children and Adolescent Mental Health Service) referrals do not always result in support being given
- The amount of PP funding rolled over from last year is reducing. Most of the carry forward is likely to be spent this year. The provision maps are proving useful in identifying barriers to learning and the interventions which have maximum impact. There is a more structured and focused approach to delivering, collating evidence and evaluating the impact of interventions

Personnel

- The appointment of the assistant head is confidential for the moment but will be confirmed by the time the minutes are published
- Operationally, adjusting to working in the Trust (with new personnel and systems) is going well
- There have been meetings regarding assessment in the Trust
- HR is now centralised
- Explaining to the children in Acorn class why their teacher is not coming back has been a challenge but change is well managed and children are given time and space to talk things through
- Classroom cover for staff absence is managed taking into account the expertise of the staff in the class

School improvement

- The Accountability files are proving to be successful
- The changes to the lunch time routines and new dining furniture has had a positive impact
- The targets in the SDP (School Development Plan) are aligned with the Trust
- Children are coming into the system with ever more complex SEND and conditions which have not been encountered before
- Teacher Evaluation forms were proving successful and popular with staff
- Quality interventions have moved 'Behaviour' to 'Outstanding'

Health & Safety and Premises

- The new trampoline is proving very successful
- The Safe Room is still under construction
- This year capital projects include switching the kitchen and play room.
- Garret House will be daily living centre for schools in the Trust.

Sample of school events

- The Christmas show is on the 12th and 13th December in the afternoon.

9. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

Portfolio management

Governor training on the Portfolios was delivered a few weeks ago. The 6 portfolio areas are aligned to the SDP and Governors will be matched according to their skills. The draft allocation was tabled at the meeting and will be discussed further outside the meeting before being agreed.

Governor training and development

Jan Loughborough attended training on Understanding Data which she found helpful

Governor visits

On 6th December Lesley is to visit the school again to discuss updates to the Assessment System with Sue Denman.

New Governors were reminded to come into school to complete their DBS forms.

10. FINANCE AND FUNDING

Mr MacDonald talked Governors through the format and detail of the Management accounts for the current year which had been circulated in advance of the meeting. Governors were advised that the monitoring process involves a monthly meeting with the Head Teacher and a discussion on the risks to the budget. Currently the major risk is the loss of 13 students who will be moving on at the end of the year.

Governors were assured that although the tracking is slightly behind projections it was so early in the year there were no concerns. More information will become available by the next meeting.

Governors agreed the presentation and format of the report was helpful in understanding the finances and facilitate challenge.

11. PAY COMMITTEE RECOMMENDATIONS

The Chair advised that the Pay Committee (whose members were the Chair, John Reilly and the Head Teacher) had met. The pay recommendations had been scrutinised with particular reference to the Teachers Evaluation Schedules and the OHCAT policy.

The Committee had agreed the recommendations were fair, equitable and transparent and provide opportunities for professional development.

12. POLICIES AND PROCEDURES

Governors noted the following policies and procedures approved by the OHC&AT Board:

NAME	TYPE	STATUS
Admissions Policy	Core	Review
Child Protection Safeguarding Policy	Core	Review
Child Protection Safeguarding Procedure	Core	Review
Complaints Policy and Procedure	Core	Review (unscheduled)
Equality and Diversity Policy	Core	Review
Health and Safety Policy	Core	Review
Pay Policy	Core	Review
Recruitment and Selection Policy and Procedure	Core	Review (unscheduled)
SEND Policy	Core	Review
Staff Code of Conduct	Core	Review (unscheduled)
Anti-Radicalisation Policy	Additional	Review
Gifts and Hospitality Policy	Additional	New
IT Acceptable Use Policy	Additional	Review (unscheduled)
Safeguarding Supervision Policy	Additional	Review

	<p>There were no local policies or procedures for approval, but the HT is working through a raft of OHCAT policies and will address Governors further on policies at the next meeting.</p>	
<p>13.</p>	<p>ANY OTHER BUSINESS</p> <p>The HT presented the Chair of Governors with a gift to mark his resignation from the Governing Body after 15 years of service to the Link Schools. Mr Norton was thanked for his dedication and service through good times and challenging times. Personally, the HT was thankful for the support she had received since her appointment and his calm and reassuring manner. His contribution will be greatly missed, and it was hoped that Mr Norton will remain part of the school and keep in touch.</p> <p>In reply the Chair said it had been a privilege to work with the school and he was sorry to go. Other commitments meant that he would no longer be able to dedicate the time the role of Governor deserves but he will miss the school and it's fantastic staff, parents and pupils. Successfully achieving Outstanding Ofsted grading three times in a row was testament to the work of the staff and Governing Body. At end of day it was all about the pupils and seeing their progress had made it all worthwhile. Mr Norton said it was with a heavy heart that he would be leaving but he wished the school the very best for the future.</p>	
<p>14.</p>	<p>DATES OF NEXT MEETINGS</p> <p>28th February 2018 at 6pm</p> <p>13th June 2018 at 6pm</p>	

Closing Time of Meeting: 6.55 pm

Chair's Signature Date 28th February 2018