



Local Governing Body Minutes

Part 1

Meeting Title:	Local Governing Body Meeting - Virtual Meeting		
Meeting No:	2020/2021/04		
Date:	Thursday 11 March 2021		
Time:	1800 - 1940		
Venue:	Hatch Ride School		
Attendees:	Nick Bill Matt Divall Neil Fleck Gemma Hayward James Lansley Olga Lysolvanova Helen O'Connell Andrew Southgate Helen Thompson	Co-Opted Governor Co-Opted Governor Co-Opted Governor Parent Governor Parent Governor Co-Opted Governor Staff Governor Co-Opted Governor Co-Opted Governor	Development Safeguarding Vice Chair and H & S Pupil Premium & GDPR SMSC & Sports Funding Wellbeing Business & Assets Chair of Governors
Invited	Colin Haley new governor and Graham Oakley CLT		
Apologies			
Clerk to Meeting	Pat Arthur		

1	<p>Welcome and Apologies</p> <p>The Chair welcomed all to the meeting and confirmed the Head may not be able to attend the meeting due to a safeguarding incident.</p>
2	<p>Declaration and Conflicts of Interest</p> <p>There were no additional declarations of interest over those already held on the Governor Register of Interests, with the exception that GH husband was now the Co-Chair of the After-School Club, NB was undertaking invigilating for Edgbarrow School and NF whose wife worked in Reception</p>
3	<p>New Governors</p> <p>a) Introduction The Chair introduced James Lansley who had been appointed as Parent Governor and Helen O'Connell as Staff Governor who was an LSA.</p> <p>b) Co-option of Colin Haley The Clerk explained that with CH agreement an introduction email had been sent prior to the meeting introducing CH. Governors now need to agree to co-opt him to LGB. The Clerk agreed that all governors via email had agreed to the co-option and it was ratified at the meeting.</p> <p>c) Co-Opted Vacancy The Chair explained she had arranged to meet to potential new governors on Tuesday 16 March outside the school. One of the potential governors, the Chair had a virtual meeting with, and he was a Sports teacher at Luckley House School in Wokingham. The other person was a part time teacher at Edgbarrow.</p>
4	<p>Approval of Minutes (virtual) 21 January 2021</p> <p>The minutes parts 1 and 2 were approved virtually as a true record of the meeting. The clerk will annotate the minutes accordingly.</p>

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Matters Arising from 21 January 2021
Part 1 Minutes

Page	Item no	Action	Assigned to	Outcomes
2	4	Clerk to investigate with GVO if a Tick box can be added to the Minutes on GVO	Clerk	GVO to add to list of changes to system
2	6	Clerk to follow up with CM the outstanding DP items on policies	Clerk	PM reporting to the Trust policies may be amended

Introduction - Graham Oakley

GO explained he was Vice Chair of Trustees and was a Governor for 9 years at Edgbarrow. He is a member of the full board of Trustees and sits on the Education and Outcomes Committee. For the last 6 month he has responsibility for delivering governance in the Trusts schools, has responsibility for Policies and recently taken on Admissions.

Since the latest lockdown, the Trust (3/4 governors plus CEO Bob Elsy) have met with heads to support them through the pandemic in how to communicate with parents and the community.

The Trust is looking to grow the MAT. Most MAT's have in the region of 4000 – 5000 pupils, which allows them to grow the central team to support schools.

The Trust is in discussion with 3 secondary schools, and hope these will join in the next year. This will then give a better balance of 4 Secondary Schools and 3 Primary Schools. It will also allow the DfE to ask the Trust to take in failing schools if required.

Policies – The Trust policies are managed by Celeste Moruzzi, with 3 members of the Trust agreeing and approving prior to final approval by the Trust.

CM is creating a bible of policies (on GVO), most of the Trust Policies are done centrally and in some cases Bracknell Policies have been adopted and changed to suit the Trust and school needs. The LGB's adopt these policies.

The Chair said that GO have spoken with the Head regarding Admissions. The Head is being asked questions and it has not been clear in the guidance who makes the decisions the Head or the Trust. GO explained that he had spoke with all the Primary School Heads, to ensure all schools are aligned. The Trust have delegate to the Schools so that Admissions Committee and the Heads become the Authority to agree Admissions.

GO is looking at the flow from Primary to Secondary and flow from infant to Juniors, for example from Oaklands to Edgbarrow without disadvantaging the children in the catchment area.

Deferred Admissions the Trust is working with the HT's to produce a flowchart for summer born children. The message needs to be consistent as the DfE guidance is different to what the Trust has in place.

[AS asked if it was fair to say that the Trust will find a way for the children to flow from Primary to Secondary?](#)

GO said in an ideal world he will be meeting with Head and Chairs of Governor's face to face as it is a nice thing to do, although it may not be possible to achieve. For example, Wildmore Heath would not get into Edgbarrow if primary children went to Edgebarrow. It would affect HR more than the other schools due to the catchment areas.

[AS said, it would be helpful for future generations if this could be resolved.](#)

Other Questions

	<p>NF asked GO if the Edgbarrow Maintenance Team would be able to assist HR with any of the ground's maintenance items outstanding.</p> <p>GO said he would speak with SBM and Edgbarrow Team.</p> <p>JL asked if the focus for the Trust was on growth planning, had they considered the resources required i.e., the estate.</p> <p>GO said the Trust would be mindful of what the existing estate is and would ensure it would not be dilute. There is a Buildings working party with Steve James and Bob Elsy. There is not structure in place to show schools.</p> <p>JL asked if before it is signed off by the Trust, do the schools get to comment.</p> <p>GO said it is signed off by Trustees, along with due diligence, it considers, the ethos, financial status as the Trust does not want to take on any debt. The EFSA (Education Funding Schools Agency) may give the Trust a package to take on other schools, it is a pack of 25 pages and goes into the last 3 years of the school.</p> <p>The Clerk via the Chair asked if there was any update on the Data Protection Policies. GO said a response would be taken to the committee next week. GH offered her assistance and on any legal stance required to Phil Marshall if required. GH explained her role within the NHS relating to Data Protection.</p>
6	<p>Reports</p> <p>a) Headteachers Report The Chair said as the head was not available, would governors if they had any questions on the report please add them to GVO comment box.</p> <p>b) PGL Year 6 Trip The Chair said the Head agreed with PGL that the year 6 trip had agreed to roll over May 2022. This is a difficult time for PGL. Discussions are in place regarding the return of the deposits paid.</p> <p>The Chair asked AS to update governors on the plans for year 6 children this year.</p> <p>AS said the Head had spoken with all parents regarding the plans for year 6, which the children are excited about.</p> <p>AS thanked the Head and Mrs Herkes for coming up with an alternative plan to replace the PGL trip and for the work in they had put into the organisation.</p> <p>The plan is for a Camping weekend on the School field. A company will erect the tents, the children will stay on site on Friday and Saturday evenings. The Staff will cater for the children. The children will use the school welfare toilets as erecting showers and toilets on site is cost prohibited.</p> <p>NF said considering the COVID restriction which may still be in place in some form over the 72 hours when children are having fun and in close proximity with each other, i.e., playing, sleeping and eating, how is the school planning to minimise the spread of the virus and what is the school putting in place both for this period and to ensure the existing facilities are clean for the start of school on the Monday.</p> <p>Due to the Head not attending the meeting, the Clerk took an action to email the Head with this question.</p> <p style="text-align: right;">Action: Clerk to email Head regarding welfare facilities</p> <p>The children will be taken to Horseshoe Lake. The children will be collected at 5pm on Sunday.</p> <p>The view of parent is that this plan has a much better chance of going ahead than a PGL trip.</p>

CH said the children like going on residential without parents, this plan will give them some experience of that.

CH said in his previous school year 2 children did the same – pre-pandemic, the same issue regarding toilet was raised. It would be helpful to see the Risk Assessment.

c) Education and Outcomes Committee updates

GH said since the meeting children have gone back to school. During the lockdown teacher's confidence has grown and they are in a stronger place with the delivery of remote learning, even with parent listening in.

Safeguarding – teachers have been picking up children who have not been themselves.

Discussion had taken place regarding the need for a Family Support Adviser who would deal with low level incidents. The school is advertising for a SENCO. Before this role could go ahead, finances would need to be found. It was the view of the committee the school is a very nurturing place and if they could employ at FSA, more people would want to come to the school.

PHSE will be the focus for year 6 children, who have gone through changes in lockdown. Children will have developed in some form during this period, anxiety is quite high. Some children have health anxiety in relation to their parents which may not be COVID related.

d) Business and Assets

For the benefit of the new governors, AS explained for the second year the school budget is in deficit. The forecast will be in the region of £30K, the school does have some money which had been carried forward.

The Chair had arranged meetings between the Trust, the school and B & A committee, regarding the budgets. The Trust recognise that this would not be resolved in a year and suggested a 3-year plan is needed to get back to a balanced budget.

The Head and School Business Manager (SBM) have been asked to compile a plan, which should include increasing revenue and decreasing expenditure without impacting the education of the children.

AS said the CFR monitoring reports issued by SBM, the narrative is not as detailed as governors would like, there need to be more context for a more in-depth analysis. The Clerk had produced a template for the SBM to complete and would send to the Head.

As the Chair said previously the Trust would like another meeting prior to Easter.

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Risk Assessment

The Chair said the RA was the one used in September, the children have returned to school, although now there is additional testing for staff twice a week.

The Chair asked CH to update governors on how the lunch times were working.

CH said there is a new process in place, the children are moving around more, and they need to be reminded about hand washing and keeping their distance. It is a challenge it is inevitable the enthusiasm will dwindle over time. However, it is beholden on staff to keep reminding the children, little has changed since last March.

NF said the school is being managed well and it is all credit to teachers.

HO'C said in years 1 and 2 where she is working it is the forefront of peoples minds all the time. The children are sanitising automatically now, children are washing hands and sanitising. Some parents have provided children with their own hand sanitisers bottles.

	<p>The Chair said in her school it is only children who have allergic reaction to hand sanitisers who bring in their own The Chair agreed with NF/CH it is easy to become complacent – children do not need reminding but it how everyone it is remembering what to do in these strange days</p> <p>NF said following the walk around the school on Sunday the areas around the bins and all the rubbish that had not been dealt with and the outdoor classroom handrails that have not been cordoned off.</p> <p>The Head joined the meeting and welcomed the new governors.</p>
8	<p>Safeguarding See HT report</p>
9	<p>Wellbeing The Head said things are likely to come out as life returns to some normality. It is 100% harder when the networks are reduced. Parents now feel that they can share concerns with the school.</p> <p>Staff are good although tired. Learning has been difficult . Putting aside the terminology – Catch Up will go slow to fast when children are ready it will happen.</p> <p>Some of the classes have settled quicker than others.</p> <p>HO’C said she agrees with what the head said. Staff are happy to have the children back. Stress is low, the children are coping well. The Wellbeing week was a positive, the classroom is a happy place, with lots of activities and creativity taking place.</p> <p>The Chair advised that HO’C have agreed to be the Wellbeing Governor.</p>
10	<p>Policies The Clerk advised that all policies have been approved including those under DP query. These are now on the school’s website. One policy is waiting clarification from the school and the Letting Policy has not been approved.</p> <p>The Chair explained the Letting Policy would be discussed at the next B & A meeting, as there are a lot of questions that need to be answered.</p>
	<p>Any Other Business The Head advised governors that a condition survey was required to support the CiF bids. The Trust have asked the school to arrange this, it will be in the region of £1-2K, which has not been budgeted for. The company that is used by Edgbarrow will undertake the survey.</p> <p>The Trust have issued a new vision and is being shared with staff.</p> <p>The Head to send to Clerk to disseminate to governors. Action: Head to send new vision to Clerk for dissemination.</p>
	<p>Part 1 of the meeting closed at: 1930, the Chair thanked GO for attending the meeting. GO thank all governors.</p>
	<p>Date of Next Meetings: Thursday 13 May 2021 at 1800 hours – virtual Thursday 10 June 2021 at 1800 hours – Budget approval Thursday 8 July 2021 at 1800 hours</p>