



Local Governing Body Minutes

Part 1

Meeting Title:	Local Governing Body Meeting - Virtual Meeting		
Meeting No:	2020/2021/07		
Date:	Thursday 08 July 2021		
Time:	1800 - 1930		
Venue:	Hatch Ride School		
Attendees:	Matt Divall Colin Haley Gemma Hayward Clare Huxtable James Lansley Olga Lysolvanova Helen O'Connell Jo Sparrowhawk Helen Thompson	Co-Opted Governor Co-Opted Governor Parent Governor Associate Governor Parent Governor Co-Opted Governor Staff Governor Headteacher Co-Opted Governor	Safeguarding Pupil Premium & GDPR Wellbeing Chair of Governors
Invited			
Apologies	Nick Bill, Neil Fleck, Matt Humphrey, and Andrew Southgate		
Clerk to Meeting	Pat Arthur		

1	<p>Welcome and Apologies</p> <p>The Chair welcomed all to the meeting and confirmed apologies had been received from Nick Bill, Neil Fleck, Matt Humphrey, and Andrew Southgate</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 Interests, with the exception that GH husband was now the Co-Chair of the After-School Club,</p>
3	<p>Approval of Minutes (virtual) 10 June 2021</p> <p>The minutes parts 1 and 2 were approved on GVO by all governors as a true record of the meeting with 2 corrections, adversity should have read diversity and on Page 7 ne should have read new.</p>
4	<p>Matters Arising from 13 May 2021</p> <p>There was one action outstanding on the Chair to sign the approved Budget and the Clerk to forward to the Trust. This action is complete. No acknowledgement has been received from the Trust</p>
5	<p>Governance</p> <p>The Chair explained that it is usually for the LGB in July to agree the structure of the board and the committees and discuss the governance documents required to be signed in advance of the new Term in September.</p> <p style="padding-left: 40px;">a) Chair and Vice Chair appointments to be agreed and advised to Trust</p> <p>The Clerk explained for the benefit of the newer governors, that the role of Chair and Vice Chair are appointed for a period of 4-years, the Trust require these appointments to be agreed by LGB's each year, the Trust Board, then approves them.</p> <p>HT agreed she would like to remain as Chair. The Clerk asked the committee for their approval. All governors present agreed to this appointment.</p>

The Vice Chair NF was absent, however, the chair said she would be speaking with him on Monday, but he had not said he did not wish to stand. The Clerk asked the committee for their approval. All governors present agreed to this appointment.

Action: Clerk to send email to Trust confirming the LGB appointments

b) Subcommittee Chairs and members

The Chair discussed the different committees and asked existing Chairs and Vice Chairs if they would be willing to stand for another year, for the LGB to approve these appointments and committee structure

Business & Assets	Education & Outcomes	Admissions Committee	Pay Committee
AS – Chair JL – Vice Chair OL, CH, NF, HT, MH, and Head	GH – Chair MD – Vice Chair Staff Governor CIH, HT, and Head	CH – Chair MD	AS - Chair OL JL

The Chair said she would speak with MH regarding the Admissions Committee, one more governor is required for this committee

The Chair said looking at succession planning, is not the same, amount of input as being the chair of a committee.

The Clerk said there were specific roles that need to be filled and reported on to Governor Services.

The roles being:

Safeguarding	Matt Divall
Development	Colin Haley
SEN	Gemma Hayward
Health and Safety	Neil Fleck TBC

c) Skills Audits

The Chair said that some governors would only have just completed the skills audits, but there are required to be completed annual. The skills audits can be accessed via GVO and must be completed by September.

d) Register of Interest

The Chair said these are on GVO and she had sent directions via email on how they can be completed. The Chair said to follow all the steps on the email, and not to try and access on the first screen where your name is shown.

The Chair asked HO’C to add in she works at Hatch Ride.

The Clerk will assist if governors have a problem.

e) Code of Conduct

The Code of Conduct will be added to the Key Documents with an Approval against it, all governors must approve the document. The Clerk will chase the Trust for the latest version. This document will need to be completed by September.

f) Roles and Responsibilities

The Chair said she would defer this item until September, so that there is time to discuss with governors. The Clerk suggested she send the list to governors so that they could consider what roles they would like to undertake. The clerk would pre-populate with the roles agreed at this meeting.

Action: Clerk to send list of Roles and Responsibilities to Governors

	<p>g) Safeguarding Training The Chair said Ofsted would be looking at the safeguarding training undertaken by governors and would encourage all governors to undertake the BFC or NGA training. All governors will be required to undertake the Part 1 and 2 Keeping Children Safe in Education (KSCIE) once it have been issued by the DfE.</p> <p>The Clerk suggested it was added to Key Document on GVO – with approval option. This will show that governors have read the documents and will give the school an auditable trail.</p> <p style="text-align: right;">Action: Clerk to add KSCIE to GVO Key Documents for approval Action: Governors to read and approve parts 1 and 2</p> <p>h) Governor Monitoring Visits The Chair said from September there will be an expectation for Governors to re-commence the visits to the school in line with there responsibilities. These visits will either be in person or virtual. The monitoring reports will be accessible via GVO, and the completed reports must be added to GVO once agreed with the Head. Any actions resulting from the reports will be added to the task lists on GVO.</p> <p>The Chair asked the Head to arrange for staff to provide dates for governor.</p> <p style="text-align: right;">Action: Head to speak with staff to commence Governors visits</p> <p>i) Meeting dates for 2021 – 2022 The Chair said she had sent the date to Head, GH and AS for the Autumn Term only. Until the replacement for SBM is recruited, it is difficult to arrange the Business and Assets meeting due to the timings of the reports and giving the person enough time to prepare for the meeting.</p> <p>The dates for all meetings will be on the GVO calendar, although not linked to papers until nearer the meeting.</p> <p>GH said she was happy with the proposed dates.</p> <p>The Chair asked if there was any communication form DfE in relation to meeting recommencing in schools. The Clerk no information was forthcoming yet.</p> <p>j) Nick Bill The chair said that Nick Bill had been a governor for more than 11 years at Hatch Ride and had made a significant contribution to the Governing Body include as Chair of Governor. The Chair is arranging with Mrs Bill how best to present with Nick with a present and is arranging a letter of thanks.</p> <p style="text-align: right;">Action: Chair to write a letter of thanks to NB</p> <p>The Clerk said that as NB had stepped down, Governors needed to agree the Co-Option of CH from associate Governor to full co-option. Governors agreed.</p>
6	<p>Reports and Updates</p> <p>a) Headteachers Report The Head thanked governors for the comment from GVO and apologies that not all the comments had been responded too.</p> <p>The attendance figures are higher than normal. The figures have not been reported in the same way this year for children entitled to a place during the lockdown.</p> <p>The Head said 6/7-year groups are above 98%. No attendance will be reported on the school reports this year. Where appropriate letters regarding attendance are being sent.</p> <p><i>JL said the numbers speak for themselves, it is fantastic they are so high.</i></p>

	<p>The Chair asked about the SLA with the Trust?</p> <p>The Head said the SLA had not been renewed for Behaviour, Attendance and SEND as these were not value for money. We knew for the first 2 years the plan was to centralise.</p> <p>Will not be taking SEND as it does not cover all elements, the Head has negotiated 3 referrals and plans which will go through in the new term. WBC, CAMS referrals are still catching up due to high workloads during lockdown.</p> <p>Behaviour support did not transfer from Secondary to primary, the money that would have been spent on the SLA will be used for play therapy and using Foundry College and a centralised Parent Support Advisor as a primary lead.</p> <p>Attendance was needed in the first year and Mel Fisher has trained Mrs Fleck, who is monitoring with the Head. The school is on track, and this was not used during 2020.</p> <p>The Facilities SLA will be bought into going forward.</p> <p>Both the Oaklands Primary Schools have followed the lead of HR, the Head had provided wording to the heads.</p> <p>b) Safeguarding</p> <p>Following the problem with traffic in Oakland Lane, TV Police visited with the Head today, however, there is little they can do, yellow lines can only be enforced by the LA.</p> <p>The school will be sending out a survey regarding the parking. The suggestion is to drop off the children then drive off.</p> <p>The Chair said the school needs to consider what has worked or not.</p> <p>The Head said she has signed up to BFC supervision as they do regular contacts, and it is someone to speak with at times when it gets too much.</p> <p>The Safeguarding Audit BFC undertook recorded good. The tracking system on behaviour is good.</p> <p>MD said he assumed the person at BF is Debbie Smith, he did offer to be a second point of contact, although recognised that this was not always possible due to the confidential nature of the issues.</p> <p>The Support package is 2 hours every half term and provides support for all staff.</p> <p>JL said pointing out the obvious, are there enough tools available or is there anything else that governors can do to support the Head and the school.</p> <p>The Head said it is meeting face to face in the local area with others, her mentoring ended abruptly due to COVID. The head thanked Governors.</p> <p>There are 3 days of school following the lifting of restrictions on 19 July, before then can focus on their own wellbeing. There is a lot to be said for having fun but isolating after the year 6 weekend was not good. The Head could not expect teachers to attend the event as they had not been able to spend time with their families and the staff and bubbles needed to be protected.</p> <p>No changes will be made in the last days of term, all the restrictions will remain until September.</p>
7	<p>Chairs Update</p> <p>The chair said she had attended a recent chair's briefing at BFC where the following was shared.</p> <p>KSCIE 2021</p>

	<p>Following an Ofsted review which highlighted serial abuse in schools and colleges the KCSIE document has been amended.</p> <p>BFC school were highlighted in the report. Schools need to listen to the voices of victims and be aware of the issues.</p> <p>SEND Inspection - LA schools BFC carried out an inspection and BFC schools were rated good.</p> <p>EYFS There are new changes which will hopefully reduce the workload for teachers.</p> <p>The Head said that HR were one of the schools which adopted this early on and has been running for a year, there are changes in Maths's progress will be from entry to year 6.</p> <p>The Head said she will arrange for the teachers to present at a governors meeting. Action: Head to arrange a teacher to update governors on EYFS changes</p> <p>Pupil Premium The chair said from December 2021 the DfE are expecting their document to be used on school websites and not the one from The Key.</p> <p>The school website has the March update, and one will be required from September.</p> <p>Sports Funding DfE have agreed the funding will remain in place for 2021-2022 and any underspends can be carried over into the year.</p> <p>Ofsted Inspection These will recommence in September. There is new inspection framework, they will look at gaps in learning and catch up.</p> <p>SATS were undertaken to feed into teacher assessments using information from 2019 as a starting point.</p> <p>Baseline Phonics will be from September.</p>
	<p>Meeting closed @1930</p> <p>The Head Thanked Governor for all their support and wished everyone a happy holiday.</p>
	<p>Date of next Meeting Thursday 30 September 2021 at 1800 hours</p>