



LOOSE PRIMARY SCHOOL

PUBLIC MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON WEDNESDAY 31st JANUARY 2024

Governors present at the meeting held on 13th March 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Stuart Thomson (ST), Co-opted Governor (ST) - Chair	Michelle Garrett (MG), Staff Governor
Paul Harrington (PH), Parent Governor	Tetyana Bennett (TB), Parent Governor
Samantha McMahon (SM), Associate Governor	Trevor North (TN), Headteacher

IN ATTENDANCE

Andy Lacey, Governance Professional

Yellow highlighted text demonstrates challenge / questions

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 **Welcome:** In JE's absence, ST acted as Chair and welcomed all parties to the meeting.
- 1.2 **Apologies:** Apologies were received from John Edgar and Berenice Pretlove.
- 1.3 **Quorum:** The meeting was confirmed as quorate.

2. DECLARATIONS OF INTEREST

- 2.1 ST gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

- 3.1 **Approval of Minutes:** Governors approved the minutes presented as a true and accurate reflection of the meeting that took place on the 29th November 2023.
- 3.2 **Actions Outstanding from 29th November 2023 – refer to actions table**
 - 3.2.1 Data – SJ to provide split between boys and girls across the 'sets'
 - 3.2.2 Teaching & Learning proposal. Although TN had shared with governors, MG reported an issue in that she was unable to access. TN to re-send.
 - 3.2.3 Governor monitoring arrangements – JE to feedback to Trustees

4. ANY OTHER URGENT BUSINESS – there was no other urgent business not covered on the agenda.

5. SCHOOL STRATEGIC MATTERS

- 5.1 **Headteacher's Report and Strategic Document** – TN provided an overview of his report highlighting key matters and invited governors to raise questions.
 - 5.1.1 **Attendance:** TN informed governors that overall figures were above national average. RB asked if the gap between PP attendance and overall was closing? TN said no, it was not although SEND pupils were less of a concern that PP children. There are clear procedures and processes for recording absence and where

less than 95%, letters were sent to parents. The school is working hard to address attendance - 12 penalty notices have been issued, and two have been subject to home visits where attendance is less than 50%.

MG advised that the School Office were aware of genuine issues affecting individual attendance and adopted a different approach depending on the circumstances.

TN advised that the FLO monitored attendance and agreed that she would be asked to track the impact of where action had been taken and report back to governors.

ACTION: TN to include a note on the impact of the approach to improve attendance in future HT reports to LGB.

5.1.2 Data: TN informed governors that the full data pack was 72 pages so had provided a summary in his report but would email the detail if anyone wanted. In summary:

- Usable data whilst limited is getting stronger and correlation shows good progress is being made.
- TN advised that the figures show attainment is low. A challenge is that data takes too long to process and when reported to both governors and trustees is a term behind.
- *SEE CONFIDENTIAL MINUTES*

TN added that 18 pupil's attainment is considered 'cuspy' and are not expected to achieve expected and there is a need to understand why so plans can be put in place to address such.

SEE CONFIDENTIAL MINUTES

Governors agreed that TN should deliver the improvements and they would hold him to account but did not need to drill down into the data. TB and SM both agreed that improvement needed a change in the mindset of some staff.

5.1.3 Staffing: TN informed governors that progress had been made and some vacancies have been filled and that the two long term absences should return by the end of T4. There was however, two roles that were causing an issue:

- Site Manager position was proving difficult to fill despite increasing the grade and therefore pay range for the post. An interim Site Manager had been appointed but was not only relatively expensive also only worked morning therefore leaving the school with no site staff covering the afternoons. The lack of site staff resources was having an impact on the Leadership team who were having to lock up and oversee site matters but also others such as the office staff who are being asked to carry out related tasks.

SM asked if the other schools were able to provide support to Loose? TN said that he had asked but was told they could not release their site staff.

MG asked if the Trust were aware of the impact of not having a Site Manager, which was not only affecting other staff but also a H&S concern if issues are going undetected.

TN advised that the school is safe, and added that it was not a question of the Trust not being open to his thoughts about a solution but rather a lack of progress in considering the immediate needs of the school when balancing long term needs of the Trust. Governors asked how they could escalate the matter to the Trust? ST agreed to discuss the matter with JE as Chair and also a Trustee.

ACTION: ST to discuss the vacant Site Manager position with JE.

SEE CONFIDENTIAL MINUTES

5.2 School Policies and documents:

5.2.1 MG asked if the Pool Policy was up to date as referred to James Wyld being the swimming coach whose qualification was out of date, who is the lead and who was qualified in Pool Plant Safety. TN confirmed that James Wyld was no longer the swimming coach, Chris Hogwood was swimming lead, and that one of the site staff had completed the pool plant training but was probably out of date.

ACTION: Policies adopted subject to amendments to the Swimming Pool Policy as discussed.

5.2.2 The remainder of the policies were approved without amendment.

6. FINANCE

6.1 Governors had no questions to raise on the December 2023 management accounts.

6.2 ST informed governors that there was governor finance monitoring in T4.

7. SAFEGUARDING AND ACCESSIBILITY MATTERS

7.1 TN informed governors that he needed to organise a date for staff safeguarding training to ensure it is completed.

ACTION: TN to provide governors with a progress update on staff safeguarding training at the next meeting.

7.2 **LADO referrals:** TN informed governors that there had been one referral to LADO since the last meeting, which was investigated but no further action taken.

7.3 TN informed governors that there had been two incidents of bullying since the last LGB meeting, and referred to the link to the form used for recording such at the foot of the HT's report.

7.4 TN advised governors that SJ would provide a report on filtering and monitoring incidents to the next meeting.

ACTION: SJ to provide digital monitoring report to T4 LGB.

8. ANY OTHER SCHOOL MATTERS

8.1 *SEE CONFIDENTIAL MINUTES*

9. ANY OTHER GOVERNANCE MATTERS

9.1 **Governor training:** AL informed governors that CH and he were going to carry out a review of governor training to clarify and confirm what should be done and when e.g. induction, refresher and role specific. LGB's were asked to confirm what governors had been appointed to what roles e.g. SEND, digital monitoring etc which is to include the governor responsible for Children in Care.

ACTIONS: AL / CH to complete review of training needs and LGB to confirm allocated roles.

9.2 **Cyber security and GDPR training:** Governors noted that Trustees required refresher training to be completed every two years, and that with the exception of one governor all were in date. AL informed governors that the person was aware of the need to complete both the cyber security and GDPR training.

9.3 Governors noted that SJ's term of office was due to end and agreed to recommend to Trustees that he be re-appointed as an Associate Governor.

ACTION: AL to report to Trust Board for approval.

10. TRUST MATTERS

10.1 LGB had nothing to feedback to Trustees in relation to the Board minutes from 6th December 2023.

10.2 In reference to the matters arising from the ECC meeting:

- **EYFS review:** TN informed governors that the actions arising from the review were being progressed, and the 'vision' should be finalised next week. RB asked if there were any points not being progressed? TN replied saying that the report contained nothing new and plans were already in place – he suggested that progress could be picked up via governor monitoring.
- **School Review (reading, writing, PHSE):** TN informed governors that there was nothing to note following the visit.
- **Staff Survey responses:** TN informed governors that roughly 1 in 4 of staff had responded to the survey, and a number were disgruntled about a number of issues. The main issues were about the amount of change, and what was perceived to be the late notification of changes for the new academic year. TN said he was not surprised and accepted the comments adding that the delay in notifying of changes for Term 1 could not have been avoided.

TN offered an explanation for the poor response rate as being that staff did not have time to complete the surveys and that a possible solution would be to release them from duties to enable them to

complete such. In addition, staff might have thought 'what is the point, will anything happen as a result of the survey?'

TB asked if the timing of the survey had anything to do with the poor response rate and, if staff had been informed of what and when feedback would be provided? MG added that staff need to feel that it is worthwhile in order to make the effort to respond. TN agreed notification of when feedback would be provided is a good idea. SM said it was important for staff to get a response to the effect 'you said, we did'.

TB also asked who set the questions? TN advised that the Trust set the survey questions, which are sent annually to staff. There is a need for clarity as to why we are seeking staff feedback, and what are schools / the trust going to do with such.

SM commented that she has mixed feelings about staff surveys as she would prefer to have a culture where staff feel able to raise issues and have timely discussions rather than wait for an annual survey.

ACTION: TN agreed to provide governors with a summary of the staff survey.

11. TRUST POLICIES

11.1 Governors noted the Trust policies that had been approved in T2.

11.2 Governors noted the new Risk Register, and there was a detailed discussion associated with cyber security, business continuity and recovery plans.

11.2.1 Governors asked what was the process for dealing with suspicious emails – RB asked if there is any targeted testing? PH asked if there was any specific testing for 'phishing' to see if staff clicked on such emails? TN informed governors that suspicious emails were forwarded to the IT contractor (ATS).

11.2.2 SM said that in her school they organise exercises to test the crisis management plan, the most recent the scenario was a flooding incident. TN said that was a good idea and how could he obtain such scenarios? PH said it was important to carry out cyber security tests and review IT disaster recovery plans as new scams are always being developed.

12. MEETING CLOSE

12.1 Confidentiality: JE reminded Governors that discussions at meetings are confidential and should remain so until minutes are published.

12.2 Governors confirmed that Items 5.1.2 (part), 5.1.3 (part) and 8.1 would be recorded as confidential.

12.3. Next meeting dates: All to be held at Loose Primary School (staffroom) commencing at 1700 on:

- Wednesday 13th March 2024
- Wednesday 15th May 2024
- Wednesday 3rd July 2024

Governance calendar on Governor Hub

12.3. Meeting close: Meeting concluded at 1900 and ST thanked all attendees for their contribution to the meeting.