

**PRIVATE AND CONFIDENTIAL**

**GORSEY BANK PRIMARY SCHOOL**

**LOCAL GOVERNING BOARD ACCOUNTABILITY COMMITTEE**

**Tuesday 12 March 2019, 6.15pm**

**PART I MINUTES**

Clerk: R Clare

Present:

Alex Metcalfe  
Carol Ellender  
Catherine Barber-Brown  
Chris Stubbs  
Colin Shepherd  
Joe Maguire  
Julie Lawson Chair  
Lisa Woolley  
Simeon Mellor

In attendance:

Ryan Thompson

<b>Action</b>	<b>Initials</b>
JL requested that her email address is updated on the school notice board in the reception area.	RT
The letter will be uploaded to Trust Governor for governors to review. (Governor recruitment letter)	JL/JM
It was suggested to put the actions from the previous minutes at the beginning of the minutes to make them easier to review.	RC
It was agreed that the governor questions relating to prior attainment and safeguarding behaviour will be re-worded. It was confirmed that the governor visits will be amended to the agreed schedule.	RC
It was suggested, and agreed, that there would be less time spent on section 1 during future meetings to allow further time to discuss teaching and learning and pupil outcomes in line with the new Scheme of Delegation.	JL
The Link Governor ROVs are up to date. SM confirmed that he has completed his P.E. visit and this will be forwarded to RC to upload to Trust Governor. The visit on Pupil Premium has been completed but has not been uploaded to Trust Governor.	RC/CSt
JL and JM will review the Governor Link schedule and update the document to share with governors.	JL/JM
LW reported that CHPS have developed wording for their email signature that the school is trialling relating to being contacted within business hours. JM will liaise with the school to see if this is something that Gorsey Bank could use.	JM
CS stated that the training schedule for governors that LW prepared will now need to be updated for the following year. JL and JM will design a new training plan.	JL/JM
CBB will work with JL to finalise the details of the Chairs 360 degree review.	JL/CBB
Going forward the stakeholder and community item will be a verbal update on both the school and governor approach to communications and links with the local community.	SM/JM

No/ Category	Item	Notes	Action (initial)
Pre-Board Training		<p>A Turrell, SENDCo for Gorsey Bank Primary School provided a training session on SEND provision. A Turrell explained that Gorsey Bank follow the Cheshire East SEND Graduated Response. The process begins when parents/carers or teachers express concerns of a child progress or signs of additional needs. Teachers and Parents then meet to complete an 'Initial Concerns Form'. The class teacher then puts in place Quality First Teaching strategies to start the 'Assess, Plan, Do, Review' process, which takes a minimum of 8-12 weeks. Progress is monitored, and if little or no progress is made, then children can either receive targeted support (step 2), complex support (step 3) or specialist support (step 4). Targeted support includes a meeting with the parent/carers, class teacher and SENDCo to discuss a School Focus Plan where targeted strategies are put in place including support from local agencies for a minimum of 16 – 24 weeks. If the child is making insufficient progress with targeted support then they will move on to complex support. A 'needs assessment' will be considered and the decision will involve advice from professionals such as the Education Psychologist. If there is evidence that the child's needs are greater than targeted support, then the school can apply for an EHCP on behalf of the child which can take up to 20 weeks. If the child doesn't make progress with an EHCP, then consideration may be given to alternative provision where a mainstream setting cannot meet the needs of a child. This decision is made by Cheshire East Council and the child's parents/carers.</p> <p>A Turrell explained the SEND Code of Conduct which is divided into four areas:</p> <ol style="list-style-type: none"> <li>1. Communication and Interaction</li> <li>2. Cognition and Learning</li> <li>3. Social, Emotional and Mental Health Difficulties</li> <li>4. Sensory and/or Physical Needs</li> </ol> <p>It was reported that the main SEND provision at Gorsey Bank is for children with Cognition and Learning needs. Meetings take place with the child's parents/carers and they are able to contribute towards the SEND plan.</p> <p>It was explained that PIVATS are used to set smart targets for the children to show how progress is being made. Progress is celebrated, however small. If no EHCP is provided, then Cheshire East Council will make a decision on how they are going to support the child. If the child is given an EHCP then a number of external agencies will visit the child in school. Once all options have been exhausted, a child can be referred further. The cycle can include short term actions or longer term actions that evolve over time depending on the child's needs.</p> <p>The school need to show that they have committed 12 hours of additional support before Cheshire East Council takes any action. Although Cheshire East Council does accept parent applications, they discourage them. As soon as the school see a child has additional needs, the school will start the process. A governor commented that a cycle can take up to 20 weeks and is a long way into a year before support from Cheshire East Council is provided.</p> <p><b>Q: As a parent, can you take quicker action before they start school if an additional need is noticed?</b></p>	

	<p>Yes, but they are not always noticed and nursery's don't always spot the additional need.</p> <p>A Turrell explained that Cheshire East Council provide SEND toolkits and the resources are used to help support teachers.</p> <p>There are currently 24 children on the SEN register at Gorsey Bank. 8 children have EHCP plans and one is pending. There are 22 registered first concerns. There are currently 10 SENTA's in school with 1 SEN Teacher and additional support provided from class Teaching Assistants.</p> <p>Once a child is given an EHCP, the first 12 hours (£6,000) of the support is still funded by the school. If an EHCP is granted then a child receives up to an extra 20.5 hours of additional funding. The majority of this funding is used on 1:1 additional support. It was explained that SEND policies and information is provided on the school website so it can be easily accessible for parents.</p> <p>PIVATS are used to make assessments and link work with children and book monitoring. In some cases a bespoke curriculum is needed for a child. All planning for SEND is related to the PIVATS and is coordinated with the class teacher.</p> <p><b>Q: What would the bespoke curriculum look like?</b></p> <p>It was explained that the curriculum would be linked to targets that were recorded in the child's books. If a child's focus was full stop and capital letters then they might encourage a child to adapt their work to use full stops and capital letters. Sometimes the curriculum needs to be personalised and doesn't match the curriculum that is being taught to the class.</p> <p>Governors asked for the informative presentation to be uploaded to Trust Governor. The SEND Governor stated that on his visit to the school he saw lots of different children and teachers. The SEND Governor has been in position for nearly 2 years. Governors agreed that this would be a useful role for governors to share and experience.</p> <p>LW explained that E Warrington, Trust Director for SEND had visited Gorsey Bank and explained how to expedite best use of resources. The visit was objective and it had helped to have an external pair of eyes look at the school more strategically.</p>			
1	Governance	Apologies	<p>The Chair welcomed governors to the meeting. There were no apologies of absence.</p> <p><b>Appointment of Chair</b>  <b>J Lawson was formerly appointed as Chair of Gorsey Bank LGBAC.</b></p> <p>J Lawson stated it was a privilege to be Chair of Gorsey Bank and thanked C Shepherd for his support over the last 8 months. C Shepherd is continuing as Vice Chair of Gorsey Bank LGBAC until the end of the academic year. Governors discussed succession planning and the Chair asked governors to consider the future position of Vice Chair.</p> <p><b>JL requested that her email address is updated on the school notice board in the reception area.</b></p>	RT

	AOB items	There were no Any Other Business items raised.	
	Conflicts of interest	There were no conflicts of interest declared at the meeting.	
	Register of Pecuniary Interest	Governors were requested to advise the school of any changes to the Register of Pecuniary Interest.	
	Code of Conduct	Governors reviewed and signed the updated Code of Conduct at the first meeting of the year.	
	Membership: Recruitment Update	Governors reviewed the membership of the LGBAC. JL and JM have drafted a letter for governor recruitment and this will form the basis of a further approach to Manchester Airport, AstraZeneca and other organisations. JM has contacted Wilmslow High school but has still not had a response. <b>The letter will be uploaded to Trust Governor for governors to review.</b>	JL/JM
	Scheme of Delegation	<p>LW explained that the new Scheme of Delegation approved by Trustees was uploaded in advance of the meeting to Trust Governor. It was explained that the Scheme of Delegation had been reviewed in light of a number of NGA and other Trust models which had been reviewed to find the most appropriate model for the Trust. A working group of LM, LW, CN, WM and MV had met to go through the document line by line. LW explained that there is an added Governance and Oversight Committee which will review LGBAC reports and meeting minutes. The purpose of the LGB will be to fulfil its delegated functions going forward and will be called LGB Academy Committee. LW stated that the section on holding senior leaders to account and performance management had been updated. It has been made clear that the CEO does not determine her own pay. There have been no changes to the financial elements of the scheme. JL asked governors to review page 5, the role of the LGBAC. JL asked governors to concentrate on their role and delegated functions particularly those related to accountability, performance and local community engagement.</p> <p><b>Q: Do Trustees review the overarching figures in the Development Plan?</b> Yes, the headline figures for performance are reviewed at every Trustees meeting.</p> <p>Governors discussed finance and whether they were responsible for the school budget or would this be part of the overall Trust budget. Governors were informed that finance is reviewed by the Trust Resources Committee; however, the school budget would be reviewed at each meeting in order for governors to review resources and to monitor spend. A governor commented that this was similar to most big organisations.</p>	
	Part 1 Minutes 04.12.18	<p>The minutes of the LGB meeting held on 4 December 2018 were approved as an accurate record of the meeting subject to the following amendments.</p> <p>The Chair discussed the layout of the minutes. <b>It was suggested to put the actions from the previous minutes at the beginning of the minutes to make them easier to review.</b> The Chair asked governors if they were happy with the format of the minutes. The Clerk confirmed that CHHS, Gorse Bank and Laurus Trust currently use different minute templates. It was agreed to use the template as suggested by JM for the next minutes and governors will review at</p>	RC

			<p>the next meeting.</p> <p><b>It was agreed that the governor questions relating to prior attainment and safeguarding behaviour will be re-worded. It was confirmed that the governor visits will be amended to the following schedule:</b>  <b>Safeguarding JL – Spring Term</b>  <b>Computing CW – Summer Term</b>  <b>Science AM – Spring Term</b>  <b>English JL – after Summer Term 2019 when the Key Stage 2 data is in</b>  <b>Maths AM – Summer Term</b></p> <p>JM confirmed that the P.E. and Sports Premium Policy was on the website. LW stated that the Trust Compliance Officer provided monthly reports to the Heads of Schools and any data breaches would be reported on. It was reported that information relating to Gorse Bank would be evidenced in the Health and Safety report prepared by Gorse Bank staff.</p> <p>An update on Membership/Recruitment will be provided under the item on the agenda.</p> <p><b>It was suggested, and agreed, that there would be less time spent on section 1 during future meetings to allow further time to discuss section 3 in line with the new Scheme of Delegation.</b></p>	RC
2	Finance	Laurus Trust CFO Report	<p>JM informed governors of the actual out-turn that was better than the forecast. There was a planned deficit of £64,000 but the actual position was a positive position of £42,000.</p> <p><b>Q: What were the key differences?</b>  It was reported that the forecast was overcautious and there was an under-spend on teaching. The income position was better and A Law had provided money to the school. It was noted that 'Kids GB' was higher than forecast and not as much money had been spent on educational supplies.</p> <p>The Capital Grant was showing as going in and out of the budget for 2018/19.</p> <p>JM confirmed that there was a planned deficit of £56,000 for 2018/19 budget, but the school was confident that the actual out-turn won't be in deficit.</p> <p><b>Q: The actual position is brilliant, but should we be driving additional income and should this be budgeted for?</b>  It was confirmed that the main change in income was the money received by A Law.</p> <p><b>Q: Please can you provide an update on the MUGA?</b>  Yes, the MUGA will be started at Easter.</p>	JL
3	Performance & Accountability	GED	<p>The Gorse Bank Evaluation Document was uploaded to Trust Governor in advance of the meeting. Governors noted the content of the document. There were no further changes.</p>	
		SDP	<p>The School Development Plan was uploaded to Trust Governor in advance of the meeting. The focus of the plan for this meeting was 'To provide our children with a curriculum which encapsulates</p>	

			Learning for Life’.	
		Pupil Outcomes	<p>The document relating to Pupil Outcomes and Projection v KPIs was uploaded to Trust Governor prior to the meeting.</p> <p>RT shared the KS1 KPIs for 2018/19. Where children were at risk of not achieving the ‘expected standard’ additional intervention and Teaching Assistant support was being provided. The KPIs for KS1 were reviewed by governors and JM confirmed that the KS1 members of staff are happy with the current situation. Governors were informed that English was an additional language for some children and they were receiving additional support.</p> <p>The KS2 KPIs were reviewed by governors. It was reported that the Head and Deputy are supporting with the delivery of English and mathematics, in order to boost attainment across the cohort. A review has taken place allowing staff to support in their most skilled area. RT explained the gender split in the ‘Greater Depth’ writing group. Weekly intervention timetables have been set up factoring in the needs of pupils across all core subjects. Precise tracking of pupil outcomes measures what the school is doing and whether it is having the correct impact all of the time. Relationships with Lacy Green and Handforth Grange are continuing to be developed to support the moderation of writing in particular. JL congratulated the school on the projected outcomes against the KPIs, particularly the projections for the achievement of ‘Greater Depth’.</p> <p><b>Q: Are the KPIs reviewed for all schools at Trust level?</b> Yes, the KPIs are reviewed at each meeting and moderation takes place between the schools within the Trust (currently EYFS only). LW stated that the Trust English Director and Trust Mathematics Director had visited Gorsey Bank to support and deliver specialised training. The session was reported to be very useful and embraced by staff at Gorsey Bank.</p>	
4	MAT	MAT report	The summary MAT report was received and noted. A governor commented that they were pleased that the Trust was taking the advice from the DfE in relation to L Magrath standing down as a Trustee.	
5	Challenge	Link Governor ROVs due this term:	<b>The Link Governor ROVs are up to date. SM confirmed that he has completed his P.E. visit and this will be forwarded to RC to upload to Trust Governor. The visit on Pupil Premium has been completed but has not been uploaded to Trust Governor.</b>	RC CSt
		Actions from last meetings Policy Reviews	There are no actions arising from the last meeting, All policy reviews have been completed.	
		Policy Reviews to be completed this term and outstanding:  Policy Reviews & Link Governor visits to be	<p>All policy reviews have been completed. Computing, English and mathematics policy reviews are scheduled for the Summer Term.</p> <p><b>JL and JM will review the Governor Link schedule and update the document to share with governors.</b></p>	JL/JM

		completed for next meeting:		
6	Safeguarding	Pupil numbers and attendance	<p>JM reported that there are 415 pupils currently on roll. Ten children joined at the start of September across Y1, Y2, Y3 Y5 and Y6. There have been five leavers during 2018-2019. Four of the children left due to relocation. One child moved to another local school.</p> <p>The whole school attendance figure for Spring 1 was 96.28%.</p>	
		Safeguarding /Behaviour	<p>RT informed governors that this year's Behaviour and Safety focus is on 'empowering our pupils to value the local and global communities to which they belong' – this has continued from last year and has been enhanced by the work on the Right Respecting Schools Award. The school has now been awarded the Bronze Rights Respecting Schools Award and hopes to achieve the Silver Award by the end of the Autumn Term.</p> <p><b>R Kumar, one of the Laurus Trust Trustees, visited the school and met with children in KS1 and KS2. He discussed the rights of a child with the children and looked at behaviour and attitudes. A report of this visit will be shared with governors.</b></p> <p>JL confirmed that two Safeguarding visits have been carried out. They were positive visits and the children enjoyed discussing how they feel safe at school.</p> <p>JM reported that there have been:</p> <ul style="list-style-type: none"> <li>• No serious behaviour incidents have been recorded</li> <li>• No allegations of bullying have been reported this year</li> <li>• No equality issues have been reported</li> <li>• No allegations of racism have been reported this year</li> </ul>	RK/LW
		Exclusions	There have been no exclusions to report.	
		Health and Safety	JM reported that Z Turek (Trust Health and Safety Advisor) carried out a Health and Safety Audit in January and gave some excellent advice to the Estates Caretaker and School Services Manager. He was pleased with the overall inspection and any actions have been addressed e.g. fire door maintenance. All risk assessments have been reviewed and updated with further support from the Estates Director.	
		Educational Visits	There were no educational visits to report.	
		Gorsey Bank Risk Register	LW reported that S Horseman from PWC was invited to attend the Trustees meeting in November to present the Trust Risk Register for Trustees to review. It was explained that the Trustees role is to review the risks on the register and ensure the document is managed going forward. Risk is an item within the Academies Financial Handbook and explains what Trustees should be looking at. There are 15 risks on the register and they are listed in order of residual risks from the top to the bottom of the document. Included in the document was the type of risk, focus on attention, causes and reasons for the risk, the impact of the causes and reasons for the risk and the risk scores (risk score is multiple of likelihood and impact). Trustees will look at the controls in place and analyse what risk is left. There is an action and an owner of the action with a target date to be completed. LW confirmed that W Mason is the overall owner of the document in terms of maintaining the document. It was	

		<p>reported that Trustees should know what risks there are for the Trust and how they can be appropriately managed. The risks are colour coded and are clearly identified to show how actions are working and establishing what actions need to be taken. LW explained that Trustees had requested that some actions are decentralised as L Magrath was the owner of many risks.</p> <p>The risk register is shared with the IT Director, HR Director, Heads of School and Estates Director. It was agreed that the document reassures senior staff that issues are being addressed quickly and leaders are aware of any potential issues.</p> <p>Now the document has evolved, a risk register will be produced at local level and there will be an escalation procedure for strategic risks to for Trustees to review. JL, CS, LW and JM will form a risk group at local level and will produce a draft risk register for the LGBAC to review at the autumn meeting.</p>		
7	Development Governor Report	<p>Training update To consider outcome of Annual Skills review and self-evaluation</p>	<p>JL confirmed that the meetings with governors have all taken place. The training for governors continues to take place at the start of each meeting. The internal training held at Gorse Bank on 15 January 2019 was well attended by staff and governors and is now an annual event. JM stated that it was important that governors were there and was useful to share ideas.</p> <p><b>Q: Are there any key actions from the event?</b> The actions related to planning and resources. Staff acknowledged that they found the governor visits useful and made them feel valued.</p> <p><b>Q: Has the use of staff emails and staff not being contacted at night by parents improved?</b> JM confirmed that in some cases emails were a good way of evidencing a record of information. It was difficult to stop teachers being contacted completely as the email addresses for staff were quite easy to find out as they all followed the same format. <b>LW reported that CHPS have developed wording for their email signature that the school is trialling relating to being contacted within business hours. JM will liaise with the school to see if this is something that Gorse Bank could use.</b></p> <p>JL stated that the NGA are offering Chair training and development and it would be good to utilise the training for a future Vice Chair or Chair. LW confirmed that all governors will need to receive training on GDPR level 1 and recommended IDSR training to all governors.</p> <p>One of the governors stated that the training provided by Cheshire East Council for individual roles such as Safeguarding was useful. It was thought that Cheshire East Council would provide a training session on the New Ofsted Framework once finalised. A new Cheshire East Council training schedule will be launched around May 2019.</p> <p><b>CS stated that the training schedule for governors that LW prepared will now need to be updated for the following year. JL and JM will design a new training plan.</b></p> <p><b>CBB will work with JL to finalise the details of the Chairs 360 degree review.</b></p>	<p>JM</p> <p>JL/JM</p> <p>JL/CBB</p>

8	Stakeholders and Community	Communications and Community Link Governor	The Communications and Community Link Governor gave a verbal update. He reported that he had been thinking about how as governors they operate in the local community. Governors acknowledged that parent governors are in the playground and communicate with other parents. Governors have reviewed the 'how's' for communicating with the local community and feedback has been received over email. CS stated that there had been a couple of good examples of governor communication in the NGA magazine that might be worth reviewing. Governors considered the school approach to engaging with the local community and agreed that a number of parents visit the school to inform children of their job/work in the local community. The school engages with the local fire station, police, local library etc. The school was recognised in the local community for hosting music events, cross country competitions etc. <b>Going forward this item will be a verbal update on both the school and governor approach to communications and links with the local community.</b>	SM/JM
9	AOB		There were no items under AOB.	
10	Next Meetings	Dates: Summer 1 – 21/05/19 Summer 2 – 09/07/18	The next meeting will take place on 21 May 2019.	

## PART 2 MINUTES

No/ Category	Item	Notes	Action
1	Governance	Part 2 Minutes 04.12.2018	The minutes of the Part 2 meeting were approved as an accurate record.
	Staff	Staff vacancies/appointments	JM confirmed O Defoe, who had been the school Pastoral Manager since 2013, has now left this post to take up a new role with the Cabinet Office and a replacement has been appointed.  There is a round of recruitment for a class teacher taking place.
2	AOB		There were no items under AOB.

### Impact of Meeting / key Outcomes

- JL was appointed Chair of Governors
- The new Scheme of Delegation was reviewed – the LGB will now be called the LGBAC
- A Risk Register Group was formed to develop a Risk Register at local level
- The progress on KPIs/Projections was reviewed