



Minutes of the Local Governing Board (LGB) meeting
Monday 7th May 2019 at 5-7pm

Present: Tom Kennedy (TK), Will Johnson (WJ) (Head of School), Sharon Hocking (SH), Harry Hart (HH), Jack Wilson (JW), Tiffany Pope (TP), Louise Hart (LH) and Keleigh Burgess (KB).

In Attendance: Wendy Randle (WR) (Clerk)

Item		Actions
1	Apologies & Welcome	
1.1	Apologies were received and accepted from Andrew Mercer. Louise Hart would need to leave the meeting early.	
2	Declaration of Business and Pecuniary Interests There were no further interests to declare. All interests had been uploaded to the school website.	
3	Confirmation of quorum The meeting was quorate in accordance with the Venture MAT LGB terms of reference.	
4	Minutes and matters arising of the last meeting (18/03/19) The minutes and confidential minutes of the previous meeting were agreed to be a true and accurate record of the meeting and were signed by the chair. Matters arising An actions update was circulated prior to the meeting, the following action was resolved; The Safeguarding Level 3 was scheduled to take place on 20 th May 2019, 5-8pm.	
5	SLT report to include School Development Plan	
5.1	The report had been circulated prior to the meeting. The Head of School highlighted the following points; <ul style="list-style-type: none"> ▪ Ofsted will review internal data to ensure the data collection processes are robust and not impacting negatively on teacher workload. ▪ New teaching sequence for spelling has been implemented over the last two weeks, this will be a focus for staff meetings; too early to report on the impact. ▪ Yr 6 SATs are w/c 13/05/19. A governor is scheduled to attend to observe the processes surrounding the SATs papers, all governors were invited to attend should they wish; school felt ready for SATs. ▪ Yr 2 SATs will take place in the last week of this half term. ▪ Year 4 will complete the times table checks. ▪ The section 175/157 safeguarding internal audit has been completed. The action plan of the previous audit was completed and reviewed with the safeguarding governor. Feedback on the current audit report will be shared with governors once received. ▪ School has grown since the last budget, the budget has grown inline with this. TLA's staffing costs will be reviewed by Venture trustees at Finance, GP and Audit committee. ▪ The ARB budget will be shared with governors later in the meeting. ▪ No teacher recruitment is required, evidencing staff retention. Staff movements will be shared at the beginning of next term; staff are involved in this process. ▪ The school nurse/ health role will be investigated due to the availability of funds. This role will support Early Years (EY) provision, alleviating some of the time spent by the pastoral support team. Pupil Premium (PP) funds will be used to support the two days per week role, due to many of the beneficiaries being in receipt of PP. ▪ A good inset session was held on trauma informed schools. 	



5.4	<p>the school decide if they can meet a child’s needs, after which the banding is determined by a panel to ensure funding is accurate to enable a school to meet a child’s needs. Most children at TLA ARB fall within the bandings of B-D. School will prepare to fill the 25 places. Governor asked what is the full capacity of the building infrastructure? 30, governor asked why are the council not filling the 30 places? At present school would not like the ARB to go to 30 in the next academic year. Governor asked could the council override this decision? Yes, though school would find 30 places hard to manage in a short space of time. Governor noted the increase in workload in the main school and the ARB, yes, it was felt that the greater influx of children with SEN needs in reception and nursery is due to the success of the ARB.</p> <p>Benchmarking report card for 17/18; circulated prior to the meeting, the document enables comparison to other similar schools and supports governors in challenging the efficiencies in school. The data was reviewed with the following areas highlighted;</p> <ul style="list-style-type: none"> ▪ School are below average spend for teaching - it was reported that younger teachers have impacted on this and that should staff stay this will increase. Governor asked does this information include TAs? No, qualified teacher employees. ▪ Admin costs – school are above the average slightly – it was reported that the quality of admin staff is high, governor noted this was reflected in the audit reports. Governor asked could this be simply due to the rates that are paid by school – i.e. a different hourly rate, possibly. ▪ The in year balance is below national average. A greater explanation of this will be provided by the Chief Operations Officer to the board of trustees once this has been investigated. ▪ Pupil:teacher ratio - school are average in comparison. It was noted that some schools have a higher teacher expenditure yet less pupil:teacher ratio, yet this could be due to the staff on UPS and is often indicative of high teacher retention. Governor asked what is the percentage increase per year? Information was provided along with an overview of pay structures. ▪ Supply staff – school are high in comparison, an explanation for this is when staff are taken away from roles within school to support MAT work and supply is bought in to support this. Next year there is no plan to use supply cover. ▪ IT resources – high level staffing in comparison. 	
6	<p>Progress against School Development plan objectives This agenda item will be considered after SATs</p>	
7	<p>Safeguarding Keeping Children Safe In Education – WR to circulate the information to LH, TP and KB for signing. School reported there were no issues to report. It was noted that the safeguarding governor had contributed to the Section 157/175 safeguarding audit return.</p>	
8	<p>Policy Review The Intimate Care Policy was circulated prior to the meeting. This policy had been amended to reflect the support and processes in place for younger, older and ARB children. Governors approved the policy.</p> <p>The following policies will come to the next LGB meeting inline with government guidance. Anti bullying, PSHE and SRE.</p>	
9	<p>Health & Safety report The actions of the previous report, considered at the last LGB meeting, have been actioned. Governor asked if school complete online training to support H&S training. School often use a trainer to deliver this training yet have investigated the provisions available. A discussion took place on the various online training providers available.</p>	
10	<p>GDPR Report</p> <ul style="list-style-type: none"> ▪ A new survey had been distributed to all staff to assess understand of GDPR. ▪ School have implemented a new process for storing of risk assessments. ▪ There were no breaches to report. 	

	<ul style="list-style-type: none"> ▪ Governor noted an email requiring action has been sent to all governors regarding GDPR from the Venture office, WR to verify TLA LGB distribution list with the office. <p>It was reported that a recent online report stated many schools were not GDPR compliant, governor asked where are school in terms of compliance? School have an action plan in place and meet regularly with the Data Protection Officer.</p>	WR
11	<p>Governor monitoring A meeting took place with the ICT team who wish to improve communication with the governors – the team are working towards a 360 degree quality mark. Governors requested to access the school WiFi for all meetings.</p> <p>Governors will be forwarded user agreements prior to the next meeting. Governors noted the amnesty requesting further explanation. All children will be invited to bring their devices to school so that school can review settings etc on devices. It was reported that the IT budget will be bought to the next meeting. Governor agreed to attend the next meeting with the ICT team as requested.</p> <p>A brief overview of the role of governors in monitoring was noted, it was reported that governors complete school visits not as an expert but to hold the headteacher to account. The expectation was that governors would complete 3 monitoring visits each academic year; one per term. The governor will meet with either the head of school or the person responsible for an area. WR to upload the NGA monitoring guidance to the google drive monitoring area.</p> <p>TK will complete a monitoring visit w/c 13/05/19 to review SATs and pupil premium.</p>	JW WJ JW WR
12	<p>Governor training JW and TP are scheduled to attend Local Governance training on 5th June.</p>	
13	<p>Skills audit All governors had completed the NGA skills audit form. The summary of the results had been shared prior to the meeting. Governors reviewed the data noting development was required for chairing meetings – this was included in the LGB governance development plan. Governors noted the Finance skills could be improved yet also noted these were not as relevant as these responsibilities had not been delegated from the trust board. In summary the board felt there was a good skills set on the board.</p>	
14	<p>Board of Trustees update, if any See confidential items. The decision re purchasing a van from auction was noted, school will consider the option to potentially hire a third van for the ARB.</p>	
15	<p>Correspondence There was no correspondence.</p>	
16	<p>Confidential matters Two items were discussed and recorded in the confidential minutes.</p>	
17	<p>Confirm date and time of next meeting The next LGB meeting will take place on the 1st July 2019, 5-7pm.</p>	
18	<p>SUMMARY OF LGB ACTIONS/ INFORMATION REQUIRED FROM TRUSTEES</p> <ul style="list-style-type: none"> ▪ Feedback re the role of the CEO with the St Barnabas MAT. 	
	<p>Summary of LGB actions Contained in the actions update.</p>	

There being no further business the Chairperson closed the meeting at 7pm.

Signed.....

Dated.....