



**Date:** 30<sup>th</sup> November 2022

**Time:** 09:15 – 10:30

**At:** Face to face at GBA

**Subject:** GBA LGC Meeting

**Attendees:** Karen Smith – Chair (CoG), Claire Pirrie (HoS), Carl Miller (CM), Caroline Crowther – Light (CCL), Jackie Woodward (JW) (via ms teams),

**Apologies:** Vicki McAuley-Eccles (VME) & Philip Dirisu (PD)

**Absent:** Michael Lambourne

## Minutes

**All documents referred to within the Agenda are in the Teams Folder dated 30<sup>th</sup> November 2022**

ITEM	AGENDA ITEM	LEAD
1.	<b>Welcome and Apologies</b>  Discussion regarding attendance at Governor meetings and school meetings.  Declaration of interest – still outstanding forms to be completed by ML. Send to Clerks email address.	Action  All  ML
2	Approval of the minutes from the meeting on 28 <sup>th</sup> September 2022  Safeguarding training link has been sent to all Governors JW – has 2 outstanding training events. Audit of Governors Safeguarding training completed in meeting,	

	<p>Action: Everyone to complete basic safeguarding training for 2022-23 by next meeting.</p> <p>Action: CoG to contact Nathan to request email distribution.</p> <p>CoG has delayed the report for the Trust.</p> <p>All agreed visits have been completed except for PD kidsclub visit.</p> <p>Code of Conduct was discussed: All present signed and agreed.</p> <p>Action: All governors to read and remind themselves of the Code of Conduct including <b>all the absent Governors</b> to sign and return (to clerk@gbaaces.uk).</p> <p>Update for 23<sup>rd</sup> September minutes: CM attended both visits Thursday and Friday – not PD as planned.</p>	<p>All</p> <p>All</p>
3	<p>OPAL Meetings - CM attended OPAL site meetings and has volunteered to continue to be the Governor representative. Eight meetings planned and it is essential that a Governor should be in attendance as well as a volunteer parent. CM concerned re his time commitments although has confirmed he will attend the 8 meetings. He will stay as SEND governor alongside CoG. If CM can't attend, he will message the group ahead of the meeting.</p> <p>Reports: Note: that CoG has been a help to the HoS and has provided wellbeing support. Two meetings completed by CoG always encouraged about the progress of the school during visits, behaviour discussed during each meeting. Reminder that Governors are always available to provide support for HoS and school staff.</p> <p>CCL – Safeguarding, SEND always top priority. Report to be sent to HoS for approval.</p> <p>JW –Teaching and Learning Governor – a general verbal discussion and planning report was given therefore a written report was not required. Plan to talk to Yr6 teacher and how JW can provide support. January for a written report to be received.</p> <p>Action: Data meeting to be arranged between JW and HoS</p> <p>HoS: Challenging behaviour from one pupil which has led to exclusions, has a big impact on two classes and occasionally the whole school. Support has been received from the Trust. Working with all of the relevant agencies but will continue to be a challenging issue.</p>	<p>CM</p> <p>JW/HoS</p>

	<p>Staffing issues due to illness and struggling to get support staff which has knock on impact.</p> <p>CCL – kindness ethos of the school has been seen out of the school.</p> <p><b>Q: CM – are the Trust helping, are they making decisions for the Trust or the school?</b></p> <p>HoS – yes in some ways they are providing cover but not helping with workload. SEND lead coming in to cover. Site manager off and Trust hasn't provided cover and therefore HoS is locking up after external activities. Simon helped provide double manning.</p> <p><b>Q. CM – is this satisfactory from a legal point of view for working time/hours? Don't want it to become habitual activity.</b></p> <p>HoS – ok for a short-term basis but can't continue on long-term basis.</p> <p><b>Future class sizes:</b>          If the School chose themselves to open up another class then they wouldn't have access to funding, funding is related to the local population size. Decision to be made in 24/25 to decide on how many classes to have.          More than 30 catchment children who have put GBA as first option. Therefore, there are families who currently aren't able to apply. GBA won't open another class as there isn't the funding until 24/25. Jan 2024 date to decide if want to apply for funding.</p> <p>Current issues are actually at older age groups.</p> <p>Parent survey has been sent out on behaviour. Expecting it to be negative at the moment but will provide a basis to move from. Involve parents more to get them onboard.</p> <p>CM – parent engagement with the school is non-existent. Do we need to more to advertise how parents can get involved?</p> <p>CoG – how do we get parents involved and what can we do as a Governing board to promote parent-school liaison. CoG coming to parent's consultation evening.</p> <p><b>Action: CoG to email Governors about Parent Consultation evening on Tuesday and Enterprise Day Friday 16<sup>th</sup>.</b></p> <p><b>(For next agenda – Parent engagement)</b></p> <p><b>Safeguarding - CCL</b>          Question from the Trust to Governors was 'is the school providing you with enough data to provide safeguarding decisions?'. Answer is yes, as</p>	<p>CoG to email Governors</p>
--	---	-------------------------------

	<p>HoS has that data available. Links to H&amp;S, some first aid situations are reported to Governors (e.g. when referrals are made to hospitals or other), not all first aid reports are sent to Governors.</p> <p>HoS to check and review and then to circulate.</p> <p><b>SEND – CM</b>  VME and CoG met with CM. HoS confirmed school has 20% SEND levels whereas nationally its 17%.  VME is in process of putting everything onto ARBOR system. Time permitting would be able to put on historical data. VME is getting support from the Trust, Cllr coming in on a Wednesday. SEND practitioner has set hours available to come in. Speech and Language specialist visits are carried out.</p> <p><b>Q. CM query re the Budget, recent training stated that there should be a set budget and to challenge if there isn't one.</b>  HoS – there isn't a set SEND budget. Budget is set by the Trust, but the this is sufficient but the school don't set a restriction on SEND spending as they source it from other areas. HoS gets a breakdown of budget for higher need provision but no other method of showing if it is allocated to SEND. HoS uses the 'curriculum' budget.</p> <p><b>Q. CM – are the sensory rooms being used enough?</b>  HoS – yes but don't want children in sensory rooms fulltime as want to use them for shorter 'needed' periods of time to be more effective.</p> <p>Catch-up fund – clearly sets out how much is in each budget, and what the school contributes is known to HoS</p> <p><b>OPAL – CM</b>  New playground will allow the children to play properly and is going to be very beneficial. Another meeting on Friday 2<sup>nd</sup> December.</p> <p>Action: CM to circulate the dates.  Action: A Governor should be at every OPAL meeting going forward.</p> <p>Website – CCL to update the governors page.</p>	<p>All to look at OPAL you tube video – link to be provided by CM.</p> <p>CM to circulate dates</p> <p>CCL to update Website</p>
--	--	--

4	<p>Next agenda – discuss strengths of the school and areas for improvement in the school (including Governors).</p> <p>Action: all to look at CPD training including the spring term briefing and safer recruitment.</p> <p>Visits for next term:</p> <p>T&amp;L – JW</p> <p>KS – website</p> <p>Safeguarding - 25<sup>th</sup> Jan</p> <p>Governors meeting at end of Jan:</p>	
5	Date of next meeting <b>TBC</b>	
6.	AOB – nothing further	

### **ACTION SUMMARY**

<b>AGENDA ITEM</b>	<b>Action</b>	<b>Owner</b>
1.	Michael to send Liz declaration of interest forms	ML - asap
2.	All to read Code of Conduct and those outstanding to sign and send to Liz	Those outstanding
2.	Jackie and Karen to arrange a school site meeting	JW/CoG before January
2.	All to complete safeguard training by the next meeting	All
2.	CoG to contact Nathan to request email distribution.	
3.	CM to circulate the OPAL meetings to all Governors for attendance	CM