



THE HIGHLEES & EYRESCROFT FEDERATION



Meeting of the Local Governing Body held at Highlees Primary School on Monday 1st October 2018 MINUTES

Present: Elaine Hedgecock, Chair (EH); Em Ward, Executive Principal (EW); Matt Mecham (MM); Mike Edwards (ME); David Hawman (DH); Laura Cairney (LC).

Apologies: Susie Lucas.

In Attendance Barry Mather, Clerk.

1. Election of Chair and Vice-Chair for 2018/19

EH was nominated and elected unanimously as Chair; SL was nominated and elected unanimously as Vice-Chair.

2. Welcome and Apologies for Absence

The Chair opened the meeting and welcomed those present, especially LC to her first meeting as a parent governor. SL gave her apologies, attending another PCC committee.

3. Governors completed their annual Declarations of Pecuniary and non-Pecuniary Interests.

4. Minutes of the previous meetings.

The minutes of the LGB meeting on 25th June, and of the Strategy Committee on 16th July, were approved as accurate and signed by the Chair.

The Clerk to email LC with the governance structure graphic and committee terms of reference.

5. Membership and Chairs of committees, Link governor and other roles.

- 5.1 The following were agreed -
Federation Committee: EH (Chair), SL, DH, ME, EW.
Highlees Committee: DH (Chair), EH, EW, a staff governor from Eyrescroft.
Eyrescroft Committee: ME (Chair), EH, EW, LC, a staff governor from Highlees.
- though any governor can attend any other committee.

SEND: SL

Safer Recruitment: EH, MM

H&S and Premises: ME

Safeguarding: ME, shadowed by LC

Salary Review Committee: MM, DH

Pupil Premium/ Diminishing Differences: SL, shadowed by MM and DH with a view to them taking over and allowing SL to concentrate on SEND

Early Years: DH
Sports Premium: MM.

- 5.2 Recent guidance from the Trust on performance reviews of staff was explained and noted. The change to the Principal's Review and pay decisions now rests with the Trust not the LGB.
- 5.3 **It was agreed that we now need to proceed with recruiting a staff governor from each school**, each serving on the other school's School Committee in order to bring an objective view and widen their knowledge; these governors should ideally come from the teacher level i.e. below SLT level, and in order to comply with Elliot Governance structure, one has to be a full governor and the other an associate member. This will rotate each year.
- 5.4 EW reported that a Highlees parent had expressed an interest in becoming a governor; **the meeting asked EW to pursue this**. Her committee membership to be resolved if and when she joins.

6. Meeting schedule

Dates previously circulated were accepted without change.

7. Governor training

- the cluster Safer Recruitment course we hosted had been a success, content-wise and financially, with an excellent facilitator.
- **Clerk to book LC on the 24th November PCC new governor induction course.**
- **EW and MM to aim to attend the 15th November Pupil Premium course.**
- **EW and DH to facilitate a course on Data in the new year for governors and SLT, date to be agreed.**

8. Governors' Code of Conduct

The NGA Code before the meeting was felt not to be adequate for an academy within an MAT; **EW agreed to discuss with the Regional Director whether TEFAT have a preferred Code or whether they would be content with a corrected and personalised NGA Code**, on receipt of which it will be re-presented to governors for signature.

9. Executive Principal's's Report - Highlees

9.1.1 The Exec Principal listed the **KS1 targets** for 18/19 -

Expected Standard in Reading - 69%
Expected Standard in Writing - 65%
Expected Standard in Maths - 65%

9.1.2 - these targets are still below national 2017 results, but were a significant improvement on the school's 2018 results; it was noted that this cohort had GLD of 39% in 2016. The Phonics target is 60%; this is a fall from 2018 – there is significantly higher proportion of EAL in this year group. Already in 2018, within the Yr 1 and 2 cohorts totalling 112, there had been 9 arrivals.

9.2.1

Similarly, the Exec Principal outlined the **KS2 targets** for 18/19 -

- EXS in Reading - 59%
- EXS in Writing - 52%
- EXS in Maths - 59%
- EXS in GP&S - 57%

9.2.2 improving outcomes in 2019 was emphasised and it was acknowledged that if the standards remain low there is an increased risk of an early return by Ofsted.

9.3 Challenges surrounding the current 2019 cohort were discussed - 22% SEND, 42% PP, 54% EAL, and with very high mobility (18 movements within this year group to date). The school has already implemented a range of interventions last year. Governors discussed the importance of focussing on Y3, Y4 and Y5 in order to sustain improvement. **ACTION: EW to discuss this with Regional Director.**

9.4 **Staffing** - 4 new teachers had commenced in September and EW described their degree of experience, their support and training, as well as their prospects.

9.5 **Finances** - the external audit had taken place in September, no issues anticipated in the eventual report. £43k surplus at end of 17/18, with a carry forward balance of £300k use of which requires TEFAT approval. Pupil Premium funding was falling, following a meeting where the LA Director of Education shared the differential between Peterborough and Cambridgeshire's take up of PPG.

9.6

The total school roll is 31 behind PAN, thereby losing potential funding.

Property and premises - The main investment over the summer was the introduction of further CCTV in the Yr 1 and Hub areas. The Exec Principal was carefully monitoring the arrival of caravans and cars against the boundary fence.

(Note for EW and Clerk - in future the Head's report for each school will include all these headings in one documents, rather than separate reports, unless cross-referencing a separate substantive report e.g. Raising Attainment Plans and Priorities reports when relevant).

10. **Executive Principal's Report - Eyrescroft**

10.1 The Exec Principal reported significant improvement in SATS results compared with last year when Eyrescroft was bottom of the PCC table with a Combined result of 24%. The 2018 SATS results were 60% reaching Expected Standard in Reading (up from 31% in 2017); 51% in Writing (up from 35%); 58% in Maths (up from 43%); 61% in GP&S (up from 43%; resulting in a Combined result of 38% (up from 24%).

10.2 **KS1 Targets for 2019 -**

- EXS in Reading - 55%
- EXS in Writing - 55%
- EXS in Maths - 55%

and her report quantified the extreme mobility at Eyrescroft (40% of the roll) and the 20%

EAL.

10.3 **KS2 Targets for 2019 -**

- EXS in Reading - 51%
- EXS in Writing - 51%
- EXS in Maths - 51%
- Combined - 51%.

10.4 Challenges surround this cohort – there is history of significant changes in staffing prior to conversion throughout the school journey of this cohort.

10.5 The Exec Principal here also wished to invest in Yrs 3 to 5 for longer-term gain. As with Highlees, she commended the quality of teaching and the programme of planning undertaken by staff.

10.6 **Staffing** - the transfer of a TA between schools had proved greatly beneficial; the return of the Head of School from maternity leave and the advent of a new Asst Head of School were already seeing positive results, and staff and children have settled well into the new academic year. Two maternity leaves are expected in April 2019. Replacement of the Finance Officer had been delayed but was now going ahead with interviews later this month.

10.7 **Property and premises** - governors were pleased to see that the playground and carpark had been resurfaced, especially as it had been at no additional cost to the school; an underspend was allocated to line-marking in both areas. The gate motor needed replacing and there were issues with the boiler, both requiring significant outlay.

10.8 **Finance** - that the school had a falling roll year on year, on top of being 82 below PAN, and the fact that PP numbers and income was reducing, potentially may have an adverse effect on future finances; announcement by the LA of a further 27 pupils, all EAL, had been received but the impact on stability and results of this degree of mobility was a concern.

11. **Ofsted comment re governor monitoring of other subjects**

Governors agreed that, to better inform them in discussing this valid concern expressed by Ofsted, they should first understand exactly what subjects pupils study and the range of topics used to teach them. **EW agreed to produce a report for the next LGB meeting.**

12. **Policies**

12.1 **Charging and Remissions Policy:** EW confirmed the Policy before governors was a Trust template. She accepted the need to add as appendices the 'rate card' of charges at each school, and will re-present the Policy at the next LGB.

12.2 **Safeguarding Policy:** Had already been signed off by the Chair.

13. **Dates for Governors**

To be drafted and circulated to governors for the autumn term by the Exec Principal.

14. Any Other Business

- 14.1 The Chair gave an update on the TATA process; both schools remained within this support process, but in future the Regional Director will become the Progress Partner, and schools were not required to produce information and analyses in addition to that they already prepare. The next TATA visits were scheduled for 16th and 18th October, timed it was hoped to allow feedback to the following schools committees.
- 14.2 The proposal to select a Head Boy and Head Girl at Highlees had not been put to the governors for comment on whether it was the right way forward, especially as it did not yet include Eyrescroft; **the Exec Principal acknowledged that this should have happened before a final decision was made, and will look into how this proposal had been formulated and will report back to the next LGB.**

15. Next meetings

Highlees Committee - Monday 5th November @ 3.00pm. Eyrescroft Committee - Monday 12th November @ 3.00pm

The meeting was closed at 5.00pm.