



HAMPTON VALE PRIMARY ACADEMY



LOCAL GOVERNING COMMITTEE MEETING – 5 MARCH 2019 at 6.00 pm

Attendees: Harinder Boughton, Steve Joy, Martin Read, Candyce Rumbles

Trust Staff: Mike Sandeman, Ben Erskine, Paula Page, Debbie Sanderson (mins)

Trustee: David Whiles

Item	Minute	Action
1.0	<p>Apologies</p> <p>Received from N Beech (NB) for personal reasons. These were accepted.</p> <p>Mike Sandeman (MSA) welcomed everyone to the meeting and everyone made their introductions.</p>	INFO
2.0	<p>Introduction, Trust Vision and Aims of the Meeting</p> <p>MSA outlined the current situation for the Local Governing Committee (LGC) and the number of vacancies that exist, noting that the position is not unusual taking into account the current situation. He asked colleagues to consider at this meeting what governance looks like in terms of the current committee, what the school requires, recognising that the school is now part of the MAT where a lot of the strategic decision making and accountability falls within the Trustees' remit. He advised that it is important that HVP's governance reflects the individuality of the school and that any marketing for new governors needs to result in the recruitment of a group of people who want to involve themselves in the oversight on a day to day basis with the aim of improving things for the young people and the school's place in the community.</p> <p>MSA noted the number of vacancies; he acknowledged the recent concerns raised by the current Clerk by email which he will address in due course. It was noted that the Clerk is not able to be present tonight due to another Clerking commitment.</p> <p>MSA asked colleagues for thoughts as to their perception of the way forward, taking into account the support available from the Trust. Discussion summarised as follows:</p> <ul style="list-style-type: none"> • The current governors are fairly new to positions and feel relatively inexperienced given the extreme circumstances of the Ofsted rating. • Increased communication of progress in the school and general awareness would assist governors. MSA reminded colleagues that the MAT only took over in January and, therefore, have not had direct influence for too long. DSA will provide a useful conduit in terms of communication with LGC colleagues and discussion amongst Trust colleagues. • Additional resources required to assist in aspects of governance and clerking, eg agenda setting and the production of Headteacher reports. • The role of Chair and Vice Chair: <ul style="list-style-type: none"> ○ SJ advised that position of Chair is of interest to him but he did not yet feel ready for the responsibility. Suggestion made that David Whiles (DW) acts as Interim Chair for a period of 3 months in order 	

to provide the necessary experience and MSA asked colleagues to give this consideration.

- Suggestion made that SJ acts as Vice Chair for a similar period. The Chair and Vice Chair to work closely alongside each other by way of support.
- Harinder Boughton (HB) outlined she was not interested in the Chair or Vice Chair positions but was very eager to stay on the LGC and support as necessary.

- **Format and regularity of meetings:**

- Ben Erskine (BE) informed colleagues as to the routine followed at Fulbridge Academy in terms of 4 meetings a year, with sub-committee responsibilities discussed at each one to avoid additional meetings. It was agreed that this would be a sensible way forward.

- **Direction required in terms of accountability and roles and responsibilities at LGC level.** The parameters were discussed as follows:

- Accountability for all schools falls with the Trustees in terms of academic, financial, health and safety.
- The LGC is to take on more responsibilities in terms of supporting teachers in classrooms and student safeguarding oversight and challenge. There should be an expectation of the senior team and the Headteacher to ensure this meets requirements.
- The school should expect the LGC to question and discuss the attainment and performance of children however accountability falls with the Trustees. BE and MSA's job is to be the eyes and ears of the Trust and discuss with the Headteacher the current progress in this aspect.
- DW spoke about the need for LGC colleagues to be critical friends and be prepared to ask those difficult questions. Governors should feel they can question what is happening which will assist how things work. DW also suggested working alongside other governors within the primary MAT schools, eg Fulbridge Academy.
- Governance is about focusing on young people; the current change is that governors are no longer caught up in the peripheral issues of premises and finance. The important discussion should be based on teaching and learning, student outcomes compared to targets and the wellbeing and safety of young people.
- MSA offered the Trust CFO (Jonathan Oakley) to attend a future meeting to go through the current financial outline for the school.
- It was agreed that the LGC colleagues need the information to be able to ask the correct questions.
- MSA spoke about the Ofsted report and noted the requirement to improve governors' oversight of outcomes for young people.
- The usefulness of Learning Walks; BE acknowledged that these do need to take place more often and dates should be agreed. BE advised that these will be arranged to take place during monitoring periods with some being focused on specific areas, eg literacy. A governor presence in school would also show valuable support for staff and could be timed to coincide with staff social time. MSA advised that these should be reported back into LGC meetings.
- It was suggested that governors meet new staff at the start of each academic year in order to raise their profile and show support.

2.1	<p><u>Actions agreed:</u></p> <ul style="list-style-type: none"> • Debbie Sanderson (DSA) to support the Clerk in terms of communication and discussion between school, Trust and LGC and inform agenda setting, meeting organisation etc. • Regular updates to be provided in between meetings. MSA advised that updates will not be on daily routine decision making as may have happened in the past. The LGC Chair's role going forward will be a supportive critical friend and provide dialogue and support where necessary. • Paula Page (PP) to work with the LGC as to the format required for Headteacher reporting at meetings. • All colleagues agreed DW act as Interim Chair and SJ as Vice-Chair for an initial period of 3 months. • DSA to consider meeting cycle going forward in conjunction with Clerk. • The Trust CFO to be asked to present to the next meeting on the financial situation. • Next meeting to be arranged for just after Easter. • New governors to be recruited. DSA to work alongside PP on an election process. • PP to arrange a date for an informal walk around the school without a specific focus as soon as possible. Staff to be informed and invited to socialise with the LGC at the same time. A programme of targeted walks then discussed. • Next meeting to focus on base line attainment data and target setting, reflecting back on performance over previous years. Intervention for Years 5 and 6 to also be advised. 	<p>DSA/ Clerks</p> <p>DSA/PP</p> <p>PP</p> <p>DW/SJ</p> <p>DSA/ Clerk</p> <p>DSA to arrange</p> <p>DSA/PP</p> <p>PP</p> <p>Clerk to put on agenda</p>
2.0	<p>Declaration of Business and Pecuniary Interests</p> <p>This to be deferred to the next meeting.</p>	<p>Clerk</p>
4.0	<p>Election of Chair of Governors</p> <p>At the next meeting, agreed that DW be appointed as Interim Chair of Governors for a period of 3 months.</p>	<p>Clerk to put on agenda</p>
5.0	<p>Election of Vice Chair of Governors</p> <p>At the next meeting, agreed that SJ be appointed as Interim Vice-Chair of Governors for a period of 3 months and to work closely alongside the Chair of Governors.</p>	<p>Clerk to put on agenda</p>
6.0	<p>Agree Clerk to LGC</p> <p>DSA to work more closely with the current Clerk, Laura Corcoran (LC) to ensure that communication is more frequent and that governors receive more support during this transition phase.</p>	<p>DSA/ Clerk</p>

7.0	Meeting Dates DSA to consider date for next meeting (after Easter) and liaise with all colleagues.	DSA
8.0	Governor Vacancies Update DSA to assist with marketing for new governors and to work alongside the Headteacher.	DSA/PP
9.0	Any Other Business <u>Training Invitation</u> DSA extended an invitation to governor colleagues for a training event being organised by AMVC LGC. This to take place on 19 March 2019 on the subject of Ofsted readiness. DSA to re-send information. Governors to advise if they wish to attend. <u>Standard Agenda Items</u> DSA to circulate a document that outlines suggestions for agenda setting on a termly basis together with sample Terms of Reference and Trustees/Governors Code of Conduct for information and future guidance.	DSA ALL DSA
10.0	Date of Next Meeting DSA to agree a date in consultation with the Clerk.	DSA