

**SUMMIT LEARNING TRUST**

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BOARD OF  
PEGASUS PRIMARY SCHOOL  
HELD AT THE SCHOOL AT 2.00 PM ON THURSDAY 7 FEBRUARY 2019**

PRESENT:	Mrs G Caddick	
	Mrs C Dalzell	- Chair
	Mrs L Jones	
	Mrs C Phillips	- Executive Headteacher
	Mrs H Pryce	
	Mrs H Simcox	- Interim Head of School
	Mrs K Wightman	
IN ATTENDANCE:	Mrs C Anwar	- CEO of Summit Learning Trust
	Miss U Devi	- School Improvements Director
	Mrs K Khandeparker	- Clerk

0020 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

0021 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting:

- Library renovation plans

### **MINUTES OF THE PREVIOUS MEETING**

0022 **RESOLVED:** That the minutes of the previous meeting, held on Thursday 20 September 2018, be approved as a correct record, subject to the following amendments:

- Minute number 0004(a) – the Chair and Vice Chair term of office to be amended to one year.
- Minute number 0008 – The Compliance Link Governor to be amended to Gemma Craddock.
- The meeting closed at 7.40pm.

It was explained that due to the issue with the previous minutes being lost and recovered, Governors were advised that they could review the minutes further and advise S4S of any amendments by 11 February.

### 0023 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

### 0024 **MEMBERSHIP OF THE LOCAL GOVERNING BOARD**

Governors were informed that there was one vacancy for a Trustee Governor.

The Clerk reported that there were no terms of office that were due to come to an end before the date of the next meeting.

The Clerk added that there were no attendance issues to report.

### 0025 **ANY URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

### 0026 **IDSR TRAINING (SID)**

It was agreed that the IDSR training would take place at a separate training session, date to be confirmed at the end of the meeting.

### **PRINCIPAL'S REPORT**

Governors had received the Principal's Executive Summary (Appendix 1) in advance of the meeting.

Governors' attention was drawn to the following matters:

#### Key Strengths linked to the School Improvement Plan

It was advised that there had been two quality reviews since last meeting.

The School was now fully staffed with two members of staff on long term supply. The Executive Headteacher advised that it was recognised from the teachers' point of view that CPD based on teaching and learning had been beneficial. A series of six staff meetings had recently taken place based on quality of teaching and how staff were delivering lessons. **The Chair asked if impact of this training could now be seen in staff work.** The Executive Headteacher advised that it was now evident in structure of lessons and staff were starting to make the connections between structured lessons and good outcomes. The pace of lessons and teacher talk versus children now needed to be addressed. It was observed that it was definitely more consistent than previously, however. The implementation of the Read Write Inc programme (RWI) had been quality reviewed and continued to be a particular strength of the School. The structured nature of the programme was effective. It was observed that RWI did not lend itself to the wider reading but was needed to develop reading comprehension, particularly in Y1. RWI was not implemented in Y2 apart from for the pupils who did not pass phonics test in Y1. Y1 were having some guided reading.

#### Key areas of Improvement linked to the School Improvement Plan

The Cornerstones initiative was discussed and its implementation to support the curriculum. This was acknowledged as not so much a prescribed initiative but a form of ownership from the staff point of view of what they wanted to teach. Topics were selected according to what suited pupils and it was hoped that a wider experience around visits, music and arts and crafts would be developed. **The Chair asked if pupils had been asked for feedback on the curriculum.** This was confirmed and that the feedback had been positive.

The School were currently focussing on two learner groups which were SEND and more able pupils. The Trust SENDCo had been supporting the School with class visits. The School were actively recruiting their own SENDCo and had received eleven applications. **The Chair asked how regularly the Trust SENDCo had visited.** The Executive Headteacher confirmed this had been regular from January but the SENDCo had also been into School on an ad hoc basis prior to January to implement processes and other work. It was confirmed that work was being done on achievement at Greater Depth (GD) and how the School differentiated pupils, and how they stretched and challenged more able pupils. The School was to receive training from for GD writing and reading strategies, with a training session booked for 11 March for this.

It was advised that leaders had been proactive assigning themselves to year groups, and leading and teaching. As a one form entry School this was important to share ideas and good practice. **The Chair asked if this support balanced well with leadership duties.** This was confirmed.

#### Progress Information headlines and summary

The School Improvement Director encouraged Governors to read the agenda papers in advance of the meeting in order to ask meaningful questions going forward. YR writing standard was acknowledged as good in book work for lower and middle ability pupils. Y6 reading and writing standards had been reviewed in conjunction to a visit and sense check

with another School, particularly concentrating on progress measures and putting checks in the books. **The Chair asked about GD in YR and what was the next step to improve this.** It was confirmed that external support was brought in once a week to support school improvement in this area. **The Chair asked how reading progress was measured.** It was confirmed that this was through learning walks, book work and class assessments. **The Chair asked if this was reflected in the data.** The Interim Head of School confirmed this was the case. **The Chair asked if reading for pleasure sessions were in place.** The Interim Head of School confirmed this took place every morning and further work was being done. **The Chair asked about home reading and if this was encouraged.** The Executive Headteacher replied that there had been considerable budget allocated to this, the pupils had book diaries where the School could check that home reading books were changed regularly. The Executive Headteacher also advised that children read aloud and were assessed to see if they were at reaching age related expectations (ARE). **The Chair asked if there was support from parents for home reading.** A Governor remarked that a child was asked to read in assembly on a Friday and this had been well received by pupils. The books selected for classes were based on what related to and the interests of the pupils. The Executive Headteacher advised that in Y6 a lot of books were based around the topics the class were studying at the time, and in order to introduce new authors to pupils. A Governor suggested that home reading could be encouraged by rewards such as house points. It was agreed that this would be reviewed.

#### Attendance Summary

The Absence and Exclusions Report (Appendix 2) had been circulated to Governors in advance of the meeting. It was remarked that many of the figures were below national. It was clarified there was issues with flu and chickenpox and SEND absence due to medical needs. The Interim Head of School advised that the medical needs absences would be removed from master data going forward. The School Improvement Director stressed that it would be useful to separate this so the veritable problems with absence could be identified. **A Governor asked if the recent focus on absence had had an impact.** This was confirmed. **A Governor asked if there was still a designated person still looking at persistent absence.** This was confirmed. It was advised that a bus pass system had been introduced and it was agreed that a case study on the impact of this would be produced.

#### Behaviour Summary

**The Chair referred to Section 2 of Appendix 2 and remarked on fixed term exclusions being high and asked how this was being addressed.** The Executive Headteacher clarified that there were interventions in place to improve on this.

The SEND report (Appendix 3) had been circulated to Governors in advance of the meeting. A Governor stated that the SEND report could be harmonised with the absence report and termly data rather than monthly data could be provided. The Executive Headteacher advised that a large part of improving outcomes and behaviour for SEND pupils was getting to know these pupils, recognising trigger points and building trust with them to mitigate disruptive behaviour. It was advised that plans were put in place before a SEND pupil joined the School, but these needed to be constantly reviewed.

#### Safeguarding Summary

It was confirmed that incidents concerning Esafety had been addressed in a session at KS2.

**A Governor asked if all LAC had been identified but some were not necessarily in the formal system. The Chair asked how many official LAC the School had.** This was confirmed as two. However, in reality there were approximately 30. **A Governor asked if the pupils who were not officially recognised at LACs would be tracked as LAC on performance data.** The Interim Head of School replied that these pupils would be classed in the vulnerable group. **The Chair asked if a safeguarding culture evidence file was kept – workshops and sessions for children, for example.** It was advised in terms of teachers this was logged but not yet for the sessions run for children.

#### Pupil Advocate summary

**A Governor asked if children felt readily able to approach teachers.** It was advised that the School Council had conducted learning walks from Y2 to Y6 and a book look had been planned. The Council would be trained on what to look for in the book look. The School Council had asked to feedback on what they have been doing to the rest of the School. This had taken place and it was remarked that adults in the room had been asking them questions on what they had done. A Governor suggested that that it would be good for the Governors to feedback to the School Council on what they were doing also.

The Principals tea party had been introduced as a good way to get to know pupils and talk to them about the curriculum and what they enjoyed about School. In addition, each day a senior leader had lunch in the canteen to engage with pupils.

0027      **RESOLVED:**      That the Principal's Report (Appendix 1) be adopted.

#### 0028      **SID REPORT**

In addition to the support provided by the Trust SENDCo, it was noted that the School had also received support from Trust lead for maths, and Liz Reed the lead Practitioner for reading. Staff had furthermore already visited Oaklands, another primary school in the Trust, who had recently been rated as Good. The number of visits from the Trust increased or decreased depending on the needs of the School. The School Improvement Director confirmed that her role would be in preparing for an Ofsted visit and looking at the School Improvement Plan (SIP). Part of process was Quality Reviews. **A Governor asked when Ofsted was due.** The School Improvements Director confirmed it could be anywhere in the 30 months after the publication of the previous report. **A Governor referred to the Quality Review (Appendix 4) and asked if any recommendations contained in the Quality Review would be carried out in time to get a Good rating.** The School Improvement Director clarified that there had been two RI ratings and progress had been a challenge. This was due to several reasons including staff changes. The Trust were in the process of implementing some common processes across the Trust, with a view to personalising these over times. With this School, the attainment was identified as consistently low, therefore more support for class teachers was being investigated at the moment. Improvements had been recognised but these needed to be quicker. **A Governor asked what implications there would be for the School if they had not delivered what they had set out to.** It was explained that three RI ratings could put the School into a category of concern. There had been a gap historically between where the School had perceived themselves to be compared to where they were. There was also a legacy of Y6 being trained to get through testing but the teaching underneath this in the other years had not been sufficient. The Chair reiterated that it was important for Governors to realise not just that improvements were being made but also where they weren't what the priorities were. **A**

**Governor asked if there was a plan in place.** It was confirmed this was included in the SIP and would be RAG rated. The Governor role was confirmed as looking at this RAG rating and compare this to other information they were receiving to check that the rating was accurate. It was agreed that some preparation sessions for Ofsted would be carried out to ensure Governors were prepared. It was suggested that Link Governors should carry out at least one Link Governor meeting before this training session.

0029 **REVIEW OF SCHOOL IMPROVEMENT PLAN**

The School Improvement Plan (Appendix 5) was circulated to Governors via Governor Hub prior to the meeting, however it was observed that Governors had experienced problems in receiving the document.

The School Improvement Director summarised that the main area for concern in red was PP and outcomes for PP. Strategies had been put in place and the Link Governor for PP had reviewed these. Teaching and Learning had been marked in yellow as medium priority. It was explained that SEND had been categorised in red, however improvements had been felt since the Trust SENDCo had been supporting staff. It was identified that pupils were more engaged due to the implementation of Cornerstones and the School Council. The section concerning UNICEF was considered important but not a priority. It was to ensure that cultural and moral links were embedded in the curriculum. Outcomes had been classified in yellow, and it was explained that the next steps were embedding and putting training and knowledge into practice. EYFS was mainly categorised in green in terms of transition and the accuracy of baseline data. Areas in yellow represented work to be done on focussing on higher ability pupils.

0030 **SKILLS AUDIT (ON GOVERNORHUB)**

The Clerk advised Governors that one skills audit had been received so far and that any outstanding were to be returned to the substantive Clerk as soon as they were able. The deadline for completion and return was set for Friday 15 February.

0031 **POLICY REVIEW SCHEDULE**

The School Improvement Director confirmed that Birmingham City Council had recently updated their safeguarding policy. It was advised that the Trust would review this first then it would be brought to the subsequent LGB meeting. It was agreed that this could be approved by email, and that the Clerk would upload Scheme of Delegation to Governor Hub.

0032 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

The Chair advised that she had uploaded three reports to Governor Hub, which she encouraged the other Governors to read. It was confirmed that she had witnessed improvement between the two visits, one which had taken place prior to Christmas and one after.

Another Governor advised she had visited and would write a report. The Governor commended pupil engagement and had carried out a book look.

0033 **FEEDBACK TO/FROM THE TRUST**

A Governor remarked that the Trust appeared to be offering a lot of support but would be better to see impact of these before providing feedback to the Trust.

0034 **CHAIR'S CORRESPONDENCE**

The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.

0035 **BEFORE AND AFTER SCHOOL CLUB CONSULTATION**

The Executive Headteacher advised that breakfast and after school clubs had been reviewed as a lot of money from School Fund had been used to subsidise these clubs. One of the biggest costs was staffing. A problematic area was inconsistency of when it was being used. Over the autumn term overtime was reduced and parent pay used. **The Chair asked how much was charged.** This was confirmed as £5.50 per afternoon. The clubs were identified as invaluable to the community but unsustainable. A parent meeting was carried out and, as a result of this meeting, the School looked at viable alternatives and ways to keep it open. **The Chair asked if the staff who ran the clubs were separate to the School.** The Headteacher advised these were mostly lunchtime supervisors. Three proposals had been put forward. To run the clubs with two members of staff and increase the cost. The second option was to look at an independent provider, but this was costed at £8.00 per pupil per session. The third option was to close the clubs entirely. It was advised that breakfast now provided by Magic Breakfasts. The outcome of the meeting was that the first option was preferred by parents. It was confirmed that this was only viable for numbers in excess of 15. If numbers were to increase it was stressed that adult pupil ratios would need to be monitored. **The Chair asked if the School would be willing to open up the club to other schools.** This could be considered longer term. **The Chair asked about letting some of the premises to generate income.** It was confirmed that there was a nursery letting from the School called Tiddlywinks.

A Governor observed that the communication of changes to the club to the local community caused some tensions and it would be useful as a Governor to be informed of such issues in advance in the future. This was agreed. **Another Governor asked if the two same staff were being used going forward.** This was confirmed. The Executive Headteacher reiterated that financing of the clubs would need to be closely monitored, and anyone in arrears for payment of sessions would be vigorously chased.

[MRS C ANWAR ENTERED THE MEETING AT THIS POINT]

0036 **SECTION 128 CHECKS**

Governors were informed that Section 128 checks were now required for any new Governors that were appointed. These would be carried out as part of the DRB check. The checks were designed to ensure that individuals banned from being involved in the management of schools were identified.

Should Governing Boards wish to check that current Governors were not on the barred list, Section 128 checks could be carried out without the need for a full DRB check being carried out. Schools should contact the provider of their DRB checks to arrange this.

0037 **WHAT ACADEMIES SHOULD PUBLISH ONLINE**

The Clerk outlined that information was available from the gov.uk site to indicate the information which should appear on the School website. Governors were reminded that Ofsted would scrutinise the School website prior to an inspection.

Details of the requirements could be found at:

[https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online?utm\\_source=3177ec16-dc5c-46bb-bd88-204ac09b926b&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online?utm_source=3177ec16-dc5c-46bb-bd88-204ac09b926b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

It was agreed that the Link Governor for Compliance would look at this and report if the School were compliant at the next meeting.

0038 **LIBRARY – ANY OTHER BUSINESS**

Plans for the renovations to the library were made available to Governors for review at the meeting. The Executive Headteacher advised that a local library was due to close in due course. It had been decided that the new library would be placed between the hall and the canteen. It was important for parents to be able to access the library as well and eventually to open it up as a community resource. The designer had done other work within the Trust so the quality of the work could be relied upon. A pupil was consulted in drawing up the plans. **The Chair asked about costing.** The Executive Headteacher advised that the designer had presented a worst-case scenario costing for furniture. The overall cost was anticipated to be £17,000. It was confirmed that three quotes were required so two further quotes were being requested. **The Chair advised that the library at her own School was underused and would the £17,000 possibly be better spent on eBook's and a teaching assistant.** It was recognised that this anecdotal advice came from a School of a similar position and similar community. The CEO advised that a Trust grant would be made available for this project. In addition, an apprenticeship programme was being promoted with a view to recruit librarians so the cost of staffing the library would potentially be less. It was explained that a library containing physical books had been favoured as it was believed that motor skills involved in reading and writing were still relevant whilst pupils were still required to sit written exams. The time needed to train teachers to use the library was also flagged as a concern. The Trust CEO reiterated that it was important to input a strategy on how this library would be used. The Executive Headteacher advised it would be multipurpose with the ability to move shelves and furniture for conference space or for after school clubs, for example. The Executive Headteacher was encouraged to speak with Claire Sutton from the Trust procurement team.

0039 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Board would be held at the School at 2.00pm on Wednesday 1 May 2019.

Further training sessions were agreed for the following dates:

IDSR / Ofsted / SIP training – Wednesday 10 April at 2pm at the School

The meeting closed at 3.56pm

Signed: .....

(Chair of Local Governing Board)

Date: .....