

SUMMIT LEARNING TRUST
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
PEGASUS PRIMARY SCHOOL
HELD AT THE SCHOOL AT 1.30 PM ON FRIDAY 5 JULY 2019**

PRESENT: Miss V Wardle – Principal
Mrs H Pryce
Mrs C Dalzell – Chair

IN ATTENDANCE: Miss U Devi – School Improvement Director
Mrs L Evans - Clerk

CONSENT TO ABSENCE: Mrs L Jones
Miss K Wightman

0050 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

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

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.

0051 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETINGS

0052 **RESOLVED:** That the minutes of the previous meeting, held on 7 February and 1 May 2019, be approved as correct records.

0053 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

0054 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

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

Governors were informed that there were vacancies for the following categories of Governors:
One Parent Governor
One Trust Appointed Governor

The Clerk added that there were no attendance issues to report. However, efforts would be made to contact Mrs Jones as it was unusual for her not to submit apologies if unable to attend.

It was agreed that new Governors were required as a matter of urgency in order to ensure that meetings were quorate.

0055 **ANY URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

REPORT OF THE PRINCIPAL

Governors had received the Principal's Report at the meeting. Governors' attention was drawn to the following matters:

Achievement information

The School Improvement Plan had been RAG rated from the spring term and a copy was provided at the meeting (Appendix 2). Governors were asked to consider this alongside the Principal's Report.

The Mathematics programme which been brought in since September 2018 has upskilled teachers' subject knowledge. It was now necessary to personalise the Mathematics curriculum and move away from Power Point lessons. Staff have had CPD on using the SEND continuum and now understand the process better. Judgements were now much more accurate and Leaders moderate and challenge their assessments.

Areas for improvement were outlined and the school was continuing to develop the school's bespoke approach to Mathematics teaching. The Chair asked if the Mathematics Director comes into school to offer support and this was confirmed. The Effective Maths programme would no longer be used. The Principal gave details of the SLT which would be in place from September.

The School would continue to improve outcomes for all children, especially disadvantaged, most able and SEND particularly in Years 2 and 3. Year 2 has shown a slight dip so there will be a focus on them to plug any gaps. **The Chair asked if there was a high number of SEN pupils** and there were four out of nine who had not passed phonics. The Principal said that results were good in Reception and Year 1 but not in Year 2. Pupils' needs had been identified and will be monitored weekly.

The curriculum would be further developed and embedded to engage all children. A Trust wide Curriculum group has been working on this and staff were working positively and enthusiastically together. **The Chair asked if there will be scope for pupils to have what their development needs** and the Principal said that the curriculum can be adapted to fit each school. The School Improvement Director added that this was why one staff member from each school was part of the group.

Standards and progress

Tiger children will be extended to non-disadvantaged children. **The Chair asked if case studies could be developed to show the reasons behind the nine children not performing in phonics.** The School Improvement Director agreed that it was important for the Trust to know why these children are in this position.

In order to address the concern that the progress and attainment of SEND and disadvantaged pupils needs to be higher, a new format had been developed with the SENCO to track this. CPD on the Continuum would take place for staff in the summer term.

Attendance/Behaviour report

Attendance was currently at 95%. Persistent absence had dropped significantly from 20% to 6%. There had, however, been a lot of absence due to chickenpox. **Mrs Pryce asked what had been done to make this change.** The Principal responded that those pupils who had been off with chickenpox had improved their attendance rate through the year but, for others, meetings with parents and the Education Welfare Officer were held and parents were challenged as to the reasons for absence. Those children who were a little unwell were told to come into school and they could be sent home if necessary rather than keep them at home when they could be in school. From September, attendance and safeguarding concerns will be discussed at a weekly meeting. Fortnightly inclusion meetings will continue.

Lateness was being looked at and the Principal will bring more information on this to the next meeting. The school was doing its best to raise awareness of the impact of lateness. **The Chair suggested targeting parents and having staff on duty outside school.** There had previously been a policy of ten minutes grace and some parents still adopted this attitude. Pupils who attended on time daily will be rewarded.

Behaviour expectations had been raised and the rewards system had been refined. Pupils now had wrist bands for behaviour and links with UNICEF were being reinforced. There were some issues with Year 3 boys' behaviour, particularly on the playground. A Learning Mentor will be more accessible from September. **The Chair asked who does lunch duty** and the Principal

advised that it was a team of lunchtime supervisors. **The Chair asked if they were effective and suggested potentially using TAs.** The School Improvement Director suggested looking at TA contracts to determine how much lunch time they have. The Oaklands play pod had had a positive impact on behaviour but Pegasus were not in a position to obtain funding for one. The school was looking at what other measures could be put in place at playtime. The playground would be resurfaced over the summer and will be coloured and zoned. Play therapy was also suggested.

Safeguarding report

In the safeguarding summary, it was reported that there were five DSLs in school and some new staff coming in September already have safeguarding qualifications. A Trust wide GDPR training session had been done. The school had good relationships with outside agencies. **The Chair asked if safer recruitment had been done** and it was confirmed that it had for staff but that of the Principal was about to expire.

The Principal then referred to holidays being taken in term time. Seven parents were on fast track to being fined. There were no children missing in education and no increase in the number of Looked After Children. There had been no managed moves. One fixed term exclusion had taken place in Year 6. Six pupils had come to the school and 12 had left. **Mrs Pryce asked if there had been a common reason as to why the 12 had left** and the Principal replied that nine of them had moved to a school nearer their home and two had moved abroad. It had been necessary to put extra measures in place as a pupil had got out of a side fire door. This had now been addressed. Additional parental support had been put in place and a TA assigned to this pupil. This came at a heavy cost to the school but was needed. **The Chair asked if a risk assessment had been done** and this was confirmed.

An additional Staffing update was provided by the Principal who reported that teachers would remain in Reception and Year 5 and the four remaining classes would have new staff. **Mrs Pryce asked if a Staffing Structure could be provided.** There had been a positive induction day. The School Improvement Director advised that the school had advertised twice but applicants had not been strong enough. Principals had then met across the Trust and offered the opportunity to staff to teach at another Trust school. Recruitment will be considered again later in the year. The Chair agreed that time needed to be taken to appoint the right people. **Mrs Pryce asked who would be assigned to SEND** and the School Improvement Director would be looking at staff strengths and would allocate accordingly. In addition, an experienced senior leader from Ninestiles will come into school for two days per week to give Year 6 support. Overall, there was a positive staffing picture. The Safeguarding report updated had been updated earlier in the day and a verbal overview was given at the meeting.

Governors will receive a copy of the Pupil advocate report. Successes included the award of the bronze award from UNICEF and the school was now working on silver. Mrs Pryce asked for more information on interaction with parents and the Principal agreed to report on this.

0056 **RESOLVED:** That the report of the Principal (Appendix 1) be adopted.

0057 **SID REPORT**

The School Improvement Director referred to the staffing situation and the help that Pegasus had received from the Trust. A new Diversity and Inclusion Lead had been appointed and would be starting in September and they were very experienced in this field. A number of projects had been started including a health and wellbeing group. A Mathematics Director was now in post who was developing a bespoke programme for the Trust. A team of staff from across the Trust were looking at the best resources and drafting detailed guidance for all year groups on the continuum and learning in Mathematics. This will be introduced to staff on their September inset day. There were now a number of groups across the Trust including one looking at the curriculum and how the staff could ensure that a full and wide knowledge rich curriculum was on offer which prepared pupils for secondary school. The aim was to make it more practical and interesting. **The Principal was asked about the library** and informed Governors that progress was being made since the bid had been accepted. Asbestos needed to be removed over the summer holidays and work should be completed by the end of September. **The Chair asked if the Trust had put anything in place regarding staff well-being** and the School Improvement Director confirmed that new initiatives and packages will be introduced. All Pegasus staff will have two days entitlement in the school year which will be unpaid and notice will need to be given. As a thank you to staff, they would also have a day off in November.

0058 **REVIEW OF SCHOOL IMPROVEMENT PLAN**

This had been considered as part of the Principal's Report. A new plan will be brought to Governors in September.

0059 **SKILLS AUDIT**

The Clerk advised that there were still some forms to be returned. However, in light of the current numbers of Governors, it was agreed that this would be deferred until new appointments had taken place.

0060 **ADOPTION OF POLICIES**

There were no policies to present as the Charging and Remission and Admissions Policies had been deferred to the next meeting.

0061 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

There were no Link Governor reports to be presented at the meeting but reports would be uploaded to GovernorHub.

0062 **FEEDBACK TO/FROM TRUST**

There were no items identified except for the thanks of the Governors to the Trust Board for the library funding. The Chair was pleased to see that positive changes were being made and staff have chosen to be at the school. The School Improvement Director asked that the thanks of the LGB be given to staff who were leaving for their contribution to the school.

0063 **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.

0064 **SUMMARY OF CHANGES TO THE DFE GOVERNANCE HANDBOOK**

Governors received a summary of changes that had been made to the DfE Governance Handbook (Appendix 3) which came into effect in March 2019. The Clerk reminded Governors that a full copy of the Handbook was available from <https://www.gov.uk/government/publications/governance-handbook>.

0065 **GUIDES FROM THE DFE**

The Clerk drew Governors' attention to two new guides from the DfE that could be used to help address teacher workload. The change in requirements from OfSTED in terms of data was also highlighted as collection and analysis of data impacted on teacher workload and, therefore, additional information regarding the use of data had also been released by the DfE.

The guides could be found using the following links:

Workload Reduction Toolkit

<https://www.gov.uk/government/publications/supporting-governing-boards-and-trustees-reducing-teacher-workload>

Making Data Work

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/754349/Workload_Advisory_Group-report.pdf

0066 **DFE COMPLAINTS GUIDANCE, INCLUDING MODEL COMPLAINTS POLICY**

Governors noted that guidance had been provided by the DfE after instances had been identified where schools' complaints policies did not follow good practice or statutory requirements. Additional guidance had been produced to highlight appropriate practices <https://www.gov.uk/government/publications/school-complaints-procedures> and a model policy was also available. It was strongly recommended that the School ensured that their policy met the requirements of the DfE and that a revised policy be presented for approval if necessary.

The Principal confirmed that a Trust Complaints Policy was already in place.

DATE OF NEXT MEETING / DATES OF FUTURE MEETINGS

0067 **RESOLVED:** That future meetings of the Local Governing Body be held at the School at the following times and dates:

- Wednesday 18 September 2019 at 1.30 pm
- Wednesday 20 November 2019 at 1.30 pm
- Thursday 30 January 2020 at 1.30 pm
- Wednesday 19 March 2020 at 1.30 pm
- Wednesday 6 May 2020 at 12.30 pm
- Wednesday 8 July 2020 at 1.30 pm

The meeting closed at 3.05 pm.

Signed:
(Chair of Local Governing Body)

Date: