

PERRY HALL MULTI ACADEMY TRUST

MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF PERRY HALL PRIMARY SCHOOL HELD AT THE SCHOOL AT 6.00 PM ON TUESDAY 2 MAY 2017
--

PRESENT:	Mr A Brocklehurst	- Chair
	Mrs A Cheema	- Executive Headteacher
	Mr D Collinswood	
	Mr S Cox	
	Mrs L Fergusson	
	Mr A Fisher	
	Ms R Kohli	- Headteacher
	Mr N Maidement	
	Mrs J Purawal	
	Mr D Tarbuck	
	Mrs A Tranter	
IN ATTENDANCE:	Mrs A O'Rourke	- Associate
	Mr J Parkes	- Strategic Head of Finance & Business Administration
	Mrs R Rickwood	- Clerk

0280 **WELCOME TO NEW MEMBER**

Mr N Maidement, newly elected Staff Governor was welcomed to the meeting and the Local Governing Body.

0281 **DECLARATIONS OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

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, once approved, these became public documents.

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.

0282 **ANY OTHER BUSINESS**

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

- Trust Items – to be a standing agenda item
- Elections – school closure on 4 May & 8 June
- Monitoring the administration of SATs

MRS J PURAWAL JOINED THE MEETING AT THIS POINT

MINUTES OF THE PREVIOUS MEETING

0283 **RESOLVED:** That the minutes of the previous meeting, held on 13 February 2017 be approved as a correct record, subject to the following amendments:

Move Mrs A O'Rourke from IN ATTENDANCE to CONSENT TO ABSENCE as she was not present at the meeting

MATTERS ARISING FROM THE MINUTES

0284(a) **Matters Arising – Leadership reports, Safeguarding (Minute No. 0268(a))**

Mr Parkes highlighted which Governors were yet to complete HAYS online Safeguarding Training; links to the training had been emailed to Governors following the previous meetings. Governors were advised to check their 'junk' mailbox as well as their regular inbox. Mr Parkes confirmed that he would re-send the link to those identified.

Nine members of staff (some of whom were on Maternity Leave) had also lapsed. The Headteacher confirmed that she would ensure staff completed the training. HAYS would be renewed in September.

0284(b) **Matters Arising – Minibuses (Minute No. 0268(c))**

Mr Parkes confirmed that the charge per school for the minibuses was £300. **A Governor asked if information/guidance regarding the change to Booster seat laws had been clarified.** Mr Parkes reported it had and circulated a copy of the information for Governors to review confirming that the Trust were compliant with requirements. **A Governor asked if the use of Fuel Cards had been implemented** and Mr Parkes confirmed that it had.

0284(c) Matters Arising – Leadership Reports (Minute No. 0268(d))

A Governor asked if the new School Website was up and running, if it was compliant and if it had been launched. Governors were advised that the new website was being finalised, was compliant and would be going live prior to the half term holiday. The previous website had not been wholly compliant. **A Governor asked the reason for this** and was advised that it related to the route to access documents.

A Governor asked if the use of Debit/Credit Card facilities had been implemented. Mr Parkes advised that the machines were in school but needed to be connected to the system.

A Governor asked if the Reading Bus Project was progressing. The Headteacher reported that she and Mr Collingswood had been to look at a couple of buses which had been transformed. Funding for the project was yet to be secured; the school were bidding for funding from the Vinchi Project and were working closely with the PTA. The Headteacher reported that she had received an email from Concept Education, one of the Trust's suppliers, to confirm that they were making a donation of £1,000 towards the project. Governors were advised that prior to the Bus being installed on site the footprint would need to be secure which would cost between £1,000 and £3,000. Mr Collinswood confirmed that he would be attending the summer fair to assist with fundraising.

A Governor asked if the external moderation had taken place and was advised that a full day of monitoring was completed by external moderators on 18 May.

A Governor asked if the application to become a Teaching School had been successful. The Executive Headteacher advised that due to purdah everything was on hold; it was anticipated that the school would hear the outcome following the conclusion of the General Election. **A Governor asked if this had an impact on the School** and was advised that it did not; the school continued to provide improvement support to other schools.

MINUTES OF THE RESOURCES COMMITTEE

0285 **RESOLVED:** That the minutes of the meeting of the Resources Committee, held on 13 February 2017 (Appendix 1) be adopted.

0286 MEMBERSHIP OF THE LOCAL GOVERNING BODY

Governors were advised that there were no vacancies, no terms of office were due to expire and there were no issues with attendance.

LEADERSHIP REPORT

Governors had received the Leadership Report and its appendices in advance of the meeting. Governors' attention was drawn to the following matters:

- There were 510 pupils on roll. The School was full and there were 30 children attending the Terrific for Two's provision. Mobility – more pupils had joined the school than left; one pupil had left due to moving to a school closer to their home. Group information was included; the number of Ethnic Minority Pupils was higher than the national average.
- Pages 4 & 5 provided an overview of staffing. **A Governor noted that in different year groups the number of staff varied and asked why this was.** Governors were advised that this was attributable to the number of staff providing 1:1 support for particular children. Page 6 detailed staff changes which included a number of Maternity Leaves, leavers and new staff. It also included new 1:1 staff who were attached to EHCPs for individual children. SEN-D pupils received additional funding; Mr Parkes reported that he was chasing funding from the relevant Local Authorities.
- Staff Absence figures were shown in appendix 1 to the report. Mr Parkes reminded Governors that they had discussed the virus which had affected staff attendance earlier in the year referring to the spike in figures shown. Information related to both class based and non-class based staff. During the spring term the average days lost per head had been 5.5 which included staff who were absent due to long term sickness. Compared with the autumn and summer terms this was a considerable increase but had been due to the virus. Figures for staff at Berrybrook and Dunstall Hill had been provided for comparison.

A Governor noted that the national average across all industries was 4.3 days and asked what time period qualified as long term. The Executive Headteacher advised that it was 20 consecutive days. Mr Parkes referred Governors to the reverse of appendix 1 which showed the triggers relating to the management of attendance procedures. The Executive Headteacher noted that absence was being monitored across the Trust including sickness and time off for dependents, and that a process was being developed to ensure that staff were aware of what support was in place to those identified in management of attendance procedures.

- Leadership & Management information provided an overview of staff CPD, external and internal. It was noted that Mrs C Gibbons had been Acting Deputy Headteacher during the Headteacher's long term absence. The Headteacher and Governors expressed their thanks for Mrs Gibbons and the Assistant Heads for their diligence in effectively leading the school during the absence.

Mrs Gibbons had also recently been accredited as a Specialist Leader in Education; this would be positive for school to school support and would mean support could be provided across neighbouring authorities.

- The Early Years and SEN Phase Leader reports were circulated to be included with the Leadership Report as appendix 9.
- School to school support continued locally with ConnectEd Teaching School Alliance requesting that their staff visit Perry Hall to observe teaching as part of the ConnectEd Teaching School Alliance Good to Outstanding teacher programme. The Local Authority had made a similar request. A Student Teacher from Wednesfield High had also visited the School to observe

teaching practice.

- Appendix 2 comprised Subject Leader action plans and monitoring would be completed during the summer term. An overview of PE was included with details of Sports Premium Funding and what had been put in place. An evaluation of the action plan and a report highlighting the impact of funding was included as appendices 3a and 3b. **A Governor asked if the impact of changes to the way swimming was structured had been evaluated.** Governors were advised that this continued to be monitored and would also be discussed with pupils during the summer term; general feedback to date had been positive.
- Initial Teacher Training (ITT) and Teacher Training was going well. The two Teach Direct students had completed their half a term in other schools, had regular observations and University days. It was anticipated that both would be successful.

A Governor asked if the students were used as an additional resource to support Teaching Staff. The Headteacher explained the way the students worked in school. **The Governor asked if they led in class** and was advised that in the summer term they did; however, the class teacher was present constantly and provided support in planning. The Executive Headteacher noted that the students were 'home grown'; both were HLTAs at the school previously who were familiar with the MAT's systems and processes and were building on their existing skills.

Students signed a three year contract to ensure that they stayed for at least two years following completion of their qualification. The Executive Headteacher explained how the posts were funded and progressed.

Information relating to ITT Students had been included with the report as appendix 4; Governors were advised that this document was confidential (the Clerk confirmed that she would redact names in the file copy). The appendix comprised an overview of who was undertaking ITT, how well they had done and the impact the training had on them. Mrs D Holdcroft was the ITT Co-ordinator and had done an excellent job; she was also undertaking a Masters in ITT Mentoring. Mr Parkes confirmed that the school received funding for students.

A Governor asked if the School was able to take advantage of the Apprenticeship Levy. The Executive Headteacher confirmed that it could noting that the Trust had just taken on an apprentice in administration. The Trust would also look at how the Levy could be used to support other training opportunities.

- SMSC was interwoven across the curriculum and school life and activities were listed in the report. **A Governor asked if the impact of the 30 minute current affairs sessions had been monitored.** The Headteacher confirmed that it had through monitoring of pupils' understanding of the world. Pupils had discussed current/recent events and provided examples of how staff had facilitated questioning and discussion in a safe environment. The Headteacher considered that the sessions were greatly important. A Governor asked if the sessions were only for pupils in the upper years and was advised that they were done across school but were age appropriate; the sessions were pupils' time to talk and share. **A Governor asked how the Viking Day tied in with SMSC** and was advised that the activities were about

respect and working together etc. examples of a 'day in the life' and teamwork were given.

- Parent events were listed including attendance figures. **A Governor expressed surprise that only eight parents had attended the Year 6 SATs meeting noting that 50 had attended the previous year and asked what the reason was for this.** Governors were advised that the event had not changed in terms of time or format from the previous year and the reason for the lack of parental attendance was unknown.

It was noted that the ESafety workshop was repeated and this may be a factor in the lack of attendance as parents would be unlikely to attend more than once.

The way in which workshops were held had changed. Parents would attend a workshop for 30/45 mins and would complete their workshop in the classroom; this increased attendance numbers significantly. Governors were advised that 45 parents attended the Phonics workshop for EYFS and Key Stage 1.

A Governor asked what 'well attended' equated to in regard to Parents Evening. The Headteacher advised that the majority of parents came to all the meetings including structured ones which equated to 80/90%.

- A parental feedback board had been displayed at Parents Evening and parents were given the opportunity to put comments and suggestions on post it notes and stick them to the board. An action plan had been put together following feedback and action had been taken. **A Governor suggested that a precis of the action taken be included in the next school newsletter as a way of engaging with parents regarding the feedback/comments.** The Headteacher confirmed that she would action this.

Governors were advised that feedback gathered during the March Parents Evening had been positive. Suggested improvements sometimes contradicted each other, particularly those relating to homework. Suggestions about PE had been forwarded to the coach and co-ordinator. A parent had suggested workshops be held in an evening and Governors were advised that workshops had been offered in an evening as well as the day with a 5/5.30pm start. Governors noted that parents work commitments might mean that they could not attend, even at 5pm. The Headteacher considered that it was important to maintain the work/life balance of staff and that holding the workshops later in the evening may compromise this. Where attendance had been 2/3 parents, workshops had been cancelled. The school were going to trial holding workshops at 4pm towards the end of a week to see if this increased attendance.

Governors referred to the positive comments regarding staff and the school. Actions the school were going to take this term were included in the report. It had been noted that a Governor had been pivotal in gaining a School Crossing Patrol (SCP) Warden outside the School through encouraging parents to use the crossing area which had ensured that the site met the strict criteria for allocating a Warden. A letter had been sent on behalf of Governors to the School Crossing Patrol Service expressing their thanks. Reminders to parents had been included in newsletters regarding the dangers of them driving and parking on the pavement.

- The PTA were now registered as a charitable organisation and consisted of a small team of parents who were looking to recruit further members. It had been highlighted that PTA representatives needed to be identified to the School so that everyone could be aware of how any money was collected etc. The Headteacher requested that a Governor take up a role as a representative to act as a critical friend who ensures that funds were used effectively. Events held during the spring term were listed.
- Clubs were listed in the report as were competitions and tournaments entered. The minibuses had been well used and had provided more scope to attend different events.
- Information regarding the Quality of Teaching and Learning was included. Mr M Smith, LA English Consultant had continued to work with staff. The whole teaching staff would complete a book trawl to evaluate what the impact of changes had been and identify areas of further development. RWI days had been completed through trainers supporting teaching alongside and through delivering a master classes. Monitoring had been completed but due to staff changes the targets for the spring term relating to Good and Outstanding teaching had been adjusted; outcomes were shown.

A Governor asked if the member of staff judged to be Requires Improvement (RI) was a different member of staff to the one judged as RI at the end of the previous term. The Headteacher advised that it was confirming that the member of staff referred to was no longer considered to be RI following mentoring and coaching provided by the Headteacher. It was highlighted that NQTs were expected to be RI at this point during the academic year and were expected to be being Good during the summer term.

Strengths and areas of development were identified in the report; CPD would be focused on the latter. A Governor asked what Pose, Pause, Pounce and Bounce was and was advised that it was a style of questioning designed to facilitate increased pupil voice and less teacher talk. It was an effective style which worked well.

- Personal Development, Behaviour & Welfare information was included. The number of Disadvantaged Pupils in each year were shown. There had been an increase; there were 21 in Year 3 and 20 in Year 5. It was considered that the increase was attributable to the demographics changing as had been discussed previously. Notification of the Pupil Premium funding allocation for the academic year 2017/18 would be received in June and was based on the January census. **A Governor asked if the number of pupils eligible for Pupil Premium funding could be more than was being claimed.** It was considered that there were a number of parents who did not claim Free School Meals, despite being eligible, due to pupils being in receipt of Universal Infant Free School Meals. On current numbers, 15.6% of pupils were Disadvantaged compared to a national average of 25%. The School continued to do everything it could to promote FSM registration including sharing information with new reception pupil parents at their induction meeting. **A Governor asked what attendance was like at the meeting** and was advised that it was usually 100%.
- CIN, CP, EHA numbers were included in the report and had increased further since the previous report. Safeguarding was a significant area of focus and was time consuming. **Governors requested that comparison numbers from the previous term be included.** The Headteacher confirmed she would action this.

- There had been a planned Fire Drill during the spring term; it had taken 1 minute 50 seconds to evacuate the building. The three Caretakers had visited each site during planned fire drills to view the evacuation procedures in place. **A Governor asked if there had been any issues arising from the drill.** The Headteacher advised that a couple of the small groups had not had their paper lists with them upon evacuation, however, class registers were with staff and all pupils had been accounted for.
- A Health & Safety Audit had been completed by Elite Health & Safety. Mr Collinswood had joined the inspector during the audit and there had been no significant issues arising. There had been a number of repetitive items on the action plan presented to the SHE Committee; **Governors had directed Heads to resolve outstanding statutory and sundry items by the next meeting.**
- Attendance figures were included in the report and a breakdown of attendance by year group was shown. **A Governor asked what qualified as authorised absence** and was advised that this tended to be things such as appointments relating to a medical need or pupils visiting another school following an application for an in-year transfer. The number of authorised absences tended to increase during the summer term.

A Governor noted that absence for pupils who were FSM, Pupil Premium, SEN and EHA were significant and asked if they were included in each category. The Headteacher confirmed that they were and **the Governor asked how many pupils this related to.** Governors were advised that there were two pupils who on an EHA, were also Pupil Premium and were also working with the welfare officer regarding their attendance. One case could be subject to legal action. **Governors requested that a comparison to the same time during the previous academic year be included in the report.** The Headteacher confirmed that she would action this.

Actions taken regarding attendance were detailed. The Headteacher reported that she had met with a Governor to discuss the content of letters sent to parents as the reaction from parents tended to vary. The wording had been revised so that parents would have a clearer understanding of the procedures; the letter would also be reviewed by the welfare officer to ensure it was accurate regarding procedures etc. prior to being sent out. A Governor asked for an explanation of 'off registered' and one was provided. In response to a question it was confirmed that letters were sent to parents when attendance fell below 95%. Absence had an adverse impact on learning, particularly for pupils those in SATs years. One pupil with a medical need was working with The Orchard Centre and receiving tutoring. **A Governor asked if the school were financially responsible for this** and was advised that they were not. Governors were reminded that absence during the autumn term was high due to a prolific virus.

Termly attendance celebration certificates had been introduced following comments from parents regarding the motivation of pupils being affected by one absence in relation to achieving 100% attendance and receiving a £5 voucher.

- Behaviour – The School continued to use the Good to be Green system which was considered to be effective. Systems in place to manage behaviour were working but there were still key year groups with behavioural needs. Appendix 6 to the report provided information on the impact of the Assistant Educational Psychologist.

A Governor asked how many pupils had no yellow or red cards and was advised that it was the remainder of the pupils. **A Governor raised a concern that pupils who were well behaved consistently were not recognised** and was advised that they were, through the awarding of gold cards & bookmarks; if pupils were awarded two Gold Cards they met with the Executive Headteacher.

How to develop Good to be Green for the following year had been discussed with staff and one suggestion had been that pupils would have no card, then be awarded a green one, then a gold one. The Headteacher invited suggestions from Governors on how to develop the system asking them to email her.

The Headteacher acknowledged that there were concerns regarding persistent negative behaviour and actions being taken to address this were detailed; behaviour was being tracked closely. **A Governor asked if parents were engaged and supportive of actions/sanctions being taken.** Governors were advised that the vast majority of parents were both engaged and supportive and a small majority who were not; one in particular was completely opposed to action taken. However, it was considered imperative to be consistent; Individual Education Plans were in place for some pupils.

- There had been no formal incidences of racism, however, there had been some comments made lower down in school by pupils who did not understand the meaning of their comments; this had been discussed with parents and was being closely monitored.
- The Headteacher reported that there had been one fixed term exclusion with the pupil being reintegrated the following day. There were still concerns regarding the pupil's behaviour but the school was working closely with parents to resolve this.
- An overview of Data had been provided which would be discussed in more detail by the Standards Committee. **A Governor requested that a line graph be included in the data information to demonstrate the progress made by pupils across the year.** It was noted that there had been no pupils working at Secure in the last set of Data but that there were some now. Year 6 had done very well in terms of progress. The Executive Headteacher commended staff on this noting that there were significant challenges in Year 6.

A Governor asked if any pupils were achieving Mastery yet. Governors were reminded that this was a greater depth in knowledge and the ability to apply skills independently; there were some pupils achieving Mastery in Year 5 and it was anticipated that the number of pupils achieving Mastery would increase during the summer term. Moderation would reflect judgements. It was highlighted that Pupils' attitude to learning in Year 6 had been a particular challenge.

A Governor noted that the gap between Disadvantaged pupils and their peers had grown in Year 3 gap and asked why this was. Governors were advised that there was a significant gap in the cohort between less able pupils and higher ability pupils. RWI was being used to assist phonics issues and pupils struggling in Reading were accessing the Better Reading Partnership through 1:1 intervention. There had also been an increase in the number of SEN identified

pupils. Staff had been moved to ensure the Teacher was working with the less able pupils and more interventions were taking place to address gaps.

- The Headteacher referred to the Early Years Report and the Data. Progress in Early Years had been significant since the autumn term. Pupils had made progress in all areas. The target for the number of pupils achieving a Good Level of Development was 75% which it was anticipated may be exceeded. The Early Years Consultant had returned and was working closely with the Terrific 4 Two's provision and Nursery. A new, experienced teacher had been appointed in Nursery. A large number of the cohort had behavioural and/or SEN; the new member of staff was a specialist in SEN which was considered very positive. The School was working on developing the outdoor provision.

Governors thanked the Headteacher and Executive Headteacher for the information received.

0287 **RESOLVED:** That the Leadership Report (Appendix 2) be adopted.

0288 **LINK GOVERNOR REPORTS/GOVERNOR VISITS INTO SCHOOL**

Governors were advised that Mr D Collinswood had visited the School on 16 March 2017, the focus of the visit was to Judge the final of the STEM (Science & Technology) Fair Entries.

Mr Collinswood reported that he had visited Year 4 whilst they were attending a residential visit to Standon Bowers. The focus of the visit had been to have a general overview of what happened on residential visits and to monitor the use of health and safety and risk assessment documentation in line with the MAT's procedures. The visit had been very positive with the exception of some safeguarding and health and safety issues which had arisen with the venue's procedures. Additional measures had been put in place during the visit by Perry Hall staff as a result of the lack of robust response from the venue when the issues had been highlighted.

The Executive Headteacher confirmed that she attended the venue the following day to further highlight the concerns raised with the venue.

Mr Collinswood noted that Miss Gibbons had a concentrated and positive focus on Year 3 and expressed his thanks to Mrs Holdcroft regarding the trip. Mr Collinswood considered how positive it had been seeing pupils from Dunstall Hill and Perry Hall working together again.

The Headteacher advised that Year 6 were due to attend a residential visit to Laches Wood with the same facilitator and checks would be made in advance of the visit. Mr Maidement would also be doing a visit to the site in advance of the visit and risk assessments would be completed. Pupils from all three schools were due to attend.

Mr Collinswood had compiled a report which had been provided as an appendix to the Leadership Report as appendix 10.

Mr Cox reported that he had attended school to discuss SEN provision.

Mrs O'Rourke reported that she had visited school to discuss the PE curriculum and activities.

0289 **GOVERNOR TRAINING**

Governors were reminded that a full Governing Body training session was to be held on Monday 8 May from 6 until 7.30pm, at the School on RAISEonline.

PROCESS FOR THE ELECTION OF CHAIR AND VICE-CHAIR

Governors considered the election process for Chair and Vice-Chair of the Governing Board for the academic year 2017/18. It was noted that in 2015 the Chair and Vice-Chair were elected for a term of two academic years.

0290 **RESOLVED:** That nominations be received and considered at the first meeting of the Governing Board to be held in the academic year 2017/18.

0291 **CHAIR'S CORRESPONDENCE**

The Chair reported that he had received a letter from a parent regarding a complaint. The matter was confidential and under investigation; if appropriate further information would be shared at the next meeting.

TRUST ITEMS (ANY OTHER BUSINESS)

0292(a) **Governor Away Day**

The Trust's Governor Away Day was to be held on 9 June and the agenda would include discussion of the strategic priorities of the Trust, individual school feedback from Staff, Parent and Pupil questionnaires, School Improvement Priorities and the Evaluation of the Governing Bodies. Governors would receive confirmation of the agenda in advance of the day.

0292(b) **Letter to Parents**

The Chair reported that as Chair of the Trust Board he had signed a letter to be sent to all parents across the trust stating that verbal abuse and aggressive bullying behaviour towards staff was not acceptable and would not be tolerated. Any further incidents occurring after the letter had been sent would be addressed individually. Governors were advised that this had been an ongoing issue at Perry Hall which was completely unacceptable and it was considered important to remind parents of this. .

A Governor suggested that should the behaviour continue that Parent Governors convene a small working group to talk to parents about their views in a Parent/Governor Forum.

Governors were advised that in some cases the abuse had been tolerated over a long period but that it had escalated to a point where the school had taken legal advice to safeguard staff from the continuation of the level of abuse being directed towards them.

The Chair highlighted that it was time consuming for the SLT to be discussing issues with parents who didn't like the answers they were being given and that the response received from some parents was not proportionate to the issues under discussion.

The Headteacher noted that the school operated an open door policy to try and resolve issues at an early stage. However, some parents escalating behaviour tended to worsen situations and cause stressful situations for staff. Parent Governors resolved to work closely with the Headteacher to monitor the situation going forward.

0292(c) Condition Improvement Funding

The Trust in co-ordination with Concept Education Services had applied for Condition Improvement Funding to replace heating systems at Perry Hall in Key Stage 2 and the boiler rooms. The project would cost £454,000. The funding bid had been successful and it was anticipated that the work would commence during the summer term. Concept Education Services would manage the project. Governors expressed their thanks to Concept Education Services for the work they had completed to the bid.

0292(d) Proposal to change the School Week

The Executive Headteacher advised that the Trust were considering shortening the school week to 4.5 days and advised of the proposed times the school would open and close to pupils; the school day would be lengthened across four days which meant that no learning would be lost due to the change.

Provision would be made for working parents to be able to collect their children at 3.15pm on a Friday; provision would also be made for pupils who were Looked After Children.

Consultation letters were being sent out to parent and changes would be made across the MAT. The proposed change was due to future funding cuts and to facilitate group planning and preparation time and to provide time for quality training. Across the country many staff were leaving education and research highlighted that this was due to workload.

A Governor asked how it was considered pupils would cope with a shorter lunchtime. The Headteacher considered that they would adjust well noting that there would be no afternoon break and pupils would be starting the school day slightly earlier.

A Governor asked how many pupils were registered as late each day and asked if the change would impact on attendance and punctuality. Governors were advised that attendance would continue to be very closely monitored including late arrivals.

A Governor asked what the outcome would be if the majority of parents opposed the proposed change. The Executive Headteacher considered that the change would be implemented due to the school not being able to continue as it was due to financial sustainability. **A Governor asked where the financial benefit was coming from by implementing the change** and was advised that the school would no longer have to purchase PPA cover; Teaching Staff would not be out of class.

A Governor asked how the change would impact on staff members working part time and was advised that one to one discussions would take place with staff.

A Governor asked if the Trust had engaged with any other schools where similar arrangements were in place and was advised that visits and discussions had taken place with a school who had implemented the change eighteen months previously; the change had been positive. It was anticipated that the new arrangements would be in place by September 2017.

0292(e) Flexible Charging – School Meals

Governors were advised that the Trust had resolved to cease participation in the Flexible Charging Scheme for School Meals as of September 2017. Charges to parents for all paid for school meals had already increased and people eligible for the scheme would pay the full price from September.

Letters had been sent to parents to remind them that school meal fees needed to be paid by a certain date and that if fees were not paid the provision of meals would cease and they would have to make alternative arrangements for their child's lunch. School meal debt remained an issue.

The deficit for educational visits and residential trips over the year equated to £1,500 if all parents paid a contribution and paid in full for the residential. Should contributions and payments continue not to be forthcoming it was anticipated that visits may not go ahead in future. The School's budget could not continue to subsidise trips and visits to the extent it had previously due to increasing budgetary constraints.

Charges for wrap around care had also increased.

ELECTIONS (ANY OTHER BUSINESS)

Governors were advised that the Local Authority had requested that the School be used as a polling station during elections on 4 May and 8 June. Staff would be working in school and Year 6 would have a study day on 4 May.

A Governor asked if the School received remuneration for its use and was advised that it did.

0293 **RESOLVED:** That the School be closed to pupils on 4 May and 8 June to be used as a polling station.

0294 **MONITORING THE ADMINISTRATION OF SATs (ANY OTHER BUSINESS)**

The Headteacher reminded Governors that SATs were due to take place the following week and requested that a Governor visit the school to monitor the procedures followed and the administration of the SATs. Times would be emailed to Governors. Mrs O'Rourke confirmed that she would visit the school.

0295 **S4S REPORT – CONFIDENTIAL MINUTES**

Governors received the S4S Report regarding Confidential Minutes (Appendix 3).

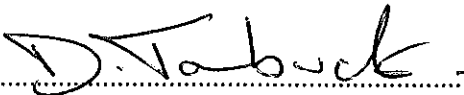
0296 **TERM DATES AND HOLIDAYS 2018/19**

Governors received the LA report relating to school term dates and holidays 2018/19 (Appendix 4).

0297 **DATES OF FUTURE MEETINGS**

Governors were advised that a proposed schedule of meetings for the academic year 2017/18 would be constructed and shared at the Governor Away Day on 9 June for consideration and approval.

The meeting closed at 8.00pm.

Signed: 
(Chair of Local Governing Body)

Date: 25.9.17