

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 WEDNESDAY 18 SEPTEMBER 2019**

PRESENT:	Mrs A Cheema	CEO
	Mr D Collinswood	Vice Chair (Via Teleconference)
	Mr S Cox	
	Mr S Davis	
	Mrs S Fergusson	
	Mr A Fisher	
	Miss R Kohli	Headteacher
	Mrs M O'Rourke	
	Mr D Tarbuck	Chair
	Mrs A Tranter	
IN ATTENDANCE:	Mr D Asbury	Executive Headteacher for Standards
	Mrs S Powell	Deputy Headteacher
	Mrs R Walker	Clerk

Minute Number	Minutes	Action
0425	<p><u>APOLOGIES AND WELCOME</u></p> <p>The Chair opened the meeting and welcomed all to the first meeting of the academic year. Introductions were made around the table.</p>	
0426	<p><u>CLERK TO THE LOCAL GOVERNING BODY</u></p> <p>RESOLVED: That Services4Schools be appointed as Clerk to the Local Governing Body for the academic year 2019/20.</p>	
0427	<p><u>APPOINTMENT OF CO-OPTED GOVERNORS</u></p> <p>There were no co-opted Governors to be appointed at this meeting.</p>	
0428	<p><u>DECLARATION OF INTEREST/ CONFIDENTIALITY OF INFORMATION/ CONFIDENTIAL ITEMS/PERRY HALL MAT REGISTER OF BUSINESS INTEREST FORM/CONTACT DETAILS/CODE OF CONDUCT</u></p>	

	<p>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.</p> <p>The following declarations were made: Mrs Cheema declared that she was CEO on the Trust Board for UCAT</p> <p>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.</p> <p>Register of Business Interest forms (Appendix 1) had been circulated in advance of the meeting and Governors were requested to complete the form for the 2019/20 academic year and return it to the Clerk.</p> <p>The Clerk stressed that accurate email addresses for Governors were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or S4S Governor Services Department. Governors were also reminded that they were able to check and update their own details on GovernorHub. Governors considered whether contact details should be shared amongst the Board.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i. That Governor email addresses and phone numbers be shared amongst the Local Governing Body, solely for the purposes of communication in relation to the role of Governor; ii. That the Code of Conduct (Appendix 2) be approved for the 2019/20 academic year. 	
0429 (a)	<p><u>ELECTION OF CHAIR AND VICE CHAIR 2019/20</u></p> <p><u>Term of Office</u></p> <p>Governors considered the length of office for the Chair and Vice Chair.</p> <p>RESOLVED: That the term of office for the positions of Chair and Vice Chair be two years.</p>	

0429(b)	<p><u>Election of Chair</u></p> <p>[MR D TARBUCK LEFT THE MEETING AND MR COLLINSWOOD CEASED FROM TAKING PART IN THE MEETING AT THIS POINT]</p> <p>RESOLVED: That Mr Tarbuck be elected Chair until the first meeting of the autumn term 2021.</p>	
0429(c)	<p><u>Election of Vice Chair</u></p> <p>RESOLVED: That Mr Collinswood be elected Vice Chair until the first meeting of the autumn term 2021.</p> <p>[MR D TARBUCK WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF CHAIR AND MR D COLLINSWOOD RE-JOINED VIA CONFERENCE CALL]</p>	
0430	<p><u>ANY OTHER BUSINESS</u></p> <p>The Chair wanted to ensure the issue of the Bus was discussed the Headteacher confirmed this would be covered under Matters Arising (Minute No. 0432(d))</p>	
0431	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>The Chair thanked all Governors for their contributions the previous year and he advised that staff had also appreciated the efforts Governors had made to visit the School. This was echoed by the Headteacher.</p> <p>RESOLVED: That the minutes of the previous meeting, held on Wednesday 15 May 2019, be approved as a correct record, subject amendments to the text.</p>	
0432(a)	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Matters Arising - Leadership Report (Minute No. 0407(a))</u></p> <p>The Chair asked whether Governors email addresses had been made available in the staffroom and the Headteacher confirmed they had. The Chair asked if anyone had been contacted and no one had.</p>	
0432(b)	<p><u>Membership of the Local Governing Body (Minute No. 0409)</u></p>	

0432(c)	<p>The CEO confirmed that the appointments agreed at the last Local Governing Body meeting had been confirmed at the Trust Board.</p> <p><u>Leadership Report (Minute No. 0411)</u></p> <p>The Headteacher noted that the leads from English and Writing had been requested to attend next standards meeting, and she advised that the Deputy Headteacher, as English lead, had talked through this at the Governors' last school visit. The Headteacher advised that Reading would be a focus for the Standards meeting as well.</p>	
0432(d)	<p><u>Trust Items (Minute No. 0415)</u></p> <p>With regards to the Reading Bus, the Headteacher advised the School had been looking for contractors to work on the bus, but heating had been prioritised over the summer holiday so this was not yet organised. In addition to the funding approved by Governors, the School had also received £9,000 of funding from the National Lottery.</p> <p>However, over the summer holidays, the bus had been broken into several times and windows smashed, apparently by the local teenagers. The Bus had been boarded up but the vandalism had continued. The Headteacher felt it was appropriate to review this given the amount of money due to be spent.</p> <p>After consultation with Facilities Manager, it was agreed that the bus would still be a fixture with bolted down tables and stools inside, reinforced windows of polycarbonate, if available in big enough sheets. There would be boxes of books which would be taken out to the bus when it was in use during the day, but returned to school at the end of the day. The Facilities Manager advised that there were a few outstanding items of information to get the work underway. The Headteacher advised the outside of the bus would still look as the children had planned. The Facilities Manager had also advised that the long term plan was to develop a library space within the building and this was likely to be a two year programme. In the meantime, there would be the bus and some reading spots within the school.</p>	
0432(e)	<p><u>Trust Items (Minute No. 0415)</u></p> <p>The Headteacher suggested the Assistant EP attend the next Standards Committee rather than the Local Governing Body and that was agreed.</p>	
	<p><u>MINUTES OF THE STANDARDS COMMITTEE</u></p>	

0433	<p>RESOLVED: That the minutes of the Standards Committee, held on Wednesday 10 July 2019, (Appendix 3) be approved as a correct record.</p>	
0434	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>Governors were informed that there were vacancies for the following categories of Governors.</p> <p>2 x Co-opted Governors</p> <p>It had been suggested that the current parent Governors become co-opted, leaving space for two new parent Governors to be elected. The Headteacher would send out a letter to parents to garner any interest and a decision could be made once any interest had been assessed.</p> <p>The Clerk reported that the following terms of office were due to come to an end before the date of the next meeting:</p> <p>Mr Simon Davis – Staff Governor Mrs Samantha Ferguson – Staff Governor</p> <p>The Headteacher would arrange for elections to be held for these posts.</p> <p>The Clerk added that there were no attendance issues to report.</p>	
0435	<p><u>COMMITTEE TERMS OF REFERENCE 2019/20</u></p> <p>RESOLVED: i) That the terms of reference for committees, as detailed in Appendix 4, be approved for use until the first meeting of the 2020/21 academic year.</p> <p>ii) That the quorum for each Committee be set at three Governors with the exception of the panel for Headteacher's Appraisal which will be set at two Governors;</p>	
	<p><u>COMMITTEE MEMBERSHIP</u></p> <p>Governors considered membership of Committees including the need to ensure quoracy at meetings and the avoidance of conflicts of interest.</p>	

0436	RESOLVED: That the membership of committees, as detailed in Appendix 5, be approved for use until the first meeting of the 2019/20 academic year;											
0437	<p><u>APPOINTMENT OF LINK GOVERNORS</u></p> <p>There had been a suggestion to restructure link Governors around change to the OfSTED focus to become more curriculum focussed. The Headteacher advised the Link Governor form would be reviewed to reflect the changes. The Chair noted the form currently in use was a little too generic and a Governor suggested a form for each area. However, the CEO suggested that may be a little too complicated but the Executive Team would review this and circulate suggestions for feedback, as it was also important to manage Governor workload. The Chair wanted to have documentation for visits to School and the CEO would look at this across the MAT.</p> <p>A Governor asked how often they were expected to visit School and the CEO advised the first meeting would be well-timed after half-term, and once a term would be sufficient from there. The CEO would have all Governors set up with a Perry Hall MAT email and at the Standards Committee meeting, the CEO would demonstrate how the teamwork facility could be utilised.</p> <p>The Chair suggested that elements of the School Improvement Plan (SIP) could be delegated to Link Governors where it was subject specific and the CEO agreed that was a good idea.</p> <p>The Chair asked if it was possible for Governors to specify what they wanted staff who presented to the LGB to discuss, with particular focus on disadvantaged/vulnerable/SEN pupils as this had been highlighted in the previous year as an area for focus. The Deputy Headteacher advised that Governors could pose key questions for staff to respond to in advance, to give them opportunity to prepare.</p> <p>RESOLVED: That the Link Governors detailed below be approved until the first meeting of the 2020/21 academic year:</p> <table><tr><td>EARLY YEARS FOUNDATION STAGE, ENGLISH AND PE/SPORTS PREMIUM</td><td>MRS M O’ROURKE</td></tr><tr><td>HISTORY, GEOGRAPHY, MODERN FOREIGN LANGUAGES & DT</td><td>MRS A TRANTER</td></tr><tr><td>SCIENCE, MATHS & IT</td><td>MR A FISHER</td></tr><tr><td>PHSE, RE, MUSIC & ART</td><td>MR D TARBUCK</td></tr><tr><td>SAFEGUARDING (Inc. LAC & CP)</td><td>MR D COLLINSWOOD</td></tr></table>	EARLY YEARS FOUNDATION STAGE, ENGLISH AND PE/SPORTS PREMIUM	MRS M O’ROURKE	HISTORY, GEOGRAPHY, MODERN FOREIGN LANGUAGES & DT	MRS A TRANTER	SCIENCE, MATHS & IT	MR A FISHER	PHSE, RE, MUSIC & ART	MR D TARBUCK	SAFEGUARDING (Inc. LAC & CP)	MR D COLLINSWOOD	<p>The CEO to review documentation for Governors visits across the Trust</p>
EARLY YEARS FOUNDATION STAGE, ENGLISH AND PE/SPORTS PREMIUM	MRS M O’ROURKE											
HISTORY, GEOGRAPHY, MODERN FOREIGN LANGUAGES & DT	MRS A TRANTER											
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PHSE, RE, MUSIC & ART	MR D TARBUCK											
SAFEGUARDING (Inc. LAC & CP)	MR D COLLINSWOOD											

	PUPIL PREMIUM, INCLUSION AND SEN	MR S COX		
0438	<p><u>SCHEME OF DELEGATION</u></p> <p>A Governor asked what was meant in the Scheme where it stated pupils would take part in a daily act of collective worship and the CEO advised there was a legal requirement that there was the opportunity for this which could vary from a whole school assembly and prayer or time to reflect in the classroom. At Dunstall, for example, the CEO advised reflection was used regularly.</p> <p>RESOLVED: That the Scheme of Delegation from Perry Hall Multi-Academy Trust (Appendix 6) be adopted for the 2019/20 academic year.</p>			
0439	<p><u>ARRANGEMENTS FOR THE APPOINTMENT OF STAFF</u></p> <p>RESOLVED: That the arrangements for the appointment of staff, as detailed in Appendix 7, be approved for use until the first meeting of the 2020/21 academic year.</p>			
0440	<p><u>URGENT ACTION TAKE BY THE CHAIR</u></p> <p>The Chair advised there had been a permanent exclusion at the end of the previous academic year. There had been no appeal following the exclusion meeting. The CEO asked if the child had a new school place and the Headteacher advised the parents had decided to home-school</p>			
	<p><u>LEADERSHIP REPORT</u></p> <p>The CEO explained the new format of the leadership report and that there had been no GDPR instances.</p> <p>A copy of the Leadership Report had been circulated on GovernorHub in advance of the meeting. The Headteacher asked for Governors questions on the report.</p> <p>The Chair asked if there were any significant changes within the school population and the Headteacher advised there had been some pupil mobility as some pupils had left, and an increase in the number of 2 year olds. There had been 15 new children joining from the 2s and this would be monitored.</p>			

YR had fourteen new pupils with an additional pupil yet to return from holiday. There was one new pupil in Y2 and one new pupil in Y5.

There had been some children leaving nursery and the Headteacher advised that not all nursery children applied for a place at the school. However, the Headteacher also advised that some parents had not returned their application forms in time and so children anticipated to join the School had not been awarded places. Leavers were as below and the Headteacher advised they were all due to relocation.

Y1 – 2 leavers

Y2 – 1 leaver

Y5 -1 leaver

The Chair questioned the red score on the Teaching and Learning RAG report and the Headteacher advised it had been rag rated at the request of Governors and the one red was due to one member of staff who had not hit their target in comparison to the previous year. However, there were no concerns around the teaching. Observations had already started for appraisals and the Headteacher would update Governors as to staff performance at the next meeting.

A Governor asked if the gradings were shared with staff and the CEO advised that lessons within the MAT had always been graded and staff were closely worked with. If staff were unsure there would be a review as to why a particular grading was achieved and what was being looked for, so that staff were clear as to how to improve performance. If staff were unhappy with grading, it would continue but not without giving the feedback to the staff member. The Staff Governors present confirmed they wanted to receive this information.

The Chair noted the EY data was positive and there were opportunities for improvement at KS2. The Headteacher noted that the figure for Science at KS2 was in accurate and was 86.9% not 63% as stated.

The Headteacher advised that within the SIP, reading was a focus and it was a focus across the MAT, as reading outcomes had been disappointing. There were also a number of courses coming up as well.

The CEO advised the RAP targets the previous year, had been set realistically at 72% of pupils to achieve Reading and it was actually

69%, which was close. The CEO noted how close the achievements had been and advised she was confident that the school was appropriately setting targets, but there had been a dip in reading. The Executive Headteacher advised that there had been a region-wide dip around reading. The Headteacher advised the RAP targets last year were higher and the results had been lower than anticipated, based on the personal circumstances of some of the pupils. The CEO noted that progress scores would be down this year.

The Headteacher advised this would be reviewed in greater detail at the Standards Committee.

ATTENDANCE

The Headteacher advised that any pupil with attendance below 80% had been highlighted and there were approximately 17 pupils who were persistently absent due to holidays or sickness and regular lateness. A lot of work had been carried out with these families and if social workers were in contact with the families, they had also been included. Penalty notices had also been issued to at least two of these families.

The Headteacher advised there was one child whose attendance was 15.2% last year due to medical issues and the School had been in contact with Nightingale to support his learning. He would become dual registered and the Headteacher advised she would ensure that all Safeguarding criteria were resolved and the school would visit him on a weekly basis to ensure he was receiving the support he needed.

A Governor asked why the figures for Reported Behaviour Incidents Spring and Summer had not been changed and the Headteacher would review these to check. The Headteacher advised the system was quite onerous to utilise and the Deputy Headteacher advised there had been a change to using ScholarPack which was logged in a different way. This enable staff to monitor individual pupils or spot trends.

The Headteacher advised that this term had started well and the Deputy Headteacher advised that there had been only small incidents, rather than behaviour concerns. The Headteacher advised there had been four platinum cards already.

The Headteacher advised the behaviour was managed well in KS1 and KS2, but concerns had been raised regarding some of the new pupils in EY. This was a challenge to deal with and the Wolverhampton Outreach team had been contacted to work with

staff to help deal with pupils with specific needs. The Executive Headteacher asked what the level of language was and the Headteacher advised it was very poor and that added to the issues. The Executive Headteacher noted that this was becoming more common. The Headteacher advised that the children who had come through from nursery were more settled and had better use of language.

The Headteacher advised this was the first year to have 30-hour children in nursery, meaning up to 22 children every day.

The Executive Headteacher advised that the management team had attended an LA Briefing that morning and there had been a change to the system of referrals for BEAM, as the current provider had resigned their contract. This would mean the referrals would need to be made via the Single Access Point.

[MRS TRANTER LEFT THE MEETING]

The Headteacher advised there were 15 minutes either side of lunch where pupils were split into smaller groups and worked on problem solving, with staff facilitating this. The Headteacher advised that as this work progressed, pupils would bring their own issues to these groups to help them resolve them.

The Chair advised that any reduction in staff workload needed to be focussed on and the Headteacher advised there was a working group across the MAT to review this including marking and report-writing which would be fed back to Governors.

SAFEGUARDING

A Governor confirmed that high workload for safeguarding lead and manager however, the Headteacher advised that the paperwork with Safeguarding but this was necessary. The Governor advised the paperwork produced by the staff was exemplary. A signatory list was circulated for Governors to confirm receipt of Parts 1 & 2 of Keeping Children Safe In Education.

REVIEW OF SCHOOL IMPROVEMENT PLAN

The School Improvement Plan was contained within the Leadership Report and the Chair advised this had been reviewed and some feedback given. The Headteacher had amended and uploaded the new version. The Chair was keen to adopt this and the subject action plans would be picked up by link Governors.

The only area for discussion was the RAP targets and the Headteacher advised that the targets were subject to baseline as the KS2 targets were lower this year, due to the lower achievement of pupils when they were in KS1. However, she was hopeful that greater improvement would be seen. The Headteacher advised the amended targets would be presented at the Standards Committee.

GDPR UPDATE

This covered earlier in the meeting by the CEO.

PUPIL PREMIUM STRATEGY

The CEO advised there was a Pupil Premium review underway across the Trust as a whole, and the results would be communicated to Governors as soon as this was complete.

SPORTS PREMIUM STRATEGY

The Headteacher advised the Strategy was included within the report, and addressed the issue around the coaching raised at the Governing Body previously. The Headteacher explained the breakdown of what the PE Coach provided.

The PE Coach targeted Pupil Premium pupils between 8.15 – 8.45 for a variety of activities, which would hopefully encourage an improvement in attendance as well.

The second part was to look at literacy in Sports within EY, which was done three mornings each week. The other two mornings were spent working with Y3 and Y4 as a mentor, as some pupils responded better to him as a PE/Sports coach.

At lunchtimes, he ran sports clubs, and there was a different Year group activity every day. Each afternoon, he would undertake coaching with staff to encourage skills development and four staff members had been identified for this half-term.

After school clubs were also taking place, which pupils paid £1 to attend for clubs lead by staff and with some external provision as well. Some Pupil Premium pupils were funded by the School.

The Chair had previously asked what the success of swimming lessons was across the Primary sector and the Headteacher advised she had been unable to find the data requested but only 25% of Y6 children could swim competently when they left Primary School. Swimming lessons continued regularly at the School.

STAFF ABSENCE

The Chair noted there were no issues with staff absence and staff were to be congratulated.

AEP REPORT

The Chair asked that Governors forwarded any questions on this to the Headteacher.

WEBSITE COMPLIANCE

The CEO advised this was detailed within the report and there were some areas highlighted as red, which would be resolved by half-term.

PARENTS EVENTS

The Chair thanked staff for supporting the events that took place in the previous year and the Headteacher noted they did this in their own time.

A Governor asked how the Parent workshops had been received and the Headteacher advised there was low attendance, feedback had been received and different times offered for the maths workshop but take-up was still quite low. The Headteacher advised that the amount of time involved in doing this, was too much and the Deputy Headteacher advised that also the parents they had wanted to capture had not attended.

The Headteacher advised that this year there would be a different approach, including an open afternoon to spend time with their children as well as a workshop on Phonics, for example. Children would do workshops with their parents as well.

A Governor noted the fundraising that had been undertaken had been excellent in the previous year and the Headteacher advised that it had not all been in aid of the School.

The CEO asked whether the Governor newsletter was still in place and the Chair advised it was but the MAT newsletter at the end of the previous academic year had covered all the points that Governors wanted to raised and so they had not issued one. The CEO suggested adding a statement about fundraising to the letter going out to recruit staff Governors. A Governor suggested adding a thank you from Governors to the MAT newsletter. The Governor newsletter went out half-termly. **A Governor asked whether Governors should try and attend parent events to help reach out**

to the parents. The Chair suggested Governors also attend parents evening to raise their profile. The Deputy Headteacher suggested other possibilities such as Harvest afternoon, etc.

SEND REVIEW AND ACTION PLAN

This would be reviewed by the link Governor.

OFSTED SELF EVALUATION

The CEO advised this had been tied up with the new OfSTED framework and areas of development should be linked in with the SIP. The CEO advised that the School was due to be inspected around March-time. There had been a lot of training undertaken and the CEO would provide more feedback as she was able.

The Headteacher advised that staff had received overviews of the changes to the framework and they were working to review the areas –further information was contained within appendices to the report.

The Executive Headteacher asked whether curriculum reviews would be shared and the Headteacher confirmed they would.

STAFFING LIST

The Chair advised that the staffing structure had been reviewed at the end of last term and so there was no requirement to discuss further.

POLICIES

- Curriculum Policy (Appendix 10)
- Teaching and Learning Policy (Appendix 11)
- Behaviour Policy (Appendix 12)
- EAL Policy (Appendix 13)
- Drug Policy (Appendix 14)

GOVERNOR TRAINING

Governors had received a link to the S4S training programme for 2019/20 and hard copies were to follow. The Clerk highlighted that all Governors were able to attend courses from the central programme as part of the training package that the School had purchased.

0441	<p>The Clerk also highlighted that training on the new Ofsted framework was included in the training programme and these courses would be of particular benefit to Governors.</p> <p>The Clerk presented the following certificates:</p> <p>Andrew Fisher – Pupil Premium and how to make an impact Andrew Fisher – Governor Induction – Academies Amarjit Cheema – Preparing for an Inspection Andrew Fisher – Preparing for an Inspection Angelaina Tranter – Preparing for an Inspection Damian Tarbuck – Preparing for an Inspection Darren Collinswood – Preparing for an Inspection Darryl Asbury – Preparing for an Inspection Mandy O’Rourke – Preparing for an Inspection Rekha Kohli – Preparing for an Inspection Samantha Ferguson – Preparing for an Inspection Shaun Cox – Preparing for an Inspection Simon Davis – Preparing for an Inspection</p> <p>The Clerk advised that the Local Governing Body was entitled to receive a full Governing Board training session on a topic of their choice.</p> <p>ISSUES ARISING FROM THE SCR</p> <p>This would be reviewed by the Safeguarding Governor and it was on the last link Governor report from Mr Collinswood, which should be uploaded onto GovernorHub.</p> <p>RESOLVED: i. That the School Improvement Plan (contained within Appendix 8) be approved ii. That the Leadership Report (Appendix 8) be approved. iii. That the listed policies (Appendix 10-14) be approved.</p>	
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0442	<p><u>FEEDBACK TO/FROM THE TRUST</u></p> <p>The CEO asked for a Governor to be nominated to meet with finance to liaise with the Trust to understand the finances of the School. Meetings would be 28 November at 9am at the Trust offices and Andrew Fisher and Mandy O'Rourke were both interested.</p> <p>All staff within the Trust had received the link to do Safeguarding Level 1 training online which should be fully complete within the next week or so,</p> <p>The CEO advised that across the Trust, budgets were tight for all schools. All the schools had an in-year deficit budget that was being supported by the surplus from previous years.</p> <p>Mr Webb was speaking to Headteacher with regards to SIF Funding, which this school had already received covering windows, heating and roofing over previous years.</p> <p>The PP Review across all the Schools had been commissioned by the Trust and this was carried out by Mark Rowland who would complete a report for each school and an overarching Trust report.</p> <p>Governor AwayDay would be different this year and would take place on different days for each school. Dates would be circulated by the CEO.</p> <p>The key focus for the Trust this academic year was reading. The reading results had dipped nationally and a review had been commissioned across the Trust, with a report and an action plan, and the CEO suggested Governors hold their schools to account around this action plan.</p> <p>Pupils in Y6 across the Trust had been baselined for both Reading and Maths so the data could be analysed early on and this may be introduced at Y5 in future. The E Headteacher questioned whether Governors would receive the review details and the CEO confirmed that they should always receive details of any review and action plans. The Executive Headteacher suggested that this report be circulated as soon as it is available across the whole Trust.</p>	
0443	<p><u>CHAIR'S CORRESPONDENCE</u></p> <p>The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.</p>	
0444	<p><u>ONLINE INFORMATION ABOUT GOVERNORS</u></p>	

	<p>Governors were reminded of the need to provide up-to-date information on the Get Information About Schools website. This could only be updated via the school administration team. Governors noted that their names, categories and term of office details would be recorded and could be viewed publicly. In addition, the DfE had requested that Governors' email addresses were provided but these would not be shared publicly.</p> <p>Governors were also reminded of the need to include information regarding governance arrangements on the School website. This should include names, Governor category, terms of office, committee membership, positions, pecuniary interests and attendance.</p>	
0445	<p><u>UPDATE AND SUMMARY ON STATUTORY RELATIONSHIPS EDUCATION, RELATIONSHIPS AND SEX EDUCATION AND HEALTH EDUCATION GUIDANCE – SEPTEMBER 2019</u></p> <p>Governors received copies of the S4S report (Appendix 15) regarding the changes to requirements which were mandatory from September 2020.</p>	
0446	<p><u>DATE OF NEXT MEETING</u></p> <p>Governors confirmed that the next meeting of the Local Governing Body would be held at the School at 6.00 pm on Wednesday 22 January 2020.</p>	

The meeting closed at 7.33 pm

Signed: 
(Chair of Local Governing Body)

Date: 5.2.20