



MINUTES of the PARC EGLOS LGC MEETING

Tuesday 30th January 2024 4.30pm

Item	Subject	Action	
	<p>Governors present: (<i>V = virtual attendance</i>)</p> <p>Chris Ashdown (CA) Nicola Endean (NE) Sarah Gould (SG) Asia Grzybowska (AG) Matt Rogers (MR) Chris Scarborough (CS) Lucy Wandless (LW) Keith Warham, Chair (KW) Tim Wolstencroft (TW)</p> <p><i>Also present:</i> Rachael Giddings, AHT (RG) Tamsin Lamb, Director of Education (TL) Bobbie Martin, AHT (BM) Pat Nicholas, Governance Professional (PN)</p>	<p>1a. Apologies:</p> <p>None.</p> <p>ABSENT: John White (JW)</p> <p>KW extended a warm welcome to all, and introductions were made.</p> <p>Special thanks were extended to CS and LW, for offering their support to the LGC.</p>	
1b	Conflicts of Interest		
1.1b	Staff governors declared an interest as paid members of staff. No new interests were declared.		
1.2b	<p>KW made a proposal to change the original agenda as follows.</p> <ol style="list-style-type: none"> 1. Leadership & Management 2. RAP (Rapid Action Plan) 3. December 2023 data 4. Safeguarding 5. Governance planning <p>After a brief discussion, governors agreed to the change to the agenda. No new interests were declared relating to the revised agenda.</p>		
1	Leadership and management		
1.1	Governors were informed that JB will remain on long term sick leave and a return-to-work date has yet to be established. The leadership support from Vicky Sanderson (VS), which has already planned for within the RAP for 3 days per week will remain in place.		

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	<p>VS is willing to take on the role of interim head teacher to ensure stability, but only on a part time basis.</p> <p>TL proposed a temporary change to the leadership structure, with the appointment of an interim deputy head to add capacity to the SLT and support on those days when VS is not in school. An open recruitment process is planned and will be focussed on existing staff from within Parc Eglos and other schools in the Trust. This will entail an immediate start, and a full-time role, but on a temporary basis for as long as required. If the appointment is from within Parc Eglos, the vacant post will be back filled.</p> <p>Q: Are the school staff aware of this? A: No, this needs to be agreed by the LGC first.</p> <p>Q: Surely there are financial concerns? A: Yes, there will be a cost, but the pupils must be the priority. There would be no additional funding under normal circumstances, but this is an exceptional situation.</p> <p>Q: What are the expectations of the role given the uncertain time frame? A: The delivery of the RAP is the priority.</p> <p>Governors expressed concern about the workload involved in the cover provided by BM for the SENDCo role. BM reassured the governors that the support from the Trust has been very good, especially from James Taylor, Trust SEN lead. BM feels it not sustainable long term, but all staff are working hard to maintain the procedures until CP returns.</p> <p>The job description associated with the post will be clear about how the role sits alongside the existing AHT roles. It will be advertised as short term up to Easter, but with the caveat that it could be longer.</p> <p>Governors agreed that the added capacity is required in whatever form that takes. Staff have worked hard to keep the school 'ticking over' since the start of the term. The importance of the clear accountability and delineation of roles was discussed.</p> <p>Governors agreed to the proposal as presented.</p>	
2	Item 2 = RAP (Rapid Action Plan)	
2.1	<p>Governors were reminded of the autumn term priorities. A review took place at the end of the autumn term, progress has been made, and the next steps were agreed for the spring term. The 4 priorities will stay the same.</p> <p>The spring term priorities and the success criteria were explained by TL. Actions for the SLT will be included. The RAP is reviewed every 3 weeks, and now shared with the LGC at KWs request. In addition, the RAP will be 'checked by' the governors where appropriate e.g. pupil conferencing.</p> <p>Any support needed by governors will be provided. Governors will have an opportunity to ask questions/inform monitoring visits once the document is shared with them.</p>	
5	Item 3 = December data	

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5.1	<p>The data document was circulated in advance of the meeting.</p> <p>The meeting looked at how this data fits into the RAP and how it links to the monitoring. In most areas the results are lower than the previous term, and these were discussed at length. It was agreed that all governors need to acknowledge where the school is now and how it plans to move forward.</p> <p>RG explained the changes to the assessments this year, which may have had an impact on the data. Governors heard that teacher confidence in the new assessment resources may have led to them to be more cautious in their assessments.</p> <p>Q: Will teachers get the training they need? A: Yes, there will be a staff meeting to help staff to administer the tests and this will happen twice termly.</p> <p>Q: Is there a way to make termly reports to parents on their child's progress? A: Accelerated reader progress is available to parents, and the Maths Whizz progress is also available to parents. Parent meetings happen regularly throughout the year. Reports are sent out in June each year. TL explained that some schools report formally in the spring term. Teachers should let parents know if there are issues with progress, or children are falling behind.</p>	
4	Item 4 = Safeguarding	
4.1	<p>VS identified that the school had not been meeting its statutory responsibilities in relation to safeguarding. NF completed a safeguarding audit using the s157 document, and significant gaps in training, staff knowledge and awareness were identified.</p> <p>An audit completed in April 2023 was good, so the absence of CP and JB has had an impact. Governors were informed that the most urgent issues were rectified quickly, and TL is confident that school is now compliant. That said, there are still next steps to carry out to ensure the school's safeguarding culture is 'good'. Staff know and understand what they need to report in terms of safeguarding. VS will remain as the DSL.</p>	
5	Item 5= Governance planning	
5.1	<p>Governors needs to remind themselves of the terms of reference (TOR) and scheme of delegated authority (SoDA) for the LGC.</p> <p>Governors must be able to articulate that they know where the school is and where it needs to be.</p> <p>Governors discussed the focus areas for their monitoring, and the delegated actions linked to the RAP. VS suggested a monitoring week in the week beginning the 11th of March. Governors were asked to commit to monitoring in that week, either in pairs or in small groups.</p> <p>Governors agreed to take on the responsibilities as follows.</p> <p>Safeguarding - CA and KW</p> <p>Curriculum - SG and AG</p>	

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	<p>SEND & PP role, including attendance & exclusions – AG</p> <p>Staff wellbeing & stakeholder engagement – SG</p> <p>As governors newer to the role, TW and MR will focus on induction training and becoming familiar with the Trust and its values this term.</p> <p>The governors agreed to maintain the momentum in terms of monitoring, support for the school and development of appropriate challenge, and sustain it between meeting dates. Governors will also trial the use of the governor hub for sharing information and general communication.</p> <p>Action: All governors to ensure that they have activated their accounts in Governor Hub.</p> <p>Action: All governors to commit to undertaking a monitoring activity before end of term.</p>	<p>All</p> <p>All</p>
	<p>Dates of next meetings:</p> <p>Monday 4 Mar 2024 at 4.30pm</p> <p>Monday 29 Apr 2024 at 4.30pm</p> <p>Monday 1 July 2024 at 4.30pm</p>	
	<p>Meeting concluded at 7pm.</p>	