



MINUTES of the PARC EGLOS LGC MEETING

Monday 6th November 2023 4.30pm

Item	Subject	Action	
	<p>Governors present: (V = virtual attendance)</p> <p>Jayne Banner, Headteacher (JB) Nicola Endean (NE) Sarah Gould (SG) Asia Grzybowska (AG) Keith Warham, Chair (KW)</p> <p><i>Also present:</i> Pat Nicholas, Governance Professional (PN) Matt Rogers, prospective governor Tim Wolstencroft, prospective governor</p>	<p>1. Apologies:</p> <p>ABSENT: Chris Ashdown (CA) John White (JW)</p> <p>KW welcomed the new governors and introductions were made.</p>	
2	Conflicts of Interest		
2.1	Staff governors declared an interest as paid members of staff. New forms were completed by the governors present.		
3	Election of Vice Chair		
3.1	The meeting agreed to defer the election once again to a later date, pending the planned governor training.		
4	Approval of minutes from the last meeting 18.9.23		
4.1	The minutes of the meeting held on Monday 18 th September 2023 were agreed as an accurate record and signed by the Chair.		
5	Matters arising		
5.1	<p>There were no matters arising.</p> <p>Actions from the last meeting-</p> <p><i>Action: KW will identify for Trustees what he feels the key issues are for Parc Eglos governors and what support may be needed. This action was completed (see item 9)</i></p> <p>Action: KW will check with Tony Flint that all governors have received an invite to acknowledge their reading of the new Keeping Children Safe in Education 2023 document on MyConcern. – TF had not yet responded to KW’s request.</p>		
6	Headteacher’s report		

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6.1	<p>A report was circulated for governors to enable comparison with the report from the September meeting.</p> <p><i>Management report to governors</i> – there had been confusion around the inclusion of the nursery numbers in some areas and not in others. This had been corrected with Vanessa Schrieber at the Trust, and going forward the report will (potentially) include numbers with and without the nursery children.</p> <p>Q: What is the relevance of summer born children? A: This is more relevant for children in EYFS, becoming less of an issue as the children reach KS2. This may be considered if there is an issue with barriers for learning for a KS2 child.</p> <p>Q: What do the numbers in red mean (under numbers on roll)? A: This is to highlight the year groups which are currently below PAN.</p> <p>Q: Have the concerns with staffing levels been raised with the Trust? A: Yes, but these are generally outside their or anyone’s control.</p> <p>Q: Are staff aware of the financial situation and how it impacts on staffing? A: Yes, JB feels it is important to be open with staff about school finances.</p>	
6.2	<p>Teaching learning policy</p> <p>Governors received and noted the policy. JB explained that another meeting with staff is planned before the policy is finalised.</p>	
6.3	<p>Leadership structure</p> <p>This structure had been developed in discussion with Parc Eglos staff, Trust leaders and KW, in response to JB’s concerns about her own workload and that of the assistant head teachers (AHT). Discussion had taken place around what the roles should look like going forward. The Head teacher and 3 AHTs structure will remain, however the roles and responsibilities of the AHTs have been redistributed. The document also includes suggested roles for a middle leadership team. The school has a senior administrator and a premises manager; JB explained this is not usual in primary schools.</p> <p>Q: Is this structure enough to provide the required support? A: Yes, but only time will tell if the new structure helps to reduce the senior leadership team (SLT) workload.</p> <p>Q: Is this too much responsibility for the teachers, particularly those working part-time? A: Governors were informed that the responsibilities are spread out over the year.</p> <p>Governors congratulated JB for her honest assessment of the difficulties and for reaching out for support.</p> <p>Q: How will you know that the desired outcomes are achieved?</p>	

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	<p>A: This has been included in the RAP (Rapid Action Plan), and the school should know the answer by the end of term. JB shared a timeline with governors outlining how week by week the targets will be achieved, and whether these can be achieved in the time allowed. Performance management meetings will be the next stage of the process.</p> <p>Q: When will staff get feedback on the SILC visit? A: This should have happened last term but will happen this term.</p> <p>Q: What is persistent absence (PA)? A: This is where a child's attendance is less than 90%.</p> <p>Q: How is PA addressed? A: JB explained some of the reasons behind the figures. There can be several reasons behind PA, including medical issues. Attendance overall is lower than JB would like, but similar to the other large schools in the Trust.</p> <p>KW thanked JB for her report.</p>	
7	Pupil outcomes and the curriculum	
7.1	Covered under item 6; head teacher's report.	
8	Safeguarding	
8.1	There were no updates for this meeting.	
9	Governor monitoring	
9.1	<p>Attainment in LKS2</p> <p>KW made governors aware of the issues arising from the monitoring visit on the 2nd of October, and the importance of governors keeping a grasp on the work that is being done. The report highlighted some concerns, and KW wants to ensure the LGC demonstrate their commitment to the school and hold school and Trust leaders to account.</p> <p>KW suggested that the 4 focus areas for the LGC should be as follows.</p> <ul style="list-style-type: none"> • External reports are important, and governors need to monitor these and ensure they are actively engaged in the process. • KS2 maths needs a linked governor. • Governors should monitor how SEND needs are addressed across the school. • Governors should monitor how staff wellbeing is being monitored to include staff conferencing. <p>KW met with Karen Brokenshire, the Trust Governance lead, to discuss how the LGC can develop moving forward. KB will be requesting that the Trust provide bespoke training for the Parc Eglos LGC, that the Trust will be requested to provide an external governor/trustee to support development and build momentum. KB will raise these at the next SIG (School Improvement Group) meeting.</p>	

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	<p>Governors agreed to the support offer from the Trust as discussed.</p> <p>Q: Will governors be informed about the inspection?</p> <p>A: Yes. A timetable will be agreed with the HMI before the inspectors arrive and governors informed of their part in it.</p> <p>JB invited governors to attend a Maths learning walk on the morning of the 21st of November.</p>	
9.2	<p>Staff wellbeing – Governors heard of staff concerns, including the fact that there was no feedback to staff following the SILC+ visit on the 2nd of October despite being promised, poor communication, and the lack of finance for staff. NE was asked to inform staff that the governors were already aware of the situation and are monitoring carefully. Staff were encouraged to raise this with the staff wellbeing lead.</p>	
10	Governor training & recruitment	
10.1	<p>Terms of Office</p> <p>JW's term of office expires on the 31.3.24.</p>	
10.2	<p>Governor conference presentations – these power point presentations were available to governors on Teams – 'MAT – All Governance'.</p>	
11	Trust updates	
11.1	<p>A Chairs meeting was held on the 10th of October 2023.</p>	
12	Governors impact on the pupils	
12.1	<ul style="list-style-type: none"> • Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher. • Maintaining effectiveness by developing a governor development with the Trust Governance Lead Trustee to ensure succession planning. • Ensuring effectiveness by carrying out regular monitoring visits. • Ensuring a smooth transition in the Chairs role by considering succession planning, as well as governor recruitment overall. • Regular attendance at Chairs meetings and other trust events. 	
13	Feedback to the Trustees	
	<p>Governors heard that the process is under review by the Trustees.</p>	
	AOB	
	<ul style="list-style-type: none"> • Parent communication remains an issue. • JB will investigate a staff lead for the cross-country event and investigate dyslexia test results. • JB explained that there is no funding to level out the school field. 	
	<p>Dates of next meetings:</p> <p>Monday 22 Jan 2024 at 4.30pm</p> <p>Monday 4 Mar 2024 at 4.30pm</p>	

Item	Subject	Action
	Monday 29 Apr 2024 at 4.30pm Monday 1 July 2024 at 4.30pm	
	Meeting finished at 6.40pm.	