



Company Number: 10561094
Walkergate Community School LGC Meeting/08.10.19

Newcastle East mixed multi Academy Trust

Minutes of a meeting of Walkergate Community School local governing committee

DATE: Tuesday 08 October 2019

TIME: 4.15pm

Present:

Lee Davie (LD), Karen Heslop (KH), Donna Harrison (DH), Steve Hogarth (SHo), Paul Richardson (PR), Chris Warburton-Brown (CW-B), Alison Young (AY)

Required quorum: 3, or if greater one-third of local governors holding office on that date. Governors holding office on 08.10.19: 12. Governors present on 08.10.19: 7. The meeting was quorate.

In attendance:

Debi Bailey (NEAT CEO – DB)
Hannah Hales (NEAT Governance Support Adviser – HH), Clerk

<p>Nick Horn, Geography lead, gave a presentation on the process of curriculum review and development. Schools across NEAT have worked together to address intent, implementation and impact. The process will be repeated across other subject areas over the next 18 months. Governors thanked NH. [NH left the meeting]</p>	
1	<p>Welcome and introductions The meeting opened at 4.40pm.</p>
2	<p>Apologies for absence Apologies had been received and were accepted from Richard Carr, Debbie Ramshaw and Sarah Stock. No apologies had been received from Nicola Johnson and Sarah Clennell.</p>
3	<p>Election of chair and vice chair DB outlined the new process for election of chair and vice chair. [KH left the meeting]. Governors discussed the nomination for chair and voted in a secret ballot. [KH rejoined the meeting] RESOLVED: - To recommend to the trust board that Karen Heslop be appointed as chair of the local governing committee until the first meeting of the next school year. [SH left the meeting]. Governors discussed the nomination for vice chair and voted in a secret ballot. [SH rejoined the meeting] RESOLVED: - To recommend to the trust board that Steve Hogarth be appointed as vice chair of the local governing committee until the first meeting of the next school year.</p>



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	Governors discussed encouraging greater governor engagement and the need to develop a succession plan.
4	Declaration of any conflict of interest in any agenda item None.
5	Agree any items of urgent business None.
6	Consider minutes of meeting held on 09 July 2019 The minutes were agreed as an accurate record and signed by the chair.
7	Update action grid from previous meeting Data protection training – ongoing Health and safety policy – agenda item 16 at this meeting
8	Membership of the LGC Governors discussed the attendance record of Nicola Johnson. The clerk reported a conversation in which NJ acknowledged her difficulties in attending. The chair has attempted to engage NJ but without success. RESOLVED: - To begin the process for removing a governor from office on the grounds of non-attendance.
9	Reminder of governance arrangements for 2019-20 Existing arrangements were confirmed with the addition of DR as SEN link governor. Governors discussed mechanisms by which governors could build their skills and 'bridge the gap' to becoming chair or vice chair as part of succession planning for the LGC. Leading a strand of the scrutiny plan was suggested as a route by which governors can build skills.
10	Governor CPD programme The NEAT central team is working on the CPD programme for 2019-20.
11	Any decisions taken as chairs action since the last meeting None.
12	External adviser report Governors received an overview of the process and report from the headteacher who then invited questions. A governor asked why writing and SPAG had been identified as issues to address when data shows the school is achieving above national figures at the end of KS2 – headline measures are just that, unpicking the data shows how much input is required around writing, e.g. in vocabulary; some of this is linked to pupils lack of experiences to write about. A governor commented that the alignment between the school's perceptions and the adviser's conclusions is reassuring. Some changes to provision have already been implemented to address issues identified, e.g. the drop in GLD for Reception pupils has resulted in the introduction of a more structured approach (Read Write Ink) to the teaching of phonics to meet the needs of the cohort.



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13	<p>a) School development plan 2019-20 The headteacher circulated the most up to date version of the plan. The trust approach to target setting has been tweaked - a prediction sits alongside an aspirational target for each area. Both of these are linked to the specific cohort for the next 3 years rather than automatically increasing year on year.</p> <p>A governor queried why increasing attainment at greater depth has been identified as a strength when the results last year were so far from target (RWM combined measure 9% versus target of 30%): the result in the combined measure is attributable to the dip in the reading results.</p> <p>A governor asked whether the school has just reduced its targets and predictions in response to less good results: predictions are based on the specific cohort and targets relate to those, on reflection last year's targets may have been too aspirational.</p> <p>A governor asked how other key lines of enquiry were developed:</p> <ul style="list-style-type: none"> - Explanation skills in maths – has come from teacher observations and book scrutiny, a CPD need for staff has been identified. - Analysis of PP pupils has shown that there is a disadvantage gap in some year groups but not others. - Reading and SPaG were identified by the school, highlighted by national results and confirmed by the external adviser visit. <p>Governors agreed that more time was needed to absorb the entirety of the plan and develop their own scrutiny questions.</p> <p>b) Attendance Action plan The headteacher outlined the key actions for this term to improve attendance and reduced persistent absence (PA). The plan will be reviewed half termly for impact. It was suggested that this review should be shared with a group of governors (Behaviour and Attitudes strand of scrutiny plan).</p>
14	<p>Governance development This item had been covered in discussions at item 9.</p>
15	<p>Governor scrutiny and evaluation arrangements for 2019-20 Governors received the initial plan from the scrutiny event held on 17 September. The EO suggested spending additional time with the SDP and the school's monitoring schedule to populate strands of the plan that have not yet been considered – e.g. Early years. Individuals governors agreed to participate in activities already scheduled or specific strands: DH – Behaviour and attitudes (B&A) CW-B and PR – governor learning walk on 07.11.19 (B&A – pupil and staff voice, Leadership and management – staff workload and impact of CPD) LD – Early years KH, SH – to support governors across all strands</p> <p>Governors agreed additional key questions for the scrutiny plan:</p>



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	<ul style="list-style-type: none"> - Quality of education: what is the reason for the different achievement of PP pupils across year groups? - Early years – what is the quality of education in Early years? - Personal development – What is the PSHE curriculum and how does it meet pupil's needs? <p>Further additions and amendments to the plan were agreed.</p> <p>ACTION:</p> <ul style="list-style-type: none"> - Clerk to update plan and circulate to all governors with a summary of actions for each governor to take. <p>KH gave a verbal report of a visit to the Early Years site to review the impact of the building works over the summer.</p> <p>ACTION:</p> <ul style="list-style-type: none"> - Clerk to circulate written report of EY visit to all governors
16	<p>Pupil premium report</p> <p>The headteacher reported that the overall percentage of PP for the school has dropped by 5-6% points to 44% - this is thought to be due to a backlog of unprocessed applications at the civic centre and is being followed up by the school. A different format for the report has been introduced across the trust.</p> <p>Governors reviewed the information. A governor asked is school was confident in the data trail behind the estimated impact: the overcoming barriers tracking information is still maintained by the school behind this summary report.</p>
17	<p>Safeguarding Audit</p> <p>Governors received the audit. The headteacher tabled copies of a Safeguarding review completed by Clennell Education Services in the first week of term (this had been scheduled for July but was postponed).</p> <p>The headteacher provided an update on actions taken against each recommendation.</p>
18	<p>Policies</p> <p>a)Safeguarding policy</p> <p>The headteacher tabled the revised policy for 2019-20 and drew governors' attention to the amended sections. The clerk reported that the NEAT central team is reviewing the model policy provided by CES to ensure it is compatible with the agreed trust governance structure and employment policies.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> - Governors approved the policy subject to any changes recommended by the NEAT central team. <p>b) Health and Safety policy</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> - Governors approved the Health and Safety policy following inclusion of the requested amendments.



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19	Admissions policies for 2021-22 Governors made no recommendations to the trust board regarding alterations to the admissions policies. The headteacher noted that the nursery is not full so the oversubscription criteria were not applied.
20	Urgent business The headteacher reported ongoing issues with the area of the playground where sleepers have been removed – this is being pursued with the PFI company.
21	Date of next meeting Tuesday 3 December 2019, 4.30pm – scrutiny activity scheduled at 4.00pm.

Meeting concluded at 6.30pm

Signed.......... Date 3/12/19.....