



Company Number: 10561094  
Central Walker LGC/08.10.20

Newcastle East mixed multi Academy Trust

## **Minutes of a meeting of the Local Governing Committee of Central Walker CE Primary School**

DATE: Thursday 8 October 2020

TIME: 4.30pm

VENUE: Virtual meeting in Microsoft Teams

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### **Present:**

Claire Leith, Sandra Larmour, Faye Kerr (Head), Stuart Walker, Father Phil Medley, Rev Dr Rae Caro, Jane Caffery, Maria Irving, Kelly Sherriffs, Rev Andrew Elder,  
Required quorum: 3, or if greater one-third of local governors holding office on that date. Governors holding office on 08.10.20: 12. Governors present on 08.10.20: 10. The meeting was quorate.

### **In Attendance:**

Dawn Day (Head), Debi Bailey, NEAT Chief Executive Officer (CEO); Suzanne Hende, Director of Governance and Corporate Affairs (DGCA); Hannah Hales, Governance Support Manager (Clerk).

### **PART 1 (Classified non-confidential)**

1	<b>Welcome</b> The Chair welcomed everyone and introduced Andrew Elder to his first formal LGC meeting. Danielle Wetherall has resigned as a co-opted governor due to pressure of work. CL offered an opening prayer.
2.	<b>Apologies for absence</b> Apologies were accepted from Lucy Balmer. No apologies were received from Kim Sandy.
3.	<b>Declaration of any conflict of interest in any agenda item</b> None.
4.	<b>Review of vice chair arrangements</b> CL outlined the proposal to introduce co-vice chairs. The intention is to upskill governors and increase leadership capacity as part of succession planning. It would also allow each scrutiny group to be led by a governor linked into wider trust networks and information sharing. AGREED: to introduce co-vice chairs to the local governing committee.



Company Number: 10561094  
Central Walker LGC/08.10.20

5.	<p><b>Election of the Chair and Vice Chair of the Local Governing Committee</b> [Chaired by the CEO for lection of the chair] One nomination for Chair and two nominations for vice chair had been received prior to the meeting. Election took place by secret ballot. AGREED: to recommend to the trust board that Claire Leith be appointed as Chair and Sandra Larmour and Stuart Walker be appointed as Vice-chairs of the LGC for a term of one year.</p>
6.	<p><b>Urgent Business not on the agenda</b> None.</p>
7.	<p><b>Minutes of the previous meeting held on 6 July 2020</b> The minutes were agreed as true record. ACTION: Chair to send signed copy of minutes to clerk. A governor questioned progress with the Relationships and Sex Education Policy – this will be picked up at item 13 on the agenda at this meeting.  PM provided an overview of feedback from the Headteachers on the job share arrangement and work-life balance.</p>
8.	<p><b>Update action grid from last meeting</b> 09.07.20 Item 10: information shared in July 09.07.20 Item 13: scrutiny event to be covered on agenda tonight</p>
9.	<p><b>Any decisions taken as Chair’s Action since the last meeting</b> None.</p>
10.	<p><b>Membership of the Local Governing Committee</b> <b>a) Review Skills Audit</b> The audit is incomplete at this stage. The Chair asked if previous year’s responses could be shared with governors as a baseline for making judgements. The National Governance Association has updated the model used so the questions are not directly comparable. The Clerk hopes that collecting data electronically this year will facilitate sharing current data for updating next year. ACTION: All governors to complete the skills audit. ACTION: Clerk and Chair to review process for collecting skills audit information to support accurate judgements from governors. <b>b) Appointments, resignations and vacancies</b> The resignation of a co-opted governor creates a potential vacancy. The Clerk reminded governors that co-opted governors are recruited to fill a specific skills gap. ACTION: Governors to review the skills audit when complete and consider at next meeting whether to recruit a co-opted governor.</p>
11.	<p><b>Governance arrangements for 2020-21</b> <b>a) Governor roles</b> RESOLVED: to recommend to the trust board that the membership of the LGC for consideration of Admission decisions by Dawn Day/Faye Kerr, Kelly Sheriffs and Lucy Balmer. AGREED: governors agreed that membership of the LGC membership to review exclusion decisions be convened and approved as required.</p>



Company Number: 10561094  
Central Walker LGC/08.10.20

	<p>AGREED: Maria Irving to continue as safeguarding link governor.</p> <p><b>b) Meeting dates for 2020-21</b> Governors reviewed the proposed meeting dates for the year. A governor queried the 15 July date as being exceptionally late in the term – schools finish one week later on 23 July. The meeting has been coordinated for the KS2 results. Governors agreed to keep July date to be kept under review pending developments in national testing schedule.</p>
12.	<p><b>Catch up funding plan</b> The plan had been circulated by email in advance of the meeting and was shared on screen during the meeting. The Headteacher outlined the plan. All schools will receive grant funding to support recovery of lost learning – at Central Walker the total is £28,880. Key priority areas have been identified based on what the school has seen since pupils have returned:</p> <ul style="list-style-type: none"> <li>• Early language development – NELI programme (Nuffield Early Language Intervention) 20 week programme to be delivered in Reception.</li> <li>• Read Write Inc phonics scheme to be continued into lower KS2 to address missed learning – purchase of additional resources required</li> <li>• Intervention programme – Numberstacks to be delivered by TA's to targeted children required maths support.</li> <li>• Biggest gaps are seen for pupils with SEND and this group has had the most difficulties returning to school – school intends to employ additional TAs for SEND interventions</li> </ul> <p>The school has secured grant funding to cover most of the cost of a class set of Notebooks to be used at home if a bubble collapses – catch up funding will supplement this grant. Governors supported the approach taken. ACTION: share progress and impact to date at next LGC meeting.</p>
13.	<p><b>Governor Scrutiny and Evaluation arrangements for 2020-21</b></p> <p><b>a) Scrutiny plan</b> Governors held a scrutiny session on 24 September and reviewed the school development plan the strengths and next steps for the school, 2019-20 data and the Ofsted outcomes. Key questions emerged from the conversation and are recorded on the plan with suggested activities. Governors agreed the plan and that SL will lead the Ethos strand and SW the Curriculum strand. Meetings will be planned for after half term. ACTION: Chair and vice chairs to assign governors to each strand taking account of individual preferences. SW has completed a scrutiny meeting regarding the recovery curriculum and remote learning. ACTION: Clerk to share scrutiny report with all governors. [6.05pm PM left meeting]</p> <p><b>b) Scrutiny of appraisal and pay progression process</b> SL and SW agreed to complete this activity. Clerk to share preparatory material and set up Teams invitation.</p>
14.	<p><b>Health and Safety and Safeguarding update</b> The Headteacher provided a verbal update. The risk assessment is reviewed weekly and all changes shared with staff. School has not had any positive cases yet but</p>



Company Number: 10561094  
Central Walker LGC/08.10.20

	<p>increasingly pupils are self-isolating as contacts of positive cases. Only two staff are absent at present.</p> <p>School continues keeping in touch arrangements with pupils at home and supplies free school meals if required. Work packs and remote learning are in place.</p> <p>Lunchtimes are difficult to manage – processes are continually tweaked to run more smoothly.</p> <p>Governors sought a view from the parent governors as to how measures have been received – any feedback received is positive, parents are glad that children are back in school.</p>
15.	<p><b>Safeguarding Policy 2020-21</b></p> <p>The policy has been updated to take account of Keeping Children Safe in Education (2020).</p> <p>APPROVED: Governors approved the Safeguarding Policy for 2020-21.</p>
16.	<p><b>Admissions Policies for 2022-23</b></p> <p>The development of the trust's Admissions Policies for 2022-23 takes place this term. Local governing committees have the opportunity to provide feedback to the trust board on the current policies and their implementation.</p> <p>Governors had no comments for the trust board to consider.</p>
17.	<p><b>Urgent Business</b></p> <p>None.</p>
18.	<p><b>Date of next meeting</b></p> <p>Thursday 3 December, 4.30pm. Nichola Brannen (Link Director) will attend.</p>
19.	<p><b>Closing Prayer</b></p> <p>The Chair offered a closing prayer.</p>

Meeting concluded at 18.20hrs

Signed.....*Clare E Lenth*..... Date.....*3/12/20*.....