



Company Number: 10561094  
 Central Walker C E Primary School LGC Meeting/10.10.19

Newcastle East mixed multi Academy Trust

**Minutes of a meeting of Central Walker CE Primary School local governing committee**

DATE: Thursday 10 October 2019

TIME: 4:30pm

**Present:** Lucy Balmer (LB), Jane Caffery (JC), Dawn Day (DD), Helen Gill (HG), Maria Irving (MI), Sandra Larmour (SL), Claire Leith (CL – Chair), Trevor Lennox (TL), Kelly Sherriffs (KSh), Stuart Walker (SW)

Required quorum: 3, or if greater one-third of local governors holding office on that date. Governors holding office on 10.10.19: 12. Governors present on 10.10.19: 10. The meeting was quorate.

**In attendance:**

Debi Bailey (CEO NEAT – DB)  
 Hannah Hales (Governance Support Adviser, Clerk - HH)  
 Faye Kerr (Headteacher, job share – FK)

	Governors received a safeguarding update from Alison Cairns (Clennell Education Solutions).
1	<b>Opening Prayer and welcome</b> The meeting opened at 5:15pm. CL offered an opening prayer.
2	<b>Apologies for Absence</b> Apologies were accepted from Danielle Wetherall and Rae Caro.
3	<b>Election of Chair and Vice Chair</b> This item was chaired by the CEO. Nominees were invited to make a short verbal statement if they wished. [CL left the meeting]. Governors participated in a secret ballot for the position of chair. [CL returned to the meeting] <b>RESOLVED:</b> - To recommend to the trust board that Claire Leith be appointed as chair of the local governing committee until the first meeting of the next school year.  [SL left the meeting] Governors participated in a secret ballot for the position of vice chair. [SL returned to the meeting] <b>RESOLVED:</b> - To recommend to the trust board that Sandra Larmour be appointed as vice chair of the local governing committee until the first meeting of the next school year.  CL chaired the meeting from this point.



Company Number: 10561094  
 Central Walker C E Primary School LGC Meeting/10.10.19

4	<b>Declaration of any conflict of interest in any agenda item</b> None.
5	<b>Agree any items of urgent business not on the agenda</b> None.
6	<b>Consider minutes of the previous meeting held on 18.07.19</b> The minutes were agreed as true record and signed by the chair.
7	<b>Update action grid from previous meeting</b> Items 11 & 19 completed. Item 15 ongoing – document still to be amended.
8	<b>Membership of local governing committee</b> The clerk provided an update on the recent parent governor election. One valid nomination was received and Kelly Sherriffs was duly appointed. Further expressions of interest are being sought from parents - the remaining vacancy will be filled by a board appointment from amongst these. The chair noted that both co-opted governors term of office will expire in December and proposed that both positions continue for a further year. <b>ACTION:</b> - Agenda item for next meeting to appoint co-opted governors.
9	<b>Governance Arrangements for 2019-20</b> Governors reviewed the arrangements with no amendments.
10	<b>Governor CPD programme</b> The NEAT central team will share the programme once all details have been finalised.
11	<b>Any decisions taken as chair's action since the last meeting</b> None.
12	<b>a) School development plan</b> <b>b) SIAMS SEF</b> <b>c) Summary of school performance September 2019</b> Governors received the documents and noted the volume of information therein. The chair suggested that the SDP and SIAMS SEF be considered at item 13. The chair stressed that the summary of school performance is a key document for governors to understand and absorb as it focuses on the strengths and next steps for the school. A finance column populated by the central team will be added to this document. The document will be regularly updated and circulated. <b>ACTION:</b> - Add version date to summary of school performance document.
13	<b>Governor scrutiny and evaluation arrangements for 2019-20</b> Governors received the first draft of the plan which emerged from the scrutiny and evaluation event of 19 September.



Company Number: 10561094  
 Central Walker C E Primary School LGC Meeting/10.10.19

	<p>The chair led discussion on forming two scrutiny groups: “Curriculum” to focus on quality of education, leadership and management, early years; and “Ethos” to focus on SIAMS, behaviour and attitudes and personal development.</p> <ul style="list-style-type: none"> <li>- Curriculum group: DD, SW, JC LB, KSh, DW – first meeting 10:30am Tuesday 22 October</li> <li>- Ethos group: FK, MI, HG, CL, SL, TL, RC – first meeting 2:00pm Thursday 21 November</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Clerk to circulate dates and group membership to all governors including a suggested agenda for the first meeting, which will include scrutiny of the SIAMS SEF and SDP</li> </ul>
14	<p><b>Presentation on the Central walker curriculum</b></p> <p>DD presented a brief summary of curriculum work to date: work in the summer term with curriculum leaders unpicked the curriculum and formed a statement of intent (tabled). The content is not far from where it has always been as it is designed to meet the needs of the children.</p> <p>Cornerstones (information tabled) has been introduced a curriculum planning tool to support the curriculum and address workload. Features of Cornerstones include:</p> <ul style="list-style-type: none"> <li>- Gap analysis of curriculum coverage</li> <li>- Support for teachers with topics and resources</li> <li>- Ability to upload teachers own resources and relevant topic work, e.g. for Central Walker crime and punishment topic for year 6)</li> <li>- Ideas for displays</li> <li>- Links to local resources and suggested visits</li> </ul> <p>Cornerstones has been well received by teaching staff and curriculum leaders.</p>
15	<p><b>Pupil premium report</b></p> <p>Governors received the report and the chair invited questions.</p> <p>A governor asked for clarification on the % achievement headline figures: demonstrates there is no disadvantage gap at the end of KS2 in terms of attainment in national tests.</p> <p>A governor noted that the income from pupil premium grant is falling and queried whether this reflected a real fall in PP numbers or a lack of applications.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Heads to report at next LGC meeting on investigation into reduction in PP numbers.</li> </ul> <p>It was noted that the increasing numbers of EAL pupils requiring additional support do not attract additional funding.</p>
16	<p><b>Safeguarding update</b></p> <p>Governors received the safeguarding audit. A further full safeguarding report has been carried out by Clennell Education Solutions which concluded that Central Walker is a safe school (written report not yet received).</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Share Safeguarding Report at next meeting</li> </ul>



Company Number: 10561094  
Central Walker C E Primary School LGC Meeting/10.10.19

17	<b>Safeguarding Policy 2019-20</b> Governors discussed the updated policy. <b>RESOLVED:</b> <ul style="list-style-type: none"><li>- To approve the Safeguarding policy subject to any amendments from the NEAT central team to ensure consistency with trust governance structure and agreed policies.</li></ul>
18	<b>Admissions policies for 2021-22</b> Governors made no recommendations for changes to admissions policies for 2021-22.
19	<b>Urgent business</b> None.
23	<b>Date of next meeting</b> Thursday 5 December, 4.30pm – full LGC meeting
24	<b>Closing prayer</b> HG offered a closing prayer.

Meeting concluded at 6:30pm

Signed..... *Clare E. Leith* ..... Date..... *5/12/19* .....