



**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD OF EGERTON
PRIMARY SCHOOL HELD AT ALDERLEY EDGE SCHOOL FOR GIRLS ON 16TH
JULY 2019**

'Through dynamic teaching, a highly creative curriculum and supportive environment, every Egerton child gains a passion for learning. When combined with the knowledge, skills and values they develop, we enable our children to fulfil their potential as global citizens in an ever-changing world.'

Governors Present: Mr Chris Johnson (CJ) Chair
Mrs Alison Hooper (AH) Head Teacher
Mrs Caroline Wood (CW) Vice Chair
Mr Jeffrey Dobson (JD)
Mr Will Tasho (WT)
Mr Neil McKinlay (NM)
Mr Robin McCluney (RMC)
Mr Robin Maxwell (RMX)
Mrs Elizabeth Elliott (EE)

Also in attendance: Mrs Sue Pomeroy Clerk

PART ONE – NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND ADDITIONAL AOB ITEMS

Governors **agreed** that the apologies received from Thomas Hardman be accepted.

There were no items of any other business tabled for discussion in part one of the meeting.

2. PECUNIARY/CONFLICT OF INTEREST

Robin McCluney is a Director on the KMAT Board.

3. MEMBERSHIP

a) There were no changes to receive to the membership of the governing board.

b) The school will hold an election for a staff governor in the autumn term 2019.

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- c) Governors noted that the following terms of office are due to expire in the autumn term 2019:

Chris Johnson 21.10.19
 Robin McCluney 05.11.19

Chris Johnson stated that he is willing to serve for one more year as a co-opted governor from the point when his current term of office expires, if asked to do so.

Robin McCluney will remain as a director of KMAT once his term of office as a parent governor expires on Egerton’s LGB. Governors queried whether he could then be appointed to the LGB as an associate member.

ACTION: Clerk to clarify this with KMAT.

ACTION: Clerk to inform KMAT that Robin McCluney’s term of office as a parent governor expires on 05.11.19.

- d) AH confirmed that governor details are up to date on GIAS. Governor details need updating on the school website and RMX and NM were asked to send a pen portrait to the SBM.

ACTION: RMX and NM to send a pen portrait to the SBM for inclusion on the school website.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the local governing board meeting held on 30th April, 2019 were confirmed as a correct record, and signed by the Chair. JD asked for clarification on two points in the part one minutes (agenda item 8).

AH confirmed that the response to the question, “**Q. Why is there a larger gender gap in Upper Key Stage 2?**” should read:

“R. Boys in Key Stage 1 tend to be more enthusiastic learners *than in Key Stage 2.*”

AH also clarified that the answer to the following question, “**Q. Are the children aware of different levels of attainment within their class?**” should make clear that teachers do not encourage a culture of competition around targets.

The Action Log was reviewed and the following matter arising was discussed:

- EE asked if the governors training schedule for 2019-20 is available. The clerk confirmed that it has not yet been released and that it will be circulated to governors as soon as it is available.

It was confirmed that all other actions have been met and closed as appropriate.

5. CHAIR’S ACTION

CJ confirmed that no action has been taken on behalf of the local governing board since the last meeting.

6. DATA REVIEW

Governors **agreed** to cover agenda items 6 and 7 together. Governors received a presentation from AH which covered the following items:

- Accomplishments

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- Performance
- Joint working with KMAT
- Future shared endeavours with KMAT

AH explained that she had delivered this presentation recently to the KMAT board.

Accomplishments

AH outlined the school's accomplishments during the academic year 2018-19:

- Vision. The school has a clear vision which forms the basis of all its work.
- Academy conversion. The school joined KMAT on 03.09.18.
- Maths No Problem. This has been successfully implemented across the school and has led to improved results. Other schools have visited to observe Maths No Problem in action and the reputation of the school has been enhanced.
- Coaching was introduced for all staff and has been successful.
- The parental survey revealed that 98% of parents are happy with the school and feel that they are well informed.
- The British Council recognised the excellence of the school's global learning work and appointed AH as an ambassador.
- The school achieved its 4th consecutive International Schools award.
- The school achieved the Silver Rights Respecting Schools Award from Unicef.
- AH and the previous deputy, Adam Cornes, had a paper published by the Chartered College of Teaching – A Brave Global Curriculum
- KMAT joined Egerton's Connecting Classrooms through Global Learning cluster which is now the largest cluster nationally.
- Oxfam published a feature on the school in their teachers' handbook to teach the SDGs
- The visit to Kenya was a success and was filmed by the British Council.
- The Wrap Around Care (Egerton Lions) is ready to be launched in September 2019. Staff have been appointed and 45 families have signed up; this has exceeded the minimum number required to break even.
- Two students placed at the school from Liverpool John Moores University graduated.

Performance

AH presented the comparative Key Stage 2 data from 2016-17 to the current academic year (2018-19) and explained that technically the school is deemed to be a new institution following the conversion to academy status in September 2018.

Key Stage 2

The Key Stage 2 results for 2018-19 are as follows:

Subject	School Results Expected Level	School Results Greater Depth	National Results (Expected Level)
Maths	93%	37.2%	79%
Reading	74.4%	23.2%	73%
Writing	90.7%	35%	78%
SPAG	74.4%	30%	78%

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Combined (R,W,M)	74.4%	16.3%	65%
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Governors discussed the results and raised the following points:

- The school is delighted with the Maths results. The children were well supported and motivated by the staff to achieve to the best of their ability. Maths booster classes were run by the staff and were open to all pupils.
- Two children did not sit the SAT's tests as they have an ECHP plan and are working below the required level

Q. Do these children count in the school's results?

R. Yes.

Q. Is this level of improvement sustainable year on year?

R. It is sustainable as the school has made a huge commitment to implementing Maths No Problem across the school. Every teacher has been well supported in Performance Development meetings, coaching sessions and through the sharing of good practice.

- Reading is the priority development area for the academic year 2019-20. AH shared the reading test paper with governors and explained that the children have to read three different texts and answer questions on them in one hour. It requires the children to be resilient and keep going to the end.
- The school is above the national figures for the combined Reading, Writing and Maths results.
- Mike Cladingbowl (CEO at KMAT) carried out a SIP visit on 15.07.19. AH shared the details of the visit which included some elements of an Ofsted inspection. It was an intense and very positive visit. He identified areas of strength in school and priority areas for improvement such as Reading.

Key Stage 1

The Key Stage 1 results for 2018-19 are as follows:

Subject	Expected Level	Greater Depth
Reading	70%	30%
Writing	73%	23%
Maths	90%	30%

Governors discussed the results and raised the following points:

- There was a high level of children with SEN in the Year 2 cohort.
- Extra support was provided in the form of literacy interventions.
- Work has already begun to identify improvement priorities for the teaching of Reading in September 2019.

EYFS

78.5 % of children achieved GLD.

Phonics results

83% of children achieved the expected level.

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Q. There appears to be a decline in reading standards over recent years. What would help the school to improve results in Reading whilst maintaining the improvements in Maths?

R. There are a number of factors which would help to improve Reading in school. Money and resources are always important. The school would like to develop attractive areas for Reading. Funds have been obtained from the PTA for a new library area and a long term aim is to develop an outdoor library. The school would like to celebrate reading and develop an exciting culture around it by inviting authors in, purchasing quality resources and providing good role models to the children. It would be beneficial to have more men coming into school to read with the children. The staff has embedded the improvements in Maths which will ensure that the momentum is maintained.

RMC commented that research has shown that schools in Barnet are the highest achieving in the country and also have the highest levels of funding. This demonstrates the impact of a good level of funding on school improvement.

Q. Is it possible for the school to obtain lottery funding?

R. This can be difficult as the school has to prove community use. Recently the school has been approached by a local running club to use its facilities and this would support the community use criteria if the school did apply for lottery funding.

Q. How does the school encourage parents to read with their children in the early years?

R. The importance of doing this is always discussed at the parents meeting for the new Reception intake.

Q. What can be done on a more regular basis to encourage reading at home?

R. The initial new starters meeting is followed up by partnership meetings where teachers discuss phonics and writing. These sessions are very successful. Engagement with parents of Key Stage 2 children is more difficult.

Q. Is reading homework set?

R. This varies across the school and will be reviewed in September 2019.

Q. Is there a “Maths No Problem” equivalent for Reading?

R. There are many Reading schemes available and they are only as good as the teacher who delivers them. Reading and Writing are less suited to a scheme than Maths. It is important to develop rigour in the teaching of Reading but also to make it exciting.

Joint working with KMAT

AH informed governors that various joint ventures have taken place over the academic year 2018-19 with KMAT:

- Coaching model was introduced across the three schools in the Trust.
- International work with the Kenyan schools.

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- Work experience students from KMAT have undertaken placements in school.
- Playworkers for the Wrap Around Care provision have been recruited from KMAT.
- Professor Paul Hooper delivered a presentation on Sustainable Development.

Future shared endeavours with KMAT

- Raise the profile of Egerton within KMAT
- KMAT website to include a section for Egerton
- Increase the number of schools in KMAT
- Develop the shared strategic vision
- Improve the transition arrangements for Year 6 pupils

School Development Plan

AH informed governors that the format of the SDP was discussed with Mike Cladingbowl and will be revised for September 2019. A separate document will be produced for EYFS.

School Improvement Priorities for 2019-20

- Improve reading results and strengthen the profile of reading across the school
- Improve results in SPAG
- Maintain the momentum and improvements in Maths.

Q. Will the teachers continue to run booster classes?

R. Yes, but they are under no obligation to do so. These are open to all children and are not named as ‘booster classes’ to continue to develop that strong culture of inclusive learning.

Governors agreed that work should be carried out to look at staff motivation and engagement. WT offered his expertise in this area and governors also suggested that the HR department at KMAT could be involved.

ACTION: AH to contact KMAT’s HR department.

7. SDP

This was discussed under agenda item 6.

**8. STRATEGIC GOVERNANCE
Committee Structure**

The committee structure for 2019-20 was confirmed as follows:

- The LGB will meet twice per term and will establish one committee, the Finance and Premises Committee. This committee will hold two short meetings per term.
- The Teaching and Learning Committee is to be incorporated into the LGB.
- The dates of the meetings will be set at the afternoon session of today’s meeting. KMAT have requested that the LGB meetings align with those of the Trust board.
- Governors will retain the same link roles as in 2018-19.

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- Governors reviewed the terms of reference for the Finance and Premises Committee for approval by KMAT. There was a query around whether the headteacher of Egerton is a governor on the LGB and has voting rights. The clerk referred governors to the KMAT terms of reference for the LGB which state, "Governor" means a member of the Local Governing Body, excluding the Headteacher." (Section 11.1)

ACTION: Clerk to clarify with KMAT the position of the headteacher on the LGB.

Q. Has Egerton benefitted from joining KMAT?

R. Yes and this is just the beginning of a journey towards a shared vision and a joined up strategy. There are opportunities to share good practice across the KMAT schools to enable staff to develop knowledge of the different Key Stages. Closer working between the headteachers of the three schools in the Trust is planned.

9. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- Governors received and noted the minutes from the Finance and Premises Committee held on 14.05.19.
- CJ circulated a report from a meeting he and CW held with the School Council. CJ commented on the children's obvious love of school. The children spoke about the types of clubs they would like to be available in school such as astronomy and archaeology.
- JD and EE carried out Maths monitoring visits on 21.01.19 and 17.06.19. JD commented that both these visits were very positive and brought the data to life. It is pleasing to see that the high targets set for the Key Stage 2 Maths results have been met.

Q. The governor monitoring visits during 2018-19 focussed on Maths. Should there be a different emphasis for the visits in 2019-20?

R. The governor monitoring schedule will be discussed during the afternoon planning session of today's meeting.

10. FINANCIAL MATTERS

RMC informed governors that the budget is showing a surplus and that it is likely that the current position will be even healthier by the end of the school year. Governors need to be aware that this improvement in the budget position is due to the projected income from the Wrap Around Care Provision being reinvested in the school provision. This has prevented the school from being in a deficit position but does not allow the school to fund any capital projects.

RMC outlined the priorities for the Finance and Premises Committee forthcoming academic year 2019-20:

- Investigate alternative means of funding capital projects. RMC would like governors to consider asking parents to contribute to raising funds for specific projects. RMC stated that the sports fund grant could also carried

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forward to fund future projects. AH did not believe that the conditions of the grant allowed for this.

ACTION: AH to clarify whether unspent amounts from the sports grant can be carried forward in to the next academic year.

- Carry out financial benchmarking exercises against similar schools, particularly in relation to salary costs.
- Monitor the income from the Wrap Around Care Provision. The figures have recently been updated by the SMB and KMAT's CFO.
- Produce an action plan to improve the condition of the school building.
- Consider funding requirements to improve attainment in Reading.

Governor comment: Parents would want to know that any money they raised would be used for the benefit of their children during the time they are pupils at the school. They would also need to be made aware of the potential impact of a project on the quality of education provided.

Q. Are there other ways to raise capital?

R. Yes, grants are available. They are linked to very specific projects with strict criteria and the application process is time-consuming.

Q. If the Wrap Around Care Provision generates a surplus, will it be taken from Egerton and absorbed into KMAT's finances as a whole?

R. No, this will not happen.

Q. What are the key funding priorities linked to school improvement in 2019-20?

R. Reading is a priority area for improvement, as is improving the condition of the school building.

AH asked governors to recognise the contribution of the Site Manager, Steve Buckley, in maintaining the building with limited resources.

11. SAFEGUARDING

AH informed governors that the annual health and safety inspection will take place on 18.07.19. There were no further safeguarding matters to report.

12. GOVERNANCE STATEMENT

Governors discussed the content of the annual governance statement and how to present it in an accessible format to parents. The following details will be included:

- Purpose and structure of the LGB
- Effectiveness of the LGB
- Reflection on the first year as an academy
- How governors support the headteacher and the staff in general
- Governor attendance record

CJ will draft the statement with input from the chairs of committees.

ACTION: The clerk to forward the governor attendance record for 2019-20.

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ACTION: RMC and JD to provide a summary of the work of the Finance and Premises Committee and the Teaching and Learning Committee during 2018-19.

13. SCHOOL WEBSITE

AH confirmed that the school website has been updated and is compliant.

14. PRE-SCHOOL

Governors **approved** in general the Egerton Pre-School Partnership Lease proposal which was circulated to governors prior to the meeting. However, governors did not agree to a representative of the pre-school serving on the LGB. Instead, it was proposed that a link governor role be created with responsibility for pre-school matters. CJ **agreed** to take on this role.

15. PUPIL ATTENDANCE

AH confirmed that pupil attendance for the academic year 2018-19 stands at 97.1%.

16. SCHOOL POLICIES

The following KMAT policies were circulated to governors prior to the meeting:

- 2017 Equality Information and Objectives
- 2019 Confidential Reporting(Whistleblowing) Policy and Procedure
- 2019 Staff Handbook

17. NOMINATIONS FOR CHAIR

Chris Johnson was nominated for the position of chair of governors in the election to be held at the autumn term LGB meeting. He accepted the nomination and indicated that he was happy to serve as chair for the academic year 2019-20. He encouraged other governors to consider taking on the role for the academic year 2020-21.

18. NOMINATIONS FOR VICE CHAIR

Caroline Wood was nominated for the position of vice chair in the election to be held at the autumn term 2019 LGB meeting.

19. MEETINGS

CJ confirmed that the dates for the LGB meetings for 2019-20 would be set during the afternoon session of today's meeting.

20. ANY OTHER BUSINESS

The meeting moved to the Part Two agenda.

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