



Company Number: 10561094
Tyneview LGC/07.10.20

Newcastle East mixed multi Academy Trust

Minutes of a meeting of the Local Governing Committee of Tyneview Primary School

DATE: Wednesday 7 October 2020

TIME: 4.30pm

VENUE: Virtual meeting in Microsoft Teams

Present:

Kath Davidson, Andrew Donald, Steve Gittins (Head), Darren Healy, Father Phil Medley, Julie Small, Danielle Ross, Charlene Paterson

Required quorum: 3, or if greater one-third of local governors holding office on that date. Governors holding office on 07.10.20: 11. Governors present on 07.10.20: 8. The meeting was quorate.

In Attendance:

Debi Bailey, NEAT Chief Executive Officer (CEO); Suzanne Hendey, Director of Governance and Corporate Affairs; Hannah Hales, Governance Support Manager (Clerk); Vashti Sergison, Deputy Head.

PART 1 (Classified non-confidential)

1	Welcome & Presentation The Chair welcomed everyone to the meeting. Lidia Rea (Assistant Headteacher) gave a presentation on the oracy project she is implementing across the school.
2.	Apologies for absence Apologies were accepted from Linsay Carmichael, Sharon Leach, Richie Waters and Joan Fitzgerald (observer).
3.	Declaration of any conflict of interest in any agenda item None.
4.	Election of the Chair and Vice chair of the Local Governing Committee (Election of the Chair item chaired by the CEO) Governors conducted a secret ballot to elect the chair and vice chair: two nominations had been received in advance. AGREED: to recommend to the trust board the appointment of Kath Davidson as Chair and Andrew Donald as Vice chair of the LGC for a term of one year.
5.	Minutes of previous meeting held on 14 July 2020 The minutes were agreed as a true record. The Chair noted items to be followed up:



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	<p>Item 10 – health and safety audit – to be picked up at item 12 on this agenda Item 12 – redevelopment of Early Years area and increase in budget due to increased pupil numbers; update to be scheduled at next meeting. Item 14 – PE and Sport funding link impact to welfare tracker – update to be provided in this meeting. ACTION: Update on Item 12 from July meeting to be reported at next LGC meeting.</p>
6.	<p>Update action grid from previous meeting Outstanding action: safeguarding audit – scheduled for Friday 16 October (SG, AD, SL with support from Clennell Education Solutions consultant).</p>
7.	<p>Any decisions taken as Chairs action since the last meeting None.</p>
8.	<p>Membership of the Local Governing Committee a) Skills Audit A number of governors have not completed the audit. ACTION: Clerk to contact individual governors for responses and circulate completed skills audit for review. b) Resignations, appointments and vacancies Canon Tom Cowen has resigned as a governor which creates a vacancy. School would like celebrate his contribution by introducing a Tom Cowen Award for pupils who demonstrate the values and integrity that Tom displays as a role model in the school and community. ACTION: School to check dates of Newcastle School Achievement Awards and link timing of Tom Cowen Award to this. Governors agreed to review the completed skills audit to create a remit for recruiting to the vacancy and noted that health and safety knowledge or experience is already identified as a key priority.</p>
9.	<p>Governance arrangements for 2020-21 a) Membership for Admissions and Exclusions decisions and link governors AGREED:</p> <ul style="list-style-type: none"> • To recommend to the trust board that the membership of the LGC for consideration of admissions decisions is Danielle Ross, Andrew Donald and Kath Davidson. • To recommend to the trust board that membership of the LGC for review of exclusion decisions is to be convened and approved as required. <p>Safeguarding link governor role to be fulfilled by Andrew Donald and Sharon Leach. [5.15pm CP left the meeting] b) Meeting dates for 2020-21 Governors agreed the proposed meeting dates.</p>
10.	<p>Catch-up funding plan The Headteacher updated governors on the proposed use of the catch-up funding allocated to schools. The school is following the Education Endowment Fund approach of three tiers – quality teaching, targeted interventions and wider</p>



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	<p>strategies. The school development plan also takes this approach. The total allocated to school is ~£17k. One potential use of the funds is to extend days for the Parent Support Adviser role.</p> <p>ACTION: Catch up funding plan to be on agenda for next meeting to update governors with plan format and review progress.</p> <p>A governor asked how the catch up plan links to the welfare tracker and other additional support for the most vulnerable pupils – will the written plan show all these links? The PE lead has already had some time allocated to link physical activity into the welfare tracker – the next stage of this work is to ensure that any system introduced is manageable for staff.</p> <p>The CEO commented that the catch-up funding is a one-off funding allocation for this year and the EEF approach details what is additional or different this year. A video guide for planning has been shared with all Headteachers across NEAT and this resource will be made available to governors to provide context.</p>
<p>11.</p>	<p>Governor scrutiny and evaluation 2020-21</p> <p>a) Scrutiny Process overview</p> <p>Governors received the overview covering the LGC approach under Covid-19 restrictions, proposed dates for activities and leading and supporting governors in each strand.</p> <p>b) Scrutiny Plan for 2020-21</p> <p>Governors held a scrutiny event on 02 October to review the school development plan, the strengths and next steps for the school, and 2019-20 data. From this conversation key priorities for governor scrutiny have emerged. Lead governors outlined priorities in their area of oversight (aside from the focus on general wellbeing):</p> <ul style="list-style-type: none"> - Quality of education: underlying all scrutiny is the question of where the school is heading but key for term 1 is understanding how pupils and staff have readjusted to school. - Early years – similar approach to the quality of education – to understand the impact of covid-19 and barriers it presents; the impact of the new early years curriculum; link to behaviour and personal development strands. - Personal development: overlap with quality of education through lens of pupil wellbeing; look at home learning and routines to support that; ethos and cultural capital in the curriculum. - Leadership and management: exploring staff understanding of the school development plan and its key priorities; questions around staff wellbeing; looking at health and safety – employee understanding and concerns. - Behaviour and attitudes – RW to update at next meeting <p>c) Appraisal and pay progression scrutiny</p> <p>Andrew Donald and Darren Healy volunteered to participate in this activity.</p>
<p>12.</p>	<p>Health and Safety / Safeguarding Update</p> <p>Tom Cowen was the main governor lead for Health and Safety – the completed skills audit may reveal other gaps but it is desirable that any governor recruited has skills and knowledge around health and safety. The Chair asked how</p>



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	<p>governors can support the Headteacher to develop thinking around health and safety in school particularly in relation to the site manager role. The CEO gave an update on the current position across the trust: health and safety is an under-resourced area and the trust is reviewing how to support this. Independent support has been engaged to establish a baseline picture of where the trust is, the next steps is to discuss these outcomes with headteachers.</p> <p>ACTION: CEO to update LGC on trust approach to health and safety after Christmas.</p> <p>The Headteacher noted the need to have a level of expertise in schools and that methods to upskill individual are required. The system of risk registers and risk analysis can be utilised more effectively for conversation with governors.</p> <p>DH agreed to support with health and safety in the absence of Tom Cowen until a replacement is found.</p>
<p>13.</p>	<p>Safeguarding Policy 2020-21</p> <p>The Headteacher outlined the changes in the policy for the current year.</p> <p>RESOLVED: Governors approved the Safeguarding Policy for 2020-21 subject to updating the name of the safeguarding link governor.</p> <p>A governor asked how things are going in school after 5 weeks of term - what is the impact of the last six months? School has been surprised by how well pupils have come back. Attendance is really good – 2 or 3 families stand out as requiring additional support. School feels on top of safeguarding issues related to obvious need – gathering data and plotting interventions needed. Home-school routines need more work.</p> <p>A governor asked about additional support for those 2-3 key families – the school attendance team is working with support from NEAT central welfare team.</p>
<p>14.</p>	<p>Admissions Policies for 2022-23</p> <p>[6.05pm PM left the meeting]</p> <p>A governor commented that Tyneview is oversubscribed and asked about the possibility of increasing the PAN (published admission number) to take more pupils. The CEO explained that this is not financially viable, unless the school can fill another entire Reception class of 30 pupils, because of the infant class size regulations. The trust is looking to reduce the PAN (40) at West Walker Primary as it does not work and the school is undersubscribed.</p> <p>The Headteacher noted that there were 9 appeals for Reception places this year. The CEO acknowledged the frustrations caused but commented that research prior to the introduction of the 2 year old offer showed no evidence that the population in the area will sustain an additional class of 30 pupils and noted the limitations of the physical space in the school.</p> <p>Governors had no comments or questions for the trust board regarding the admissions policies.</p>



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15.	Urgent business The CEO provided an update on the place-based change project that the trust is developing alongside SHINE. Building Futures East has secured a substantial funding allocation over the next 5 years and have the capacity to move forward with the discovery phase of the project – NEAT will help to shape this. The clerk noted that the governing committee has exceeded the quota of staff members now both parent governors are also employed at the school. ACTION: Chair, Clerk and Headteacher to propose way forward on LGC membership.
16.	Dates of next meeting 15 December 2020, 4.30pm

Meeting concluded at 18:10hrs

(agreed)

Signed K. B. Omdur Date 23-11-2020

Agreed at meeting on 7.12.20