



Minutes

Meeting of Fir Bank Primary School Local Advisory Committee

Thursday 6th June 2019
at the school
at 5.00pm

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| Present: | Mr Alex Reed | Committee Member (Chair) |
| | Dr Rachel Cowen | Committee Member |
| | Mrs Rachael McLaughlin | Co-Headteacher and Committee Member |
| | Mr Rob Walker | Co-Headteacher and Committee Member |
| | Mrs Lorraine Bowler | Committee Member |
| | Mr Peter Ferris | Committee Member |
| | Miss Jennifer Wright | Committee Member |
| | Mr Stephen Kirkland | Committee Member |
| Also Present: | Mr David Challen | Clerk to the Local Advisory Committee |
| | Mrs Gillian Hindle | Chief Operating Officer -The Oak Trust |
| | Ms Joy Clark | Chief Executive Officer - The Oak Trust |

The Chair welcomed everyone in attendance to the first meeting of the Fir Bank Primary School Local Advisory Committee (LAC).

1 APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Mr Paul Matthews.

2 REGISTER OF BUSINESS, PECUNIARY AND PERSONAL INTERESTS

Committee Members were invited to declare any additional business, pecuniary or personal interests to those which had been declared previously in the school's 'Register of Declaration of Interest'.

No additional declarations were made.

3 RESPONSIBILITIES OF THE LAC AND SCHEME OF DELEGATION

- 3.1 The Chair explained that in advance of the next LAC meeting, at which school issues would be considered, this meeting had been arranged to consider the scope of the LAC and the roles and

responsibilities of Committee members, the processes around visits to the school by Committee members, arrangements for Committee member reviews and establishing a Code of Conduct, which Committee members should follow in fulfilling their responsibilities.

3.2 The Trust's Scheme of Delegation, as updated to January 2019, was circulated at the meeting and Mrs Hindle took the LAC through the key sections included within the document including:

3.2.1 The Scheme of Delegation was based on the model provided by the National Governors' Association (NGA), which had been adapted for the Oak Trust.

3.2.2 The Scheme of Delegation will be reviewed after one year of operation and any changes will always be implemented with the intention to benefit all the three schools in the MAT.

3.2.3 The roles and responsibilities of the Members of the Trust, the Trust Board and the LACs.

3.2.4 Trust staff are currently working on policies that will apply across the MAT. It is anticipated that some will be Trust wide policies, some which are determined by LACs at individual school level and some which are overarching MAT policies but with appendices to reflect practice and the individual circumstances in each of the schools within the Oak Trust.

3.2.5 Some of the decisions allocated to specific bodies within the Scheme of Delegation are taken only after seeking advice and support from other groups and these are shown within the document

3.2.6 To complement the Scheme of Delegation, a document containing the Terms of Reference for the LACs is currently being written and will be submitted to the Trust Board shortly for approval.

3.2.7 The DfE is currently taking a keen interest in the governance of schools/MATs. IN the future, there will be an external audit of the Trust, and an internal audit of each of its schools, during which governance will be scrutinised.

3.2.8 Mrs Copson (Chief Financial Officer) was now spending approximately 98% of her time working for the Trust.

3.3 Reference was made to the regular meetings which are taking place across the Trust and the willingness of all those involved to make a success of the Trust and of the schools within it. It was noted that a number of new and exciting projects were underway and which would be of benefit to all pupils and students across the Trust.

3.4 Ms Clark informed the Committee that from September 2019, her

role as Headteacher of North Chadderton School would be taken on by the current Senior Deputy Headteacher and her sole responsibility would then be as CEO of the Trust.

4 COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

4.1 The Committee held a detailed discussion about the key areas that Committee members might link with and the following issues were considered:

4.1.1 Maths and English continue to be the main focus for school improvement next year.

4.1.2 It was felt that the Standards Committee should be retained to consider the data in relation to pupil progress and attainment.

4.1.3 It was agreed that a Finance Committee was no longer needed but that an individual Committee member should link to Finance, Risk and Compliance. It was suggested that this link person should meet with the school's Business Manager at least once each term to discuss these issues.

4.1.4 These arrangements are not intended to increase the number of meetings that Committee members attend but are a change in their role, so Committee members can report back to the LAC on their particular area of focus.

4.2 The Committee agreed to the following areas, which link into the current school priorities:

4.2.1 English Curriculum and Outcomes.

4.2.2 Maths Curriculum and Outcomes.

4.2.3 Finance, Risk and Compliance (including health and safety).

4.2.4 Safeguarding and Pupil Well-Being (including attendance)

4.2.5 EYFS

4.2.6 Inclusion (covering SEND/PP/INA)

It was also agreed that Pupil Voice/School Council should be considered as a strand across all these areas and that any areas not covered by the above linking arrangements would be considered at meetings of the Standards Committee or at LAC meetings.

4.3 It was agreed to adapt Thorp Primary School's descriptions for the role of a link Committee member for each of these different areas and to allocate Committee members to each of these roles at the LAC meeting planned for Thursday 13th June 2019 at 5.30pm.

ACTION: Co-Headteachers/LAC

4.4 It was also agreed to establish the membership for the Standards Committee at the LAC meeting planned for Thursday 13th June 2019

at 5.30pm.

ACTION: LAC

- 4.5 With regard to the expectations of link Committee members, the following issues were discussed and considered:
- 4.5.1 Link visits should be carried out at least once each term, prior to the meeting of the LAC.
 - 4.5.2 It was suggested that the audit completed for safeguarding visits might be adapted to use this format for visits in other areas.
 - 4.5.3 It was agreed that it would be helpful for Committee members to be provided with possible questions they might ask and to use as a starting point for their visits.
 - 4.5.4 **Committee Member Challenge/Support:** A Committee member questioned how it can be ensured that all the LAC members have the knowledge and skills to make the appropriate challenge during these visits.
 - 4.5.5 **Committee Member Challenge/Support:** It was further suggested that the link visits need to have impact and should link to the priorities in the School Development Plan. It was also felt that individual Committee members should be linked to their area of interest and/or expertise.

5 COMMITTEE MEMBER REVIEWS

- 5.1 The Chair explained that once the roles of Committee members and the arrangements for visits have been determined, the Committee needs to consider the process for individuals to feedback on that area and challenging the school's leadership.
- 5.2 The Chair suggested that the self-evaluation, already completed by Committee members previously, should be completed again at the end of each year and that each Committee member should have a short meeting with the Chair to discuss their findings.
- 5.3 A possible format for these Committee member reviews was circulated at the meeting and it was agreed that this should be adapted to use with the Fir Bank LAC and to be a model to use with other LACs across the Trust.
- 5.4 The LAC discussed a number of issues related to the Committee member reviews including:
 - 5.4.1 How best to engage with parents and seek their views on how effective they think the leadership and management of the school is.
 - 5.4.2 It was suggested carrying out a Parent Voice and for Committee members to meet with parents at Parents'

Evenings or at other school events.

5.4.3 Providing a post box for parents to use to make suggestions to the LAC was also put forward as an additional way parents might make contact with Committee members. It was noted that parent focus groups had been established in other schools.

5.4.4 Mrs Hindle explained that different training arrangements for Committee members needs to be considered and this is currently being investigated. Possible sources of training put forward were the NGA, the University of Manchester School Governors Initiative (UMSGI) and Manchester Governors' Association.

5.4.5 Committee members will still have access to any relevant school/education events arranged by Oldham Council e.g. Learning Festival

6 OTHER URGENT BUSINESS

6.1 Timing of LAC Meetings

As some Committee members will have difficulty attending 5.00pm meetings, it was agreed that future LAC meetings should begin at 5.30pm.

ACTION: Clerk

7 CONFIDENTIALITY

There were no items of confidentiality.

(There being no further business, Committee members were thanked for their attendance and the meeting was declared closed at 6.20pm).

Signed: _____
Chair

Date: _____