



Minutes

Meeting of Fir Bank Primary School Local Advisory Committee

Thursday 10th October 2019
at the school
at 5.30pm

Present:	Mr Alex Reed	Committee Member (Chair)
	Mrs Rachael McLaughlin	Co-Headteacher and Committee Member
	Mr Rob Walker	Co-Headteacher and Committee Member
	Mrs Lorraine Bowler	Committee Member
	Mr Paul Matthews	Committee Member
Also Present:	Mr David Challen	Clerk to the Local Advisory Committee
	Mrs Gillian Hindle	Chief Operating Officer -The Oak Trust

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

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr Rachel Cowen, Mr Peter Ferris, Miss Jennifer Wright and Mr Stephen Kirkland.

2 REGISTER OF BUSINESS, PECUNIARY AND PERSONAL INTERESTS

All Committee Members were given an updated declaration of business or personal interests form, for them to complete at the meeting, and return to the Clerk.

3 MINUTES

RESOLVED: that the minutes of the LAC meeting held on 13th June 2019 be approved as a correct record.

4 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

4.1 Arising from minute 6.7 (Outdoor Provision), the Committee was informed that that the wetland area had now been completely fenced in for safeguarding reasons.

- 4.2 Arising from minute 5.2.7 (School Budget for 2019/2020), the final budget plan for 2019/2020, approved by Mr Reed and Mr Matthews, had been circulated to all the LAC members.

Challenge/Support: As the school no longer had a Finance Committee established, a member questioned the future arrangements for monitoring spending against the agreed budget plan.

In his role as the link to Finance, Risk and Compliance, it was agreed that Mr Matthews should continue to meet monthly with the school's Business Manager to monitor the school budget.

ACTION: Mr P Matthews.

Mrs Hindle explained that the Trust is looking to develop a common format for presenting financial information to the LAC in order for them to fulfil their financial responsibilities.

ACTION: Mrs G Hindle

- 4.3 Arising from minute 8.3.8 (Key Stage 2 SATs Results 2019), the SATs results for 2019 had been emailed out to all the Committee members.

Challenge/Support: Responding to a question about how the school felt about the results this year, the Headteachers explained that with the Year 6 cohort in 2019, staff were very pleased with the Key Stage 2 results and in particular the progress made by pupils in Reading, Writing and Maths.

Based on the Key Stage 1 SATs results for the current Year 6 cohort, the school is expecting even better Key Stage 2 progress measures in 2020.

- 4.4 Arising from minute 8.4 (Performance of Various Groups in 2019), at the meeting held on 26th September 2019, the Standards Sub Committee had looked in detail at the performance of the various groups.

Challenge/Support: In response to a question about pupil targets for 2019, the Headteachers explained that these are being discussed during the performance management meetings with individual teachers this year and will be reported at the next meeting along with the performance management process.

ACTION: Co-Headteachers

- 4.5 **Challenge/Support:** A Committee member questioned whether the Trust would be implementing the proposed 2.75% pay increase for teachers from 1st September 2019 as agreed by the Secretary of State for Education.

Mrs Hindle explained that this would be considered by the Trust Board at their meeting on Wednesday 27th November 2019 and new salary scales for support staff, based on the Oldham Council model, would also be considered at the same meeting.

5 CO-HEADTEACHER'S REPORT

Challenge/Support: The Co-Headteacher's report had been circulated prior to the meeting and Mrs McLaughlin and Mr Walker responded to questions from the Committee in respect of the following points

Staffing

- 5.1 The school has recruited a new teacher and a level three teaching assistant (TA). Unfortunately, the TA is currently on sickness leave and her post had been covered initially by a supply TA. However, to ensure the children in Years 5/6 continue to be well supported, it has been agreed that the post will now be covered by a teacher working three days a week rather than a full time TA.

Accident Monitoring

- 5.2 The Committee noted the high level of minor accidents, particularly involving Reception pupils, and asked if there was anything that could be done to reduce this figure.

The Headteachers explained that the report covers every minor incident and whilst staff endeavour to reduce all the risks as far as possible, the figures do reflect the nature of children being very active whilst in school.

Health and Safety Audit

- 5.3 The Committee considered the Health and Safety Audit report, from the visit which had been undertaken on 16th July 2019 and the Health and Safety Action Plan which had been written to address those areas requiring attention.

As a result of a recommendation in the report, a tree survey has been carried out on all the trees on the school site. All the trees were found to be healthy and none need to be removed.

Finance

- 5.4 A Committee member questioned why there was no financial report available at the meeting on the outturn figures for 2018/2019.

It was agreed that Mr Matthews should arrange a meeting with the school's Business Manager to discuss:

- 5.4.1 The budget outturn report for 2018/2019.
- 5.4.2 Budget monitoring information for 2019/2020.
- 5.4.3 The end of year budget forecast for 2019/2020.

ACTION: Mr P Matthews.

It was also agreed that the Business Manager be asked to attend future meetings to present a report on the school's finances.

ACTION: Co-Headteachers

Visits/Visitors

- 5.5 In his role as trustee and a LAC Member at Fir Bank, Mr Matthews gave a detailed report on his visits to all three Trust schools and highlighted the differences seen, particularly in the condition of the buildings.

Mr Matthews congratulated the staff on how well maintained the buildings are at Fir Bank and it was noted that a rolling programme of maintenance is in place to ensure that this continues.

Policies and Reports

The following policies and reports had been circulated prior to the meeting and these were received and noted by the Committee:

- 5.6 Attendance Report.
- 5.7 Assessment Policy
- 5.8 Health and Safety Policy
- 5.9 RE, PHSE and Sex and Relationship Policy
- 5.10 Physical Environment Policy
- 5.11 Medicine Policy
- 5.12 Maths Policy
- 5.13 Child Protection and Safeguarding Policy

RESOLVED: that the Co-Headteachers be thanked for their comprehensive report.

6 MINUTES OF THE FIR BANK PRIMARY SCHOOL STANDARDS SUB COMMITTEE

The minutes of the Standards Sub Committee meeting held on Thursday 26th September 2019 had been circulated prior to the meeting and the Chair and Co-Headteachers summarised the issues which had been considered:

- 6.1 Dr Rachel Cowen had agreed to be the Chair of the Sub Committee.
- 6.2 The Year 6 boys had outperformed the girls in 2019 but this was cohort specific and was not a trend in other year groups.
- 6.3 There continues to be a large gap between the performance of disadvantaged pupils and other pupils, which is reflective of the national picture.
- 6.4 Key Stage 1 outcomes in 2019 were broadly in line with national average figures.
- 6.5 The school was pleased with the Key Stage 2 outcomes in 2019, particularly in relation to pupil progress.
- 6.6 The performance management process for the Co-Headteachers would now begin at the beginning of each academic year and would take into account the pupil outcomes from the previous year.

- 6.7 To support Reading, the school has converted a meeting room into a library and has invested a significant amount of funding on new books. Books have been purchased that the children want to read and to expand on pupils' understanding of poetry. In addition, the level 3 TA had been recruited to support children with their Reading and the school had increased the number of volunteers to listen to children read. Class reads had also been introduced.
- 6.8 The Co-Headteachers reported on the excellent support that the school receives for various activities each Wednesday, from a representative of Oldham Athletic Charitable Trust, which is paid for from the sports premium funding.

RESOLVED: that the minutes of the meeting of the Standards Sub Committee, held on Wednesday 26th September 2019, be approved and adopted.

7 **REPORTS FROM LINK COMMITTEE MEMBERS**

- 7.1 As it was still quite early in the term, there were no link visits to report on by Committee members.
- 7.2 Mr Walker emphasised the importance of ensuring that these link visits become established and for this process to drive the subject reports presented to future meetings of the Standards Sub Committee or the LAC.
- 7.3 Initially, all the LAC members would be supported by the Co-Headteachers making these visits into school.

8 **TERMS OF REFERENCE FOR THE LAC**

The terms of reference for the Local Advisory Committee, approved by the Trust Board, had been circulated prior to the meeting for the information of the LAC members.

Mrs Hindle explained that the terms of reference link to the Trust's agreed scheme of delegation and it is hoped that the terms of reference will help to avoid duplication in the presentation of information to LAC members.

Mrs Hindle also reported that North Chadderton's LAC had suggested the following amendments be made to the terms of reference:

- 8.1 Under section 5, it be clarified that LAC members can be reappointed when their initial four year term of office comes to an end.
- 8.2 That the arrangements for the constitution of the membership of panels for exclusion appeals/complaints etc. be made clear.

Challenge/Support: The LAC suggested the following additional change to the terms of reference:

- 8.3 Under section 6.2 (Resignation and Removal of LAC Members), specific information be added about the disqualification of LAC members if they continuously fail to attend LAC meetings.

ACTION: Mrs G Hindle.

To take into account the provisions of the new Ofsted framework introduced from 1 September 2019, the LAC agreed that the Standards Sub Committee should be renamed the Quality of Education Sub Committee.

ACTION: Clerk

9 **ROLE OF THE LAC MEMBER, THE LAC VISIT REPORT AND CODE OF CONDUCT**

The Committee agreed to approve and adopt the following documents, which had been circulated with the agenda for the Standards Sub Committee meeting held on 26th September 2019:

- 9.1 Role Description: Role of Link Local Advisory Committee for National Curriculum Subjects.
- 9.2 LAC Visit Report.
- 9.3 Governor Code of Conduct.

Challenge/Support: The LAC questioned the Co-Headteachers about the following arrangements for link visits:

- 9.4 It was agreed that completed link visit reports should be added to the Visit Reports section of Trust Governor.
- 9.5 There is no set format established for link visits but Committee members were asked to be mindful that the Maths and English leads are also the upper key stage teachers. Both members of staff are also engaged in projects with North Chadderton, alongside other commitments, so there needed to be a balance to ensure that the impact on class time is minimised.

LAC members were asked to contact the Co-Headteachers in the first instance and before meeting with subject leads.

ACTION: All Link Committee Members

- 9.6 With regard to specific areas to focus on during visits, it was suggested that the Chair might look at assessment and the collection of evidence in EYFS. In Maths, it was suggested that Mrs Bowler might ask staff about the White Rose Maths Scheme and how it is being embedded into the classroom across the school.
- 9.7 The Co-Headteachers reported that the school development plan and SEF are currently in the process of being written to complement the Trust's priorities for 2018/2021.

10 **DATE AND TIME OF FUTURE QUALITY OF EDUCATION SUB COMMITTEE MEETINGS**

RESOLVED: that the next Quality of Education Sub Committee meetings be held at 5.30pm on the following dates:

Wednesday 15th January 2020.

Thursday 30th April 2020.

11 **DATE AND TIME OF NEXT LAC MEETING**

RESOLVED: that the next LAC meeting be held on Thursday 13th February 2020 at 5.30pm.

12 **ANY OTHER URGENT BUSINESS**

12.1 Internet Provider

Mr Walker asked Mrs Hindle to thank Mrs Janet Eppleston and Mr Phil Foden, from North Chadderton School, for arranging to change the school's internet provider. He explained that the connection was now much improved and fit for purpose.

12.2 School Provision

This item was deemed to be confidential and would not therefore be included in the minutes and papers to be made available for public inspection.

12.3 School Accommodation

Mrs McLaughlin reported on proposals to remodel the internal structure of the school to create additional space for pupils to do group work in.

13 **CONFIDENTIALITY**

There was one item of confidential business.

(There being no further business, Committee members were thanked for their attendance and the meeting was declared closed at 7.10pm).

Signed: _____
Chair

Date: _____