

**Saltford C of E Primary School**  
**Local Governance Committee Meeting:**  
**6<sup>th</sup> February 2024, 6.00 – 8.00 pm**  
**Saltford School**  
**Minutes**

<b>MEETING TITLE</b>	<b>Saltford CofE Primary School Local Governance Committee Meeting</b>
<b>DATE OF MEETING</b>	<b>Tuesday 6<sup>th</sup> February 2024</b>
<b>MEMBERS PRESENT</b>	Dawn Sage (DS) – Headteacher, Paul Cummings (PC) - Chair, Elizabeth Spincer (ES), Dan Carter (DC), Ian Freemantle (IF), Ruth Moody (RM), Nathan Styles (NS), Kathryn Hamlen (KH) and Dani Taylor (DT) – Vice Chair, Revd Nigel Williams (NW), Tor Manuel (Clerk)
<b>IN ATTENDANCE</b>	Cllr Duncan Hounsell (DH), Revd Nigel Williams (NW)
<b>APOLOGIES</b>	None received
<b>ABSENT</b>	Sumayyah Malna (SM)
<b>DATE OF NEXT MEETING</b>	<b>19<sup>th</sup> March 2024</b>

**Executive Summary:**

- Cllr Duncan Hounsell discussed housing proposals for Saltford
- LGC received an update from Chairs Forum giving details of the LGC Triads scheme and prospective merger with OAT
- Governors received updates from Curriculum, Resources and Foundation working parties
- Governors' succession planning was discussed
- School risk register was discussed

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies – Quorum</b>	<b>Chair</b>
	PC welcomed all to meeting with particular welcome to NW in attending his first meeting as Foundation Governor.  NW opened meeting with a prayer.	
<b>2.</b>	<b>Saltford Housing Proposals</b>	<b>DS</b>
	The LGC were pleased to welcome Councillor Duncan Hounsell (DH) to the meeting to discuss the Saltford housing proposals currently up for consultation. Round the table introductions were made.  Information on the proposals were shared with the LGC ahead of the meeting and a detailed discussion around the proposals took place.  The following was highlighted: <ul style="list-style-type: none"> <li>• 2 sites in Saltford have been identified; Saltford South, a site identified for 800 dwellings plus a new school and Saltford West for 500 dwellings also with planning for a school.</li> </ul>	

- It was confirmed there is only planning available for 1 school no matter what proposal is
- Majority of residents in Saltford want to protect green belt and not have this developed
- Need to go through this process to show has been considered as developers could bring in barrister and planning teams to argue the case if plans not approved. It would also ask why Saltford not considered. If evidence not provided wouldn't be able to resist.
- Consultation between February 12<sup>th</sup> - April 8<sup>th</sup>.
- 2 ways of making views known. Preferred is electronically via website.
- From 12<sup>th</sup> February a web book will be available
- 3 arguments that can't be used, view, personal circumstances and property values effect
- The ideas of what is needed has come from planning officers who won't know the detail of Saltford. If any points think planning department need to know, please share information as will be proof of evidence of gathering exercise.

Governors asked the following questions:

- Do BANES publish anticipated number of children needing school places? Through this exercise BANES will decide where houses are to be and then will look at this
- When mention evidence, what is being spoken about? The possible effect on school places at Saltford school and the impact it may have. Now is the time to pass this information. School would need to consider travel plan. Additional plans for 208 houses by Flourish would impact and already congested Bath Road.
- Concern around secondary school places was raised with Wellsway School being full.
- Two Rivers School was mentioned with it having lots of capacity Ds need to raise awareness with parents, signpost consultation
- Responses given are to be as personal views and not on behalf of the school or LGC.
- Is this really a consultation? Responses received will be taken notice of. Hoping for significant amount of responses received. If not many received it will inform planners that not many residents are concerned

A confidential discussion took place.

DH was thanked for attending the LGC meeting.

(DH left meeting at 18.26)

Governors discussed the proposal further and agreed that would be unable to comment as a governor for the school but could as a local resident and could information share.

It was agreed for DS to speak with the trust to gain trust perspective.

Governors discussed the impact on the school with the potential to not have enough children to maintain a 2 form entry school or on the flip side there could be more children wanting a place at Saltford and needing to consider how they get to school safely.

It was agreed for the consultation details to be included within the school newsletters.

	Governors were asked to spread the word				
<b>3.</b>	<b>Governance and admin</b>				<b>Chair</b>
	<ul style="list-style-type: none"> <li><b>Declarations of personal interest</b></li> </ul>				
	There were no declarations of personal interest raised.				
<b>4.</b>	<b>Minutes of previous meeting and actions arising</b>				<b>Chair</b>
		<b>Action</b>	<b>By Whom</b>	<b>Meeting Date</b>	<b>Due Date</b>
	1	<b>Governors were reminded to complete annual Pecuniary Declaration of Business interest if still outstanding</b>	LGC	06.02.24	completed
	<p>Governors were directed to this week's Futura Leadership bulletin (item 6) which is shared with all governors, regarding training on GVO should this be of help.</p> <p>Minutes of the previous meeting were agreed as a true representation of discussions.</p>				
<b>5.</b>	<b>Chair of Governors verbal report including:</b>				<b>Chair</b>
	<ul style="list-style-type: none"> <li><b>Chairs Forum</b></li> <li><b>Triad School Partnership</b></li> </ul>				
	<p>Governors received the following Chairs update:</p> <p><b>Chairs Forum</b> – Discussions at the Chairs Forum were predominantly around the potential merger with Olympus Academy Trust (OAT). It was discussed that there is an overlap and synergy within the 2 trusts. OAT have more secondary schools. Reference was made that the merger would make trust budget of £100m making it a sustainable trust. It is hoped the merger would enhance secondary education. Members of both trusts are meeting as a joint working party. Governors were informed that discussions are around whether it is worth pursuing a merger. It was questioned why Futura had been approached by OAT and Chairs Forum were informed that OAT had carried out their own review on options available to them and it was felt that merger with a local trust would help them grow in the most appropriate way for them, and that Futura was the best option available to them. OAT has no aspiration to be a national trust but is ambitious, with growth being the route to betterment. Chairs spoke about the loss of SI focus for current schools and were informed that the merger would confirm bandwidth for capacity for SI. Chairs also spoke about long term visions and the concern that vision and values don't align. It was confirmed that the point of consultation would be to ensure values do align. Chairs were informed that the decision is not a fait accompli but is a positive for Futura growth. Chair came away from meeting with impression not a done deal and positive with the possibilities. DS shared that in terms of school improvement OAT would bring a real asset to the table as have carried out a lot of work on a creative curriculum and the trust is geographically close. The central team is really strong.</p>				

	<p>Governors asked if there is a point when trust stop growing? It was shared that sense received to grow in one go as opposed to bit at a time, and felt like is the start of end of growing.</p> <p><b>Triads</b> – This came out of the governors conference. There are already triads between schools and want to roll out through LGC Chairs. Grouped schools across trust with Salford categorised within the church school bracket along with Two Rivers and All Saints.</p> <p>Stephen Webber, Trust Church school lead, has visited school and spoke with school councillors. He asked questions on collective worship and how school shows Christian status in classrooms , visited the secret garden and learnt of the wish to develop into a spiritual place and asked to contribute to school prayer. SW looked at school’s Christian values and Futura values and is looking at producing a Futura prayer. Children shared their RE books and showed how they are learning about all faiths.</p> <p>DS shared that she had met with headteachers within Salford’s triad where they spoke of aligning SIP.</p> <p>ES shared that the triads programme also extends to deputy headteachers. It was shared that it has been planned for the school councils to meet and share information on the schools.</p> <p>It was shared that some push back had been received from chairs however was felt to be a good opportunity for network and support.</p> <p>Governors visit day was also discussed at Chairs Forum looking at how governors can benefit from these.</p>	
6.	<p><b>Headteacher’s report including:</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Day</b></li> <li>• <b>Foundation Governors update</b></li> <li>• <b>Resources Working Party update</b></li> </ul>	DS
	<p>The Headteachers report was sharead as a paper for governors ahead of the meeting. Questions and comments were invited. Governors thanked the headteacher for the papers shared.</p> <p>The following was also discussed:</p> <p><b>Resources Working Party</b> were unable to meet. Some documents have been shared with the LGC which would usually sit within, and be discussed at Resources WP.</p> <p>Swimming pool schedule of works has been received. It is a real positive to have got this far and really pleased this is happening. School will be getting a ‘like for like’. Have spoken with the owner of Barracuda Swimming school who will be presenting a business case to the trust as want to take on the lease. There is a need to make sure costs are covered and is hoped to be a real asset to the school. Need to work through reintroduce into curriculum and need to gauge swimming experience from pupils.</p> <p>By next resources meeting will produce cover letter for parents and costings as need to receive voluntary contributions to have lessons. School does not have the funding to pay for the lessons. Catch up funding can be used for non-swimmers. School has spoken with Sport England and has previously received funding from Wesport. Due to lack of capacity within the timetable lessons will be offered after school and on Saturday mornings. Once get going not capacity</p>	

	<p>in timetable. Will be able to offer lessons after school and Saturday morning. Business case will need to be drawn up with solicitors for Barracuda.</p> <p>It was asked when the questionnaires will be sent out? It was shared possibly in week 2 and there will be a need to process the DBS checks for volunteers. A governor raised the point on ensuring parents want to help instead of just checking with the need to make it clear there is an expectation of help. Governors were informed that help will be needed in supporting the younger children in getting changed.</p> <p><b>Health &amp; Safety report</b> was shared for governors information with a confidential discussion taking place. Please see confidential minute</p> <p><b>Governor day</b> date not yet set with the intention this will be arranged for the summer term</p> <p><b>Foundation governor update</b> – not met this term. Term 3 is a short term with it being difficult to fit all in.</p> <p><b>Governors asked what is time line for SIAMS?</b> This is being looked at now. Work is beginning with David Williams from Diocese. SEF will need to be created by the time this takes place. Will need to be ready for inspection from September. An action outstanding is to update SEF. [SM left at 19:20] <b>It was questioned whether LGC need some time to look at?</b> In Term 5 meeting</p> <p>It was noted that there is an overlap with the Futura Headteacher report and other documents shared however it was felt useful to provide both documents for governor’s information.</p>	
<b>7.</b>	<b>SEF and SIP update</b>	<b>DS</b>
	<p>SEF has not received any changes as school not within Ofsted window.</p> <p>SIP has been RAG rated on position for term 3. Some notes have been included and ideas will be gathered for term 4. The format of SIP works well for the school.</p>	
<b>8.</b>	<b>Governor Succession Planning</b>	<b>Chair</b>
	<p>Governors’ terms of office and succession planning were discussed. Governors were asked to inform the chair of their intention if they were considering continuing in their role or not to enable succession planning to take place.</p> <p>Governors were informed that parent governors are elected by the parent community, who would need to be informed of upcoming vacancies, with parents requested to put themselves forward for the role, and an election held if more interest was received than spaces available.</p>	
<b>9.</b>	<b>Risk Register</b>	<b>DS</b>
	<p>The risk register is usually discussed within Resources WP. Asked about extend hall space. Governors were informed of a previous plan to extend the hall space. Plans were drawn up called garden hall, a small school hall and serving area which was costed and shared with the trust, however funding was not available for this. Potential to fundraise, which is viable but costs prohibit.</p>	

10.	Curriculum Working Party	KH
	<p>Governors were informed that the CWP had met. A summary of the minutes was shared:</p> <p>An extensive conversation took place around SEND with the school now having 16 EHCP with a further 3 submitted. Beyond that is a further 5 requests with a possibility to have 25 EHCPs across the school. This led to a conversation around children needing staffing, individual teaching, spaces in and out of the classroom which is needed due to additional needs. The range of needs is extensive and is reflected within the funding band. SENCO led inset day on SEND where spoke about the profile of children in school and the vision and values on what want to achieve.</p> <p>CWP discussed the school's new attendance officer with more detail given with CWP minutes. Subject leadership was discussed, which is quite a profile within schools. Staff are out visiting other schools, which is good but creates additional work on how this is supported.</p> <p>CG visited the school and carried out a walk around. This was a very positive experience with lots of good things seen, along with ideas to work on. Looked at how scaffold and support and how staff withdraw to allow children to be more creative and express themselves. Discussed how Deep dives are the way forward with more taking place. This is a new skill and the capacity to lead subjects is difficult alongside teaching. Staff have been given release time to discuss subjects.</p> <p>CWP were informed that Futura have added an additional inset days to allow curriculum leads to attend networking sessions with study tours being set up where staff visit schools.</p> <p>Clubs arranged have proved more costly and it has been decided to withdraw the coaches from the clubs as staff have worked alongside them for some time and can run the clubs moving forward.</p> <p>A governor asked a question around the 11 SEN pupils in Y6, whether this will reduce when they leave? however it was shared that this is unlikely as there will be a number of children coming into school with SEN needs.</p> <p>A governor asked a question on subjects like music and whether school has considered employing music specialist to use for covering PPA? This has been considered previously however doing this can deskill teachers. School does have class swaps and can have staff covering lessons and play to their strengths. It was also noted that the scheme of work used for music lends itself to be taught by non-musical specialists and is resourced effectively for this. It was also noted that PPA is covered by HLTAs, and do this to help balance school budgets.</p> <p>When asked governors were informed that there are HLTAs across all year groups.</p>	
11.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	Issues with parents parking on zig zag road markings was raised under AOB.	

	<p>It was questioned if there issues regularly? It was confirmed that there are issues on a daily basis. It was agreed to discuss further at the next resources meeting.</p> <p>Governors were thanked for their time and contributions and the meeting closed at 20:00.</p>	
<b>12.</b>	<p><b>AGC meeting dates for 2023/2024</b></p> <ul style="list-style-type: none"> <li>• <b>19<sup>th</sup> March 2024, 14<sup>th</sup> May 2024, 2<sup>nd</sup> July 2024</b></li> </ul>	

Meeting closed: 20:00

**Action Record**

	<b>Action</b>	<b>By Whom</b>	<b>Meeting Date</b>	<b>Due Date</b>
1	<b>SIAMS SEF to be discussed at T5 meeting</b>		06.02.24	14.05.24

**Signed:**

**Date:**