

THE SPRING PARTNERSHIP TRUST
Final adopted minutes of a meeting of the Local Committee of
Hayes Primary School held at the School at 7pm on Tuesday 6th February 2018

Present:

Mrs J Tibbalds, Chair
Mrs J Bondswell
Mrs S Bruck
Mrs E East
Mr C Hemming
Mrs P Reddin
Mrs B Simpson (from item 14)
Mr R Taylor
Mr N Vitarana, Headteacher
Mr J Wood

In attendance:

Miss L Hughes, Deputy Headteacher
Mrs L Field, Assistant Head Teacher

Clerk:

Miss K Lewis

1. Welcome and Apologies for absence, acceptance of absence and absence

1.1 Apologies were received and accepted from Mrs S White

1.2 Apologies and Approval for Attendee Absence: None

1.3 Absence: none

2. Declaration of Pecuniary interests

There were no declarations for this meeting.

3. Local Committee membership

3.1 It was reported that Alison Naish was not renewing her term and Grant Monaghan had resigned.

3.2 Mrs Naish was warmly thanked for her much appreciated contribution to and support of the school and governing body during the last 16 years.

4. Minutes of the meeting of HPS Local Committee held on 12th December 2017

The minutes of the meetings held on 12th December 2017 were approved and signed as a true and accurate record.

5. Matters Arising Report from the meeting held on 12th December 2017

All Matters Arising were recorded in the updated Matters Arising Report. The following updates were provided:

5.1 GDPR

It had been reported at the last meeting that the Trust was reviewing its data protection policy and the LC had agreed that the link LCM for this purpose would be JW.

Staff were being encouraged to complete the educare module on the GDPR. An audit would now need to take place of schools' data. It was confirmed that the Trust had formed a working party on implementing the GDPR. **LCMs asked if the Trust had an implementation plan.** NV would establish if there was a plan.

Action: NV

JW would arrange a combined safeguarding and GDPR implementation visit in March.

Action: JW

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5.2 *PIRA and PUMA Assessments and Staff Workload*

It was reported that BS would have arranged a visit for 2nd March.

5.3 *Analyse School Performance (ASP) Training*

The Clerk reported that there was likely to be a charge for the Borough to provide LC training as it has already been provided to school staff. LH agreed to run a session for LCMs. It was suggested that this could be run ahead of the next LC meeting at 6pm.

Action: LH, LCMs, Clerk

5.4 *Posting videos and photographs of school events on social media*

Awareness of safety/safeguarding implications had been raised amongst parents and letters to parents about events had been amended to follow the Trust policy.

5.5 *Resources*

NV reported that the proposal document for the music hub had not been discussed by FARCO at its last meeting, but it would be ensured that it would be on the next FARCO or Trust Board agenda.

Action: NV

NV said that a crowd funding page had been launched.

NV reported on the progress for developing the outside space. Stakeholders had been consulted and asked for their input and three companies had come in to discuss proposals. How the project was to be funded was discussed. It was believed that there would be a tender process which would be followed by all Trust schools. However, given the amount of progress that Hayes had already made NV was keen to move the project forward.

5.6 *Safeguarding issues- fencing*

JT would also write and thank Hayes Kent Trust as well as Hayes school, for its contribution to the fencing.

Action: JT

5.7 *Health and safety questionnaires*

The issues around class teachers being required to complete H&S questionnaires for their classrooms was further discussed as a questionnaire had recently been issued. **LCMs felt that clarity was required around best practice with regard to the role and responsibility of class teachers in completing these questionnaires and their value.** See item 16.2.

5.8 *School Data*

In addition to administration of tests, BS was also visiting to discuss the issues identified at the last meeting around data.

5.9 *Budget - contribution to the Trust*

JC confirmed that she had spoken to the Trust Chair about a spending breakdown of the 6% contribution.

5.10 Other items had been completed or were on the agenda. The Clerk would update the report.

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Safeguarding and Child Protection

6. Safeguarding Action Plan

6.1 It was confirmed that JW had undertaken a safeguarding visit. Most of the areas identified on the action plan were ongoing.

7. Report from designated teacher for CLA children

It was confirmed that there were no CLA children at the school.

8. Safeguarding issues

8.1 The main issue concerned the external fencing which was being addressed.

8.2 All schools in the Trust would be using the same software as Hayes for safeguarding purposes. Staff had received additional training on the system and they could now complete training units which would be recorded by the software.

Equality

9. Review progress of equality plan

9.1 The Equality Objectives had been discussed at the July 2017 meeting. It had been raised that they related primarily to pupils and not to staff, and it had been agreed that equality objectives relating to staff as well as a column to RAG-rate progress to objectives would be added to the document at the next review.

Action: NV

Governance

10. Skills audit

10.1 The form had been circulated and completed forms were handed to the Clerk. Once all forms had been returned it was agreed that JT, SB and NV would meet to review.

Action: LCMs, JT, SB, NV

11. Local Committee Training

11.1 JT and JW had attended GDPR training; NV had completed safer recruitment training; JT and SB had attended the Trust induction session.

11.2 It was felt that the LC also needed to look at the collective training needs of the LCMs.

12. Minutes of Board and Committee Meetings

12.1 The minutes from the October FARCO meeting had been circulated. RT reported on the most recent meeting where the national funding formula had been discussed and possible implications.

13. LCM Impact on SDP Progress (review of governor visits)

13.1 As previously minuted, BS would be visiting on 2nd March and GW would be arranging a safeguarding and GDPR visit.

13.1.1 There was now a member vacancy for EYFS. SB agreed to take on this role and she would arrange a visit.

Action: SB

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14. Local Committee Monitoring

14.1 PPG and Sports funding

14.1.1 A document setting out the projected spend for sports funding had been circulated. NV said that the school was looking using the funding for orienteering and for outdoor learning, i.e. the PE element of the curriculum. ***The school was asked to clarify what the funding could be used for.***

Action: NV, CH

14.1.2 It was asked if priority areas had been identified for next year. NV said the school would be reviewing this given the level of increase in funding this year. It was noted that a number of areas were ongoing projects.

14.1.3 There was no separate PPG report for this meeting. ***It was asked where the impact of the funding could be found.*** It was explained that it was at the end of this year's report. It was agreed that documents and information on the website would be reviewed following the upgrading of the website.

Action: NV, LH

14.2 Pupil survey

14.2.1 Surveys would be issued on playgrounds and well-being and the results would be provided at the next meeting.

Action: NV, Clerk for agenda

12.2.1 It was asked what other methods are used to collect pupil views. It was explained that views were also obtained via the school Council which had been involved in the playground development, including the companies coming in to present, and with the musical hub. KS1 has also been involved.

Operations –School Development

15. Updated School Development Plan

15.1 The document had been circulated. NV took the meeting through the key priority areas. He highlighted that restorative justice training for midday supervisors was taking place in March and it would be incorporated into the behaviour policy. The planned training for TAs had been undertaken. An action plan in relation to emotional well-being would be prepared for the next meeting.

Action: NV

15.2 It was **agreed** that the music hub would be written into the SDP

Action: NV

15.3 An overview of boys' writing was presented by LH (copy attached).

Health and Safety and Premises

16. Health and Safety Actions

16.1 PR said that she had visited the school today and most actions had been completed or were being processed.

16.2 PR said she would take the class teacher questionnaire matters raised under 5.7 back to the trust.

Action: PR to discuss with VB

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17. Review annual fire risk assessment and subsequent action plan and ensure fire precautions are in place

- 17.1** PR reported that outstanding actions had been reviewed and either completed or were in the process of being completed.

18. Premises

- 18.1** NV said that other key work he would like propose this year in addition to the playground redevelopment was the refitting of the KS2 boys' toilets and the clearing of coats from corridors. It was **agreed** that these should be put forward to FARCO.

Action: NV

18.2 Easter Holidays Premises work plans

- 18.2.1** NV reported that fire doors were being replaced.

Finance

19. Management accounts and budget

- 19.1** The Management accounts and budget position as at November 2017 had been circulated and were discussed. JT said that she and NV has met with CS following the last LC meeting, and therefore the documents provided did not take account of the issues that had been discussed at that meeting. It was **agreed** that updated documents would be discussed at the meeting in March.

Action: Clerk for Next Agenda

Community

20. Monitor the views of parents and carers

This was ongoing

21. Develop and review community use of the school and partnership with community groups

- 21.1** A breakdown of lettings was requested.

Action: NV

22. Review prospectus information on website

See item 14

Policies and Procedures

23. Policies/Procedures for Review

There were no policies for this meeting.

Standing items

24. AOB

- 24.1** ***A LCM asked for an update on parking outside the school and safety concerns that had been raised.*** NV said that a meeting had been held with the local Public Safety Officer with regard to the congestion outside the school. The PSO would be patrolling the area more regularly. The PSO was also speaking to Cllr Reddin about measures to improve safety. The children would also be involved. Parents would be kept informed.

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25. Confidential Items
There were no items.

26. Date of next meetings
20th March 2018
22nd May 2018
10th July 2018

The meeting ended at 10.10pm

Signed: Date:

Mrs J Tibbalds Chair, Hayes Primary School Local Committee