
SIDEGATE PRIMARY SCHOOL

Local Governing Body

22nd January 2019 - 5.30pm

Key elements of governance:

- With the leadership of the school, establishing and sustaining the culture, climate, ethos and values of the school.
- Taking a clear role in holding the leadership of the school to account with regard to standards, i.e. knowing how the school compares against similar schools and nationally. Particular importance should be placed on levels of progress and attainment for all pupils generally, and vulnerable groups in particular. All governors should be aware of the standards achieved and through appropriate challenge of the leadership of the school, what is being done to continue to improve them.
- Ensuring that the school's financial management is robust, achieves a high level of value for money and complies with all audit requirements. This is public money and governors need to assure themselves that it is being spent appropriately and efficiently.
- Beyond the above, there are further responsibilities that need to be met by the LGB. They include:
 - Ensuring all Health and Safety requirements are adhered to;
 - Safeguarding and child protection;
 - Staff welfare;
 - How special education needs are met, including those of gifted and talented pupils;
 - Contributing to the performance management of the Head/Principal.

Remember: Outstanding governors ensure an appropriate balance between strategic role and the operational role of the head and avoid getting drawn into parochial issues.

Rules for membership: The committee shall consist of a **minimum** of **four** governors which will include the Headteacher.

Quorum: The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.

Chair of the Committee:	Natasha Moreno-Roberts	Clerk to the Committee:	Toni Cornish
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Attendees

<u>Name</u>	<u>Governor Type - Trust/Parent/Staff/Associate</u>	<u>Present/Apologies/Absent</u>
Natasha Moreno-Roberts	Chair of Governors	Apologies
Matthew Ferrier	Staff Representative	Present
Danny Howden	Staff Representative	Apologies
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Matt Moseley	Trust	Present
Tim O'Keefe	Parent (Vice-Chair)	Present
Kevin Lovell (newly elected)	Parent	Present
Helen Quantrill	Staff Representative	Present
Jack Rich	Trust	Present
Karen Wesley	Trust	Present
Heather Valentine	Staff Representative	Present
Anna Heaven	Observer for CPD	Present

Sidegate Primary School Local Governing Body

AGENDA ITEMS / MINUTES / ACTIONS

22nd January 2019, 5.30pm

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees, apologies and welcome to new members All (5.30pm - 5.35pm)	Governors welcomed new members, Matt Moseley and Kevin Lovell. MM was initially elected as a Parent Governor during the October 2018 elections, with KL runner-up. In consultation with ALT, it was agreed MM would convert to a Trust Governor and KL be appointed as Parent Governor.	<p>MM to drop into school with signed Commitment of Undertaking form.</p> <p>ALT to send KL a Governor Welcome pack. Once received, KL to sign Commitment of Undertaking form.</p> <p>KL to meet with TC to complete DBS check.</p> <p>MM/KL to sign Pecuniary Interest Forms prior to next meeting.</p>
2	Minutes of Last Meeting and Matters Arising All (5.35pm - 5.45pm)	<p>Approval of minutes of previous meetings.</p> <p>6th December 2018</p> <p>Governors agreed the minutes provided an accurate record of the meeting and gave their approval. All actions were completed or listed for discussion below.</p>	
3	Pecuniary and other interests All (5.45pm)	No interests were declared.	
4	Headteacher's Report All (5.45pm - 6.10pm)	<p>190122 Report</p> <p>WJ talked Governors through the key points of her report.</p> <ul style="list-style-type: none"> • One vacancy in school as at 17th January 2018. Our numbers are very healthy. Historically there is movement over summer months due to house moves etc. • School Census takes place three times a year. October is key date when funding per pupil is based on numbers for the next financial year. Funding next year will be received for 653 pupils. WJ acknowledged how hard HQ works to fill spaces. • Any child who has had free school meals in last six years is regarded as a child entitled to a Pupil Premium grant (£1,320 per pupil). Once they have completed form, we will continue to receive money for whole of their school years. It was noted that we have the lowest levels of 	

unemployment in the area.

- UIFSM is free for all children in KS1 and is not means tested.
- Grants are received for children in care, as well as additional money for Forces children (2 at Sidegate).
- Data for pupil premium children shows those who have SEN. Y6 nearly half are entitled to SEN.
 - **MM asked what is the difference between S/E and K.** WJ explained K denotes children receiving additional support.
- EAL broad range of children.
- There have been no exclusions this academic year. During the previous year the exclusions related to 4 children in SSC. These children were not placed in the right place and were sent home because they could not cope in school. If a child is likely to be permanently excluded we are open with parents regarding the exclusion.
 - **MH questioned if this was a normal trend and does this link in with any bullying/racist incidents** WJ explained this depends on the nature of children but generally children would not be excluded for these types of incidents. 0 does not denote no bullying, it means we are unaware of any incidents. If a child/parent or teacher raised an incident as bullying, yes it would be recorded as a bullying incident.
 - **JR questioned if bullying and racist are recorded separately.** WJ confirmed they are but in the past were separate. We have clear definitions and always talk to the perpetrator/victim and the parents of both families. Often incidents of this nature are attributed to young children not understanding these.
- The SSC centre is for children with moderate learning difficulties (cognitive ability, ability to function and complexities (autism/physical/medical needs)). We have a range of children who co-exist together. The centre is currently full (25 places) and we receive funding for 25 places. This is a lovely addition to the school and it is working very well.
- Staffing - it has been difficult to recruit MDSA's and we are using as many TA's as possible to cover lunchtime. SEN children require extra support. There is a lunch club for those who are struggling on playgrounds which is staffed by TA's on a rota basis.
- Staff absence - There are no current long term absences. We use referrals to Occupational Health and phased returns to support staff. Teacher insurance cover is also in place (after 5 days paid a daily rate) and covers for phased returns.
 - **MH questioned if current numbers are normal trend.** WJ explained that long term we cannot comment but any trends will become evident. If staff are off for a certain length/period of time,

trigger points are reached. Return to work forms are always completed.

- **MM asked if staff members are provided with access to professional support when they are on a phased return.** WJ confirmed that the schools' health insurance also has an employee assistance programme available to staff for free.
- **MM also questioned if there was funding for additional CPD to support staff, i.e. with stress/workloads.** WJ explained there is an Access to Work scheme for staff with disabilities, as well as Occupational Health, Staff are available to support in a flexible way and we recognise how mental health can exacerbate mental health issues.
- Attendance - monitored for concerns. Sam Hicks family liaison manager, works closely with the Education Welfare Officer and follows up on absences. 4 children are currently causing concern but SH is working closely **with those children and their families.**
 - **MH questioned if social deprivation, health issues etc impact on attendance figures.** WJ confirmed that SH highlights those children and signposts for support where appropriate. If a child has not arrived at school, the first day absence call procedure is followed. If there is no response, SH/WJ will attend the home and knock on the door. WJ explained how term time holidays have impacted on attendance and although many are in EYFS, they are not legal school age until the term after they are 5.
 - **MM questioned if EYFS attendance is reported externally.** WJ confirmed only Y1-6 are although we do encourage good attendance in EYFS but recognise the higher level of illness with the younger children becoming tired during the autumn term.
 - **KW questioned why the percentages were higher than previous.** WJ confirmed this was attributable to the higher number of school days in the term (69 days). The school are not concerned and SH is very good at monitoring attendance. 95.6% is still at national average.
- Health and Safety - see item 6 below.
- Child Protection and Safeguarding -
 - **MH noted there had been a large increase in alert forms received.** WJ explained that there is a new online reporting tool called MyConcern, making it much easier to record. Figures will increase because of its accessibility to all staff and we are also logging behaviour. This is a good way to keep an ongoing log of any concerns
 - **KW noted that the E-safety incidents recorded were much higher than previous.** WJ confirmed that this is attributable to

some ongoing issues with different groups of children. Teresa England, PCSO has been in to speak to children.

- **TOK questioned if the children had wifi access at school.** WJ confirmed children use the wifi through school devices but these E-safety incidents recorded relate to what children are doing away from school on mobile phones (Whatsapp etc). The school monitor activity and firewalls are in place. Y6 children bring their mobile phones to the school office at the beginning of the day and are kept at the office until school finishes. The school are trying to educate and inform parents about E-safety.
- **MM spoke about reports of other schools pushing the responsibility back onto parents (i.e. not allowing children to play 12+ games).** WJ explained that any concerns of this nature would be logged on MyConcern and conversations had with parents. Unless there is a safeguarding risk to any child, Social Services will not get involved. WJ highlighted that it is about children and families understanding the gravity of criminal records.

- Single Central Record - This is a list of all adults who are involved with the school and holds details of Safeguarding checks that have been carried out in line with KCSIE. An audit was carried out by KW on 4th January 2019.
- Parent Council - No meetings have taken place this academic year. Social media has taken over somewhat and communications are working well.
- Project updates - WWI Festival money raised £751.19 for the Royal British Legion and £602.16 to Help for Heroes.
- PSQM - Well done to Emma King and Debbie Coleman for achieving the Primary Science Quality Mark. These quality marks are good for securing quality in what we are delivering and a good source of training for leaders to disseminate to other staff members.

MF provided an overview of attainment and progress headline data.

- KS1 on target. Represents improvement on end of KS1 data 2017/18.
- KS2. It can be difficult to plot Y6. Looking positive and results are close to FFT estimates. Test readiness starts this term, with another set of tests due in March and another set of information data based on results.
 - **KL asked what the feedback was when the school swapped to MyMaths.** TOK stated his children enjoy it more but there have been some accessibility issues. WJ highlighted that this differs from child to child, with some enjoying the games more than others. The school need to ensure this is being set with

		parental support to complete. MH confirmed that MyMaths is used at Northgate	
5	Review progress of SIP, Monitoring Programme All (6.10pm - 6.25pm)	<p>Update from Academy Improvement Group (AIG) meeting held on 15th January 2019. WJ reported that the first meeting took place this term, meeting with Yvonne Hunter, Ipswich Hub Standards Adviser and James Chester, Director of School and Teacher Performance. They talked through performance data and there were no concerns. Yvonne will be visiting again after half term.</p> <p>Minutes of meeting</p> <p>Friday 1st February - Governors' School Review. Governors will have the opportunity to see school in action, look at books and a learning walk, to review school. Arrive for 9am.</p> <p>NMR/KW/TOK confirmed their attendance for the whole day. JR and MM can attend for the morning. KL will attend after the Share.</p>	
6	Finance HQ (6.25pm - 6.35pm)	<p>To receive any updates including:</p> <ul style="list-style-type: none"> ● Month End (Submitted to ALT but not yet approved) <ul style="list-style-type: none"> ○ The budget is on track but we are still being cautious with spending, exploring as many savings as possible. ○ Carry forward for the past 4 years has been £270k. If spending costs continue at the current rate, the pot will be empty. Costs savings are being explored. ● Finance Audit <ul style="list-style-type: none"> ○ The Trust were audited and Sidegate were required to provide information. We anticipate next Autumn there may be a full audit. The feedback received was that ALT are pleased with what we have done. ● “Little Extras” <ul style="list-style-type: none"> ○ Expected in April 2018 - early indications are that this money is based on the census and i.r.o £25,000 for capital. There will be caveats on how this will be spent. It is therefore difficult to plan without a firm figure. ● High Needs Funding - Suffolk Review <ul style="list-style-type: none"> ○ Submission took place in the Autumn Term as required. We are being cautious and are continuing with the budgeted figure. The Schools Form meeting discussed the LA budgeting for £450k but the new system came in at £3m which is quite a shortfall. KW questioned whether TT received funding for all children as expected. WJ confirmed that the forms were completed but we still do not know the figure. ● IOA CPD Money 	

		<ul style="list-style-type: none"> ○ See HT report. ● IOA Life Skills Bid ○ See HT report. 	
7	H&S Audit & Fire Risk Assessments MF (6.35pm - 6.45pm)	<p>There have been a few incidents which have resulted in broken bones, none of these attributable to the fault of school. Full reporting takes place where required. RIDDOR forms are also completed.</p> <p>A termly fire drill was held as well as new lockdown procedure assemblies. The lockdown procedure will be practiced later this term once a decision has been made regarding alerts (whistles/air horns). Teachers will talk to children about the lockdown procedure.</p> <p>The Senior Leadership Team discussed a number of scenarios which covered emergencies which may happen in school or out of school, school trips etc. power failures, lost children, damage to buildings. This was a thorough exercise and proved very useful. This resulting in the swimming pool operating procedures being updated, in consultation with the swimming teachers as well as minor adjustments to other policies. It was recognised that staff may act differently depending on the scenario.</p> <p>A bi-annual external H&S audit has been completed but the report is yet to be received. MF will share audit once available.</p> <p>Fire risk assessment - An internal review was carried out by MF and the Premises Manager. TOK will complete a walk around later this term. TOK questioned if there was a defibrillator on site. MF explained how the idea had been dismissed because the school were of the understanding that if this was funded externally, it would have to be accessible to the general public. The Premises Manager is exploring this further. A machine would cost approximately £1,000.</p>	
8	Safeguarding Audit KW (6.45pm - 6.50pm)	<p>KW looked at the actions from the previous audit and confirmed that the Single Central Register was compliant. Next review due May.</p> <p>Safeguarding - KW attended the County Lines Presentation and reported this was an excellent event although was disappointed by the number of parents in attendance. The presenters however did comment that Sidegate had the highest turnout in the area.</p>	
9	Review Asset Register MF (6.50pm - 7pm)	Carry forward to next meeting.	Add to agenda for next meeting.
10	Review Website Compliance	Website Review - October 2018	

	WJ (7pm - 7.05pm)	Governors recognised the new website was easy to navigate and had good content.	
11	Agreed focus of Parent/Pupil Survey Results All (7.05pm - 7.15pm)	We would like to do a survey based on aims and values. Google form.	
12	Policies for Review All (7.15pm - 7.20pm)	TC to identify policies for review.	TC to report back at next meeting.
13	Governor visit /training reports All (7.20pm)	Please ensure Governors complete a visit form each time they visit school. <ul style="list-style-type: none"> • Master visit form. 	
14	ALT Update WJ (7.20pm - 7.25pm)	ALT Update Document	
15	Any Other Business All (7.25pm - 7.30pm)	AOB Document Arrange a meeting with PTA to discuss remit for finances. Sports Teams are doing extremely well. TOK reported that the carol service was excellent. WJ confirmed that £160 was raised for charity (Suffolk Music and Arts Alumni Trust). Flat roof replacement. MF reported the ongoing problems following the roof replacement. There were leaks in many areas and the solar panels cannot be fitted until these have been repairs. The work should have been completed at the end of November 2018. There was no consistency with Site Managers. We are currently awaiting a visit from a Contracts Manager to discuss the ongoing leaks and are awaiting advice from ALT. There is a contingency to repair all damage (lights/ceilings/carpets). Repairs will need to take place at a convenient time for us. These leaks have Interrupted teaching time and caused additional stress on staff. MF has escalated the issues to ALT and they are following this up.	NMR to approach Chair of PTA. WJ to share details of Alumni Trust with MM.
16	Date and time of next meeting All	Friday 1st February 2019 - Monitoring Thursday 14th February 2019 - Training meeting - Apologies from KW/MH 19th March 2019 - SEND presentation by SENCo - provision map, deployment of human resources, overview of need.	

Meeting closed: 19:25pm