
SIDEGATE PRIMARY SCHOOL

Sidegate Primary School Local Governing Body

Full Governing Body Meeting - 3rd December 2019 5.00pm

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:

Tim O'Keefe (Acting Chair)

Clerk to the Committee:

Toni Cornish

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	Present
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Kevin Lovell	Parent	Present (from 6pm)
Matt Moseley	Trust	Absent, apologies not received.
Tim O'Keefe	Parent (Acting Chair)	Present
Helen Quantrill	Staff Representative	Present
Jack Rich	Trust	Apologies
Karen Wesley	Trust (Acting Vice-Chair)	Present
Heather Valentine	Staff Representative	Present
Anna Heaven	Observer	Present

[Governing Body Key Reference Documents](#)

[Marilyn Toft, ALT Director of Professional Development - Presentation](#)

MT and Governors introduced themselves.

- Trust Update - MT spoke about the current structure of ALT and how well the Trust works as there is a small central team. The Trust want to expand but would like to remain below 30 (there are currently 21 schools in the Trust). There is no further update on the Central Ipswich primary school although a contractor has been appointed.
- New CEO - Stephen Chamberlain visited Sidegate earlier in the term. He met members of the Senior Leadership team and toured the school, speaking to both staff and children. Mr Chamberlain has a strong interest in the arts and plays the cello.
- New Ofsted Framework 2019 - There are four strands:
 - Quality of education
 - Behaviour and attitudes
 - Personal development
 - Leadership and management (retained from previous)
- Curriculum development - MT explained that Governors will be asked specific questions on the curriculum. MH spoke of her experiences when her school was inspected two weeks ago. Inspectors took deep dives into English, Maths, MFL and History. Heads of Department were asked challenging questions at the beginning of the first day such as what are you teaching, why are you doing this and these same questions were then followed up with teachers. Inspectors toured the school with curriculum leads and were asked to 'show us good stuff'. Teachers felt that the Inspectors were working with the school. The focus was on middle leadership and subject leads. On day two the Inspectors spoke to each alternative provision to check safeguarding. Teachers were also asked to meet with Inspectors at the end of the day and were asked about cpd, workload and safeguarding training.
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- Trust support. A pilot programme is being run in Ipswich on subject leadership, led by Chantry in partnership with Orwell TSA . It will focus on the 'tools for the trade' which will include Ofsted prep, data, lesson observation, book scrutiny, constructive feedback, self-evaluation. The programme is now full and is receiving interest from across the Trust
- Professional Development. The Trust has prepared two statements and these will be included for discussion on the January 2020 Governing Body agenda. WJ confirmed Sidegate had recently written our own Positive Mental Health & Well Being Policy, based on Schools in Mind Model Policy
 - [Relationships Education, Relationship and Sex Education and Health Education \(July 2019\)](#)
 - [Mental Health](#)

MT asked Governors if there was any further support the Trust could offer the governing body. TOK spoke about the good training available and how the online training from the NGA was completed as a group. The quality of discussion from this training was very useful. School leaders were also in attendance and it was good to have discussions with them.

WJ confirmed that Sidegate will have a section 8 inspection next time. At this stage the Trust have not had any schools inspected. Notes compiled from recent Ofsted inspections can be viewed below.

[Section 5 example - what does the school need to do to improve](#)

[Section 8 Reports Format and Line of Enquiry Focus](#)

[Ofsted Deep Dive Reading Questions](#)

[Ofsted Deep Dive Maths Questions](#)

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees, apologies and welcomes All	Attendance at Governing Body meetings was discussed and Governors were reminded of their roles and responsibilities. Governors who are unable to attend meetings should tender their apologies to the Clerk in advance of the meeting to ensure meetings remain quorate.	
2	Minutes of Last Meeting and Matters Arising	<p>Minutes dated 24th September 2019 Governors approved the minutes of the meeting as accurate.</p> <p><u>Matters arising from meetings</u></p> <p><u>May 2019</u></p> <ul style="list-style-type: none"> • Parent/Pupil Survey The results of the parent/pupil survey results were discussed. It was agreed that MM would prepare a response to the survey, by the end of the academic year. <p><u>Item 10 Governor Visits</u></p> <ul style="list-style-type: none"> ○ MM to complete visit for Arts Festival. ○ Reminders sent for Governors to complete visit forms following Learning Walk/Book Look 09/07/2019 <p><u>September 2019</u></p> <p><u>Item 11 - Safeguarding</u> Governors to email Toni Cornish to confirm they have refreshed themselves on the below documents.</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Children Policy • KCSIE Sept 2019. • July 2019 Appendix A of the Trust's Safeguarding and Promoting Pupils' Welfare Policy for your school - checklist completed by school governors. <p>(See item no. 8 below for discussion notes)</p> <p><u>Item 14 - Policies Autumn Term Review</u> TC/WJ to meet to discuss Statutory and Mandatory Policies (DRAFT) (See item no. 12 below for discussion notes)</p>	<p>Add to agenda to discuss a new survey in Spring term 2020.</p> <p>Governors reminded to complete visit forms and send.</p>
3	Pecuniary and other interests/Commitment of Undertaking Updated Policy	<ul style="list-style-type: none"> • Declarations of Pecuniary and Other Interests with regard to items on the agenda. No interests were declared. 	MM was absent from this meeting and will be asked to sign forms at the meeting scheduled for January 2020.

4	Curriculum Review	<p>WJ and MF provided Governors with paper copies of the draft Curriculum Review. MF explained this is a working document for Governors to have a feel for where we are at with regards to intent and implementation. MF reported that Ofsted are asking for this in their new framework and the process of preparing this document has been a useful exercise to expand on how we teach and why we teach.</p> <p>Governors discussed the content and key discussions are highlighted below.</p> <p>School context (page 1 & 2)</p> <ul style="list-style-type: none"> • The map highlights Sidegate is surrounded by church schools and families choose our school because it does not have the religious character of many other local schools. • We are tailoring and emphasising some aspects of our curriculum to recognise the broad range of children we have from different heritages. Ipswich is a diverse community and it is important to look at this. We are surrounded by water so it is important that we teach children to swim. • Wide range of arts and culture available in Suffolk. • Geographical diversity. • Broadening horizons both within Suffolk and beyond. • The importance of equality and equity with positive discrimination to ensure all children have the same opportunity. <p>Cultural Capital (page 3)</p> <ul style="list-style-type: none"> • Definition has changed, opportunities at Sidegate are part of our motto, seize opportunity, create success. Ofsted talk about broad knowledge and culture, looking at the future and past. • The diagram shows how these tie together. <p><i>DH highlighted the need to revisit cultural capital (page 3), for some children this is different as they may lack knowledge in other areas.</i></p> <p><i>MH liked where it mentions ‘beyond Suffolk’ and how all staff have worked on this and it is not being rushed.</i></p> <p>Curriculum Drivers (pages 4, 5, 6 and 7)</p> <ul style="list-style-type: none"> • Our drivers and jigsaws have been developed by staff working together. <p><i>HQ asked who is it aimed at. WJ explained it is for staff (in particular NQTs) so they can understand the curriculum. A version will also be posted to our website for parents.</i></p> <p><i>MH spoke about a curriculum talk she had attended at Copleston from</i></p>	
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5	Feedback from Governing Body	<ul style="list-style-type: none"> • Review QoT monitoring overview and discuss actions being taken. 	Governors to complete visit forms as

	<p>Review 12th November</p>	<p>TOK reported how good it was to tour around school. They had seen different lessons (RE in Y1 learning about baptism), observed 1:1's and small group work, spoke to children, toured the whole school and also visited SSC classes. He explained how great it was to see the reaction of the children and to see what they were making. Governors had also met with groups of children in the music room, SEN children and also greater depth children. They looked at themed books and thinking journals and found it very interesting to see the work and progress from tasks. It was clear that all children were learning, but at their own pace. The children were confident and not phased by talking to Governors.</p> <p>Governors asked questions from a crib sheet, talking to children about their work, what they enjoyed, what they had learnt. Governors acknowledged how the children were able to be reflective in their responses.</p> <p>In summary, it was good to see cross curricular learning across all levels of ability.</p>	<p>teachers would find the feedback useful.</p>
<p>6</p>	<p>Review Asset Register (Standing Item for Autumn meeting)</p>	<p>HQ explained that the asset register (building/boilers etc.) is held by the Trust. The school has a register of furniture etc. This is updated on an annual basis and looked at as part of the end of year process. Reports on disposals are only necessary when they are over £3k.</p> <p>The school is In process of purchasing a new oven which will result in a disposal. The cost to repair the oven was in excess of £2k. The school provides the catering equipment and are responsible for maintaining this. Profit is generated from school meals. .</p> <p>Four new boilers are currently being installed. To date there has been just one issue whereby the gas meter will require upgrading. This may take place during February half term. Two boilers will be commissioned as an interim measure. The contractors aim to finish before the end of term and the temporary boiler located in the delivery entrance will be removed. Overall the quality of work is good.</p> <p>KW asked who completes an audit of this register. HQ confirmed this is the Trust. Sidegate maintain and update the register.</p> <p>Governors acknowledged the asset register was kept up to date.</p>	
<p>7</p>	<p>Trust Business WJ</p>	<p>To receive any Trust Business updates including:-</p> <ul style="list-style-type: none"> • WJ/Chair feedback on any pertinent information/actions from ALT heads meetings and/or ALT visit notes. 	

		<ul style="list-style-type: none"> • WJ's recent meeting with Stephen Chamberlain, CEO. • Newsletter from Clive Bush <p>WJ confirmed that she had a positive meeting with the new CEO when he visited Sidegate and has invited him to other events throughout the year. Governors were encouraged to follow him on Twitter.</p>	
8	Safeguarding All	<p>All governors must refresh themselves on the</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Children Policy • KCSIE Sept 2019. • July 2019 Appendix A of the Trust's Safeguarding and Promoting Pupils' Welfare Policy for your school - checklist completed by school governors. <p>Safeguarding Training for all Governors took place on 29th October 2019 and all Governors present were issued with a certificate of attendance. The below Governors attended.</p> <ul style="list-style-type: none"> • KL, MM, JR, KW. • MH had already completed training at Northgate • Apologies were received from NMR and TOK. <p>The next audit of the SCR has been scheduled for 17th January 2020.</p>	MM and TOK to confirm by email that they have refreshed themselves on these documents.
9	Finance HQ	<p>To receive any updates, if available.</p> <ul style="list-style-type: none"> • October Month End • Year End <p>HQ confirmed that auditors started in July and continued into September. They were very thorough and next year will scrutinise further. HQ has been able to provide everything they have requested. There is no year end figure as the accounts are still with the auditors. The Trust are happy but are disappointed they were not using information from Caroline Driver as they could be cross referencing against Caroline Driver. Caroline is excellent at picking up things.</p> <p>KW asked how frequently audits take place. HQ confirmed finance is once a year but that there are many other audits throughout the year; Website, safeguarding, staff training etc.</p> <p>We are still waiting for the confirmed figures but the Trust have said this is unlikely to change.</p> <ul style="list-style-type: none"> • £293k c/f May. HQ has to assume that the school will spend all of the budget up until the last minute. • This method of reporting generated much discussion amongst Governors 	

		<p>and WJ explained how we are required by the DfE to look forward 3 years and have to show we cannot be in deficit despite us not knowing how much funding we will receive, pupil numbers, staff pay rises etc. We have recruited lots of new staff on a 1 year fixed term contract as we are unsure of any funding for the future. This method of financial reporting can cause frustrations because had we have known the DfE would pay for the teacher pay rises, we could have had staff in place sooner. Other schools had to make support staff redundant but we were frugal with our expenditure..</p> <p>KL questioned whether the school was full resourced. WJ confirmed we were but reiterated we couldn't take the risk earlier with recruiting new staff as there was uncertainty around SEN funding. KL asked if we had any plans to spend the carry forward. WJ confirmed staff have been employed for the year and the carry forward will support these roles. Recruitment will be put on hold during the summer term.</p> <p>KL asked if staff would be directly employed or agency. WJ confirmed this would be direct.</p> <p>WJ is due to meet in the near future to discuss the Specialist Unit funding.</p> <p>MH explained that this way of budgeting is the same at Northgate and how they need to look at in-year.</p> <p>KW also confirmed that this is the same in her role which is more challenging but monthly adjustments are made. HQ confirmed she does the same and is cautious with her predictions but that the c/f was more than we had originally thought. .</p>	
10	<p>NGA Conference KL</p>	<p>KL to feedback from attendance at NGA Conference October 2019 Slides</p> <p>KL reported that this was an excellent day. There was a lot of focus on staff wellbeing. One point focussed around the PTA reclaiming Gift Aid (potentially reclaiming 20%). WJ explained the majority of money raised through the PTA is from fetes and discos so it is not always possible to claim Gift Aid. There is a possibility that this could be done through annual passes but would need to be explored further..</p> <p>A presentation was delivered by Paul Brooker - Regional Director Ofsted. 'What is Curriculum'. KL found his speech very interesting.</p> <p>He also spoke about school websites and KL asked if there was anything else we could do with our website. WJ spoke about how we want to make the school website more of a shop window for the school and a website review is due to take</p>	<p>TOK to contact the PTA to discuss Gift Aid.</p>

		<p>place with PrimarySite in mid December. WJ showed Governors a website which has a video on their opening page. We are considering one for our website, perhaps using the Arts' festival as an opportunity to shoot this.</p> <p>Paul Brooker also spoke about deep diving in reading, phonics but that they would not look at internal marking. Parents won't know what is good and is there a way we could feedback more frequently. WJ suggested a piece in newsletter and a new parent survey.</p> <p>Pupil voice was another topic of discussion. WJ suggested Sidegate Parliament could present to Governors at the February 2020 meeting, to explain about their manifesto pledges and where they are at.</p> <p>KL felt it was useful to network over the lunch break. The Induction process is standard across other schools and he felt that new Governors at Sidegate could benefit from this. It may also be prudent to explore succession planning for Governors as it can sometimes take between one and two years for Governors to become fully immersed in their roles. .</p> <p>Skills audit.</p>	<p>TC to chase outstanding forms and add for discussion at the next meeting.</p>
11	<p>Governor visits All</p>	<p>To note any questions arising or any actions required/undertaken following Governor visits since last meeting.</p> <p>Reminders:</p> <ul style="list-style-type: none"> • MM to complete visit for Arts Festival. • Reminders sent for Governors to complete visit forms following Learning Walk/Book Look 09/07/2019 & 12/11/2019 	<p>Governors to complete any outstanding forms.</p>
12	<p>Policies All</p>	<p>Autumn term review</p> <ul style="list-style-type: none"> • Statutory and Mandatory Policies (DRAFT) <p>WJ have reviewed and added notes. TC is currently collating ALT HR policies.</p> <ul style="list-style-type: none"> • Equality Duty for review <p>Policy to be updated when queries clarified. Governors were in agreement to adopt this policy for publication on the school website.</p>	<p>TOK to explore questions on equality. TC to upload policy to website.</p>
13	<p>Teacher Pay Increases All</p>	<p>Governors present acknowledged that a meeting of the Pay Committee was held on 6th November 2019 to approve teacher pay increases.</p>	
14	<p>Any other business All</p>	<p>Link to live document There were no items for discussion.</p>	

15	Date and time of next meeting All	Tuesday 21st January 2020 5.30pm Meeting Schedule for 2019/20	
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Meeting closed 19:00