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# SIDEGATE PRIMARY SCHOOL

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## Local Governing Body

21st January 2020, 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.

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| <b>Chair of the Committee:</b> | Tim O'Keefe (Acting Chair) | <b>Clerk to the Committee:</b> | Toni Cornish |
|--------------------------------|----------------------------|--------------------------------|--------------|

**Attendees**

| <b>Name</b>       | <b>Governor Type<br/>Trust/Parent/Staff/Associate</b> | <b>Present/<del>Apologies</del>/Absent</b> |
|-------------------|---|--|
| Matthew Ferrier   | Staff Representative                                  | Present                                    |
| Danny Howden      | Staff Representative                                  | Present                                    |
| Mary Hallett      | Trust   | Present                                    |
| Wendy James       | Headteacher   | Present                                    |
| Kevin Lovell      | Parent  | Present                                    |
| Matt Moseley      | Trust   | Apologies                                  |
| Tim O'Keefe       | Parent (Acting Chair)                                 | Present                                    |
| Helen Quantrill   | Staff Representative                                  | Present                                    |
| Jack Rich         | Trust   | Present                                    |
| Karen Wesley      | Trust (Acting Vice-Chair)                             | Present                                    |
| Heather Valentine | Staff Representative                                  | Present                                    |
| Anna Heaven       | Observer  | Present                                    |

## Sidegate Primary School Local Governing Body

### AGENDA ITEMS / MINUTES / ACTIONS

**21st January 2020, 5.30pm**

| Time | Agenda Item & Associated Challenging Questions | Items Discussed  | Actions to be taken   |
|------|--|--|---|
| 1    | Attendees and Apologies                        | <p>It was with great sadness Governors acknowledged the passing of Natasha Moreno-Roberts, Chair of Governors. WJ confirmed she had written to the Trust to inform them of this sad news and the Trust had sent their condolences.</p> <p>WJ sought advice from the Trust regarding the appointment of a future Chair of Governors. Karen Jarvis confirmed she would discuss this further with the ALT CEO and report back. At the time of this meeting, no update was available.</p> <p>Governors present discussed their ability to step up to Chair but none were in a position to commit to this role. TOK agreed to remain as Acting Chair whilst the Trust seeks to appoint a Chair.</p> <p>Governors further discussed how they could become involved in the appointment of a Chair, should the Trust not be able to appoint.</p> <p>Governors agreed that a future Chair should</p> <ul style="list-style-type: none"> <li>● knows the schools objectives</li> <li>● understands the ethos of the school</li> <li>● understand the role of the Trust</li> <li>● be able to challenge from a strategic point of view</li> <li>● have a connection to the school (i.e. parent/grandparent/member of the immediate community)</li> </ul> <p>Governors who are unable to attend meetings should tender their apologies to the Clerk in advance of the meeting to ensure meetings remain quorate. It was noted MM was absent from this meeting and previous meetings, without apologies being tendered.</p> | <p>TOK to remain as Acting Chair whilst the Trust seeks to appoint a Chair.</p> <p>Governors to identify any persons they feel could take on the role of Chair of Governors and to report back to the Acting Chair, TOK.</p> <p>WJ to write a job description and share with Governors for feedback.</p> <p>TOK to approach MM to establish his attendance and future commitment to the role of Trust Governor.</p> |

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|   |   | <p>Governors were informed of DfE funded <a href="#">DfE funded Governance Training available for Chairs</a> (in Essex/Cambs) through the NGA, but acknowledged that the deadlines for registration had passed.</p>  |   |
| 2 | Declaration of Pecuniary Interests that relate to items on the agenda | <ul style="list-style-type: none"> <li>Declaration of Pecuniary Interests with regard to items on the agenda.</li> </ul> <p>No interests were declared.</p> <p>MM was not present to sign annual forms for Disclosure of Pecuniary Interest and Commitment of Undertaking.</p>   | C/F signing of forms to the next meeting.   |
| 3 | Minutes of Last Meeting   | <p><a href="#">3rd December 2019</a><br/>Governors approved the minutes of the meeting as accurate.</p> <p><a href="#">Matters arising</a><br/>Matters arising were completed and the below actions/items were noted as outstanding.</p> <ul style="list-style-type: none"> <li><b>Item 8 - Safeguarding</b> MM to confirm he has refreshed himself on Safeguarding Documentation linked to agenda 190924.</li> <li><b>Item 10 - NGA Conference</b> TOK to discuss Gift Aid with PTA,</li> <li><b>Item 12 - Policies</b> TOK to explore Equality questions used in the interview.</li> </ul>   | <p>C/F to the next meeting.</p> <p>WJ to arrange a meeting between WJ/TOK/PTA.<br/>C/F to the next meeting.</p> |
| 4 | Headteacher's Report from previous term                               | <p><a href="#">Headteacher's Report - 21st January 2020.</a></p> <p><b>Key headlines</b><br/><b>Pupils on Roll</b></p> <ul style="list-style-type: none"> <li>651 on roll. A new child is due to start in SSC. Recent vacancies have been offered out and we are awaiting a decision. We may need to go over PAN as we had already offered places and have since been approached for a place for a foster child. Numbers could therefore potentially be 656.</li> </ul> <p>KL asked whether the school is going to expand. WJ confirmed there are no plans to expand, due to many factors accommodating additional children (classrooms, chairs, pegs, IT equipment). If we wanted to expand, the LA would need to</p> |   |

make that decision. If housing expansion takes place on the Henley Road site, expansion/building of new schools will be part of the wider plan. The plans for the former Co-op building in Ipswich town centre is for overspill from the town centre children. WJ spoke of the importance of the school being full on census day, to generate funding. The October census funds next year and the Census in January provides the funding for UIFSM and PP.

KW asked what the new intake for September 2020 looks like. A confidential conversation was held regarding these numbers. It is anticipated that the school will be full, if not oversubscribed. Many school tours took place to promote Sidegate and the ethos of our school. These tours gave parents a good opportunity to ask questions.

**Mobility** - MH questioned why children leave Sidegate. WJ confirmed that we always check to ensure there are no adverse reasons why a child has left. All leavers who left during the autumn term were house moves. No-one was unhappy with the school.

MH questioned whether Sidegate follow up with their next school. HQ confirmed that she completes all appropriate forms when a child leaves, to ensure no child is categorised as Missing In Education(MIE).

JR sought to understand the process for new applications. HQ confirmed that applications are processed with the limited information available on these. WJ highlighted that If there is a safeguarding concern, this is discussed with the previous Headteacher to ensure the child is safe.

**Census** - 650 children were on roll on Spring Census Day.

**Pupil Premium** - Pupil Premium has not changed and remains at 15%. Y5 is quite PP heavy as well as SEN. There is only one child in SSC who has an EHCP.

**EAL** - Remains static. EYFS is quite high but we always try to meet the needs of families and work with children to support them.

**Exclusions** - No exclusions to report this year. JR sought

clarity on the figure for 18/19 (4) compared to 17/18 (66). WJ, confirmed this figure was correct and was attributable to children who were not in the right provision. WJ reiterated that the school would only exclude if it was beneficial to the child in the long run in terms of securing a more suitable provision.

**SEN** - Similar levels, no real change.

**Staffing** - We have continued to increase our TA quota with additional funding available. HV reported that since September, 15 new TA's have been appointed. We have also been able to provide training (maths, phonics, autism, oracy etc) as there is now the scope to take them out of lessons. Confidence of subject leads has increased and there is greater flexibility over lunchtimes for staff on duty. By increasing the number of staff on the playground, play equipment is now being used..

KL acknowledged that this was excellent news and highlights how under-resourced the school has been.

KL questioned what support is available for NQT staff. WJ confirmed all NQTs have a half day extra PPA release and are assigned a mentor. They are also supported by Phase Leaders. Our NQTs are highly qualified in subject knowledge and have good qualifications across a broad range of subjects. KL observed that one NQT is a Y6 teacher and spoke about this being a key SATs year. WJ recognised it is a challenge and a risk but the staff member does have lots of support from the Trust, as well as from within the school. In addition to this training, they are fresh from university with ideas to revitalise Y6 and give children the best deal. Another NQT has stated how good the Trust training has been and how they will be able to share top tips with staff from this training. When the current NQTs were appointed, it was important to share staff across all year groups.

**Staff Absence** - During 18/19 there was a high level of short term absence. We recruited a number of staff during the autumn term and absences figures were good. HV reported that there was a lot of staff absent prior to christmas (14 week term) and recognised it was good to have additional staff to

provide that cover.

KW asked if staff were offered flu jabs. WJ confirmed these were offered at a reduced cost.

**Attendance** - Overall attendance sits at 96.1 which is at national. Persistent absences are currently less than the previous year although the figure should be looked at at the end of this academic year. TOK asked if this figure has changed since the appointment of a new Pupil and Family Welfare Lead. WJ confirmed it had not and CB is on top of things, working with families on their attendance.

**Health & Safety Update** - There have been 19 incidents logged this term. In EYFS there is a child who hurts adults, not intentional. There is nothing to be concerned about and we are becoming better at recording near misses. We continue to confirm with our statutory requirements. An audit will be completed by the Trust later this term. MF will continue to include graphs for Governors to have an awareness of tasks that are outstanding and to allow for questioning where appropriate. MF provided examples of outstanding tasks to Governors.

A bi-annual external audit, compliance check is due shortly against the previous audit. Spot checks are carried out, as well as questions about whether there have been any changes.

TOK questioned if there was any movement regarding the claim for water damage during the flat roofing replacement works. MF confirmed we are still awaiting money from contractors.

TOK questioned how the boilers upgrade was going. MF confirmed this had gone well and the boilers are working well.

Governors were made aware of an issue in the kitchen, causing waste fat deposits to build up and emit a foul odour. Quotes are being obtained from contractors for a dosing system to rectify the problem. KL asked if the caterers are disposing of waste fat appropriately. HQ confirmed they were. This was purely a build up of residue on plates which

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|   |  | <p>are rinsed down the drain. .</p> <p>We are exploring replacement windows in the Horsa building but struggling with a third quote because contractors have knowledge of previous quotes.</p> <p>The gym needs reflooring and sound proofing at a cost of approximately £10k. Trust approval is being sought and we need to ensure there is no asbestos.</p> <p>The gas main will be changed over half term following the commissioning of the new boilers. There are some issues with tree roots in drains and this will be rectified around the same time.</p> <p><b>Safeguarding</b> - All child protection and safeguarding incidents have been dealt with in accordance with our policy.</p> <p>TOK questioned if the increase in alert forms is linked to the new system. WJ confirmed yes, as we are now recording behaviour. Each incident is logged and categorised as appropriate. WJ had met with CB today and he is keeping on top of things. By recording incidents, this builds a picture which is accessible to all to complete remotely. WJ explained that the Social Care thresholds are very high but as CB establishes himself in the role, we may find that he will log more incidents. CB is doing really well and is very supportive with the children. He is enjoying the role and is getting to know parents.</p> <p><b>Attainment and Progress</b> - Data for last year is displayed. MF is currently crunching data and will provide Governors with an update at the next meeting.</p> |  |
| 5 | Review progress of SIP, Monitoring Programme | <p><a href="#">School Improvement Plan 2019/20</a> - The SIP was updated at the SLT meeting on Monday. This was RAG rated for December. Those shown as amber are an indication of ongoing work. Greens will continue to be monitored. There has been good progress in all areas.</p> <p>From page 13 onwards, there is commentary against each of the key priorities. This signposts to what is happening in Spring Term.</p>   |  |



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|   |         | <p>There is some need further for input, monitoring, and impact assessments too for early Spring term. Some changes were planned but had not happened therefore they have been duly adjusted. Some plans for the autumn term have been scheduled for this term. Mental Health Training for leaders is scheduled for later this month.</p> <p>Governors were asked to read the SIP in further detail to enable them to raise challenging questions in readiness for the next next meeting.</p> <p>MH - LM2, data logger, interested to see if you are spending money on this. WJ - can monitor sound and speed etc. MF - science subject leads are working with Claire Seeley's recommendations. Previous experience, consider carefully.</p> <p><a href="#">Curriculum Document DRAFT</a> - Modifications have been made in response to discussions at the last Governing Body meeting. The document remains as a draft and continues to be updated. MF confirmed that Curriculum Drivers (page 4) have been turned into positives. Rosenshine's Principles of Instruction have also been incorporated. The document was discussed with staff on PD day and they were happy with the content too.</p> |  |
| 6 | Finance | <ul style="list-style-type: none"> <li>• <a href="#">November month end</a>. Carry forward shown below.</li> <li>• <a href="#">December month end</a>.</li> </ul> <p>HQ reported that the carry forward was as predicted and the budget remains on track. She is starting to look at the 3 year budget as the Trust prefers us to be in surplus at the end of Y3.</p> <p>WJ spoke of the <a href="#">Government plans</a> to raise teachers starting salaries from September 2022 to £30,000. This was recognised as a positive but there are questions around how this will be funded. Any rise in teacher salaries will impact pensions and NI costs. HQ confirmed a funding statement is promised by the end of February and once this has been received the impact can be explored further.</p> <p>KL asked if there had been any progress with the Parliament manifesto to implement fixed shades on the field. HQ</p>   | <p>KL to meet with WJ/HQ 2nd week in March to discuss budget/spending capital.</p> <p>TOK to explore scaffold poles and clips.</p> |

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|    |                                   | <p>confirmed this will be funded from the successful bid for money from the Sugar Tax. Options are being explored. Funding has also been received for the sensory trail, which has now been spent.</p> <ul style="list-style-type: none"> <li>Trust Finance Audit.</li> </ul> <p>The audit went well. The Trust now provides a monthly spreadsheet for HQ to populate with information required. The Trust were pleased with the information provided. It was noted that the auditors were very thorough.</p> <p>An Audit was also carried out by the Trust Compliance Officer (Caroline Driver) however, no information regarding this is available at present.</p>  |                                      |
| 7  | Specialist Units Changes - LA     | <b>See confidential Part B minutes for the discussion on this item.</b>   |                                      |
| 8  | H&S Audit & Fire Risk Assessments | An external audit is scheduled for 13th February 2020. Any outcomes will be shared with Governors later this term.  |                                      |
| 9  | <a href="#">Policies</a>          | <ul style="list-style-type: none"> <li><a href="#">Special educational needs (SEN) information report and SEN policy</a></li> </ul> <p>Governors approved policy.</p> <ul style="list-style-type: none"> <li><a href="#">Child Protection and Safeguarding Children Policy</a></li> </ul> <p>Governors approved policy.</p> <p>MH asked if we have thrive. WJ confirmed we were using it. CB's thrive training is out of date but we have agreed to purchasing this again.</p> <p><u>ALT Statements</u></p> <ul style="list-style-type: none"> <li><a href="#">Relationships Education, Relationship and Sex Education and Health Education (July 2019)</a></li> <li><a href="#">Mental Health</a></li> </ul> |                                      |
| 10 | Trust Business                    | <p><a href="#">Strategic Review</a></p> <p>As part of his new role as CEO of The Active Learning Trust, Stephen Chamberlain has been asked by the Board of Trustees to carry out a Strategic Review of the whole Trust. Stephen would very much like input from Local Governing Bodies, and is asking that Chairs of Governors complete part</p>  | TOK to meet with WJ asap to discuss. |

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|    |                                    | of this document and feedback views to assist him with this task. <b>Complete Section 3: on Governance only</b> but are more than welcome to comment on any of the sections listed.  |   |
| 11 | Safeguarding Update                | Audit (if completed)   | A report to be provided at the next meeting. KW to meet with CB/TT to touch base and confirm position with regard to annual safeguarding audit. |
| 12 | Peer to Peer Review November 2019  | <a href="#">Peer to Peer Review</a> WJ explained that three heads from the Local Authority worked together to formulate this review. KL felt it would be helpful if job roles were included.   |   |
| 13 | Website compliance                 | A compliance audit was completed by ALT at the start of the academic year. A further audit was completed in December 2019 by our website provider PrimarySite.<br><br>Outstanding actions below. <ul style="list-style-type: none"> <li>• Update pupil premium section 2019/20.</li> <li>• SEN Information Report/Policy (see above)</li> </ul>  |   |
| 14 | Agree focus of parent/pupil survey | Governors suggested using the same questions as before to benchmark against previous responses.  | For discussion at summer term meeting 2020.   |
| 15 | Any Other Business                 | <a href="#">Link to live document</a><br><br><b>Y6 Staircase</b> - Governors discussed the Y6 staircase, which has the stained glass window. NMR was very fond of this window and had commented how nice it would look nice if the stairs were painted white to reflect the colours of the window. Governors would like to fund upgrading the flooring covering in memory of NMR, together with a memorial plaque.<br><br><b>Additional Staff Training Day</b> - Governors were notified about the additional staff training day on 3rd July, for teachers to attend the International Festival of Learning. The majority of teaching staff will attend the festival on this day and key subject leads will remain in school.<br><br>KL was delighted to see the Artsmark Platinum Award recognised in the local press. WJ explained that she had to prompt the press to publish the story as a press release had been sent by the Trust communication team before | Approach Halls for quotation. Consider exploring parent contributions once quotation obtained.  |

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|    |   | <p>Christmas.</p> <p>TOK said the new homework diaries were great, the assemblies have been excellent and his son is enjoying Maths Rocks. WJ explained that the New Wolsey Theatre had worked with children about how to set up assemblies and how to work on their voice delivery.</p> <p>WJ reported that staff have been trying to improve their 'Tweeting' skills to raise the profile of the school as it was noted that the ALT CEO is an avid Tweeter. If you are on Twitter, please try to follow staff and retweet.</p> |  |
| 16 | Date and time of next meeting<br><b>All</b> | <p>Training Meeting - Tuesday 11th February 2020, 5.30pm start<br/><a href="#">Meeting Schedule for 2019/20</a></p> <p>Sidegate Parliament to be invited to the March meeting.</p>  |  |

**Meeting closed 19:35**