
SIDEGATE PRIMARY SCHOOL

Local Governing Body

28th April 2020, 2pm start (meeting held via Google Meet).

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

Name	Governor Type Trust/Parent/Staff/Associate	Present/Apologies/Absent
Matthew Ferrier	Staff Representative	Present
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Kevin Lovell	Parent	Apologies
Matt Moseley	Trust	Present (part)
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

Sidegate Primary School Local Governing Body

AGENDA ITEMS / MINUTES / ACTIONS

28th April 2020, 2pm start (meeting held via Google Meet).

	Agenda Item & Associated Challenging Questions	Items Discussed	Actions to be taken
1	Attendees and Apologies	<p>Governors acknowledged KL's resignation at the end of the academic year due to work commitments.</p> <p>No progress to report on recruitment of new Chair of Governors. This will be discussed at a later date together with preparation of a Job Specification..</p>	C/f for future discussion.
2	Declaration of Pecuniary Interests that relate to items on the agenda	There were no declarations of pecuniary interests with regard to items on the agenda.	
3	Minutes of last meeting	<p>21st January 2020 and 17th March 2020</p> <p>Matters arising from these meetings.</p> <p>Governors approved the minutes of these meetings. Outstanding actions listed below were noted to be carried forward.</p> <p><u>21st January 2020</u></p> <ul style="list-style-type: none"> • Discuss appointment of new Chair of Governors and job description. • Virtual meeting to be arranged with TOK/WJ and Chair of PTA to discuss Gift Aid. • TOK to explore Equality questions used in the interview and report back to the Governing Body. • KL to meet with WJ/HQ 2nd week in March to discuss budget/spending capital. • KS2 Staircase - Obtain quotations for flooring. Once quotation received, discuss parent contributions. 	
4	Coronavirus Update	<ul style="list-style-type: none"> • Sidegate's 5 Pillars for School Closure <p>WJ talked Governors through these.</p>	

- **Basic Needs** - We have a classroom full of donations of food and toiletries for families which we are taking to homes. There is good dialogue when meeting vulnerable families. The food vouchers scheme was working well but the Government changed contractors to Edenred which has caused some delays. There is ongoing support available for different families and families are due to be visited, which is a great way to engage with children. We have been able to assist families in other ways (problems with home appliances), which have been resolved..
- **Wellbeing & Safety** - Childcare is available for children of key workers. Control measures are in place, including more outside activities to allow for exposure to UV light. Milton Fluid cleaning routines have been in place since early on. Vulnerable families are being phoned twice a week and others once a week. Visits will be made to any families where contact has not been made. Any concerns are being raised with the Inclusion Team and Social Services where appropriate. We have been encouraging those with Social Workers and EHCPs to come into school although some have been reluctant. WJ has sent video messages to children and parents to keep them updated. Staff are also being phoned to check on their welfare. We have some PPE in school which is being stored in the event of an emergency. Signposting is available on our website for parents needing assistance with finance and emotional wellbeing. We will be offering respite childcare to those vulnerable families which can be challenging as parents feel uneasy about their children attending school.
- **Communication** - Regular Parentmails were sent before the school closed and the response from families has been good. During closure, Parentmails have been sent and information uploaded to social media posts. The feedback has been good. Teachers have been contacting children too. **TOK asked if we were able to see which children have been using Hangouts.** WJ explained it is the parents responsibility to monitor the activity of their children.

		<ul style="list-style-type: none"> ● Resources - Chromebooks have been loaned to those children who do not have equipment available, as well as internet access provided to those without broadband access. A stationery store has been set up at school for families to drop in. A swap shop is on the playground for families to swap games, reading books etc. Library books are being returned gradually and library will be restocked. <p>If all the above are all in place, home learning can happen. Children were sent home with learning packs for the interim period at home. Seesaw, interactive home learning has been rolled out. Teachers can see and respond to what tasks children have completed. As of today, just 1½ days after going live, there are a total of 1455 posts, 1041 comments and 1133 likes of posts on the system. 439 students have signed in. There is an expectation that children will login in.</p> <p>There is a staff weekly briefing via Google Hangouts.</p> <p>Next Steps - We need to consider plans for return to school. WJ will meet with Heads on 8th May following an announcement from Boris Johnson due on 7th May. Unions and Academies are in discussion with the DfE. WJ joined a Union meeting last week. Nothing is known at this stage. Pushing for notice to re-open.</p> <p><i>KW recognised the great work taking place and asked if there is anything she can do as SG Governor.</i> WJ spoke about the Appendix to the Child Protection Policy which will need reviewing (see item 6 for discussion)..</p> <p>WJ explained that staff have been categorised into colours and how we won't be asking staff to come into school if they fall into a vulnerable category or they have family members who are vulnerable. Staff working from home can complete CPD to keep themselves busy and well, ensuring there is a balance.</p>	
5	Training (from cancelled meeting 11/02/20)	<ul style="list-style-type: none"> ● Curriculum Pedagogical Approach - will cover 2/6/20 ● IDSR / New Ofsted Dashboard - will cover 2/6/20 (MF) Sidegate Primary Inspection Data Summary Report Shared with Governors to explore in advance. 	Both items to be discussed at training meeting on 02/06/20.

		<ul style="list-style-type: none"> • ALT have purchased an on-line training course for all Governors. Stephen Chamberlain and Bob Dool are introducing this to Chairs of Governors during the 'meet & greet' sessions but wanted Governors to have the details in advance of the courses being rolled out. The attached flyer gives details of how to login to the ALT CPD Library. This can be via phone app and/or computer. The web address and password (which they call a product code) are given at the bottom of the page. • SEND Governor training - Feedback from MCH Link to MCH's notes. MCH attended a meeting in February and summarised the basics. This morning she attended a follow up by Adam Bodison from NASEN. This was about putting resources in the right place at the right time. MCH needs to meet with TT to find out what Sidegate is doing and felt it would be good for TT to attend a Governors meeting to inform Governors. The Trust are exploring a SEND review for all schools, currently being trialled with Chantry and another school. They will refine the model based on what was discussed. 	<p>Invite TT to attend meeting 02/06/20.</p>
6	Policies/procedures for review	<ul style="list-style-type: none"> • COVID-19 Sidegate Annex to Child Protection Policy Governors reviewed the policy and noted that the highlighted areas on pages 8 & 9 are Chris Bishop to investigate. Governors present approved this policy. • Relationships Education, Relationship and Sex Education and Health Education (July 2019) see also link to "EARLY Minds for Primary Schools with Suffolk Mind" on YouTube https://youtu.be/tLddbSZ1iOk • Assessment Policy MF has reviewed. Governors present approved this policy. • Charging and Letting Policy and Lettings charges The policy does not need reviewing annually but letting charges do. Charges have not changed but we need to consider charges for 20/21. KW asked if the charges covered overhead costs. WJ explained that premises staff adjust their hours to 	<p>TC to add link to the website.</p> <p>Meeting due to be held on 20/05/20 and a Parent Focus Group 01/07/20. TOK to attend.</p> <p>Add a link to the policy section of the website.</p> <p>The policy wording should be amended to ensure there is consistency with the wording 'school/academy' This will be updated and brought forward to the next meeting.</p>

		<p>when lettings take place so no additional overtime hours are claimed. We should consider benchmarking against other organisations for future years. KW asked how much income is generated per year on lettings and should this be increased, would this put hirers off. HQ confirmed the figure was around £10K assuming we are fully let. Governors present agreed that charges should remain the same for 20/21.</p>	HQ to benchmark charges with Trust for 21/22.
7	Finance	<ul style="list-style-type: none"> ● Review support staff pay A lot of training has been delivered for new TA's. When school returns, targets from training will be assigned to TAs. There is no member of staff who has not achieved. Union guidance states unless there is a concern, staff should progress. There are some staff members who have not been in post for the full year. HQ confirmed they become eligible for an incremental rise if they have been with us for 6 months. Those who started in September 2019 will be eligible. ● Month ends - <ul style="list-style-type: none"> ○ January 2020 ○ February 2020 ○ March 2020 ○ HQ reported we are on track and there are no concerns. We are within budget in most areas. We need to make claims for expenditure which we will not get income for, insurance claims for residentials and claims from the DfE. We are not spending due to school closure. KW asked if we were planning next year's budget. HQ confirmed we were and it is in a good place. The budget needs to be ready for May half term for Trust approval.. 	
8	Staffing structure - review for 2019/20	<ul style="list-style-type: none"> ● Staffing needs for September. <p>WJ/MF interviewed (9 candidates) and appointed 4 last week (3 NQT's 1 QT). There are a number of factors to consider with existing staff returning or going on mat leave, others on long term sick. We will be fully staffed for September if everything goes according to plan. Long term sickness may</p>	

		<p>impact on budget. Exploring best options at present. Staffing lists will be agreed once the resignation deadline has passed 31st May).</p> <p><i>MCH commented how it was better to be overstaffed than paying for supply staff.</i></p>	
9	Review QoT	Monitoring overview and discussion.	
10	Termly progress of SIP, Monitoring Programme	<p>School Improvement Plan 2019/20</p> <p>RAG rated before school closure. We are unable to monitor at present. We will need to consider from September the impact the school closure has had on children. Coming up to statutory assessments we will need to think about what we need to do to allow for catch up in the Autumn term. Being over our staff capacity may be useful to meet this need.</p>	WJ/MF to review further.
11	Agree focus of parent/pupil survey	Discussed at the January meeting. Governors suggested using the same questions as before to benchmark against previous responses.	Postponed due to school closure.
12	Trust Business	<p>Letter to heads from CEO Feb 2020</p> <p>ALT Newsletter - sign up</p>	
13	Safeguarding	<p>KW provided the below update on the SCR Audit 07/02 and safeguarding meeting 28/03 with Chris Bishop to discuss Annual Safeguarding Audit.</p> <ul style="list-style-type: none"> Met with TC/SLT and completed an audit on personnel files and SCR. Report completed and linked to SCR. Met with CB and reviewed Annual Self-Assessment Safeguarding Audit. The majority have been completed and there were a few actions for CB to address. A date was scheduled to meet this week which will need rearranging. KW Felt confident by the audit. KW to contact CB to arrange a virtual meeting to discuss outstanding actions. 	
14	Any other business	<p>200428 Any other business</p> <p>Governors passed on their good wishes to DH. It was not possible to hold a formal farewell but when restrictions are</p>	

		<p>lifted an event will be arranged.</p> <p>If school does not return until September, we will also hold a belated farewell for Y6. Hilltop is pencilled in for a weekend in July, if they are open.</p> <p><i>TOK asked how the staff are doing.</i> WJ reported they are all doing well and those who are struggling are being supported.</p>	
	<p>Date and time of next meeting All</p>	<p>Tuesday 2nd June 2020, 5.30pm (training focus) Meeting Schedule for 2019/20</p>	

Meeting closed: 15:30pm.