
SIDEGATE PRIMARY SCHOOL

Local Governing Body

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.

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:	Ed Dewson	Clerk to the Committee:	Toni Cornish
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Attendees

Name	Governor Type Trust/Parent/Staff/Associate	Present/Apologies/Absent
Ed Dewson	Trust (Chair of Governors)	Present

Natasha Moreno-Roberts	Parent (Vice Chair of Governors)	Present
Matthew Ferrier	Associate	Apologies
Mary Hallett	Trust	Apologies
Danny Howden	Staff	Present
Wendy James	Headteacher	Present
Tim O'Keefe	Parent	Present
Helen Quantrill	Associate	Present
Heather Valentine	Staff	Present
Karen Wesley	Trust	Apologies
Steve Wildon	Trust	Apologies
Anna Heaven	Observer	Present

Sidegate Primary School Local Governing Body

AGENDA ITEMS / MINUTES / ACTIONS

3rd July 2018 - 5.00pm start

5.00pm Phase Leader Presentations

- **Mrs Rachel Nightingale (SSC)** - RN was unable to attend the meeting and provided Governors with a report. [Link to report](#)
- **Mrs Anna Heaven (KS2)** - AH explained that it was difficult to predict data at this stage. KS2 are a different cohort with a high number of Pupil Premium (PP), Special Educational Needs (SEN), English as an additional language (EAL) and social mobility. The children have settled down and have made good progress. AH spoke about the specific interventions used to close the gaps, using TA's as opposed to class teachers, developing impact and ensuring that children move faster through these interventions. This process allows more children to move through the process and the aim is to close the gap. AH reported that as a phase they have worked cohesively and phase meetings are more structured. See link below to report outlining Strengths and Areas for Development. https://docs.google.com/document/d/1on9BWtwohbaeql-oFZ8jIM_H-PX88crfPJUu9mhe7m0/edit?ts=5b3ba018

ED asked if AH could expand on the interventions. AH confirmed that these consist of precision teaching, small group work and hearing children read more often. The interventions are more targeted with short bursts.

- **Mr Adam Jewell (KS1)** - AJ spoke about the use of Power of Reading (PoR), a training programme which raises engagement and attainment in **reading** and writing. AJ reported how PoR engages children and that the and quality of writing has improved across year, demonstrated in interventions. Children have been engaged in many topics, such as the Great Fire of London and India. The use of individual TA's has been affected and precision teaching used to take place outside of the classroom. Phonics teaching takes place with classes as opposed to sets and teachers have had more control, allowing this to be embedded within their writing. Hub moderation across year groups has been successful and this has highlighted a good range of teaching and identified areas to improve upon. AJ explained that the moderation has them in good stead for the external moderation. They have been praised on evidence and how they could talk confidently about their children. Areas for development include scaffolding in class (providing resources) to support children to work independently. The quality of writing and basic skills need to be secure. These will be revised at the beginning of the academic year. New assessment criteria is being introduced which is more focussed. Teachers will need the support to ensure there is no drop in attainment or progress. WJ confirmed that the quality of writing is good, content (organisation, structure, use of vocabulary) is also good and well exceeds that of other children. We haven't achieved punctuation and spelling which the Government are assessing at the end of KS1. Although the cohort is below national, this is not the quality of writing. The challenge is the balance between boring/exciting, focussing on punctuation or not improving on the quality of secretarial skills. We also need to look at those who have SEN, what are we doing to support them to reach ARE, analyse the data to identify any gaps to be plugged in Y3.

NMR questioned whether this could be achieved through homework. WJ explained that for moderation and assessment, there has to be an element of independence. Punctuation sheets were discussed and this was felt to be a good idea.

ED questioned whether this tracks with focus in terms of the teaching approach. AJ confirmed they had identified gaps earlier in the year and did their very best to plug these. Reflecting on the year, POR is brilliant for engaging the children in both reading and writing and we need to ensure early in year these skills are embedded. This permeates across both Y1/Y2. WJ confirmed there are a clear set of statements for assessment frameworks across all year groups. This data is used to provide an accurate picture. An overall analysis identifies gaps for children for teachers to move forward with although the goal posts continually change.

- **Mr Madeline Johnson (EYFS)** - MJ explained that every year the intake is a surprise!. There was excellent attendance at the School Readiness sessions. Two children will be moving into SSC. MJ spoke about the challenges, working with speech and language and how some children still go to bed with a bottle, are not eating proper food. This causes underdeveloped speech. The data for EYFS reading is as expected but for speaking and listening it is not. EAL children do not meet expectations, although they have developed, but in turn this brings results down. MJ confirmed they had made excellent progress but not at national. One class who made national did not have the complex needs. All three classes for September are full and there is a waiting list.

ED asked whether this was a worry. NMR also asked if this impacts on staff morale. MJ explained that they work well as a team and, as a large team, they are able to plan short sharp interventions. They continually identify gaps. This year has been a challenge as there are some children with complex medical needs. WJ confirmed there is an extra member of staff in EYFS because of these needs but there is a huge onus on them. Support staff are being utilised across all classes and children have made good progress and will continue to do so.

MJ confirmed that by Y2, they will reach expected levels or greater depth. They are working with outside agencies and are trialling Helicopter Stories (these boost literacy, confidence, and communication skills for children aged 2 to 7). Children recreate stories and use adults as scribes. The children have lovely language and this can be very limiting if we only let them write.

ED asked whether it is difficult to raise issues with parents. MJ confirmed that parents are really engaging and there are opportunities to meet at beginning of year. Children are tested and parents are spoken to from outset.

TOK questioned if there was anything else that could be done before the children join, i.e. forging links with nurseries. MJ confirmed we already liaise with nurseries, SENDIASS, Mental Health, School Nurses. Teachers also visit the preschools. MJ also attends pre-school meetings and provides training to staff at little Acorns to upskill staff.

https://docs.google.com/document/d/1CxGDRQCjg16NP1g-dvE4ZDeUAI3ggv7dH0byi_5iEtI/edit?ts=5b3c7678

Governing Body Reference Key Documents

	Standing Agenda Items	Items Discussed	Actions to be taken
1	Attendees and Apologies 5.30pm	Apologies were received from MF, KW, MH. Governors welcomed Jack Rich to the meeting. JR will become a Trust Governor from September. ED has resigned from the Governing Body as at the end of August. Discussions have been held with ALT and a decision is awaited from Gary Peile, CEO, on appointment of Chair. TC confirmed that ALT will attend a Governing Body meeting in September to discuss the new Governing Body model.	Seek clarification on appointment of Chair of Governors for September 2018.
2	Minutes of Last Meeting and Matters Arising 5.35pm - 5.40pm	Review and approval of minutes from meeting held on 24th April 2018 24th April 2018	

		Minutes were approved as accurate. Governors noted the actions under matters arising.	
3	Pecuniary and other interests 5.40pm - 5.41pm	Declaration of Pecuniary and Other Interests with regard to items on the agenda. <ul style="list-style-type: none"> There were no interests declared. 	
4	Chair's Actions - ED 5.41pm - 5.45pm	To note any actions carried out by the Chair since the last meeting. <ul style="list-style-type: none"> There were no actions to note. 	
5	Trust Business - WJ 5.45pm - 5.55pm	https://docs.google.com/document/d/1orrMw_sJ372cjiJwZRd-0HmHvoG2pyjP_D0dAdiDQS0/edit To receive any Trust Business updates including:- <ul style="list-style-type: none"> Review of risk register (termly). WJ/Chair feedback on any pertinent information/actions from ALT heads meetings and/or ALT visit notes. <p>WJ confirmed she had recently attended an ALT Heads meeting. The ALT GDPR Compliance Officer (Caroline Driver) is in post and has done a phenomenal job.</p>	
6	Safeguarding - KW 5.55pm - 6.00pm	To receive any updates. Apologies received from KW - update below. <i>I came into school on 11th May to do a spot check on the Single Central Record. There were no anomalies to report. The next audit is scheduled for 21st September. I still need to complete the Safer Recruitment training module. I will endeavour to do this by the end of term and will let TC know when it's done. The school has not reported any safeguarding issues to me this term.</i>	
7	Finance - HQ 6.00pm - 6.15pm	To receive any updates including: <ul style="list-style-type: none"> Management accounts - updates Month end and predicted carry forward. May Month End <p>HQ reported finances were on track. A summary of KPI's for 17/18 was circulated to Governors. DFE income has remained static but costs have gone up. There are also changes in the way we are funded in the SSC. We will be funded £6k for 25 places plus baseline funding for the number of pupils on census. This figure was 22, a slight lag. A new High Tariff Needs formula will</p>	

		<p>come in September 2019 and the LA have agreed to plug the gap temporarily for the next academic year. Assumptions have been made and a 2 year pay deal for staff has been factored in as well as the teachers' pay rise, not confirmed (could be 2% year on year). The pensions pay rise has also been factored in. Utility price Increases are predicted at 25% on electricity and 20% on gas.</p> <p>If costs remained the same as we are, we predict at £120k in deficit in year next year. 19/20 £214k in year deficit. With the £210 c/f this would leave us with a -£124k overall.</p> <p>See confidential minutes for further discussion on this item.</p>	
8	<p>Premises, Health & Safety - MF 6.15pm - 6.25pm</p>	<p>To receive any updates including:</p> <ul style="list-style-type: none"> • H&S audit with RAG ratings. • Premises matters <p><i>NMR questioned if the magnetic gates issue had been resolved.</i> WJ confirmed new gates have been ordered which should be fit for purpose</p> <p>Governors noted these report contents and passed on their thanks to Ian Barker, Premises Manager for his hard work.</p>	
9	<p>Personnel - WJ 6.25pm - 6.35pm</p>	<p>To receive any updates including:</p> <ul style="list-style-type: none"> • Staffing for next academic year. <p>WJ confirmed we are fully staffed and currently hold two support staff vacancies. A resignation has been received from our Assistant Site Manager, two new cleaners have been recruited and MDSA recruitment is ongoing. Two members of staff have returned from maternity leave but there have been no funds for any handover between teachers. Front facing, Sidegate is an attractive proposition. We also have a new website planned for September.</p> <ul style="list-style-type: none"> • Staff wellbeing <p>WJ reported that it is nearing the end of term and staff are feeling a little tired. We are looking at the Marking Policy to ensure this is time effective. No resignations have been received this term and teachers show great commitment. WJ suggested an end of year email from the Chair of Governors to all staff would be good to recognise their hard work and commitment. NMR suggested bringing in cake for staff at break time on the last day of term.</p>	
10	<p>Governor visits - All</p>	<p>To note any questions arising or any actions required/undertaken following</p>	<p>Governors to complete a visit form to</p>

	6.35pm - 6.40pm	<p>Governor visits since last meeting.</p> <ul style="list-style-type: none"> NMR networked with VIP's during the Arts Festival and discussed funding with appropriate people. 	<p>feedback on their attendance at the Arts Festival. Link below.</p> <p>https://docs.google.com/document/d/1LafQ6SrYaGbOMIR2cqW2lz649MO-n0g_d6QjmqB18Po/edit</p>
11	<p>Governor Training 6.40pm - 6.50pm</p>	<p>To receive any updates.</p> <ul style="list-style-type: none"> Governor skills audit, review governor training needs and plan for next academic year <p>Governors present confirmed they had completed online modules. TOK felt the group work sessions worked well.</p> <p>Below items agreed for future training meetings:-</p> <ul style="list-style-type: none"> KCSIE - safeguarding update with Sam Hicks Look at MyConcern (new safeguarding database). PP programme to see what impact this has had and what we can improve on. September - Improvement plan and key areas. Future meeting - school development priorities, monitoring by Governors. <p>NMR spoke about fundraising and that training on bid writing would be useful. It was agreed Governors would form a separate sub-committee. The committee would discuss what can be done as a local governing body and whether to work with other schools in the pyramid or within the ALT hub. Membership of the committee - NMR (Chair)/TOK/WJ/KW. It may also be useful to have a PTA committee member attend.</p>	<p>TC to organise NGA Training Module login for new Governor Jack Rich.</p>
12	<p>Policies 6.50pm - 7.00pm</p>	<p>To discuss/adopt policies where relevant</p> <ul style="list-style-type: none"> To note GDPR Policies <p>https://activelearningtrust.org/about/information-governance</p> <p>To comply with the new Data Protection Regulations, if Governors open school correspondence on their own personal PC's/laptops/phones, data should be viewed only and not downloaded.</p>	
13	<p>Teaching, Learning & Curriculum Update - WJ/MF 7.00pm - 7.15pm</p>	<ul style="list-style-type: none"> Review QoT monitoring overview and discuss actions being taken This item was discussed at the meeting held on 24th April 2018. RE - syllabus/curriculum/policy/legal requirements Please read the following prior to the meeting, so that an informed discussion can be had: Sidegate RE web pages 	

		<p>NATRE Legal Requirements Suffolk SACRE are currently reviewing their curriculum, when this is published, we will review ours and the school RE Policy. Sidegate meets the Gold RE Quality Mark criteria.</p> <p>NMR questioned whether anything further could be added about aesthetics/british values. WJ confirmed there are many laws and legal requirements which the school fulfil. SACRE have launched a new curriculum and Katie Gooch attended a conference on 29th June 2018. Sidegate are also leading on RE for the Trust. A Trust Vision and meeting are planned for September to look at quality of teaching across the Trust.</p>	<p>NMR/KG to meet to discuss vision/new curriculum, with a view to KG attending a future Governing Body meeting.</p>
14	<p>Any other business - All 7.15pm - 7.25pm</p>	<p>Link to live document</p> <ul style="list-style-type: none"> • Governors discussed the success of the Arts Festival. The VIP lunch was excellent and using children to present speeches at the opening and closing of the festival was ingenious. • The Y5 Election was brilliant and was recognised as an important part of children's learning. • The Y6 fiver challenge was a resounding success with a good level of funds raised. • Y6 data is anticipated to be good. HV - people have noticed this - people are blown away. • Sporting achievements. A photoshoot is planned to celebrate the success throughout this academic year. • It was acknowledged that staff go above and beyond and families are recognising the successes of Sidegate. 	
15	<p>Date and time of next meeting 7.25pm - 7.30pm</p>	<p>Agree next academic year planner.</p> <p>The proposed meeting dates were discussed and it was agreed to alternate meetings between a Tuesday/Thursday, avoiding any clashes in the diary.</p>	<p>TC to update meeting schedule and invite Governors via the Google calendar.</p>

Meeting closed 19:23