
SIDEGATE PRIMARY SCHOOL

Sidegate Primary School Local Governing Body

Full Governing Body Meeting - 25th September 2018 - 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	Present
Matthew Ferrier	Associate	Apologies
Danny Howden	Staff Observer	Present
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Tim O'Keefe	Parent	Present
Helen Quantrill	Associate	Present
Jack Rich	Trust	Present
Karen Wesley	Trust	Present
Heather Valentine	Staff Observer	Present
David Hilton	Trust representative	Late arrival

Governing Body Key Reference Documents

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees, apologies and welcome to new members All (5.30 - 5.35pm)	<ul style="list-style-type: none"> • Election of Chair/Vice-Chair <p>Jack Rich (Trust Governor) was welcomed to his first meeting. TOK was nominated as vice-chair by NMR, seconded by KW. Governors present agreed unanimously to this appointment.</p>	
2	Minutes of Last Meeting and Matters Arising All (5.35pm - 5.45pm)	<p>Minutes dated 3rd July 2018</p> <p>Summary of matters arising from meeting</p> <ul style="list-style-type: none"> • Membership Seek clarification on appointment of Chair of Governors for September 2018. <p>As agreed by ALT, NMR was appointed as Chair.</p> <ul style="list-style-type: none"> • Governor Visits Governors to complete a visit form to feedback on their attendance at the Arts Festival. Link below. https://docs.google.com/document/d/1LafQ6SrYaGbOMIR2cqW2Iz649MO-n0g_d6OjmqB18Po/edit <p>MH confirmed she has sent a visit form to NMR.</p> <ul style="list-style-type: none"> • Curriculum (RE) NMR/KG to meet to discuss vision/new curriculum, with a view to KG attending a future Governing Body meeting. <p>NMR has not yet had the opportunity to meeting with KG but will action this term.</p> <ul style="list-style-type: none"> • Meeting Schedule 2018/19 TC to update meeting schedule and invite Governors via the Google calendar. <p>Agreed.</p>	Please could Governors also forward visit forms onto TC.
3	Pecuniary and other interests All (5.45pm - 5.50pm)	<ul style="list-style-type: none"> • Declaration of Pecuniary and Other Interests with regard to items on the agenda. • To update the Register of Pecuniary Interests as necessary. 	Governors were provided with the relevant forms and requested to sign and return.
4	Agree Governor Roles & Responsibilities for 2018/19 including review of Vision, Values	<p>Governors Welcome Pack Following Restructure</p> <p>September 2018 Scheme of Delegation</p>	All agreed to look at the Scheme of Delegation, roles and responsibilities and

<p>and Aims of School and ALT All</p>	<p>Published 24th September 2018 (link added during the meeting) https://drive.google.com/open?id=141kRevch0Q95I8NDc69IDKQ3-aPR8pel</p> <p>Composition of the Governing Body - staff reps, etc. Governor vacancies.</p> <p>TOK raised concerns regarding Bright Tribe and their scheme in comparison with the new ALT scheme. The Bright Tribe case had raised questions: lack of transparency in finance/budget within MATs, no tender evidence for work, edited minutes of meeting, local governors unsure of their roles, more talk less action, local governors having no authority. The Bright Tribe school in the Panorama programme was aware of this and had felt afraid to stand up to the trust. A report in The Guardian highlighted how academies and trusts have to provide more transparency. TOK left the meeting at 19:11pm. DH agreed to respond to any questions sent to him.</p> <p>DH confirmed the Trust has a clean bill of health from The Regional Commissioners Office and how they work alongside the NGA. The Trust are transparent and were set up to be upfront, the opposite to Bright Tribe, who had ruined the reputation of trusts and academies.</p> <p>WJ commented that governors felt disempowered by changes and the Trust need to make it clear that any decisions approved at board level, governors will not be held accountable.</p> <p>TOK understood that governors should be questioning accounts, and that the LGB should have more financial oversight. KW confirmed she felt reassured that ALT were not like 'Bright Tribe'.</p> <p>NMR highlighted how governors' communications with and understanding of the the school is good but that communication with the Trust is not so good and this is something that could be improved to enhance overall governance.</p> <p>DH explained how the Trust have a good rapport with DfE and ESFA, were not motivated by profit but by education of children, how their audited reports are good, that board members have no business interests in schools and all services are procured transparently. The Trust are also exploring a collective purchasing power.</p> <p>WJ acknowledged that the Sidegate governing body has felt increasingly disempowered, being unclear as to their role, with many functions being performed by the board.</p> <p>DH explained that as a trust, they remove duties from headteachers to allow an</p>	<p>to have a further discussion to clarify matters at the next LGB meeting, including identifying questions to send to the ALT.</p>
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		<p>improved running of school by centralising common services.</p> <p>MH spoke of her role as governor at Northgate, on the finance committee and highlighted the importance to ensure finances are right.</p> <p>DH confirmed how the Trust work with WJ to ensure finance is right but that the skill set of managing budgets is not available amongst governors. The Trust have overall responsibility for finances.</p> <p>NMR acknowledged her understanding of the budget; To make decisions on how to save money and for governors to ask challenging and critical questions. For this, the LGB needs a greater understanding of the budget. Governors agreed that there are economies of scale when purchasing collectively for all ALT schools (spending money) and asked what could be done by the Trust to attract greater income to all of the schools.</p> <p>DH spoke about how grants are available from charities and opportunity areas, and bid writers are available to support schools with this. He spoke about building trust to secure stability and that brokering buildings can also attract additional funding. LGBs can approach the Trust for support with this. Brokering CPD packages to other Trusts is also an option.</p> <p>NMR highlighted how there is no link Governor for Finance and how governors felt this was missing. DH explained this is the role of WJ, through her links with the ALT Finance Director.</p> <p>WJ commented how she was not aware that the Trust had bid writers. DH explained that the Trust employ bid writers to apply for schools and how they can be employed to support with other bids. Happy to accept</p> <p>NMR spoke about the changes to governing bodies, in particular inviting staff to attend. DH explained this method is more efficient and easier to manage. NMR questioned whether this decision was flexible as governors felt it valuable to have regular school staff in attendance at meetings. DH said he could refer this back to board with concerns. WJ explained how Anna Heaven (Phase Leader) has been attending meeting as an observer for her CPD. DH confirmed it was acceptable to invite other staff members if it was felt relevant to the meeting. WJ confirmed that Sidegate have chosen to invite Heather Valentine and Danny Howden to every meeting, and will invite others when it is deemed relevant. DH acknowledged this but did not want staff to feel obligated to attend but didn't want to provide incorrect advice. WJ sought clarification on the term "normal", provide CPD for staff.</p>	
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		<p>NMR spoke about the need to improve communications between the Trust and governing bodies and suggested minuting questions for ALT. The Sidegate Governors would also write to Gary Peile with specific questions.</p> <p>DH agreed to provide contact with existing experienced governors at other schools.</p>	
		<p>Agree Governor Roles & Responsibilities for 2018/19</p> <ul style="list-style-type: none"> ● Special Educational Needs (currently KW) ● HR Management ● Safeguarding (currently KW) ● Pupil Premium (currently KW) ● Attendance ● Health & Safety (currently TOK) ● Also consider Governor for Website Compliance. To ensure new school website meetings Statutory requirements. www.sidegate.co.uk https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online ● Other suggestions: <ul style="list-style-type: none"> ○ Finance/budget ○ Strategic fundraising committee/group - needs T of R ● Commitment of Undertaking forms. 	C/f all items to next meeting.
5	Chair's Actions NMR	<p>To note any actions carried out by the Chair since the last meeting.</p> <ul style="list-style-type: none"> ● SWISS Governors event 12/09. <p>WJ and NMR attended SWISS governors event "County Lines". This involved a 20 minute video about drug use and selling. The event focussed on grooming and increasing awareness and highlighted the importance of letting children know that they can come to us to discuss. The UCS report on gang culture and grooming of children looks at what can be done to prevent and inform, looking at gang culture. Grooming and the wider scope was linked to Lighthouse, a local charity. At a recent Pyramid Heads' meeting, WJ spoke about including discussions in PSHE and delivering to children with appropriate professionals involved, increasing awareness. Further information will be forthcoming from the local authority and Sam Hicks, DSL, will be investigating further.</p>	
6	Trust Business WJ	To receive any Trust Business updates including:-	C/f to next meeting.

		<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>Katie Gooch and WJ led an RE development day at the Trust to look at RE across ALT. With £5000 to spend, they are looking at outreach to other schools.</p> <p>Paul Hamlyn Arts project is in its early stages and the foundation are looking to recruit artists working with DanceEast.</p> <p>A trust wide PD day was held on 5/9/18. All teachers attended with a speaker (CEO of MAT Academy - Andy Cope) speaking about wellbeing and positivity. Andy has worked with secondary schools, networking.</p> <p>Working on data collections to provide easier collection and clearer figures</p>	
7	Headteacher's Report WJ	<p>https://docs.google.com/document/d/1XhK_ypnXfuOnuUkkVD6XuGwuwaCDpBmyHy3zE-kBwMw/edit?usp=sharing</p> <ul style="list-style-type: none"> • End of 2017/18 data <p>Report up to date. The school are almost full with an appeal outstanding. Mobile stability. PP data updated across school 14%, SEN figures available. High ratio of PP in Y6 with SEN. Exclusions mainly in SSC and those children have moved to more suitable provision, exclusions recorded as evidence of needs, bullying/racism figures are down. Attendance is similar to last year, at National. Illness has reduced and persistence absence is still at 5% with work from SH. FSM children absence lower. FSM children persistent absence higher than others. Overall attendance for SEN higher due to SSC, more vulnerable children monitored - evidenced. Reception lower as not legally required to be in school, alot of sickness and tired.</p> <p>KS2 data excellent - strong cohort, impact of work has shown in results, combined score 68%, maths brought figure down. Maths focus across school, maths bid EW and NS working with specialist, Ipswich Opportunity fund may offer chance to develop whole teaching staff maths and secure knowledge, improved resources, continuing to build on current.</p> <p>Gender split different across each year group, in line with national for writing, maths girls lower than boys not in line with national, consider whether girls maths is an issue across whole school. Boys writing in depth needs improving. Maths ambassadors could be considered, positive role models. Revisit data for gender split rather than individual needs. Look at low attaining pupils journey through</p>	

		<p>school. Looking at gender issues.</p> <p>PP % really low combined 20% below cohort and national, remove SEN and figure improves although writing pulls figure down to 30%. Individual children looked at an PP premium needs improving - requires evidencing for Ofsted</p> <p>KS1 - EYFS level of development lower than previous 63%, PP done better in reception, alot of mobility, EAL and speech and language problems, moving rapidly at year end. Understand the figures and remedy working with research school to improve talking and looking to work with voluntary preschool providers, working with LA. Disappointing but true picture.</p> <p>Yr 1 phonics above for pupils, continued exposure to books at home and at school, retake in Yr 2 if not passed in year 1.</p> <p>KS1 data disappointing - down on last 3 yrs, due to cohort and some of the work in KS1, changed frameworks during year. A Lot of work in engaging writing, but not applying the phonics in written work. Catching up in yr 3 current yr 2 need to work on their application of phonics.</p> <p>Homework - is punctuation sent as homework as well as spellings, ability to read is essential, resources to help parents? Parent course running at the moment struggling to find people to attend., unfortunately during working hours. Course tutor to send hard copy for those who can't attend, query online interface for those working parents.Guided reading to be looked at.</p> <p>More formal writing work needed.</p> <ul style="list-style-type: none"> ● Staff CPD. ● Personnel (including any staff changes/wellbeing) <p>The school are fully staffed with teachers. Start date for assistant site manager is pending and cleaners are to be appointed. Member of staff on long term sick has now returned full time with Access to Work.</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 2018. <p>Governors present to sign and confirm they have refreshed themselves on these documents. Sam Hicks, Designated Safeguarding Lead, will present any updates to Governors when they arise.</p>	Review at next meeting when correct paperwork available

		<p>KW and TC audit of SCR review due October</p> <p>MyConcern across trust for safeguarding - a good reporting system available. In its early stages, behaviour is now logged on the system to track against the child to see the whole picture. Paper forms are still being used but are uploaded to the system.</p>	
9	<p>Finance HQ</p>	<p>To receive any updates including:</p> <ul style="list-style-type: none"> Budget update <p><i>This will be a short update ahead of the finance focus meeting on 16th October.</i></p>	<p>Review in depth at next meeting, year end position reported</p>
10	<p>Premises, Health & Safety (see HT Report) MF</p>	<p>To receive any updates including:</p> <ul style="list-style-type: none"> H&S, including any audits <p>H & S log available. Fire drill up and running. H & S audit due Oct 18</p> <ul style="list-style-type: none"> Handsam scores (termly) <p>Handsam tasks assigned to various people who complete task linked to H & S.</p> <ul style="list-style-type: none"> Premises matters 	<p>C/f to next meeting TOK to do a walk around with MF Review when full audit available</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>	
12	<p>Governor Training All</p>	<p>To receive any updates and any requests for training during 2018/19.</p> <ul style="list-style-type: none"> NGA logins <p>It was noted that there were some issues with Learning Links and NGA. JR also requires access. TC confirmed she had emailed Karen Jarvis on 09./09 to ensure all Governors were set up. A response was not received and a chase email was sent on 04/10.</p>	<p>KW to complete NSPCC Safer Recruitment training.</p>
13	<p>Policies All</p>	<p>Autumn term review</p> <ul style="list-style-type: none"> <u>Scheme of Delegation (including Record of Financial Responsibility)</u> Approval of residential visits <ul style="list-style-type: none"> Hilltop Y6 March 2019 Ironbridge Y5 March 2019 Howhill Y4 April 2019. <p>Places are limited and risk assessments have been carried out</p>	

		and recorded on Evolve system. DSL is available to be contacted, pack taken with them for recording.	
14	Any other business All	<u>Link to live document</u>	
15	Date and time of next meeting	16th October 2018 - 5.30pm Finance & Fundraising Focus <u>Meeting Schedule for 2018/19</u>	

Meeting closed 8pm.