
SIDEGATE PRIMARY SCHOOL

Sidegate Primary School Local Governing Body

Full Governing Body Meeting - 16th October 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	Staff Representative	Present
Danny Howden	Staff Representative	Present
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Tim O'Keefe	Parent (Vice-Chair)	Apologies
Helen Quantrill	Staff Representative	Present
Jack Rich	Trust	Apologies
Karen Wesley	Trust	Present
Heather Valentine	Staff Representative	Present
Anna Heaven	Observer	Present

	Agenda Items	Items Discussed	Actions to be taken
<p>Due to time restrictions, it was agreed that the minutes of the meeting held on 25th September 2018 would be listed for approval at the meeting on 6th December together with these below minutes.</p>			
1	<p>Scheme of Delegation All</p>	<p>Scheme of Delegation (Published 24/09/18) Governors Welcome Pack Following Restructure</p> <ul style="list-style-type: none"> ● School Improvement Plan - overview & governor roles <p>Governors roles and responsibilities were discussed and agreed as below.</p> <ul style="list-style-type: none"> ● Chair of Governors - NMR ● Vice-Chair of Governors – TOK ● Child Protection/Safeguarding Governor (including monitoring of SCR/Recruitment/Attendance) - KW ● SEN Governor (including monitoring PP/LAC) - MH ● Health & Safety Governor – TOK ● Human Resources Management and Governor Link - NMR ● Website compliance - JR ● Finance - to be confirmed once new Parent Governor has been elected. <p>Curriculum Links - These roles will be considered once all Governors are in post.</p> <ul style="list-style-type: none"> ● Review, discuss and decide upon our structure of Sidegate LGB <p>NMR felt that the conversations held at the last meeting were very useful and has since had conversations with Gary Peile which has opened up dialogue between parties. Governors felt it was positive how ALT have recognised the need to improve communications with governing bodies. Governors acknowledged reception of the ALT Newsletter, sent on 5th October.</p> <p>Gary Peile circulated two documents ahead of the meeting. Governors found these documents very useful. NMR agreed to read the documents in more depth and check for accuracy. NMR agreed to email David Hilton and Gary Peile any</p>	<p>Governors to forward questions to NMR by end of next week in relation to Scheme of Delegation and the new handbook.</p>

		<p>questions Governors had in relation to the Scheme of Delegation, the new Governors handbook and the general discussion held on Governance in light of previous Bright Tribe events. Documents below.</p> <p>Sidegate Info for Governors Frequently Ask Questions</p>	
2	<p>Commitment of Undertaking Forms All</p>	<ul style="list-style-type: none"> • Sign Commitment of Undertaking forms. <p>Governors present signed the forms.</p> <ul style="list-style-type: none"> • Agree the questions that we would like to ask Senior Leadership / Trust Board. <p>Governors discussed the below questions.</p> <ul style="list-style-type: none"> • Access to a termly ALT newsletter. • School to ensure Governors are kept up to date with topics to form any questions for ALT Board. • It would be useful to know what is happening locally within the Trust (i.e. new schools opening, future plans with other academies). • Forming a sub committee looking at sustainable finance - what assistance can the Trust provide. David Hilton spoke about positives of procurement and the availability of bid writers. For onward discussion with Finance Director. <p>Bob Dool has agreed to attend a future governors meeting to discuss the wider role of the governing body. NMR is due to attend an ALT Chairs meeting in November.</p>	<p>TOK and JR to sign commitment of undertaking forms at next meeting.</p> <p>NMR to discuss with Clive Paskell.</p> <p>NMR to contact newly elected Governor prior to meeting on 6th December.</p>
3	<p>Finance HQ</p>	<p>Budget & staffing restructure.-</p> <p>HQ explained that no month end was available for discussion as this was not loaded onto system. The rebase budget was awaiting approval from Board. Further discussion on this item is listed in the confidential minutes.</p>	<p>HQ to download budgets and month ends to share with Governors. For further discussion in December.</p>

WJ reported that 2 SEN requests are currently being assessed as to whether Sideate can meet their need. October age weighted pupil unit (AWPU) was good with a 95% take up on Census day on UIFSM.

KW asked about the new High Tariff Need (HTN) funding system and if any additional money award could be used for TA's. HQ explained that any additional money received for HTN expenditure needs to be evidenced. WJ explained that Teri Tanner (SENCo) is currently completing the HTN forms adopting the approach 'if we had the money we would....' If we do receive more than the estimated £22k, the additional monies could be used towards new TA's.

On 8th October WJ wrote a letter to Judith Mobbs, Assistant Director for Inclusion and Skills at Suffolk County Council. The letter highlighted how costs have increased, staffing hours have been cut and Sidegate are receiving funding for 22 SSC pupils (figures as at 2017/18), due to pupils being inappropriately placed and more specialist provision taking much longer to achieve. This has resulted in a £24k shortfall just on staffing costs.

The letter also made reference to the four hours it takes to complete the HTN funding for for each child. A response was received on 9th October and WJ was disappointed with the final paragraph which stated the SSC serves the local community and if we and our governors do not wish to continue to have a specialist support unit as an integral part of the school now would be a good time to advise them of this, as they embark on a review of specialist provision across Suffolk. WJ explained how the SSC serves the whole of the South Suffolk Community, not just Sidegate catchment area. The pupils are placed by the LA through their admissions process, not via our school's admissions procedures. The pupils come from a wide range of schools/areas in Ipswich & South Suffolk. The school are passionate about the welfare of these vulnerable children and even considered increasing numbers to meet demand. Gary Peile has agreed to arrange a meeting with Judith Mobbs to discuss this issue further.

HQ confirmed to Governors that our Insurance providers are Risk Protection Arrangement (RPA) for academies. No additional insurances are required for minibuses. Further details on RPA can be found via this link.
<https://www.gov.uk/government/publications/risk-protection-arrangement-rpa-for-academies/academies-risk-protection-arrangement-rpa>

		NMR questioned when the budget be available to Governors. HQ confirmed this should be available after half term.	
4	Sub-committees All	<ul style="list-style-type: none"> Discuss sustainable funding / revenue streams 	Await discussion with Clive Paskell (ALT Finance Director) and appointment of new Trust Governor.
5	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 signed to confirm they have refreshed themselves on KCSIE document. Sam Hicks, Designated Safeguarding Lead, will present any updates to Governors as and when they arise.</p>	<p>CP Policy - should be updated with new Chair of Governors and reference made to the new safeguarding software being used (MyConcern).</p> <p>WJ will also make links to ALT Safeguarding Policy.</p>
6	Risk Register MF	<p>Risk Register - Updated October 2018</p> <p>MF explained how ALT asked the school to complete this last year. MF has updated with any changes relevant to this year. Detailed procedures are in place to mitigate risks although some items the school has no control over.</p> <p>Governors noted the contents of this document.</p> <p>NMR asked MF if there were any concerns. MF explained around policies and procedures, there are some frustrations with regards to the systems used (such as finance). ALT have their own risk register which is a much larger document. MF has extracted details from this.</p>	
7	Governor Training All	<ul style="list-style-type: none"> NGA logins - make sure working (training & info) and all new governors are set up. New governors to commit to doing the “New to Governance” modules. New governors - safeguarding induction needed from Sam Hicks - find a suitable date. <p>There was some confusion regarding logins for the NGA and Learning Link.</p> <p>TC emailed Karen Jarvis on 09/09/18 to confirm logins were set up. Chased on 04/10/18. KJ confirmed the NGA have all Governors details. TC will chase up and clarify how to access Learning Link.</p>	TC/NMR to discuss further.

8	Governors to meet with staff	It was agreed Governors would be invited attend staff mince pies and mulled wine on 18th December 3.30pm as an Informal opportunity to introduce themselves.	TC to send formal invite to Governors.
9	Health & Safety - Discuss H&S Governor requirements (from ALT heads' meeting, Handsam presentation 3/10/16)	<p>Governor Role:</p> <ul style="list-style-type: none"> ● Check and monitor via reports and meetings ● Ask awkward questions ● Agree and amend policies ● Review audit outcomes and action plans to ensure delivered ● Review accident causes frequently ● Termly walkrounds - recommended ● Keep up to date - Handsam service can keep them up to date <p>MF explained that there are a clearly defined set of expectations for this role.</p>	<p>MF and TOK to discuss further.</p> <p>Arrange login for Handsam for TOK.</p>
10	Any Other Business	<p>MH thanked MF for sharing the new School Improvement Plan. MH stated she found this document useful. A brief discussion was held regarding targets for national average and whether consideration was given to using FFT. WJ explained at this stage it was difficult to make judgements.</p> <p>NMR asked about the school aims and values. WJ confirmed these were in line with ALT. Seize Opportunity, Create Success. DH highlighted it would be good for governors to articulate how the school uses these values.</p> <p>MH asked if any progress had been made towards Governors monitoring sections of school development plan. MF confirmed aspects of this are contained with the link governor roles.</p> <p>NMR asked if there was any further information on the Ofsted research visit taking place this week. MF explained how Ofsted are writing a new framework and as part of their research project they are trialling new approaches to lesson observations. No judgements will be shared. During their visit, they will be observing 6 maths lessons, 4 RE lessons and will be talking to children. There will be no report provided to the school and the only time reference will be made to Sidegate is if anything of particular interest and this will only shared with permission. HMI Inspector and Lead Researcher will be attending school. MF agreed to ask why the school were selected.</p>	Discuss link governor roles and monitoring timetable at December meeting.
11	Date and time of next meeting	Thursday 6th December 2018, 5pm. Subject leader presentations. <u>Meeting Schedule for 2018/19</u>	

Meeting closed: 6.51pm