
SIDEGATE PRIMARY SCHOOL

Local Governing Body

6th December 2018, 5pm start for Subject Leader Presentation

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 until 6pm
Danny Howden	Staff Representative	Present
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Matt Moseley	Parent	Apologies
Tim O'Keefe	Parent (Vice-Chair)	Present
Helen Quantrill	Staff Representative	Apologies
Jack Rich	Trust	Present from 5.30pm
Karen Wesley	Trust	Present
Heather Valentine	Staff Representative	Present
Anna Heaven	Observer	Present

Sidegate Primary School Local Governing Body

AGENDA ITEMS / MINUTES / ACTIONS

6th December 2018, 5pm

5.00pm Subject Leader Presentations

Jane Ryder & Danny Howden, Arts & Culture

Artsmark - DH provided Governors with an overview of Artsmark. <https://www.artsmark.org.uk/about-artsmark> The Arts' Council set criteria for each level and the school followed the renewed application and accreditation procedure. Sidegate were initially a pilot school in 2016 and achieved Gold. The award lasts for two years and the process also takes two years. The cost of application is £500. The pilot in 2016 was free and the current application is funded through ALT. Moving forward, if Sidegate wish to maintain their Artsmark (applying for Platinum) , the costs will need to be considered. The application process requires a submission of a Statement of Commitment (action plan) and case study evidence supporting why Sidegate should achieve platinum level. JR provided Governors with a copy of the Statement of Commitment. Governors supported this award in the past as validation and training took place a few weeks ago, which provided an overview for Governors. JR explained how the Paul Hamlyn Foundation grant would not have been granted without the Artsmark Award and Sidegate links with Arts' Council Bridge. It has opened many doors to many opportunities and Sidegate work with organisations such as Ofsted and continue lobbying MP's about the importance of Arts in education.

JR and DH passed on their thanks to Governors and Sidegate SLT for supporting their vision and passion and illustrated that Sidegate were in a fortunate position. JR and DH have access to a wide network of professionals which Sidegate have benefitted from and it is recognised Governor support is key. JR explained how the Statement of Commitment was submitted December 2017 and the case study is currently being written, using evidence of working with other schools, particularly outreach, working with disadvantaged children. The case study has to prove it is sustaining, by disseminating information and working with others. Unfortunately this cannot include photographs or hyperlinks. Governors acknowledged the hard work, commitment and effort by JR and DH. NMR commented that £500 seemed a nominal charge for such an important project, which is good for wellbeing. NMR questioned whether all ALT schools are doing this. DH explained it is the Trusts ambition. NMR questioned if there was a possibility of other schools coming to Sidegate as a centre of excellence. JR explained that she is a lead for CALSA (Cultural & Arts Leaders in Schools and Academies) and also runs NQT training, for which funding is received. The work JR is also doing with the Paul Hamlyn Foundation will also generate an income for Sidegate.

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees, apologies and welcome to new members All (5.30 - 5.35pm)	Governors acknowledged Matt Moseley had been elected as Parent Governor. MM works at the University of Arts in London but unfortunately had to send his apologies for this meeting. TOK and JR sign their Commitment of Undertaking forms. MM will sign his at the next meeting.	MM to sign Commitment of Undertaking Form.
2	Minutes of Last Meeting and Matters Arising All (5.35pm - 5.45pm)	Approval of minutes of previous meetings. <ul style="list-style-type: none">• 25th September 2018<ul style="list-style-type: none">○ Summary of matters arising• 16th October 2018	Items carried forward from matters arising. <ul style="list-style-type: none">• Governors were reminded to send any visits forms to TC.

		<ul style="list-style-type: none"> ○ Summary of matters arising <p>Governors agreed the minutes provided an accurate record of the meetings and gave their approval.</p> <p>All actions were completed or listed for discussion below.</p>	<ul style="list-style-type: none"> ● KW is to complete NSPCC Safeguarding training Jan/Feb 2019 through her own organisation. ● NMR to speak to ALT Finance Director to discuss sustainable funding / revenue streams.
3	Pecuniary and other interests All (5.45pm - 5.50pm)	No interests were declared.	
4	Scheme of Delegation All (5.50pm - 6pm)	No further questions were raised regarding the Scheme of Delegation and new Governors Handbook.	
5	Governors Roles and Responsibilities All (5.50pm - 6.05pm)	<p>Discussion took place regarding link Governor roles and a future monitoring timetable. The below roles were agreed:-</p> <ul style="list-style-type: none"> ● Special Educational Needs MH ● HR Management JR ● Safeguarding KW ● Pupil Premium MH ● Attendance KW ● Health & Safety TOK ● Arts & Culture MM ● Grants/Fundraising NMR <p>Monitoring: It was agreed a termly review day would be set for governors to attend, to include a learning walk, book look, data scrutiny etc with SLT. A focus for each review day would be agreed, which is linked directly to the School Improvement Plan. A date of 1st February 2019 was agreed..</p>	MH to identify a date in early summer term (Wednesday) when available.
6	Finance HQ (6.05pm - 6.20pm)	<p>To receive any updates including:</p> <ul style="list-style-type: none"> ● Month End ● Year End <p>WJ presented Governors with month end and year end figures. WJ explained how the school continued to be frugal with their spending. NMR asked about the projector requirements and questioned how this will be financed. WJ explained that it is about looking at best fit and that the cost is huge a factor. Smart boards are expensive and it could be that a large TV screen or an interactive projector</p>	

		<p>would work as well. The PTA have £5k. £2k raised from xmas fayre and the school are also awaiting their 'Little extras' from the Government. If this is deemed capital, it will have to be spent on refurbishment/furniture/IT. It is anticipated the figure will be an average of £10k per primary school. TOK asked if the school dictates what money is spent on. WJ confirmed we do.</p>	
7	<p>Data Update WJ/MF (6.20pm - 6.40pm)</p>	<p>Overview of Pixl Centiles and Assessing Primary Writing (APW) Centiles for Y3 & Y5: APW Year 3 Report</p> <p>MF explained how the assessment provides benchmarking against other schools but highlighted it was difficult to come up with a definitive idea of where children will be. The criteria is for ARE at the end of year and other ways of obtaining comparative data are being explored. Sidegate have been working with Pixl for a number of years and Anna Heaven is the Pixl lead for the school. Resources are available to support teaching and learning for those children not reaching ARE. Pixl produce a series of tests which are available to all schools. These have been used over the past couple of years, predominantly for Y6, but have been expanded to Y5, Y4 and Y3. The school can now benchmark against a national cohort of pupils, comparing data against 22/23k pupils. There were concerns last year as to whether the data was representative of national as a whole. Sidegate came out at 2% above national, which was reassuring.</p> <p>Data was benchmarked against this and the school also looked at comparative work of the current Y6, and how they are performing against last year. October results were also looked at compared to earlier tests with children being ranked in centiles.</p> <p>Pixl 2018 October Test - Comparison to national cohort MF explained the table to Governors. The first column illustrates test results achieved in October, the second column is national. The current Y6 are outperforming national cohort in tests and have made good progress over the past two years which is reassuring. Learning behaviours can be different at times and the cohort are different to past pupils. However, their ability suggests they are not too far off achieving.</p> <p>KW questioned if there are a significant number of pupils which are higher achievers which are raising percentage. MF explained how last year there was a large group of children who were not going to reach attainment but this year they should meet national at the end of the year. The number of higher achievers are not significantly higher than last year.</p> <p>JR asked why there was a gap for spelling gap. MF explained that the timescales were tight and the spelling tests were not submitted in time. MF confirmed that</p>	

results compared to national are encouraging and there are no significant differences.

Page two of the document provided a comparison between the two cohorts. MF stated that the average scores were interesting with a difference between reading, although not deemed significant. Last year it was 77, compared to 74 this year. This is reassuring. The difference is at the top end (pupils scoring at least 40) and knowing Y6, and the support for test readiness, MF felt reassured that they have made good progress.

With Vocabulary, Grammar, Punctuation and Spelling there is hardly any difference. With Maths, there is not a great deal of difference again but there is a tail within the maths group and a core group of lower attainers. They are making good progress but will struggle to reach expected.

NMR asked for clarification about intervention. MF explained how HV works with a group of children who need small group support to secure the basics. Teachers can then focus on other children whilst this takes place. HLTAs releases teachers to do structured intervention work using Pixl resources and this is run throughout the year. In the spring term, the test readiness groups focus on test technique.

NMR questioned whether doing this in the spring term is early enough. MF explained it is about capacity and balance and that children can switch off if delivered too early. Key children are targeted where necessary.

PIXL Centile Comparisons - 2017-18 to 2018-19 Maths Current Year 6

The first table provides average centiles. MF explained that no data is recorded as Pixl were not producing any data. 100 is being aimed for. Performance is better in summer tests and if the autumn 2017 centiles were higher than autumn 2018 we would be concerned. Looking to see shift from 2018. The trends are positive.

NMR - looking at overall 92% back to 95%? Why is this? MF explained how a good working relationships is built throughout year and with most children there is a positive shift across.

Working on data for Y4 and Y3, because there are comparisons against a larger

		<p>cohort this is a decent size to compare against.</p> <p>MF explained how the school are also part of an Assessing Primary Writing. Comparative marking process (link to document) which is a comparison of writing against 20k children across the country. Y3 have same stimulus and are submitted. Y3 are not significantly different, being slightly below average which was reassuring. Y5 are just above average which is also reassuring. Y5 disadvantaged pupil premium children are not distinctively different.</p> <p>HV asked about those which say autumn term and questioned if there is a time frame. MF explained how tests are produced within a fortnight window and next week Y6 will be completing the next comparative test.</p> <p>Ofsted Primary Inspection data summary report (IDSR). The data within this report includes all SSC pupils. The areas to investigate are what will form part of Ofsted's initial lines of enquiry. MF will update this and share with Governors. MF explained how he would like to see the 25th centile shrinking, with more children in this and the average test scores, and this being maintained.</p> <p>TOK questioned if numbers and centiles could be broken down into heads (number of children)? MF confirmed that he already has this information for each child.</p> <p>MH stated this data was very valuable data.</p>	
8	<p>Peer to Peer Review WJ (6.40pm - 7.05pm)</p>	<p>WJ provided Governors with an overview of the process and intentions of the Local Authority's Peer to Peer Review initiative. Full details can be found here.</p> <p>The review took place on 23rd November 2018. WJ explained how Sidegate had worked with two other schools to form a triad of schools, paired with Leiston and Bawdsey. Areas of development required were identified across all schools, The Local Authority work to provide CPD and packages are put together by the LA based on their ideas of where improvement is required. As Sidegate were the last school to be reviewed, lots of staff were involved and it was a very beneficial exercise.</p> <p>The outcome of the review can be accessed here Peer to Peer Review Report.</p> <p>WJ acknowledged it was good to work with Leiston and learn from other schools and offer them support.</p> <p>Governors asked WJ to explain what was meant by 'Helicopter Stories'. Helicopter Stories are designed to boost literacy, confidence, and communication</p>	

		<p>skills for children aged 2 to 7. Helicopter Stories: Letting Imagination Fly. Helicopter Stories is an Early Years, Foundation Stage and Key Stage 1 approach to communication and literacy skills based. Further information can be found using this link. Helicopter Stories — MakeBelieve Arts</p> <p>WJ highlighted that the learning environment in EYFS requires upgrading, carpeting, painting, furniture etc. The school are awaiting the outcome of the 'Little Extras' funding which could be used to support this.</p>	
9	<p>Policies for Review All (7.05pm - 7.10pm)</p>	<p>SEND Policy - This policy has been reviewed, with slight adjustments made. It has also been reordered to make it easier to read. Governors were in agreement with the contents, subject to the clarification of Local Offer link with Teri Tanner (SENCo)..</p>	<p>Clarify link to Local Offer with Teri Tanner (SENCo). Once updated, publish on website.</p>
10	<p>Governor visit /training reports All (7.10pm - 7.15pm)</p>	<p>Governors were reminded to forward any visit forms to TC.</p> <p>Suggestions of recent visits by Governors:-</p> <ul style="list-style-type: none"> ● Parent consultations - meetings in the hall feedback ● School Events - Shakespeare, WW1, etc. ● Governor training - external - Gang Culture, Arts, etc. 	<p>Please send forms to TC. Master visit form.</p>
11	<p>ALT Update All (7.15pm - 7.25pm)</p>	<p>ALT Update Document</p> <ul style="list-style-type: none"> ● The Governors newsletter has been reintroduced. ● Ipswich Hubs Chairs meeting scheduled for last week was cancelled. NMR will chase up rescheduling and also ask about newsletter. ● NMR will chase up recruitment of Trust Governors with ALT. 	
12	<p>Any Other Business All (7.25pm - 7.30pm)</p>	<p>AOB Document</p> <p>Governors passed on their congratulations after Sidegate received Suffolk Primary School of the Year Sports Award. Further information on this award can be accessed below.</p> <p>https://docs.google.com/document/d/1v_5cWD8ABJwtkY4D4a-DGjHmXJf0hW-EfXzXKtIrt8/edit?usp=sharing</p> <p>Roofing works - WJ explained that this is an ongoing project, and how there have been challenges with no temporary roof and the poor weather. Damage has been caused by water leaks. Delays were encountered during the tender process resulting in the project not starting until later in the year. As the funding</p>	

		<p>from the EFA runs from April to March, this has to be spent by March 2019. .</p> <p>JR shared with Governors that he had read an interesting article in the local paper regarding exclusions.</p> <p>KW confirmed she is due to visit school on 14th December 2018 to complete a Single Central Record Audit and to discuss the Safeguarding Policy with TC, WJ & Sam Hicks (DSL).</p>	
13	Dates of upcoming events for governors to attend and possibly say a thank you.	<ul style="list-style-type: none"> ● KS1 Nativity to Parents - Tues 11th December (9.30am-10.30am & 3.30pm-4.30pm) and Wed 12th December (2pm-3pm). NMR agreed to attend on 11/12 am. TOK to attend 12/12 pm. ● Winter Concert at Northgate High School - Thursday 13th December - children to arrive no earlier than 5.30pm (6pm concert start time). NMR to attend. ● EYFS (Reception) Christmas Presentation to Parents - Mon 17th and Tues 18th December (2.30pm-3pm). JR may be able to attend. ● Carol Service at St John's Church - Mon 17th December 2018 - 6pm start TOK is due to attend to do a reading. NMR will also attend. 	
13	Date and time of next meeting All	<p>Tuesday 22nd January 2019, 5.30pm (data focus).</p> <p>Sidegate Governors Meeting Schedule 2018/2019</p>	

Meeting closed 18:55