
SIDEGATE PRIMARY SCHOOL

Local Governing Body

21st May 2019 5.30pm (rescheduled from 30th April 2019)

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:	Mary Hallett (acting Chair in the absence of 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	Apologies
Matthew Ferrier	Staff Representative	Present
Danny Howden	Staff Representative	Apologies
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Kevin Lovell	Parent	Present
Matt Moseley	Trust	Present
Tim O'Keefe	Parent (Vice-Chair)	Apologies
Helen Quantrill	Staff Representative	Apologies
Jack Rich	Trust	Apologies
Karen Wesley	Trust	Apologies
Heather Valentine	Staff Representative	Present
Anna Heaven	Observer	Present

Sidegate Primary School Local Governing Body
AGENDA ITEMS / MINUTES / ACTIONS
21st May 2019 (rescheduled from 30th April 2019 - 5.30pm)

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees, apologies and welcome to new members All (5:30pm - 5:35pm)	<u>MM and KL to sign Pecuniary Interest forms</u> Completed	
2	Minutes of Last Meeting and Matters Arising All (5:35pm - 5:45pm)	<u>Approval of minutes of previous meetings</u> 19th March 2019 Governors agreed the minutes provided an accurate record of the meeting and gave their approval. All actions were completed.	
3	Pecuniary and other interests All (5:45pm - 5:50pm)	<u>Declarations of Pecuniary and Other Interests with regard to items on the agenda</u> No interests were declared.	
4	Fixed Penalty Appeal All (5:50pm - 6.05pm)	See confidential part B minutes for further discussion on this item.	
5	Finance HQ (6:05pm - 6:15pm)	<u>To receive any updates including:</u> <ul style="list-style-type: none"> • <u>March month end</u> <p>WJ explained in more detail the variances where we are holding money for projects (i.e. PHF). HQ meets regularly with ALT to discuss the budget and month end is shared with the ALT Finance Director. HQ has been frugal with spending and this has resulted in a higher carry forward than predicted.</p> <p>WJ spoke about the positive changes to funding. High Needs Funding (HNF) is the money the Local Authority provide to each school for children with SEN and the system has changed this year. We are waiting to hear about funding for this year and moving forward. Information was submitted in October on funding for our children, the figures were moderated several times and bandings have been received with little or no changes. Figures have been put against banding, with more money for higher needs. All bandings have now been moderated and they have not been changed. As a result, we believe the Local Authority will have an overspend of £3m over the next three years.</p>	

We are expecting £57k funding this year, we had budgeted £24k so this is £25k more than expected. Children in our SSC classes do not get new banding but next year, mainstream and SSC will bring in £190k. This is a conservative estimate. We have put the figure of £150k in the budget moving forward as there could be some variances. This additional money will make a huge difference to meeting the needs of children and the recruitment of additional staff.

MF explained the process when applying for funding, how we have to bid for provision in place. All our applications were very clear explaining what provision we would need to put in place should we receive the funds.

KL questioned whether project spending could be predicted for consistency. MF confirmed that we usually do forecast ahead but with the new banding it has been difficult.

WJ reiterated that if schools are funded properly, children will succeed and progress. This would reduce the need to move children to specialist provision/out of county provision/SEN. If investment is made better in mainstream, schools will save money in the long term. WJ also highlighted that the Government will be paying the teacher pay increases and pensions for next year but it is uncertain for the following year.

The SSC in total will bring in funding of £350k for 25 children as next year. Some of this extra money will go into mainstream. We ring fence money for SSC (£265k for staffing costs - 76% of budget) and if we were to include MF/WJ and Admin, this could increase to up to 80-85% which is not unreasonable. Will will also be in a position to recruit additional staff to make a real difference. Over the past three years we have lot many posts and lots of children need 1:1 support.

KL questioned if there was any capital funding available. WJ confirmed not at this stage.

MH questioned whether we need to wait until the 31st May resignation deadline line before recruiting. WJ confirmed this was not the case for TA's and that £40k extra staffing costs have been budgeted for. Four new TA's will be recruited.

The Phase Leader for SSC has resigned and this role will not be replaced. We will be trialling a replacement with an Assistant SENCO for succession planning as well as the full time SENCO to support the SSC.

MM questioned whether the children requiring 1:1 support were statemented. WJ confirmed they were no longer on statement but that children need to have time and effort invested in order to reap the rewards. A meeting is to take place between the SENCO and HV to explore staffing.

		<p>For next year, £20k has been budgeted for interior decoration and we will have an in year surplus of £16k.</p> <p>KL asked whether there was any other equipment which needed replacing. WJ confirmed that the capital pot is £11k. We have a trolley of chromebooks which will go out of management support and will need replacing. We have also previously replaced our Smart board from this pot (with additional funding from PTA and money from Little Extras). A new oven is required and any remaining funds will be used for CCTV.</p> <p>KL asked if anything could be put into the newsletter. WJ confirmed a budget piece will be published, once the July forum has taken place.</p> <p>WJ summarised that there will be a surplus in 19/20 of £16k and in 20/21 at deficit of £110k (we need to carry forward of £250k). In 21/22 there will be an in year deficit of £35k. There is uncertainty around teacher pensions/pay rises. ALT are very strict about what we can include as guaranteed funding and assumed funding and we will need to show at the end of three years that we have a surplus to carry forward.</p> <p>KL enquired how Governors fit with budgeting. WJ explained that they should be monitoring month end, not approving and should be familiar with the strategic needs of the school.</p> <p>The budget for academic year 2019/20 is due for completion end of May half term. It will be submitted to the Trust Board in July 2019 for approval. HQ will share a more detailed budget when available.</p> <p>WJ requested a meeting with 3 non-staff governors at the end of this meeting to form a Pay Body to approve support staff pay increments for the summer term. Please see confidential part B minutes for further discussion on this item.</p>	
6	<p>Headteacher's Report WJ (6:15pm - 6.45pm)</p>	<p><u>190430 Report including end of Spring Term data.</u></p> <p>KL commended the report for being very detailed and spoke about the quality of teaching being important to him as a parent.</p> <p>WJ explained how her report provides academic data and how the quality of teaching can be seen at Governors reviews, by dropping into lessons, book looks etc. Governors should familiarise themselves about attendance, exclusions, data and health and safety. The best way to know the school is through reviews. MM agreed that the last review was very useful and rewarding.</p> <p>MF explained how we no longer grade lessons, and that a more developmental approach is taken regarding individuals teaching practices, using a coaching approach.</p>	

		<p>Teachers Standards are used as a benchmark.</p> <p>MM asked about bullying incidents being quite low. WJ explained how exclusions tend to be more towards the end of the summer term as a result of children not being in the right setting for them. Incidents are recorded as a fixed term exclusion.</p> <p>KL asked if Ofsted walked through the door, how can the school be confident that we maintain good. WJ explained how Ofsted measure through the data. MH spoke about a good module on the NGA website which has useful information regarding data and triangulating. WJ confirmed that the school Self Evaluation Form (SEF) will be updated too but there is no expectation that the Governing Body will rate teaching.</p> <p>MH shared her experiences of Ofsted and how they ask about the strengths of the school, so this can be evidenced through the journey and impact of the whole school.</p>	
7	<p>Policies for Review (6:45pm - 7pm)</p>	<p>List of statutory and mandatory policies and documents</p> <p>TC confirmed the school is compliant with regards to statutory and mandatory policies and the required policies are published on the school website.</p> <ul style="list-style-type: none"> ● Review charging/letting costs <ul style="list-style-type: none"> ○ Current charges <p>Lettings charges were updated in 16/17 and kept the same for 17/18. There are a number of different categories of hirers, as well as different rates for community groups. The school has consistent use. We are looking at improving toilet facilities in the near future and charges may increase to recoup these costs.</p> <p>KL questioned if there was any benchmarking of charges. WJ confirmed this took place in 15/16. Running costs are minimal as site staff are on split shifts therefore no additional hours are claimed. Income goes into a pot and is not ringfenced. MH recognised by hiring school facilities this serves the community too.</p> <p>KL asked whether there were lettings over the summer holiday period. WJ explained that we used to work with Premier Sport but our premises staff take holiday during this time which restricts the lettings period. Cabin Crew do you the facilities and the swimming pool is also hired but this does have its limitations..</p> <p>Governors were in agreement to continue with current lettings rates for next academic year.</p> <p>WJ reported that the rate for Little Acorns Nursery lease was set with the Local Authority Surveyors team when the school converted to an Academy. Recently the DfE</p>	

		<p>have asked us to reassess this lease, at a cost of £1.5k. We are currently awaiting a report on this new assessment. MM questioned whether the lease moves with inflation. WJ confirmed the rate was agreed for the first year at half rate as they are a registered charity. A new five year lease will be agreed.</p> <p>A peppercorn rent is paid by the Cabin Crew to the Local Authority. ALT have a 100 year lease except for the land around Cabin Crew. They do contribute towards the costs of utilities.</p> <p>It was agreed to carry forward the below discussions to the meeting in September.</p> <ul style="list-style-type: none"> • How can Governors support school in promoting policies? • Consider a slot in newsletter to reflect Governors' voice. Promoting uniform etc. Consider a blog. 	C/f to September.
8	Governor visit / training reports All (7pm - 7:10pm)	<p>Governors were requested to complete a visit form each time they visit school or attend an event/activity</p> <p>MH reported on her visit to the library with the SENCo and how she had a great time and found it very useful.. The visit report was very easy to complete and provided valuable evidence.</p>	TOK/NMR to complete visit reports following learning walk in February.
9	ALT Updates (7.10pm - 7.20pm) WJ	<p>ALT Update Document WJ confirmed ALT had interviewed for a new CEO the week before last. No announcement as to who has been appointed to date..</p> <p>ALT Governors' Newsletter Summer Term 2019</p> <ul style="list-style-type: none"> • Discuss what we would like Trust to include and send feedback. <p>WJ spoke about encouraging communication between ALT and Governors through termly newsletters.</p> <p>KL asked about the annual accounts and whether there is any discussion with other ALT schools. WJ confirmed there is an Ipswich Hub for Headteachers who regularly meet (Chantry/Hillside/Gusford). KL asked if there was any disparity between reporting of spending.</p> <p>WJ explained how deals are negotiated across the Trust. HQ is very good at looking at good value for money. Some cases costs can be more for a lower quality service so we look at our own quality, together with benchmarking. MF explained how the financial controls are more restricted and that they need approval through ALT.</p>	
10	Any Other Business	<u>Parent/Pupil Survey</u>	

	All (7.20pm - 7.30pm)	<p>The results of the parent/pupil survey results were discussed. It was agreed that Governors would discuss the results further and explore a response to families (MM to lead).</p> <p><u>Lunches on School Trips</u> Packed lunches in a disposable bag have been requested historically when sending letters out for school trips. Moving forward, we have requested families send packed lunches in a lunchbox. Any remaining contents can be taken home and recycled where appropriate.</p>	List as an agenda item for next meeting.
11	Date and time of next meeting All	<p>Thursday 6th June, 5.30pm (training focus)</p> <p>Sidegate Governors Meeting Schedule 2018/2019</p>	

Meeting closed 19:20