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# SIDEGATE PRIMARY SCHOOL

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## Sidegate Primary School Local Governing Body

### Full Governing Body Meeting - 24th September 2019 - 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.

<b>Chair of the Committee:</b>	Natasha Moreno-Roberts	<b>Clerk to the Committee:</b>	Toni Cornish
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**Attendees**

<b><u>Name</u></b>	<b><u>Governor Type - Trust/Parent/Staff/Associate</u></b>	<b><u>Present/Apologies/Absent</u></b>
Natasha Moreno-Roberts	Chair of Governors	Apologies
Matthew Ferrier	Staff Representative	Present
Danny Howden	Staff Representative	Present
Mary Hallett	Trust	Present
Wendy James	Headteacher	Present
Kevin Lovell	Parent	Present
Matt Moseley	Trust	Apologies
Tim O'Keefe	Parent (Vice-Chair)	Present
Helen Quantrill	Staff Representative	Present
Jack Rich	Trust	Present
Karen Wesley	Trust	Present
Heather Valentine	Staff Representative	Present
Anna Heaven	Observer	Present

## Governing Body Key Reference Documents

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees, apologies and welcome to new members <b>All</b>	<p><b>Election of Chair/Vice-Chair.</b>  <b>Arrangements for interim chair.</b> Discuss arrangements.</p> <p>Due to ill health an interim chair is required. It was agreed:-</p> <ul style="list-style-type: none"> <li>• Acting Chair - Tim O'Keefe</li> <li>• Acting Vice Chair - Karen Wesley</li> </ul>	Advise ALT of interim arrangements. Review April 2020.
2	Minutes of Last Meeting and Matters Arising	<p><a href="#">Minutes dated 9th July 2019</a>  Governors agreed the minutes provided an accurate record of the meeting and gave their approval. Outstanding matters arising:</p> <p><b><u>Item 2 Minutes from previous meeting (May 2019)</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Parent/Pupil Survey</a></li> </ul> <p>The results of the parent/pupil survey results were discussed. It was agreed that MM would prepare a response to the survey, by the end of the academic year.</p> <p><b><u>Item 10 Governor Visits</u></b></p> <ul style="list-style-type: none"> <li>• MM to complete visit for Arts Festival.</li> <li>• Governors to complete visit forms following Learning Walk/Book Look 09/07/2019</li> </ul> <p><b><u>Item 11 Governor Training</u></b></p> <ul style="list-style-type: none"> <li>• TC to clarify with ALT Safeguarding Training Requirements for Governors</li> <li>• TC to distribute Skills Audits forms</li> </ul>	<p>To be c/f to the next meeting.</p> <p>To be c/f to the next meeting. Governors reminded.</p> <p>Proposed dates 29/10 or 5/11 5.30pm. Reminder sent.</p>
3	Pecuniary and other interests/Code of conduct	No interests were declared. Governors present noted the <a href="#">Updated Policy</a> Disclosure of Pecuniary Interests and signed Pecuniary interest forms for the new academic year.	MM to sign forms at the next meeting.
4	Revisit Terms of Reference/membership	<p>All committees were combined previously and terms of reference were brought in line with the ALT LGB Scheme of Delegation.</p> <p><b><u>Being a Governor</u></b></p> <ul style="list-style-type: none"> <li>• Governors present signed new Code of Conduct forms for this academic year. <a href="#">Code of Conduct Policy</a>. Governors present signed Code of Conduct forms for the new academic year.</li> </ul>	MM to sign at next meeting.

		<a href="#">Membership and Link Governors 2019</a> Updated.	
5	Approval of Residential Visits for the Academic Year 2019/20	<ul style="list-style-type: none"> <li>● Approval of forthcoming residential visits</li> <li>➤ Hilltop Y6 March 2019 (WJ attending with Y6 teachers)</li> <li>➤ Ironbridge Y5 March 2019 (MF attending with Y5 teachers) Future visits will be discussed as part of the changes to the curriculum.</li> <li>➤ How Hill Y4 April 2019</li> </ul> <p>Places are limited for these visits, mainly due to coach capacity/bed space. Risk assessments have been carried out and recorded on the Evolve system. The DSL is always available to be contacted and a full trip pack taken on residential visits for recording where necessary..</p> <p>For children who do not attend the residential visits, activity weeks are held at school and learning objectives mirror these visits (i.e. team building).</p> <p>In the new Ofsted Framework there is a section in the outstanding category which relates to disadvantaged pupils being given the same opportunities. Children at Sidegate are encouraged to apply for funding for residential visits through the Northgate Foundation.</p> <p>Governors approved these visits and recognised the positive impact these visits have on children.</p>	
6	School Improvement Plan Monitoring programme	<ul style="list-style-type: none"> <li>● <a href="#">School Improvement Plan</a></li> <li>● Set GB objectives and measurable outcome for these.</li> <li>● <a href="#">Self Evaluation Summary September 2019</a> - a quick RAG rate by WJ/MF</li> </ul> <p>MF explained the elements of the latest SIP. The plan is RAG rated and aligned with the Ofsted framework four main categories. Key priorities are highlighted together with key actions. A separate section allows progress to be measured and reviewed on a termly basis.</p> <p>It has been shared with Middle Leaders and is a 'live' working document which is being populated with those who have responsibility for different areas. It reflects where we are in respect of leadership, developing the curriculum to ensure it is fit for purpose. The plan focuses on the curriculum, ensuring it is matched to need and is also linked to how our pupils learn and the development needs of staff. Elements link to staff wellbeing in the new Ofsted Framework, in particular staff workload, ensuring those with specific responsibilities are given dedicated out of class time to meet their responsibilities. HLTA time is used as creative covering. An example is AH who has weekly meetings with staff who are released to work</p>	

with her to discuss Pixl which allows promotion of Pixl champions. Regular release time is maintained with bookable slots and SLT cover where they can.

DH explained how he ran a staff consultation on a new approach to marking and feedback. This will look different to previous and is part of a coaching and mentoring programme which DH is leading on. This forms part of teacher wellbeing and reducing anxiety and stress around staff.

TOK spoke about whether this is getting easier for staff but in turn creates greater pressure on SLT. DH explained that there is always a need to be mindful that we are reducing and listening.

MH questioned whether teachers hand in planners. WJ confirmed they don't. Cover is booked for every teacher/HLTA for them to have a professional dialogue meeting (1:1), dedicated time to talk to her. WJ explained how she looks to meet with staff who do not necessarily come of their own free will, although recognises diary availability dictates this.

MF confirmed that when we advertised internally for Phase Leader roles, those who were not successful were recognised for their aspirations and signposted to Middle Leader training. WJ's meetings are a chance to catch up, for succession planning and building capacity internally.

DH acknowledged how this contributes to wellbeing, valuing skills, helps with retention and staff want to work harder.

MF spoke about the importance of Governors involvement in monitoring and would like to signpost Governors to those barriers for disadvantaged children; Ensuring they are accessing the full range of opportunities is key to us this year through positive discrimination. MF explained that on 05/10 we will be taking some pupil premium children to London. Pupil premium children are under represented in extra-curricular clubs. Governors were asked to look at the SIP to see if there is a particular thread which is of particular interest to follow through.

***Leadership & Management - Governor statements form "Good" section of new Ofsted Handbook: Those responsible for governance understand their role and carry this out effectively. Governors/trustees ensure that the school has a clear vision and strategy, that resources are managed well and that leaders are held to account for the quality of education.***

***Those with responsibility for governance ensure that the school fulfils its statutory duties, for example under the Equality Act 2010, and other***

		<p><i>duties, for example in relation to the 'Prevent' duty and safeguarding.</i></p> <p>TOK recognised that the new Ofsted framework encompasses a broad and balanced curriculum and acknowledged the great work of the Shackleton project.</p> <p>WJ spoke about the recent PD days with staff where curricular improvements were presented, what could be done better. PD days involve lots of input from staff. A comprehensive document will be put together for the school website which will outline the curriculum and our intent. Slides from PD days are included in the Headteacher's Report.</p> <p>TOK asked if SLT sit down with teachers and discuss how they can achieve particular pathways. DH explained that this happens all the time, through appraisal (formally and informally) and through discussions and coaching sessions.</p> <p>MH - taking out the piece about Governors, MH agrees but when you look at most recent report, two points Ofsted , strengthen. Should have a folder, visits etc. as evidence.</p> <p>WJ hopes to produce a crib sheet for Governors of the curriculum by Christmas. Ofsted are expected Spring 2021. This could be for a Section 5 2 day inspection. If Ofsted feel we are outstanding or RI this could extend to a full inspection (a further 3 days). A 90 minute phone call is received in advance of an Ofsted visit for a Section 5 inspection.</p>	
7	Review Vision, Values & Aims of school & ALT	<p><a href="#">Sidegate Vision, Values &amp; Aims</a></p> <p><a href="#">Active Learning Trust Aims</a></p> <p>Governors were signposted to refresh themselves with the Vision, Values and Aims. The ALT Trust aims are about running the Trust as a whole.</p>	
8	Trust Business WJ	<p>To receive any Trust Business updates including:-</p> <ul style="list-style-type: none"> <li>• <a href="#">WJ/Chair feedback on any pertinent information/actions from ALT heads meetings and/or ALT visit notes.</a></li> </ul> <p>WJ reported that the new ALT CEO (Stephen Chamberlain) will be taking up his post after half term. He spoke at the PD day about his commitment to the Trust. Mr Chamberlain spoke about the opportunities which were given to him to allow him to succeed as he came from a disadvantaged background. The opportunity offer is for all children and those not encouraged should be given access to this.</p>	

9	Headteacher's Report WJ	<ul style="list-style-type: none"><li>• <a href="#">Headteacher Report</a> and end of term data</li></ul> <p>Census takes place on 03/10/19. The budget for the following year benefits is approximately £3k per pupil. We currently have 5 vacancies in mainstream and two in our SSC. We have agreed those spaces for the SSC children but these will be part of a panel at the Local Authority on LA on 30/09/19. We are looking for them to be on roll by census day so we can benefit from the funding. We were initially oversubscribed in EYFS but this number changes over the summer break due to a number of reasons. There is currently just one vacancy in EYFS because the family have chosen to home educate. Other leavers are due to house moves.</p> <p>The number of Pupil Premium children currently sits at 14%. We have received an offer from a charity to do signing with disadvantaged children. Y5 children have been chosen as they are the highest proportion of PP children. There has been no significant increase of EAL children.</p> <p>Bullying/racist incidents are grouped together with peer on peer and cyber bullying. There is an increase since last year as there was an incident with Y6 pupils sending messages through a WhatsApp group. Parents and children brought this to the attention of the school and the children were spoken to regarding this.</p> <p>KL asked if there was training available for social media. WJ explained that the NSPCC come in and talk to children and provide talks on e-safety, raising parental awareness.</p> <p>AH explained about circle time which is held each week, which discusses social media and that there are booklets for parents to raise awareness. AH spoke about the children's perception with the fear of missing out. Children were not aware that they could leave a WhatsApp group and they are encouraged to talk to their parents if they have any concerns.</p> <p>WJ explained that children often get a phone for their 11th birthday in preparation of them starting high school. They can bring their phones into school but these are kept in the office during school time. There are no age restrictions but it is important to educate parents about checking phones and restricting content access. WJ reiterated about the fear of missing out and explained how children</p>	
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get a high from the hormone/chemical Dopamine when they are interacting on their phones.

MH explained about the phone policy they have at Northgate 'On Site - Out of Sight' . The policy is shared with parents as part of induction and they are very supportive.

WJ expanded on the racist incidents, two were SSC, and explained that in primary schools, these are often attributed solely to the way something is worded.

SEN figures are interesting in relation to EHCP, four of these being Y6 mainstream classes. Governors attention was drawn to the data for next year as there are 97 in the Y6 cohort, 11 of these have an EHCP. None of these children will reach expected standard and Governors should be aware of this for percentage purposes. EYFS already have 3 children with an EHCP and there are a number that haven't been assessed at the moment.

Staffing remains stable and a number of new TA's have been appointed. All staff are settled and training is underway.

Funding - On the 18th July WJ received an email from the Local Authority that the SSC would be under transitional protection and we would lose £90,000 of funding. WJ explained how she challenged this and that the Trust became involved. WJ met with Allan Cadzow and Bob Dool and felt very supported. Before the end of term we were told we would receive 50% funding this year, 50% the next year and 100% the following. Pressure was mounted with the Local Authority and an email received from from Allan Cadzow( Corporate Director of Children and Young People) who had taken this to Sue Cook (Executive Director of People's Services). Funding was then agreed at 80% this year and 100% next year.

KW asked what the reasoning was for this. WJ explained how alternative provisions were always funded more that SSC's and how a paper was written for the Schools Forum which included SSC's. SSC's were not represented at the meeting in January 2019 and the April meeting was cancelled. Schools were not informed of the funding decision until July 2019. As a result of this funding uncertainty, we didn't recruit as many TA's as we had anticipated. Now the funding shortfall has been resolved, we will be advertising for another 5 TA's later



this month. By exploring the budget further, children with EHCP will bring additional funding and this will allow us to provide them with adult support.

Sam Hicks (Family Liaison Manager) has resigned because of career progression. Today we interviewed for a new Pupil and Family Welfare Lead. The post has been offered subject to references and other pre-employment checks. The successful candidate is currently in a similar role outside of the county.

Attendance last year was 95.8% (national sits at 96%). Governors recognised the hard work by SH to reduce this figure. Persistent absence for FSM children, has also reduced.

With regard to Child Protection, there were 106 single agency referrals received. Just 6 of these are on a 'Team around the Child' plan. Governors recognised that there are very few children on plans because of the early help work and hard work put in place by SH, to prevent issues escalating.

There were several children with broken bones. All incidents were as a result of accidents and a full investigation was conducted in all cases and the outcomes recorded. There was nothing of concern to report.

Audits of the Single Central Record were completed.

The Ipswich Opportunity Training money needs to be claimed and evidence of spending provided for last year. The next payment is due in October. Some of this funding was used for SSC horseriding which was very rewarding for them, providing them with great life skills and lifts their self esteem.

The Paul Hamlyn Foundation project has reached the end of its first year. Teachers are now training other teachers, with artists support. A draft report is in the process of being drawn up which will show the positive impact on children's development.

£10k Funding from the Sugar Tax has been received and we are looking at the Parliamentary manifesto pledges, exploring quotes for shading on the field but with a need to ensure this meets the spend criteria.

Dress down for your birthday was well received by pupils.

A group of Year 4 girls worked together to raise money to support families with cancer or other illnesses, specifically for the charities St. Elizabeth's hospice and Macmillan Cancer Support. They held a raffle in exchange for wearing non-uniform on the 19th July with many prizes being donated by local businesses. They raised over £2,000. One of the prizes was to be Headteacher for the day on the 10th October. The winner will have £100 to spend and something to 'decree'. They will also lead an assembly, be part of a panel for shortlisting for TA applications and will prepare a short movie, interviewing pupils about the opportunities available to them at Sidegate.

#### Data

MF reported a good level of development was below national last year. At the previous meeting he shared welcome assessments which showed a large number of children significantly below. This was discussed with teachers at PD day. The breakdown of groups shows 17 pupils on the SEND register, a large number in EYFS.

MH asked what has been the impact of funding restrictions on EYFS . WJ explained this had a large impact last year, and although we tried to front load with staff there was a reduction in staffing due to budget constraints. With the level of language and communications needs, adult interaction is paramount to raise attainment. MF reported that one pupils had to be assigned a 1:1 which came out of the pool of existing staff.

MH asked what will be the impact going through the school. WJ explained although there is more funding at the moment, more staff (front loading) are required in EYFS as well as KS1 to bring them up to standard, We need to continue to support children through 1:1's or group work. We had anticipated recruiting in the summer but with gap in funding this was halted. Following the agreement by the LA to increase funding, this has delayed our recruitment plans and new staff will not now be in post until after the half term break.

WJ explained that some children did not achieve in all areas and it is difficult to unpick this. HV explained that last year was the first year we could only allocate 1 member of staff between three classes for Speech and Language as interventions and 1:1 took priority. 7 new TA will be a huge benefit and additional help is being provided by an EYFS teacher who is due to go on maternity leave shortly.

		<p>We have bought into Storytime Phonics (60 books across two years) which have linked text to each Phoneme. This resource will expose children to a good range of texts with a more integrated contextual approach. The children have only started using them this week and hope this will develop reading and writing.</p> <p>KS1 compared to 2018 figures are not far off national with the gap being narrowed gap. A new team are in KS1 and we hope the gap will continue to narrow further.</p> <p>KS2 results against provisional national were as expected. They are a challenging cohort, expected either met or exceeded. We are very pleased with the result. Greater depth for reading is not significant but is for maths.</p> <p>Gender - girls did better than the national cohort. Boys did not do as well, part of this is linked to their complexity of need as a whole. Boys greater depth was interesting and was close to or matched national. This is the reflection of this particular cohort and not a trend. This year Y6 will be the first group who will come through as a progress measure who took the national tests. Results look encouraging.</p>	
10	Curriculum - where we are at	<ul style="list-style-type: none"> <li>• PD Day training</li> <li>• Next steps</li> </ul> <p>Discussions on these points were covered under the above item.</p>	
11	Safeguarding <b>All</b>	<p>All governors must refresh themselves on the</p> <ul style="list-style-type: none"> <li>• <a href="#">Child Protection and Safeguarding Children Policy</a></li> <li>• <a href="#">KCSIE Sept 2019.</a></li> <li>• <a href="#">July 2019 Appendix A of the Trust's Safeguarding and Promoting Pupils' Welfare Policy for your school - checklist completed by school governors.</a></li> </ul> <p>Safeguarding Training for all Governors will be scheduled for autumn term (discussed above)</p> <p>KW and TC audit of SCR review was completed on 20th September.</p>	<b>Governors to email Toni Cornish to confirm they have refreshed themselves on these documents.</b>
12	Finance <b>HQ</b>	<p>To receive any updates including:</p> <ul style="list-style-type: none"> <li>• Budget update</li> </ul> <p>HQ reported a Year End c/f figures of £400k . We are awaiting confirmation of</p>	

		<p>the budget from the Trust (expected by the end of October). A budget rebase will be submitted to the Trust once staffing is finalised.</p> <p>Initially the c/f figure was anticipated at £330k c/f as assumptions were made that we would spend all of the budget. Savings have been made with staffing, premises/maintenance, money claimed back and we have billed ruthlessly.</p> <p>Where funding streams such as PHF need an allowance for next year, this is ring fenced (i.e. Ipswich Opportunity and Essential Life Skills). Figures have been confirmed for High Needs Funding. This has been put in for one year to consider whether we can continue with current staffing levels. If we continue as is, there will be a deficit budget by Y3. .</p> <p>Teacher pay rise of 2% has been awarded (£280k between Y1 and Y3). The Government has agreed to pay this year (2.75%) but we have to budget beyond this as we are unsure of the future.</p> <p>School meal prices have increased to £2.40, caterers are competitive. For UIFSM and FSM we received only £2.30 from the Government.</p> <p>An electrical issued highlighted by UKPN has resulted in a requirement to upgrade our server to safeguard during any power outages. Costs are being explored.</p> <p>Donations - Parents are not in a position to donate large sums as they do for private schools. MH spoke about how shtried e to set up Alumni which was not as successful as she had hoped. WJ had a similar experience with her Music charity.</p> <p>TOK and NMR looked at bids and will need to work with PTA as they have charity status.</p>	
13	Governor visits <b>All</b>	The next Governor book look/learning walk was agreed for Tuesday November 12th. Details will follow nearer the date.	
14	Policies <b>All</b>	<p>Autumn term review</p> <ul style="list-style-type: none"> <li>• <a href="#">Statutory and Mandatory Policies (DRAFT)</a></li> <li>• <a href="#">Governors to adopt the ALT Financial Controls Manual and Appendices</a></li> </ul> <p>Governors adopted this policy.</p>	<b>WJ and TC to meet to discuss policies.</b>
15	Training needs for 2019/20 (NGA Skills audit) <b>All</b>	<ul style="list-style-type: none"> <li>• Safeguarding - Safeguarding Training - Proposed dates 29th October or 5th November at 5.30pm. TC to confirm.</li> <li>• Training meeting to be cancelled on 15th October.</li> </ul>	

		<ul style="list-style-type: none"> <li>• NGA online training NGA Eastern Region Conference training - KL considering attending.</li> </ul>	
16	Any other business <b>All</b>	<p><u><a href="#">Link to live document</a></u></p> <p>WJ has a letter from Lord Agnew to ensure our catering providers will ensure nutritional standards are met after Brexit on 31/10/19.</p>	
17	Date and time of next meeting <b>All</b>	<p>CANCELLED Tuesday 15th October 2019, 5.30pm - Training Focus cancelled.</p> <p><u><a href="#">Meeting Schedule for 2019/20</a></u></p>	

**Meeting closed 20:00**