
SIDEGATE PRIMARY SCHOOL

Local Governing Body
(Focus Personnel & Resources)
15th November 2016, 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:	Steve Wildon	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>
Ed Dewson	Trust	Present
Matthew Ferrier	Associate	Present
Katie Gooch	Staff	Present
Danny Howden	Staff	Present
Wendy James	Headteacher	Present
James Mehmed	Trust	Present
Natasha Moreno-Roberts	Parent	Present
Tim O'Keefe	Parent	Present
Helen Quantrill	Associate	Present
Karen Wesley	Trust	Present
Steve Wildon (Chair)	Trust	Present

Sidegate Primary School Local Governing Body
(Focus Personnel & Resources)

AGENDA ITEMS / MINUTES / ACTIONS

15th November 2016

	Agenda Item & Associated Challenging Questions	Items Discussed	Actions to be taken
	(Finance, Premises, H&S + HR)		
1	Attendees and Apologies	<p>Welcome to new and existing Governors, Karen Wesley - Trust Governor Tim O'Keefe - Parent Governor Natasha Moreno-Roberts - Parent Governor. All Governors introduced themselves.</p> <p>Welcome packs have been issued by ALT. As at 15/11 all DBS checks should have been completed, photographs taken and ID badges will be prepared. TC has updated the website.</p> <p>Discuss Governor presence within school.</p>	<p>Commitment of Undertaking forms to be signed and returned to Clerk. Outstanding - Karen Wesley</p> <p>Register of Interests Forms should also be signed and return to Clerk. Outstanding - Tim O'Keefe, Natasha Moreno-Roberts and Karen Wesley</p>
2	<p>Minutes of Last Meeting (4th October 2016) https://docs.google.com/document/d/1dHQzoVMIIAEvz6ulRmKg8LLNRKlvUrSFreFdmliA7i4/edit?usp=sharing</p>	<p>Trust Governor members. WJ has contacted Libby Wragg Schools HR. JM suggested University of Suffolk.</p> <p>Home Learning Policy (previously Homework Policy) - ED/SW met with WJ last week. Positive feedback from children. Evidence sought for key points, maths etc. Communication diary for KS2. Discussed understanding from parents around homework tasks. WJ has emailed staff to discuss homework diaries with parents. Discussed tracking homework. Lunchtime detentions (Y5/6) for those who have not completed homework. Ensure parents are engaged. Diary to be reviewed next term and KS1 have been asked to consider whether they would like this. KG reported that the new format is working well.</p> <p>Always Certificates for reading/times tables/homework projects. ED asked how we track this. WJ stated we cannot force</p>	<p>Forward names to WJ for suitable parties with HR background.</p> <p>JM to forward info to NM to canvas IBC.</p> <p>Policy to be sent to parents.</p>

		<p>children to do this. Disadvantaged children are offered sessions to support. Teachers have an awareness of the children requiring additional support by TA when reading in class.</p> <p>SW met with Ellen Wellfare to discuss Athletics. Contract is being terminated at end of year. Exploring other resources which are more cost effective. Discussed timetables and embedding this for when they reach Y5/6.</p> <p>Governors Visits - Templates circulated to new Governors. Template now includes examples of effective questioning. KG felt that the questions were helpful for Governors.</p>	
3	H&S: Incident Reports	<p>MF H&S incidents, even minor injuries are logged onto our system (Handsam). 8 incidents logged. 7 incident happened to an adult, 1 to a child. Pupils with complex needs/behaviours, reacting in a physical manner. Minor injuries do occur to those staff working closely within the children. New child within EYFS who has an ASD diagnosis. A risk assessment has been completed.</p> <p>Incident involving child during PE in the gym (dislocated toe). Bare feet was a contributory factor (bare feet because of noise). Protocols have now been updated as a result of this incident.</p>	
	<p>Finance: Lettings Rates for 2016/17 - email action Email sent to ED, SW & DH on 6/9/16 by WJ https://docs.google.com/a/sidegate.net/spreadsheets/d/1cnTN31Omn8518eIG6ZETMSQ6dUE6uPw_YQm_v7_hkCHQ/edit?usp=sharing</p>	<p>Historic charges for lettings. WJ/HQ reviewed charges and rates to be charged for 2016/17. Suggested rates for new lettings prepared. Lettings should cover costs, i.e. not paying additional charges for opening of the school. Charges should cover heating/lighting etc. HQ confirmed the new rates have been used and no adverse response has been received. An example of a current letting is a tutor who has asked to hire a room for one child.</p> <p>NM questioned how well the facilities were used. HQ confirmed we do have availability and are currently advertising through our website/newsletter.</p>	Governors were in agreement with the charges. School discretion where applicable.
4	<p>Behaviour Policy and Procedures for review https://docs.google.com/document/d/1NDxXNnior0JE-KxJPb-WTokWhdGa9ef2aM87iKOqquE/edit?ts=5805de8a</p>	<p>Page 7, changes introduced following an ALT review.</p> <p>ED asked whether the school refers to the document if a parent raises a query. WJ confirmed they do.</p>	Governors to review and feedback to TC for approval at next meeting.

5	Personnel: Teaching reviews - pay progression	<p>WJ explained the an annual pay progression for teaching staff takes place from 1st Sept - 31st Aug and the appraisal cycle needs completing by 31 Oct. Targets are set at the beginning of the year and a series of reviews take place throughout the year. Final review explores whether they have met their objectives. WJ explained to Governors the system of progression through the pay scales (i.e. MPS and UPS).</p> <p>WJ reported to Governors the recommendations for pay progression for teaching staff following completion of this appraisal cycle.</p> <p>JM explained Governor questions in the past were around ensuring teachers have met their targets and previous evidence has demonstrated not all staff have met their targets in full. Governors were reassured this appraisal cycle is a fair process.</p> <p>WJ explained that some staff have not met targets, some are at the top of their pay scale and discussions have been held with teachers. Performance management is being explored further as the mid year review is not as effective as it could be.</p> <p>Support staff appraisal cycle takes place 1st April - 31st March.</p> <p>TO questioned what provisions are there for staff who wish to take a step backwards. WJ believes there is consideration being given to this within teachers' pay and conditions.</p> <p>TO questioned how performance measured. WJ explained this is attainment and progress of children within class, taking into account SEN children making progress. Challenging targets are set (i.e. 100% to meet ARE).</p> <p>NM questioned how the school finds good progress. WJ explained there are internal assessment systems throughout, EYFS, end of reception early learning goals with clear criteria and consistency. Each year group have subjectives (beginning/developing/embedded), judging against linear progress and what the teacher has done to support this. Pupil progress meetings are held each term where each child is discussed, exploring support for children. MF explained there is a percentage of children at the end of the year who reach ARE.</p>	Governors were in agreement with these recommendations. These will be forwarded to the Business Manager for input on EPM Personnel Management portal.
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		<p>Moderation takes place in school regularly and with other schools. External moderation also takes place every 3 yrs). The end of Y6 Sats is the final measure.</p> <p>KW questioned how the school take into account challenging children. MF confirmed this is shown through measuring progress.</p> <p>KG questioned what are the financial implications for the school following these salary reviews. WJ confirmed this has been budgeted for. Retention of staff does increase costs. Recruitment criteria is balanced against those with the right skill set and can command higher costs. It was recognised that NQT's are more cost effective, investing for the future.</p>	
6	<p>Policy Reviews</p> <ul style="list-style-type: none"> • Public Sector Equality Statement https://drive.google.com/a/sidegate.net/file/d/0B8q6gDZk1oBldXR2cDFLbmk0OUk/view?usp=sharing 	<p>This document describes how the Active Learning Trust intends that its schools should fulfill responsibilities under the Public Sector Equality Duty with regard to its workforce. The Equality Objectives will be part of the School Improvement Plan for each school within the trust and information will be published (on the Equalities page or similar area) of the individual school websites.</p> <p>Issues identified: More women than men - this is the nature of primary education. Our current staffing does not reflect the increasing population of other white Europeans within the town.</p> <p>Draft objectives for the next academic year: It was suggested that we could advertise in different languages but what languages, this would be very expensive and, as a school, we need staff that can read and write English to a good level.</p> <p>It was suggested we consider researching if there are any community outlets for other white Europeans within the town where we could advertise.</p> <p>Governors recognised the number of male applicants v female.</p>	<p>Progress towards objectives to be reviewed by the Headteacher and Governing Body at a future date.</p> <p>Governors noted the contents of this document and TC will publish on the school website.</p>
	<p>ALT HR Policies</p> <ul style="list-style-type: none"> • Whistleblowing • Code of Conduct for Adults • Dealing with Allegations of Abuse against staff • Recruitment & Selection 	<p>Updates have resulted from updated statutory guidance on Keeping Children Safe in Education 2016.</p>	<p>Adopted by Governing body.</p>

7	H&S: Handsam Scores (to be reviewed termly)	<p>Governors to be made aware of scores https://docs.google.com/document/d/1Pd0ZAKb0EY7pJauc_8mL7oU2rTDYYm9k1klLavak7e0/edit</p> <p>Tasks are allocated to specific members of staff. Each task is scheduled throughout the year. Scores show percentage of tasks completed (curriculum/first aid/leadership & staff/office/site). Office tasks have been allocated to HQ 5/12/16. MF reassured Governors, on track. MF receives a full list of all tasks to be completed and periodically issues reminders.</p> <p>KG - are there any Governors who have a responsibility to review with MF. Yes, Governor to walk around building with MF. External H&S audit has been carried out to ensure compliance (see below).</p>	To be included in the agenda each term. TC to include in agenda Jan 2017.
8	H&S External Health and Safety Review	<p>Share key outcomes and identify actions.</p> <p>Thorough! Overall compliance 93%. Ian Barker (Site Manager) has good systems in place. Action plan was produced. Urgent actions - H&S needs to have a statement of intent to be signed off by Chair & Head annually.</p> <p>Fire doors - consider doors which release when alarm sounds. There is a cost implication for whole school but as a minimum, will instal this on the IT office.</p> <p>5yr fixed wiring report. Written report not provided.</p> <p>Vehicle/pedestrian risk assessment. This has not yet been completed as the site security is being reviewed by ALT.</p> <p>Risk assessment for pond area completed.</p> <p>Visitors to school, aware of emergency procedures. Information to be displayed.</p> <p>Clarifying rules for eye tests for display screen users.</p> <p>MF reassured these are all procedure. Karen Jarvis from ALT will carry out a termly audit on these actions.</p>	December meeting H&S statement of intent to be signed by Chair & Head.
9	Forthcoming dates	SW met with Sam Hicks (DSL) and Teri Tanner (SENCO) to discuss	WJ to report back to Governors on

	<p><u>Safeguarding Training - 31st January 2017 (5pm - 7pm)</u></p>	<p>Safeguarding.</p> <p>Training - Child Protection and Safer Recruitment training arranged for 18/01/17.</p> <p>ALL Governors must attend on the 31st January to complete the Governor safeguarding training. This is a cost of £250 to the school so it is vital Governors understand their management role in terms of Safeguarding. The school does not have funds to repeat the training.</p> <p>Safeguarding Policy - Being reviewed. Data analysis on attendance taking place.</p> <p>Single Central Record - review took place with SW/TC/HQ. Action plan prepared.</p> <p>Keeping Children Safe in Education - Governors to sign confirming they have read latest legislation.</p> <p>School Care and Welfare Plan - Sam Hicks continues to update this.</p>	<p>outcomes of attendance analysis.</p>
10	<p>Governing Body Roles and Responsibilities https://docs.google.com/a/sidegate.net/document/d/1iAPPdB2Qh-PJbHnuHTeWjqBU6MZVJUSfL5cHHNXedgl/edit?usp=sharing</p>	<p>Committee Membership was discussed.</p> <p>Agreed to keep structure of x 3 FGB's each term with focus on individual areas. Limit meetings to 2 hours.</p> <p>KG - at ALT hub, discussed whether Governor subject leads were helpful and whether they should look at key priorities. Curriculum development could be looked at as a whole.</p> <p>Guidance from ALT that new Governors should be offered a 'buddy/mentor'. Governors are happy to ask for assistance where appropriate.</p> <p>All Governors will have access to the National Governors Association website. HQ will forward names.</p>	<p>TC/WJ to review meeting format and prioritise before next meeting.</p> <p>December curriculum focus January data</p> <p>School development plan to be added to the agenda for next meeting.</p> <p>TC to invite Governors to mulled wine/mince pies 19/12/16</p>
11	<p>Safeguarding</p>	<p>Meeting between ED/HQ on hold until new roles have been agreed.</p>	

Meeting closed: 19:10pm

Date of next meeting - Tuesday 6th December 5.30pm