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# SIDEGATE PRIMARY SCHOOL

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## Local Governing Body Full Governing Body Meeting

23rd May 2017- 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

**Attendees**

		<b>Full Governing Body Meeting</b>
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	Apologies
Anne McCarthy - ALT Ipswich Hub Lead	Guest	Present

## Sidegate Primary School Local Governing Body Resources Committee

### AGENDA ITEMS / MINUTES / ACTIONS

23rd May 2017

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Actions to be taken</b>
1	Attendees and Apologies	ED welcomed Governors to the meeting. Governors consented to apology from SW. Birthday wishes were passed to MF for his forthcoming special birthday.	
2	Minutes of Last Meeting - 25th April 2017 <a href="https://docs.google.com/document/d/1SBbpYcRcq6e6dCvocUdaNGzdZPWLDOZYyK1CSJ5Wte0/edit">https://docs.google.com/document/d/1SBbpYcRcq6e6dCvocUdaNGzdZPWLDOZYyK1CSJ5Wte0/edit</a>	Minutes were approved as accurate.  <b>Matters arising.</b> <ul style="list-style-type: none"> <li>● <b>JM leaving at end of office.</b> SW and GP have been in discussed with Sue Thomas (former Governor) who is interested in rejoining the Governing Body. GP is also discussing with Northgate potential Trust Governors.</li> <li>● <b>Governors Walk of School</b> - suggested meet on 26th prior to NGA Governance review meeting.</li> <li>● <b>Letter to families</b> - see discussion below item 7.</li> <li>● <b>NGA Membership</b> - see discussion below under item 11.</li> <li>● <b>Trust Business</b> - termly review of Risk Register - see discussion below under item 6.</li> <li>● <b>Committee Meetings</b> - Finance. See discussion below under item 7.</li> <li>● <b>Policies</b> - See discussion below under item 10.</li> </ul>	Governors to forward names to SW of potential Governors. <b>Update to be provided at next meeting.</b>  <b>Agreed. TC to email to confirm.</b>
3	Pecuniary and other interests	No interests were declared.	
4	Chairs' Actions	<b>To note any actions carried out by the Chair since the last meeting.</b>  <b>Report on discussions between SW, ED, WJ, MF &amp; TC regarding format of GB meetings and timescales for documentation - ED/SW</b>	<b>Agreed future meetings, agenda as a Google document "view only" with</b>

		<p>met WJ, MF and TC to discuss the format of future Governor meetings. Going forward it was agreed that documents would be more paper based. Agenda would include items with embedded documents. The agenda will be agreed with SW three weeks prior to meeting date. A 'live' AOB document will be produced for items to be added to. Three Governing Body meetings will take place per term, one at the beginning (HT's report including data from end of previous term), middle meeting will be a training session (trial for one year). The final meeting will discuss other topics such as H&amp;S etc. KG recognised that printing can come at a cost and questioned whether printing paper copies is an effective use of funds. KG observed that SW has been unable to attend several meetings recently. ED confirmed SW has commitments which are hindering his role as Chair. Pending approval from GP, SW to stand down as chair at the end of the summe term at which point ED will take over.</p> <p>ED met with WJ, TC, Karen Jarvis (ALT) and Jacqui Burke, Consultant from NGA. This was a positive meeting and the NGA will work with us, facilitating to support the Governing Body. A meeting has been agreed for 26th June at 3.30pm to prepare an action plan. WJ advised she will need to leave this workshop early as she has a prior commitment to attend the SCC Raising the Bar award ceremony as member of our support staff had been shortlisted. NMR highlighted how a skills audit of Governors would be useful, identifying individual strengths. The NGA review meeting will be an open and honest meeting, with ALT present, and will discuss what has worked well and what could be improved upon.</p>	<p><b>Google links to items for discussion (pdf fixed documents). Chromebooks at next meeting. Live document for AOB items to be discussed early on the agenda.</b></p>
5	Trust Business	<p><b>To receive any Trust Business updates</b> - Review of risk register (termly). ALT have put together a list of risks which may impact on the school. Some are school specific, some link to external considerations, others link to the school's relationship with the Trust. There are 28 risks in total, ranging from improvements in standards, poor behaviour not being managed, cashflow in school and across the Trust, budgets not being set in a timely manner, DfE targets, impact on rise in NI contributions, Trust ability to develop schools they support, staff absence levels, not having emergency planning in place and impact on business continuity, email/comms failure, industrial action and Ofsted risks. A quick review should be held each term to establish if there are any changes to control measures and risk. Each risk is accompanied by commentary. Following the recent malware NHS attack, an IT risk was identified and the IT Technician carried out stringent checks on IT system to ensure patches were in place. It was noted there were laptops which were very old and take time to shut down which did not update. Due to budgetary constraints, there are no funds to replace outdated IT equipment. In the</p>	

past, equipment and furniture was replaced on a rolling programme. We are currently exploring refurbished IT equipment as an alternative. Chromebooks are cheaper than laptops. We have recently invested in the resource Clicker which can be used online with Chromebooks. **ED questioned what arrangements were in place for backing up data.** HQ confirmed everything is stored on the Cloud and regularly backed up. A full audit is being carried out in light of new Data Protection Legislation. Google is a free with unlimited storage. **JM questioned whether the school has appropriate IT policies in place.** WJ confirmed there are appropriate policies in place. It was recognised that when using Google, as a free service, this does have some vulnerabilities. ED's past experience is that it's perfectly possible for Google to lock people out of their accounts, including Administrators which can take some time to resolve.

**AMc highlighted how some companies routinely change their IT equipment and it would be worthwhile approaching them to explore if the school could benefit from. ED questioned what happens when the school run out of money.** Further discussions on budgets took place under item 7 below.

**To note any comments from the Governor Hub meeting held on 9th May 2017** - DH felt the meeting was very productive, an opportunity to look through a Self Evaluation (SEF) from a Governor's point of view, which generated good questions. The SEFs were rag rated. WJ/MF have discussed a similar format with AMc to link with the School Improvement Plan (SIP). **ED questioned if it would be possible for Governors to have a map of these types of documents.** WJ agreed to produce a list of key documents for Governors. Governors are routinely copied into documents. WJ felt that the example SEF was clear which contained Ofsted criteria to compare the school against this. **KW questioned whether Governors review these documents between meetings.** WJ confirmed they should, although the documents need reviewing to ensure they are manageable for staff and Governors. NMR offered her assistance when reviewing these documents. DH highlighted how the Governors role was to understand roles and key strengths, through a line of enquiry. Governors felt it was good to attend hub events to meet Governors from other schools. Staff thanked Governors as this meeting was well attended. ED confirmed he is due to attend a Governors' meeting at Chantry.

**WJ feedback on any pertinent information/actions from ALT heads meetings and/or ALT visit notes** - WJ attend the ALT Heads'

WJ to produce a list of key documents for Governors (see any other business).

		<p>Conference last week. The meetings are generally business orientated, disseminating information to Trust members. An HR company delivered sessions on leadership styles and HR management, which WJ felt was a useful training opportunity. Paul Brooker, Ofsted Lead for East of England, spoke about the expectations of Ofsted and how they are looking for a broad and balanced curriculum offer across all schools whereas the DfE are more data focussed which cause conflicts. AMcC explained that the Ofsted Framework is not due to change until 2019. WJ outlined how Ofsted are looking to discontinue "Outstanding" and will be putting this out for consultation in the future. The ALT Trust Development Plan was discussed together with changes to the Scheme of Delegation. ALT have reviewed this for local Governing Bodies and are consulting with Governors. The budget is set by the board although Governors can review and discuss this. The format of two main meetings per term with an additional training meeting was discussed.</p> <p>The Scheme of Delegation has been sent to Chairs. WJ urged Governors to read this through.</p> <p>WJ reported that the ALT Hub Heads meeting was held yesterday and a safeguarding update was provided by Theresa Gillen (Consultant for ALT). Questions were answered. Sam Hicks, Family Liaison Manager also attended. Theresa was very complimentary about the Safeguarding arrangements at Sidegate.</p> <p>The format of Headteachers' reports was discussed. WJ thanked NMR for her feedback.</p>	<p><b>TC to signpost Governors to Scheme of Delegation.</b></p>
6	Safeguarding	<p><b>To receive any updates</b> - WJ reported that we are currently reviewing all staff files for compliance. Many tasks need to be completed retrospectively. Files are being sectioned into appropriate headings and a review of documentation is taking place. This is an ongoing task.</p>	
	<p>The meeting was paused to consume cake in celebration of MF's special birthday. Governors thanked KW for supplying the cake.</p>		
7	Finance	<p><b>Budget - to discuss school budget</b> - HQ produced a month end sheet showing a c/f in year deficit of £161,067. This includes £24,000 from the School Fund. HQ explained how we have been given the opportunity to ring fence this money in the budget next year. Funds are generated from non-uniform days etc. HQ confirmed the school have been prudent with approvals of expenditure and have come in well under budget because of this. This is a monthly report which is sent to ALT. Governors requested if they could receive this sheet on a monthly basis to review any changes.</p>	<p><b>HQ agreed to forward the month end sheet electronically to Governors once it has been approved by ALT.</b></p>

**JM noted on the final page, capital spend states this is unlikely to be spent and questioned why this is.** HQ confirmed this is for emergency planning and this is being explored further.

**TOK noted the staff absence insurance was a high cost.** WJ confirmed this is very worthwhile and we cover only teaching staff. Maternity/paternity costs, supply costs also come into this. HQ explained the policy for this year is a 15.5 months. By synchronising with other ALT schools, a better deal may be secured. ALT will receive the budget by the end of May. This will be reviewed by Clive Paskell, ALT Director of Finance and Operations and will be available for Governors to adopt from September 2017.

#### **Funding/school clubs/income generation - (see discussion below)**

**Staffing budget and cuts** - HQ provided a summary of budget, what was approved at Trust level. This shows where we are at, predictions for 17/18, 18/19, 19/20. The 17/18 funding statement has now been received. HQ has tried to factor in funding based on the information for 18/19, 19/20. National Funding Formula (NFF) has been based on 16/17 pupils. We are currently unaware of the NFF for 18/19 but it is predicted this will increase by 4%. The Educational Services Grant (ESG) will be reduced by 50% for 18/19, then to zero in 19/20. HQ has tried to show actuals as opposed to what was submitted to ALT.

HQ circulated a full budget breakdown, with five year predictions and major changes highlighted in red (i.e. changes to NFF and ESG). There are no major changes on income. Income is based on historic costs, census figures etc. **JM noted many figures are flat, with no inflation.** HQ explained there is inflation in all expenditure but not income. **TOK questioned if there was anyone we could lobby for additional money.** HQ confirmed this is reflected in the demographics and pupils on roll as well as school capacity. WJ explained we are not setting a deficit budget. **KW highlighted that the DfE can offer funds but a business plan would need to be in place to repay the money.** WJ confirmed we pay 4% to ALT from our funds. The budget will need to be submitted to ALT by 31/05/17.

HQ circulated pie charts showing the total expenditure as well as staffing costs. Savings can only be made through staff cuts as all other budgets have been cut. We are not renewing TA fixed term contracts which results in a saving of £70,000 (120 adults hours a week) however this will impact on staff, wellbeing and impact on learning.

WJ explained how we have written to parents about the costs of trips/clubs and have been transparent through the newsletter. WJ has also spoken to staff about fixed term contracts. Cutting costs such as the annual Theatre Production company and regularly reminding parents to pay may help however, parents are not happy to be reminded. This will require further consideration.

**Letting parents know the impact of the budget cuts on staffing and how school visit costs are calculated (ie not subsidising non-payers)**

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WJ confirmed that charges will be made for clubs i.e. basketball, archery etc. **NMR suggested writing a letter to parents outlining the impact of this and how schools are struggling as a whole.**

**ED suggested exploring the expectations of parents. NMR suggested seeking sponsorship from companies.** HQ confirmed this has been tried before and we are currently trying to obtain sponsorship for computer club.

**JM recognised that in past there were large carry forwards but cuts have resulted in our current position but it can be difficult to engage all parents.** WJ suggested a Survey Monkey to families. Non-uniform is held frequently but only for PTA or charitable events. There is a fine line about continually asking families for money. The PTA also struggle with support. HQ confirmed swimming has been restructured for next year for savings and PE is also being explored.

**NMR suggested highlighting to families to urge them to support PTA.**

**ED questioned whether support from all parents would alter the situation.** WJ explained this will not change the staffing situation. KG highlighted the struggle teachers have with arranging trips, monitoring payments is a costly use of their time. **ED suggested a meeting with parents/teachers to try and understand the reasons behind this.**

**Management accounts - updates - discussed above.**

**Lettings rates for 2017/18**

2016/17 rates:

[https://docs.google.com/a/sidegate.net/spreadsheets/d/1cnTN31Omn8518eIG6ZETMSQ6dUE6uPw\\_YQmv7\\_hkCHQ/edit?usp=sharing](https://docs.google.com/a/sidegate.net/spreadsheets/d/1cnTN31Omn8518eIG6ZETMSQ6dUE6uPw_YQmv7_hkCHQ/edit?usp=sharing)

A range of letting fees had been agreed previously. HQ circulated the



		<p>suggested rates for 2016/17.</p> <p>HQ highlighted there are two vacancies on a Tuesday/Thursday to hire our facilities. Two football teams are using the pitches regularly and are looking to use facilities during the summer. Football pitches are being used to their maximum capacity. One classroom will be used from September (one term) for lessons for language students. We will consider a lower rate if teachers can be part of these lesson. We cannot hire the swimming pool as this is used to its capacity. There is spare capacity during the summer holiday as Premier Sport are not using us this year. Enquiries are being received at a steady rate. Interest has been shown in hiring the gym by a Soul Choir. Externally we are not able to provide toilet facilities and hiring portaloos is very expensive. Site staff have split shifts therefore no costs are incurred. Charities also benefit free of charge and no costs are incurred by the school. Governors were in agreement with these charges going forward.</p>	
8	Premises, Health & Safety	<p><b>H&amp;S, incidents (including any audits) (termly in HT report)</b> - A Handsam report dated 23rd May 2017 was circulated by MF with information of incident reports for the period 17th April to 22nd May 2017. Where appropriate, investigation has taken place and appropriate actions taken. Governors noted the contents of this report.</p> <p><b>Handsam scores (termly)</b> - MF circulated the Handsam Dashboard Tasklist Report for the period 4th January - 19th May 2017. This is a health and safety system which monitors across the school, split into task areas. These are reported to ALT and they will challenge if percentages fall below a certain level. To date there are a couple of checks outstanding and these are scheduled for completion in the near future. Compliance is very strong. At end of each academic year, MF and IB review tasks relevant. Governors noted contents of this report</p> <p><b>Premises Matters</b> - Nothing to report.</p>	
9	Personnel	<p><b>Staffing changes (termly in HT Report)</b> - WJ confirmed teaching staff have been appointed for September for those staff moving on, retiring and maternity cover. A further maternity cover will be advertised for September start. A new support staff member is also due to start in Inclusion Office.</p> <p><b>Staff wellbeing</b> - WJ confirmed there is currently good continuity of teaching staff. <b>JM questioned how the budget impacts on wellbeing and was aware of the frustrations this can cause.</b> WJ and MF asked a group of teachers to work without their TA using online resources, ensuring children are engaged and working independently. Feedback is awaited about utilising staff to their maximum. <b>JM suggested</b></p>	

		<p><b>benchmarking absence.</b> MF confirmed absence is very low and staff are being very pragmatic. Staff are aware that TA contracts will not be renewed. TA's will have to be utilised across lunch break using split shifts.</p> <p><b>Professional Development (termly in HT Report) -</b> Report to be provided next term.</p>	
10	Governor Visits	<p><b>Questions arising or any actions required/undertaken following Governor visits since last meeting.</b> There have been no visits since the last meeting. ED received a prompt response from EW and will be visiting in future. WJ stated that the NGA Governance Review will cover the roles and responsibilities of Governors and visits. Governors to cc DH when requesting visits.</p>	
11	Governor Training	<p><b>Feedback/impact of any undertaken -</b> No training has taken place this term with the exception of the Governor Hub Meeting on 9th May.</p> <p><b>Training requirements -</b> This will be discussed further at the NGA Governance Review.</p> <p>HQ has signed up for NGA E-learning. No "live" date available at this stage.</p>	<b>TC follow up courses.</b>
12	Policies / Procedures	<p><b>To discuss/adopt policies where relevant</b>  <b>Health and Safety Policy - update on progress.</b>  MF has updated the main body of policy (53 appendices). There are several generic ALT policies and MF has referred to ALT policies where relevant. This policy will be ready for approval and sign off at the next meeting. MF is currently exploring a lock down procedure with IB, Premises Manager. <b>TOK asked what would happen if there was an incident.</b> MF identified the school are a high risk. The new fencing is working well, with a few teething problems with gate adjustments. These are being addressed with the contractor.</p>	<b>List as agenda item for next meeting.</b>
13	Any other business	<p><b>Welcome pack/induction for new governors:</b>  Discussion was held and Governors asked if there was anything they would have found helpful when they started in their role. Suggestions were</p> <ul style="list-style-type: none"> <li>● meeting with head</li> <li>● tour of school</li> </ul> <p><b>For sale/wanted site for Sidegate -</b> A new Facebook page has been created which is a useful medium for communicating to the community.</p>	<b>Governors to send ideas to TC of what would have been good when started as a Governor. Within next two weeks.</b>

		<p>TOK is happy to contact suppliers to source anything.</p> <p><b>Staff Governors</b> - KG is considering stepping down as staff Governor. If no one comes forward, KG will continue.</p> <p>NMR stated that the election is great! WJ hopes Look East will come back and film the election results.</p>	
14	Date and time of next meeting	4th July 2017	

**Meeting closed 19:50**