
SIDEGATE PRIMARY SCHOOL

Local Governing Body

25th April 2017 5.30pm (rescheduled from 28th March 2017)

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

Ed Dewson (Vice Chair)	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	Absent
Anna Heaven	Phase Leader Y5/6 observing for her PD.	Present
Gary Peile - CEO ALT		Present
Anne McCarthy		Present

Sidegate Primary School Local Governing Body
AGENDA ITEMS / MINUTES / ACTIONS
Full Governing Body Meeting
25th April 2017 5.30pm (rescheduled from 28th March 2017)

Time	Agenda Item & Associated Challenging Questions	Items Discussed	Actions to be taken
------	--	-----------------	---------------------

5.30pm - 6pm Gary Peile to meet with Governors to provide an update on recent inspections followed by an informal Q&A.

1	Attendees and Apologies		
	5:30pm Gary Peile, ALT CEO (Invited by SW).	<p>GP thanked staff, Governors and Anne McCarthy for their efforts following the publication of the Ofsted report. 6 ALT's schools are now "good". Press release has been issued today. GP introduced Anne McCarthy, Ipswich Hub Lead, who supports schools across Trust together with Joy Parke. Dave Baker (new to ALT).</p> <p>GP spoke of the financial struggles all schools face and how the Trust are looking at new and innovative ways of working to lower costs. All external reports from auditors are of high standard and intensive work is taking place to ensure a level of competence across all Trust schools. KS2 results will be looked at intensively and the Ofsted report will help with these discussions. Predictions are improved from last year.</p> <p>There have been changes around the Scheme of Delegation (school improvement) which will be shared with Governors at the next hub event on 9th May. They will be exploring how data works and how WJ can get the best from the school and its pupils. GP invited questions.</p> <p>ED asked how Governors can find ways to communicate with Governors at other ALT schools. GP explained that the hub meetings are for this purpose however, the last meeting held was poorly attended with only staff Governors in attendance. AMc confirmed at the heads meeting held today they had discussed Governance and sharing good practice</p>	

across schools. Hub level training is being explored and Bob Dool, an experienced chair, is keen to provide this as a member of the Trust. Other governing bodies are also keen to work with others to explore best practice. WJ explained how Sidegate have reduced their Individual committee meetings to allow Governors to focus better.

ED confirmed it was useful to meet Bob Dool.

AMc highlighted it was good to shadow other Governors.

NM questioned whether all Hub events are held early evening as this can be a struggle for Governors with children. GP explained how there are a number of parties from different ALT hub areas which need to meet over a 3 day period but appreciates not all Governors can attend. GP will explore if there are other options however, Governors could feedback at the forthcoming hub meeting.

NM questioned if there is a website to allow Governors to feed into the meetings. GP confirmed the ALT website is available for Governors to login to. GP will explore logins for Governors with David Hilton.

ALT Governor resources can be accessed here:

<http://www.activelearningtrust.org/people/governance>

JM questioned if there is a timetable for any hub changes.

GP confirmed not at this stage and that the Trust will need to further explore ways of working, particularly in relation to technology. **JM spoke of the aspirations for an outstanding school and as Governors they would like to explore financial resources and how to achieve this.** GP spoke of how hubs are looking to share resources (i.e. technical staff) and the need to explore innovative ways of working, i.e. invoicing/purchasing across all 14 existing schools. The ALT Finance Director is very effective at working with schools and recognises the tight budget constraints.

KW asked about Governor training and what is available.

GP confirmed the Trust provide hub events twice a year and the last meeting focussed on safeguarding and the previous was around Governors effective questioning.

GP thanked Governors who met the Ofsted Inspectors and acknowledged how they were a credit to the school.

		GP left the meeting 18:00.	
2	Minutes of Last Meeting dated 7th March 2017 and matters arising from these minutes	https://docs.google.com/document/d/12IPm-nmq-Mr4G0pu6-H0ZV9W4waaB06d3xkpon6ssyo/edit	
	Ofsted Report March 2017 ALT Review Jan 2017	<p>ED congratulated everyone on excellent Ofsted report. WJ recognised although good, not securely good, and how the school are exploring the findings of the Ofsted report to move forward.</p> <p>Ofsted Report https://drive.google.com/a/sidegate.net/file/d/0B09TwWBCQ3GOVpDUFITdHpBQ0k/view?usp=sharing</p> <p>Ofsted Press Release https://drive.google.com/a/sidegate.net/file/d/0B09TwWBCQ3GY3Q3QndYRDdMOEU/view?usp=sharing</p> <p>List of evidence provided to Ofsted Team during inspection (just FYI) https://docs.google.com/a/sidegate.net/document/d/17JYHh6CgtJeiJc9Rrmc1-hIHqsvyaa13xQMb7uOJjEY/edit?usp=sharing</p> <p>ALT Review Strengths & Weaknesses https://docs.google.com/a/sidegate.net/document/d/1e_wtjSLdyUOUq3kzt-wvaW2_U_DE_1pLNJ97mZx7dLQ/edit?usp=sharing</p> <p>ALT Review Jan 2017 https://drive.google.com/a/sidegate.net/file/d/0B09TwWBCQ3GMmo1c0dwaWZjcjQ/view?usp=sharing</p> <p><u>ED questioned if there was a gap between the ALT review and Ofsted Report.</u> WJ explained that when ALT visited in January 2017 this was to ensure the school were doing everything they should be doing. They looked for what was working well and what was not. Ofsted were looking to prove the school were good. WJ noted there were items in the review which required tweaking. MF worked through these with support from AMc and evidence was gathered for Ofsted which was not available in January 2017.</p> <p>MF recognised how the ALT review was about fine tuning and how the support from AMc allowed the school to evidence and</p>	

demonstrate the impact in readiness for Ofsted. Files of evidence were available when Ofsted visited which were not available at the time of ALT review.

WJ shared a list of evidence of what was provided to Ofsted during the inspection to demonstrate the expectations (see links above). **ED questioned whether new teacher assessments formed part of this evidence.** MF confirmed yes, and how the marking and assessment policy forms part of this which was also shared with Inspectors. DH agreed it was about fine tuning and that the foundations were there.

MF stated it was reassuring that the contents of the School Improvement Plan (priorities for development) matched that of Ofsted.

WJ published in the newsletter, dated 24th March, an explanation of how an Ofsted inspection works.

AMc spoke of the team approach and response to the T&L review, everyone was on the same level, fine tuning and building upon this. The Self Evaluation completed was key to preparing staff, refining and being consistent. **ED questioned whether the school were lucky with the timing of the Ofsted inspection and would the result have been different if they had come a week or so after the ALT review.** MF explained how a few further weeks provided the opportunity to gather evidence.

NM spoke of the importance of when communicating with parents about absences during term time, to highlight the impact it has on gradings.

WJ explained when calculating absences, the school can take children out of the equation which link to certain factors. Sidegate have a mixed catchment and range of families but were able to demonstrate rigorous attendance monitoring by Sam Hicks, Family Liaison Manager..

ED questioned what would be considered excellent. WJ replied above national and that we are currently at national. The Ofsted report is best fit.

AMc explained spoke about working around behaviour learning and challenges for the most able etc. WJ highlighted how the outcomes all link to one another.

		<p>JM questioned how staff responded to the outcome. WJ stated it was a relief to them and how they were very pleased. MF recognised the contribution across the board and how the report specifically mentions middle leaders. Overall this has been a good boost for all staff.</p> <p>JM recognised how a boost in confidence is good for an organisation. WJ recognised keeping staff morale high and motivated has been tough. A measure of this has been the recent applications for class teachers and these have been excellent.</p> <p>ED questioned if there is an issue around consistency across all teachers, are there some consistently outstanding. WJ confirmed the majority of teachers are good and highlighted how individual teachers have strengths in their own areas. Some teachers who are not consistently good will be mentored or coached and support programmes are put in place where relevant. Should no improvement be seen, the capability route will be explored. WJ confirmed that the Lead Ofsted Inspector had asked direct questions around this and how she was able to demonstrate where we currently were and how improvement can be demonstrated. WJ also recognised how there are elements in the lives of teachers which can impact on teaching.</p> <p>MF highlighted how it is about teachers reflecting on whether there is a sustained level of progress and how staff are very stable and they come to Sidegate because they like what the school are doing. They want to be part of the community and there is good team spirit. We know the strengths of our staff and we can use these resources to manage staff.</p>	
		<p>Matters Arising</p> <ul style="list-style-type: none"> ● Governing Body Membership - Discuss planning for JM end of office. ● Governors walk of school - Date to be confirmed ● Raise Online. ● Health and Safety Policy Review - MF to confirm what stage the review of this policy is at. ● Budget Meeting - To discuss draft budget with KW/SW/WJ/HQ ● Termly Budget Summary - HQ agreed to produce a one sheet summary for Governors to show 	<p>Carry forward.</p> <p>Carry forward.</p> <p>See below agenda item 10.</p> <p>Meeting took place 21/03/17.</p> <p>See below agenda item 7.</p>

		<p>contributions from families towards extra curricular clubs.</p> <ul style="list-style-type: none"> ● Letter to families re: Income Generation Consider wording of letter. ● Financial Controls Manual (forming part of the Scheme of Delegation) - KW to review FCM and report at next meeting. <ul style="list-style-type: none"> ● Response to ALT review <ul style="list-style-type: none"> ○ MF/TC to monitor website and feedback. ○ MF to organise subject lead attendance at one FGB meetings each term. ○ Theme Book - MF to bring example to meeting. ● NGA Membership - Governors to review facility and feedback to HQ. 	<p>Carry forward.</p> <p>Reviewed. Standard Policy produced by ALT. Budget holder responsibility is specific to Sidegate. HQ confirmed this policy is adhered to.</p> <p>Discuss under HT's report.</p> <p>Governors not yet had the opportunity to review. Governors to report back to HQ.</p>
3	Pecuniary and other interests	<ul style="list-style-type: none"> ● Declaration of Pecuniary and Other Interests with regard to items on the agenda. <p>No interests were declared.</p>	
4	Chair's Actions	<p>To note any actions carried out by the Chair since the last meeting.</p> <p>There were no actions to note.</p>	
5	<p>Headteacher's Report to Governors</p> <p>https://docs.google.com/document/d/1LwxWusxNxCj6d6ej4s22VToxeRX9V_Yw7hp5Sn4zQDs/edit</p>	<p>The new report format has evolved with input from AMc. WJ welcomes feedback on works well and whether this addresses Governors requirements. WJ also included commentary of questions Governors may like to ask at meetings. Governors challenging questions can also be pasted into the report. WJ welcomed ED's questions submitted via email in advance of the meeting and has included these within the report for other Governors to view. Further feedback is needed to explore what works well and how this links to the School Improvement Plan.</p> <p>The below observations were noted.</p> <ul style="list-style-type: none"> ● KG - Easier format to read. ● ED - Consider audience when writing report, recognising that complex information should be aimed at lay persons. 	

- JM - Recognises challenges with Governors understanding and data needs to be understood to allow effective questioning. Governors need to look at link between School Improvement Plan data and Governors critical friends.
- NM - Suggested RAG writing.

MF produced a document "what does the data show".

In EYFS there are only 5 children. 3 are not on track, 2 are. Why are they not on track to achieve GLD and what opportunities are being given to them? WJ confirmed how the SENCO is working with these children and there is a need to explore why they are underachieving, whether this is because they have a SEND or is this attributable to disadvantaged families.

Within the Pupil Premium Strategy - each family needs to be identified for Free School Meals to support them. Sam Hicks (Family Liaison Manager) will work with disadvantaged families. Exploring Maslow's theory of hierarchy, the impact on learning, if children are underachieving, what are we doing in school to support them (i.e. precision teaching, homework clubs, teacher awareness). Each specific need is identified.

19:00 JM and TOK left the meeting.

KG questioned whether we should we have a Governor with responsibility to monitor Pupil Premium. MF confirmed this was previously the role of the Safeguarding Governor. WJ explained how case studies of PP children were provided to Ofsted which evidenced the school are meeting the needs and they were understood for the reasons why these children were underachieving.

AMc agreed for PP and Sports Premium, it would be beneficial for a Governor to monitor this data who has an understanding and by monitoring this, it would reduce the level of discussion at Governors meetings.

ED questioned whether PP taken into account when setting targets. MF confirmed this forms part of our internal targets although because this is a small cohort, setting targets at the beginning of the year can render this irrelevant if there are changes to the cohort within the year.

		<p>AMc explained that nationally there is a gap. WJ highlighted how the Government show disadvantaged against all pupils. The difference between pupils that are/are not, there is a large gap.</p> <p>Governors to consider and report back at meeting 23/05/17.</p> <p>ED questioned if there has been an increase in Roma pupils. WJ explained how Ipswich has highest population outside of London. Vacancies in school have been filled with Roma children. Children already have a UPN if they have been in the country at an earlier stage. There are variations in Roma languages. They are not always low income families and disadvantaged is not always shown as they do not claim benefits. Minority ethnic group and Roma traveller families will be the focus of discussion at the Pyramid Heads meeting this week. There is a Roma translator available at St Helens.</p> <p>AMc explained how this group have a significant impact on attendance data.</p> <p>ED asked for further clarification on the data around staffing. WJ confirmed she will show a breakdown of FTE in future reports.</p> <p>Governors acknowledged the work by WJ in producing this report..</p> <p>Acronyms</p> <p>https://docs.google.com/a/sidegate.net/document/d/1APfnV-TucreB3gJALjORxReaTnfOeO8qv8-167DCTeM/edit?usp=sharing</p>	
6	Trust Business	<ul style="list-style-type: none"> ● To receive any Trust Business updates. <ul style="list-style-type: none"> ○ Exploring CPD for Senior Leaders (Headteachers) and now looking at Assistant Heads. ● Termly review of risk register. 	Carry forward
7	Committee Meetings	<p>To note any actions from individual committee meetings</p> <p>Finance and Premises</p> <ul style="list-style-type: none"> ● Management accounts - update. <p>HQ met with KW on 21/04/17. A monthly summary was produced which was reviewed by KW. HQ explained how the</p>	It was agreed that the next meeting will include an agenda item re: funding/school clubs/income

budget was not set by her and how she found anomalies and has added commentary where appropriate.

KW requested a report against each budget line which demonstrates any variances (red/green) which highlights areas for attention) together with supporting commentary. The report allows Governors to review and ask any challenging questions. HQ highlighted how previous years cost neutral has not been shown on the budget. This year, ALT finance would like to show income coming in and expenditure going out (detailed on line 4025). HQ highlighted the increased lease for Little Acorns as a positive and also the closing of the school fund bank account. Governors noted that with £24K school fund, there remains an in year deficit. WJ explained how this money was used in previous years for those extra items for the benefit of the school and pupils. Concern is that this money is now spent. The school fund has allowed us in the past to fund items such as the gym trail etc, flowers for long term members of staff etc. Governors discussed ring fencing the money. The financial controls manual dictates how monies are spent. Added extras are funded by the PTA, for items not funded out of the school budget.

KW queried the over spend on staffing and whether this can be sustained in light of the low reserves (£101k). WJ explained this is specific to the current year and is not anticipated to continue.

NM questioned viability of PTA supporting raising of funds.

HQ agreed to produce summary for Governors ahead of meetings and for questioned to be raised in advance.

- H&S, including any audits
 - Handsam scores (termly)
 - Premises matters

Ian Barker has returned from long term sick leave. MF will provide a full report at the next meeting. Governors extended their thanks to Dave Drummond for covering during IB's absence.

Personnel

- Staffing changes - detail is included within the HT report.
- Staff wellbeing - detail is included within the HT report.

generation and staffing budget.

8	School visits	To note any visits since last meeting. KW met HQ and will produce report. NM discussed Geography, RE and Languages and will produce a report.	
9	Safeguarding	To receive any updates. Safer Recruitment Training was held last term for key members of staff. ALT are running Safeguarding Training in response to recent reviews. WJ and Sam Hicks will be attending this. Positives are reported within the Ofsted Report.	
10	Policies	To discuss/adopt policies where relevant For approval: Medical Conditions Policy https://docs.google.com/a/sidegate.net/document/d/1jA7bCpfBldx8VDP1-2E_0mrLh1876ts4OLlqKMkVujl/edit?usp=sharing Ensuring inclusion for all. Approved. Health and Safety Policy - update on progress. Anticipate this will be ready for discussion at next meeting.	Carry forward to next meeting.
	SSC Service Level Agreement	https://drive.google.com/a/sidegate.net/file/d/0B09TwWBCQ3GZ2NTZ1VsNk9NWjg/view?usp=sharing WJ shared with Governors for their information. The school continue to work with the Local Authority regarding the issues with SSC. Provision has changed significantly. MF highlighted elements within the SLA which should support us to run the SSC but currently do not.	Governors to review and report back to WJ before the next meeting.
11	Any other business	Governor Training - NGA E-learning https://docs.google.com/a/sidegate.net/document/d/1mtQBoVpHzcALV0PjudT42taipsD1tqwNfrzsXTBrag/edit?usp=sharing Due to renew Gold membership at next academic year. £50 for any Governor to access E-learning training for one year. Governors agreed to sign up. Meeting to take place between MF/AMc/AJ.	
12	Date and time of next meeting	23rd May 2017.	

Meeting closed 19:45pm.

INVITATION

*I am delighted to invite you to attend the fourth ALT governors event
on:*

Tuesday 9th May 2017

at

**The Belstead Brook Hotel, Belstead Road, Ipswich, Suffolk
IP2 9HB**

Commencing at 5.45pm
(refreshments from 5.30pm)

The session will focus on :

- *Governors' roles and responsibilities in the self-evaluation process*
- *Academy Improvement Plans and the ALT School Improvement Cycle (what governors should expect to see, roles & responsibilities and how to challenge and support)*
- *Latest Trust and governance updates*
- *Feedback from governors survey*

RSVP

by 30th April 2017

to: joanne.sanders@activelearningtrust.org

Gary Peile
CEO