
SIDEGATE PRIMARY SCHOOL

Local Governing Body Full Governing Body Meeting Minutes 4th July 2017 - 5.30pm

Item No	Agenda Item	Discussion	Actions to be taken
1.	Attendees and apologies	<p>ED welcomed Governors to the meeting. Governors consented to the apology from NMR who was unwell. Governors noted JM's resignation from his role as Trust Governor at the end of the academic year and welcomed Mary Hallett to the meeting as an observer. MH is a Chemistry Teacher at Northgate High and a CPD Tutor. She has been in discussion with Gary Peile, CEO of ALT about becoming a Trust Governor. Governors noted that the ALT Board Meeting is due to held on 11th July 2017 and formal confirmation of MH's appointment will be made. Discussions have been held between ED/GP regarding SW and ED swapping roles of Chair/Vice Chair. We await formal confirmation from the ALT Board meeting when this will take effect from.</p> <p>As minuted at the last meeting, KG stated it was her intention to step down as Staff Governor at the end of the academic year. Staff were approached and Heather Valentine, Support Staff Co-ordinator put herself forward. Governors welcomed HV to the meeting and looked forward to welcoming her to the Governing Body from September 2017.</p> <p>Karen Jarvis has confirmed it is the responsibility of ALT to send out Welcome Packs to new Governors, which includes a document on Roles and Responsibilities. Governors should note that changes to these documents are likely following the ALT Board Meeting on 11th July. Governors were signposted to the Governance Section of the ALT website.</p>	

2.	<p>Minutes of Last Meeting 25th April 2017.</p> <p>Link to minutes</p> <p>Link to matters arising</p>	<p>The minutes were approved as accurate.</p> <p>Matters Arising discussed:-</p> <ul style="list-style-type: none"> ● Discuss planning for JM end of office. Completed and awaiting formal appointment of MH from the ALT Board on 11th July 2017. ● Governors walk of school. Completed (26th June 2017). ● WJ to produce list of key documents for Governors. Live links document to be completed ready for next academic year. ● TC to signpost Governors to Scheme of Delegation (SoD). Completed. http://www.activelearningtrust.org/people/governance. The link is also published on our website under Governors. Consultation on the draft SoD closed on 13/6/17 and a revised SoD will be published over the summer. ● TC to follow up on NGA courses. See discussion under item 11 below. ● Governors to forward ideas to TC of what would have been good when started as a Governor. Nothing received. 	<p>Circulate document with agenda</p>
3.	<p>Pecuniary and other interests</p>	<p>No interests were declared.</p>	
4.	<p>Chairs Actions</p>	<p>MF/WJ/ED met to draft the agenda. The revised SoD will be published following approval at ALT Board meeting. Following the NGA Governance Review, <u>SW sought clarification on whether we will be called a Management Committee</u>. ED agreed to contact GP to discuss.</p> <p>ED met with DH to discuss music related items and spoke about the leadership structure and organisation chart. <u>ED felt that Governors may benefit from understanding the responsibilities of SLT and that of phase leaders/subject leads and stated he would like a clear sense of where responsibilities fit</u>. WJ confirmed that herself and MF are responsible for all teachers and that the quality of teaching is the responsibility of SLT, delegated through to staff through monitoring and feedback. <u>ED questioned whether this was reviewed regularly</u>. WJ confirmed this was and further information outlining this would be circulated to Governors within the “Key Documents”.</p> <p>KW met with HQ regarding finance to discuss whether a Committee would be necessary to enable the Full Governing Body meetings to focus only on key issues. ED then met with KW separately. Following the NGA Governance review, it was</p>	<p>ED to contact GP re: change of name to Management Committee.</p>

	<p>identified that this responsibility sits with the ALT Board. Governors agreed a separate Finance Committee would not be necessary. HQ provided Governors with a financial summary and narrative and KW confirmed she is happy to meet with HQ on a regular basis. <u>JM stated he was more concerned with School Improvement Plan and whether the finances meet the objectives of this, identifying whether we are using resources effectively.</u> MF confirmed he has sent a copy of the SIP to ED.</p>	
	<p>Strategic Direction for 2017/18 and beyond. MF reported to Governors on the key priorities from the School Improvement Plan (SIP) and explained how the commentary has been further refined with links to training for Governors and support from senior leaders to middle leaders (coaching model). In summary the key priorities include:-</p> <ol style="list-style-type: none"> 1. Strong and effective Leadership and Management at all levels. 2. A calm and purposeful learning environment which supports learning and promotes a sense of community for all. 3. Positive, enthusiastic, confident pupils who feel secure and whose pastoral and safety needs are met through well developed systems and partnerships. 4. An engaging, challenging curriculum which provides our pupils with high quality learning experiences and promotes high standards in both their academic and personal attributes. 5. Regular, high quality arts and culture experiences which support and enhance learning throughout the curriculum. 6. Consistent high quality teaching throughout the school. 7. Pupils who develop life skills and are engendered with a thirst for learning that will equip them for life in the future. 8. Strong, effective partnerships with other schools and organisations that help to enhance the learning opportunities for all learners. <p><u>SW asked if there was feedback with phase leaders.</u> MF confirmed each will have their own action plan, how they will deliver. WJ and Anne McCarthy are reviewing this on 5th July 2017 stripping out the procedural content of the SIP to ensure the strategic overview is accessible. Drafts will be available shortly. WJ explained under item 14 below, the schedule of meetings for the next academic year contains detailed information on discussions and how phase and curriculum leads will be invited to attend FGB meetings.</p> <p>DH spoke about re-evaluating the curriculum to ensure discussions take place with staff, reflecting the values and vision of school. Power of reading is having an impact and there is a need to ensure this is at the centre.</p>	

		<p><u>ED questioned whether this is a top tier document, or does this sit within the SIP and if these are the key areas.</u> WJ explained ALT have their own vision and values/Trust Plan. The SIP is reviewed annually and is currently 40 pages but we are looking to refine the key actions with plans sitting underneath this.</p> <p><u>ED questioned the overall strategy and what is required from Governors.</u> MF confirmed that once the first draft is available, Governors can review and explore where this fits and if the vision and aims statement is fit for purpose.</p> <p><u>TOK questioned how tight is the SIP across the Trust.</u> MF explained this varies across schools. The positives of ALT is that they have overarching views but do not micro-manage. It is the responsibility of the Hub Lead to review these and feedback. The Trust would like a more uniform approach and Anne McCarthy/ALT will provide a model for schools to use. WJ confirmed this has recently been discussed at the Hub Heads meetings and reflected on the number of changes to Hub Leads that there has been at Sidegate, initially Trevor Folley, Jenny Wheeldon and now Anne McCarthy..</p> <p>ED questioned when this document will be shared with Governors. MF stated it was his aim complete this by the end of term, with the key priorities and this will be circulated with the agenda/papers to Governors prior to the first meeting of the next academic year. WJ highlighted the timeframe between now and the end of term (3 working weeks).</p>	
5.	Trust Business	<p>Review of risk register (termly). Details are contained within the ALT Board Report which will be discussed under item 13 below. The risks are lack of finance and impact on the school, teaching, IT equipment and the ability to run the school.</p> <p>WJ/Chair feedback on any pertinent information/actions from ALT heads meetings and/or ALT visit notes. No meetings have been held since 4th July 2017. WJ is due to attend the ALT Heads Meeting on 11th July 2017.</p> <p>ALT Free School new site announcement. Governors noted the announcement that the former Co-op building in Ipswich is to become an ALT Free School. This is unlikely to impact on Sidegate numbers as other schools within the town centre are full to capacity. WJ was aware that the DfE have bought up other pieces of land within the area with a view to developing these in the future.</p>	
6.	Safeguarding	<p>Safeguarding information is contained within the School Development Plan. A safeguarding update is scheduled for next term and this data will be contained within the Headteachers report in the autumn term. It was noted SW, Governor Safeguarding Representative, is due a meeting with Sam Hicks (DSL) and Teri Tanner (ADSL/Senco)</p>	SW to contact SH/TT to arrange a meeting.

7.	Finance - Budget Update	<p>Draft Month End. KW/HQ met to discuss month end and noted the carry forward had slightly increased since their meeting. HQ reported that the school fund bank account has now been closed and monies received which will be shown in July month end income as a c/f of £24,000. This money has been ring fenced. KW/HQ discussed the necessity of a finance committee and following the NGA review, it was concluded this was not necessary. Clive Paskell, Director of ALT Operations, has reported that in month end procedures there will be a report for Governors which will report on any variances over £10k. HQ will meet with KW if there are any issues and KW can report at future meetings. KW endorsed little has changed since they met. September will be month end and year end.</p> <p>Next Year's Budget. The Trust were unhappy with the report which showed an in year deficit for two years running. A revised budget was requested. HQ/WJ explored taking out the swimming pool completely and will look at figures again next year to review whether this will be necessary. The school had to demonstrate that the deficit had been considered. This has now been submitted to ALT for approval at the Board Meeting on 11th July. Other scenarios discussed included MF and Teri Tanner (SENCO) teaching, reducing music, or cutting back on PPA time which would result in the school closing at lunchtime on a Friday. NCL expectations are that we should provide KS2 swimming only to ensure those children can swim 25m. WJ has incorporated these into her board report, demonstrating the impact of this revised budget and highlighted the need to ensure people lobby on our behalf. One of the biggest concerns is the lifting of the Government pay freeze. We are advised by finance what increments are required however, HQ always looks at the worst case scenario. Rebasing will take place in September when the final staffing structure is available.</p> <p><u>KW questioned whether the SIP has costings and if so, will these impact on the content.</u> WJ confirmed these are not contained. <u>ED questioned how Sidegate compares to other schools.</u> HQ confirmed she has looked at benchmarking against other schools but it is difficult to identify schools similar to our size. Our staffing costs are 80% which is in line with other schools. Most schools are struggling and we are unsure about National Funding Formula. ED thanked HQ/KW and for the advance information. MH confirmed she was familiar with three year planning and liked the format of the report produced by HQ.</p>	
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8.	Premises, Health and Safety	<p>H&S, incidents (including any audits). MF reported there have been 6 incidents since the last meeting although no further action is required. MF explained in brief the details of these Incidents to Governors and that one incident identified an issue with parent contact details not being up to date. <u>ED questioned whether there is a system in place for updating details.</u> MF confirmed that all families are provided with a contact form to up date at the beginning of each academic year.</p> <p>Handsam scores. 3 outstanding tasks first aid which have been deferred. 5 tasks outstanding on site. Overall, very good and up to date.</p> <p>Premises Matters. Nothing to report.</p>	
9.	Personnel Class Teachers Subject Leaders	<p>Staffing Changes. WJ reported on staffing changes for the academic year and circulated with the agenda were two documents containing details on Class Teachers and Subject Leadership. Interviews have taken place this week for a maternity cover (Y3) from September. A new staff induction session has been scheduled for Friday. This has been cut from a two day session to one day due to the financial commitment of having to pay supply to other schools. <u>ED questioned if there have been any changes since the Ofsted.</u> WJ confirmed there had not and how the reputation of the school has improved. WJ explained the forthcoming changes to Subject Leadership. <u>SW questioned if there were any flight risks.</u> WJ confirmed there are no concerns. Those who have moved on are for genuine reasons. <u>SW noted the improved stability and continuity over the past few years.</u> <u>See Confidential Minutes - Part B for further discussion on this item.</u></p> <p>Wellbeing. Some TA's have resigned and we have been able to retain those TA's on fixed term contracts which were due to end. From the 8 TA's we are losing, 3 will remain. All others have new jobs to move onto with exception of one.</p> <p>WJ was pleased to announce to Governors that the Raising the Bar, Support Staff of the Year Award 2017 was presented to Sam Hicks, Family Liaison Manager, at an award ceremony held on 26th June 2017. Governors congratulated SH on her achievement.</p>	
10.	Governors visits	<p>Governors acknowledged the visit notes circulated with the agenda.</p> <p>ED meeting with DH 170615 ED meeting with EW 170607 ED meeting with WJ/MF 170614 ED meeting with JR 170607</p> <p>Governors acknowledged the Arts' Festival was amazing and very diverse. This was enjoyed by staff and Governors who attended. KW met people who had come because they had heard about school. MH attended too and was very impressed, particularly by the Y6 pupils who showed her around.</p>	

		<p>In addition to the above, all Governors attended the NGA Governance Review on 26h June. ED attended the Open the Tent session on 4th July. KG explained this was run by EEFA, a voluntary organisation and formed an interactive performance for Y5 and Y2 with 15 minute sessions throughout day on the story of Moses. This was an exciting experience for both staff and children.</p> <p>SW/ED/TOK also attended the recent maths share.</p> <p>JM acknowledged the positive PR the school have received recently. WJ explained how Twitter and Facebook live are a useful medium to share with families events which are happening in and around school. Feedback is welcomed which will provide evidence for our Artsmark status. ED questioned if there were any problems with parental consent. WJ confirmed there are consent forms and this information is recorded onto our pupil database. Staff have a heightened awareness of those children who do not have consent for photographs. A general consent is signed on the admission form. We do ask parents not to post on social media and there is a note on our website asking to be contacted if anything appears without consent. Governors were reminded to forward their visit reports for any meetings/learning walks and general attendance within school.</p>	
11.	Governor Training	<p>NGA Governance Review took place on 26th June. ED had received the draft review which has been shared with himself and WJ and questioned if Governors had any feedback from the session. KW thought the review was enlightening, identifying roles more clearly and explains the difference between an academy and a LA schools. In summary - governors to read through SDP. WJ found the process enlightening too, and saw the Governing body more of a community consultation group. TOK felt time and energy had been wasted previously because of the lack of understanding of the role of a Governor within an Multi Academy Trust, Academy Committee. WJ stated it was important to recognise Governors can highlight their opinions or raise any issues through the ALT Board.</p> <p>ED confirmed he had recently sat in on a Chantry Academy meeting with Bob Dool, who also had similar thoughts.</p> <p>TC confirmed all Governors should have received an NGA login with information on training available.</p>	

12.	Policies / Procedures – discuss/adopt where relevant	Health and Safety Policy Critical Incident Management Plan Governors noted these policies.	
13.	Any Other Business Link to AOB live document	<p>KG. Governors noted above that KG will be leaving the Governing Body at the end of the academic year and HV will be taking over the role of Support Staff Governor. KG will continue with her involvement in NATRE SACRE. KG will be part of a working party from September to review the Suffolk syllabus, particularly the assessment process. KG has suggested she represents academies and David Hilton will provide feedback on how RE is developed across Trust, and how we can work alongside others. ED thanked KG for her input and wished her well. HV was welcomed to the role.</p> <p>End of Year data. Data was shared with Governors via a Google spreadsheet although this had only been published at midnight. In summary, WJ reported with the exception of GPS, we are above national for everything. For writing, the Power of Reading text has helped support children in achieving this. Although just below for GPS, we will need to complete further analysis to see whether spelling is holding us back.</p> <p>WJ spoke about PIXL, releasing teachers for small group interventions and how PIXL looks at gaps to ensure there is a balance of not just english and maths. Children have also been doing the new curriculum for longer. A greater understanding of what is being looked for has helped as the assessment frameworks were late last year. Further work is needed on teacher assessments, scaled scores and how these compare. Ultimately, it is the hard work on behalf of Y6 teachers, Anna Heaven as phase leader, pyramid and work across the trust with the expertise from other schools. ED passed on his congratulations to Y6 and Governors asked for their thanks to be passed onto staff. WJ highlighted how the results have demonstrated the impact of sustained teaching. Results will be sent to parents within the individual school reports.</p> <p>EYFS results - these were 2% above last year's national. KS1 above last year's national for reading, writing and maths. Those who got 99 - 16 children to check marking, appears need to be in by next Friday.</p>	

		<p>WJ Board Report. WJ shared her report to Governors which will be presented at the ALT Board meeting on 11th July. This is a termly report. The contents of this will form part of the Headteachers report for the first Full Governing Body meeting of the next academic year.</p> <p>Debbie Jennings Retirement. Governors acknowledged DJ will be retiring at the end of the academic year. In line with long service award calculations, she is entitled to £172. As a gift DJ has chosen a gas patio heater. Governors were in agreement with this gift and wished her well for her retirement.</p> <p>JM Resignation. As previously discussed, James Mehmed has resigned from his role as Trust Governor with effect from the end of this academic year. James has been a Governor at Sidegate for the past nine years and staff and Governors thanked him for his commitment to the school and Governing Body during this time and wished him well for the future.</p>	
14.	Date and time of next meeting	<p>Agree the meeting schedule for the academic year 2017/18.</p> <p>Governors to note dates. Meetings to be scheduled between WJ/MF and Chair/Vice Chair of Governors to agreed agenda, three weeks in advance of each meeting. Agenda and papers to be circulated two weeks in advance of the meeting.</p>	TC to invite Governors to meetings via Google calendar and schedule planning meetings as appropriate.
Meeting closed 19:25.			