
SIDEGATE PRIMARY SCHOOL

Local Governing Body

6th December 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

Ed Dewson	Trust	Present
Matthew Ferrier	Associate	Apologies
Katie Gooch	Staff	Present
Danny Howden	Staff	Present
Wendy James	Headteacher	Present
James Mehmed	Trust	Present from 17:48
Natasha Moreno-Roberts	Parent	Present
Tim O'Keefe	Parent	Present
Helen Quantrill	Associate	Apologies
Karen Wesley	Trust	Present
Steve Wildon (Chair)	Trust	Present

Sidegate Primary School Local Governing Body

AGENDA ITEMS / MINUTES / ACTIONS

Full Governing Body Meeting

6th December 2016, 5.30pm

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees and Apologies [standing item]	Apologies MF and HQ	
2	Minutes of Last Meeting [standing item]	https://docs.google.com/document/d/1NgF4uICJNC7Ati9b27gdYYmXJ0vu2Kyj1LtcsN3m3b8/edit	Trust Governor membership (with HR background) to be explored further. Home Learning Policy - c/f circulation to families.
3	Pecuniary and other interests [standing item]	<ul style="list-style-type: none"> • Declaration of Pecuniary and Other Interests with regard to items on the agenda. None declared. • To update the Register of Pecuniary Interests as necessary (Autumn term only). All Governors have signed their forms. 	
4	Chair's Actions [standing item]	To note any actions carried out by the Chair since the last meeting. There were no actions to note.	
5	Headteacher's Report to Governors	<p>Headteacher's Report https://docs.google.com/a/sidegate.net/document/d/1yPhLAjn6zj8sPyHzXDUdBGfzIPfLn9Sc5S8HU_TlvxA/edit?usp=sharing Termly reports to contain key information and short reports from Curriculum and Phase Leaders. WJ is happy to provide further details if required by Governors. The expectations of ALT are included within the report. WJ highlighted the following points:-</p>	
		<p>Admissions There is capacity within SSC (5 places). HQ continues to closely monitor admissions ensuring spaces are filled. October census dictates funding received. The school are not permitted to keep a waiting list. We are currently following the LA admissions policy until 2017/18 when we will be using ALT's policy.</p>	

Attendance Data is submitted to DfE during each census. A national report is produced (cumulative data). National comparisons not yet issued for whole of 2015/16. At national for overall attendance. Persistent absence, children with below 90% attendance is higher, mainly attributable to SSC (children with complex needs). Attendance is monitored by Sam Hicks (SH). **JM questioned whether there was any link to attendance/attainment.** Penalty notices can be issued for unauthorised absences (10 sessions within a term). The school work with those families where there are concerns regarding attendance. Absence of particular children is also highlighted by the office to SH. SH will also visit homes, accompanied where necessary. An informal risk assessment is carried out on the day. Governors noted the attendance figures reported. **KW questioned whether summer time attendance is worse.** WJ confirmed this can have an impact and sickness also impacts on attendance during autumn term (currently viral/chicken pox within KS1). WJ explained that within EYFS, some children are not of legal school age and how data is collected for all children, regardless whether they are 5 or not. Unauthorised is lower than national.

Exclusions - WJ explained the exclusion process. WJ carefully considers the individual situation of each child before they are excluded. Only permanently excluded one child in 10 years of headship. WJ expanded on the detail in her report.

- Child A - vulnerable, on list for a Pupil Referral Unit for spring 2017.
- Child B - Y6, moved prior to end of Y6 to out of county provision.
- Child C - sought out of county provision, being home tutored and exploring managed move to another school.
- Child D - Y6, moved to high school.
- Child E - Still within school.
- Child F - Working with parents and LA to consider appropriate long-term provision.

TO questioned whether taking children out of school effects attendance. WJ confirmed it does. Where applicables fines are issued. **ED questioned whether this is seen as a deterrent.** WJ confirmed for some, yes.

Racist Incidents **SW questioned whether the 6 recorded related to one incident.** WJ confirmed this was not the case and explained staff are very good at recording any incidents.

SW questioned whether there are plans in place to act upon these incidents. WJ confirmed in all cases the school speak to parents and discuss what is appropriate in school. There is discussion in school in RE lessons around different faiths/cultures/beliefs. JM recalled there are 20+ languages spoken in school. No increase in incident trends has been recorded.

Safeguarding - An ALT review is taking place 8/12/16. KG will be the Governing Body rep. Safeguarding training for Governors has been scheduled for 31/01/17. The Single Central Record has been updated by TC. **SW acknowledged security has been tightened within school, with visitors being challenged if they are not wearing badges.** Heather Valentine is the support staff/volunteer coordinator and carries out DBS checks/ inductions. WJ and SH have recently reviewed the Safeguarding Policy in light of the update to Keeping Children Safe in Education. This will be brought to the meeting on 31/01/17 for discussion.

School Development Plan A link is included within the Headteachers report, with the focus on key areas linked to the Ofsted handbook. It is the expectation that Governors have an awareness of this. This is a one year Development Plan and Governing Body members should review the aims and focus their visits on areas within the report. KG explained how subject leaders have reviewed their own Self Development Plans. **KW questioned how are the aims decided.** WJ confirmed these are based on self awareness and T&L review.

Governors are invited to forward any questions on the SDP to WJ for discussion at the next meeting on 31/01/17.

Data Headlines These are RAG rated and plans are in place to meet expectations. **ED asked WJ to explain Pixl tests.** WJ confirmed the Pixl company support schools with their improvement. ALT have bought into their support. Interventions (therapies) in place with question level analysis. Papers this year were marked electronically. Personal Learning Checklists are RAG rated and therapies tailored to individual children/groups. **ED questioned who delivers these therapies.** WJ confirmed TA's were used last year but feedback was that the teachers should be delivering this as they know the children. KG and other staff members release teachers from PE etc. to allow them to work on therapies within their classes. Resources/conferences/expertise from other schools are also available. There is information on how to

reach Age Related Expectation (ARE) which focusses on quality first teaching. Pixl rep attend on a termly basis to offer advice. **ED asked what is the view of the teaching staff.** WJ explained this is a huge task for teachers, with teachers being released to work with groups. The resources are good to support planning. KG felt that the resources had improved over the year. **TO questioned the cost of this Pixl.** WJ reported this is approx. £2k (partly funded by ALT) and there is no limit on teachers attending conferences. **TO questioned whether teachers are proactive.** WJ explained how they recognise it is 'another thing to do' but DH stated teachers do now recognise the value. WJ explained it is about increased expectations, ensuring teachers have the tools for this.

Precision Teaching - ED questioned whether this changes the teachers' ability to achieve curriculum expectations. WJ explained how it is a balancing act, focusing on regular activities and this does impact. Governors recognised the juggling act by offering a broad curriculum. **ED questioned whether the school knows what is needed to make improvements.** WJ reported how Geography/History/Art etc are being squeezed. DH explained how aspects are covered but not always to detail. SW recognised that maths was lower. WJ reported monitoring explores whether there are appropriate challenges. Staff are working hard and understand the expectations. DH recognised there is more rigour and regular monitoring with teachers checking. Power of Reading is also being trialled, centred around a book, with teachers reading to the children and their writing is then linked to the book. KG recognised the quality of reading. Spelling professional development has taken place for staff, exploring linking this to handwriting. Alongside teacher assessments Y3-5, (NFER tests) exploring whether children are test ready and this will provide data, exploring any gaps. **ED questioned whether these come from Senior Level and how are these communicated to staff.** WJ confirmed staff meetings are held (with Literacy Lead) to explain plans. Monitoring (by SLT or Literacy Lead) explores whether this is being followed up. Power of Reading came from discussions from Pyramid Schools. Research online also, what other schools are doing. WJ/BJ and another Y6 teacher explored collectively. Other schools are happy to share. Training is expensive. Bought into resources (less than £100). Not just Y6, need to ensure all

For further discussion at FGB meeting on 07/03/17.

children are up to speed with the national curriculum. Governors recognised the type of questions which should be asked during visits. Pre-teaching is very important as a reminder, ensuring children are comfortable and confident. **TO - what happens if they do not achieve as expected, are they captured and nurtured?** WJ explained the different categories; those who will meet the standard, those who will meet greater depth, children who are underachieving, could meet the expected standard but will need support. Below, those who have SEN, may not meet expectation but can show progress. Demonstrates the need to given a balanced and broad curriculum to allow them to achieve. JM- have spoken in the past about what type of school we want to be, Sidegate want to give a rich a broad curriculum. **KW - does the school development plan support this? NMR - recognises pressure upon teachers, is it worth writing something to parents about expectations (linking to the Home School Agreement), or a face to face meeting explaining the expectations.** WJ - Yes. A Y6 parents meeting is planned after Christmas together with a meeting with Maths/English leads. Meet the Teacher to be expanded to cover this. **ED felt this was an excellent idea, which brings to the attention the emphasis on the links between parents and the school. JM spoke about how the traditional delivery is changing, with more emphasis on attainment/progress, linking to what is happening at home.** KG felt some parents were afraid of the expectations and their level of understanding of what their children are being taught.

Well done to RE team for achieving REQM Gold. KG stated she was very proud of the children. An article was published in Ipswich Star.

18:55 SW left the meeting

6 Attainment & Progress focus

Phase Leader Reports

<https://docs.google.com/a/sidegate.net/document/d/1uGXZS0TTffRmQ41b9trqauUJaQ3fJMOD1r92uMeAQw4/edit?usp=sharing>

Curriculum Reports

Attendance by PLT rep (5.30-6pm): Not able to attend this meeting.

	https://docs.google.com/a/sidegate.net/document/d/17LTx8xUe2piLdUNeugTeKzw1fk2jRz3g8LMNyhbLwGg/edit?usp=sharing		
7	Trust Business [standing item] <ul style="list-style-type: none"> To receive any Trust Business updates. Termly review of risk register 	No trust business updates. MF will present this next term.	
8	Committee Meetings - To note any actions from individual committee meetings [standing item]	<p>A. Finance and Premises</p> <ul style="list-style-type: none"> H&S, including any audits <ul style="list-style-type: none"> H&S External Health and Safety Review - H&S statement of intent to be signed by Chair & Head Premises matters <p>B. Personnel</p> <ul style="list-style-type: none"> Staffing changes Staff wellbeing 	Postpone to 31/01/17 as review of H&S policy is to take place.
9	School visits [standing item]	To note any visits since last meeting. ED attended RPO music day. Excellent, well done to DH. ED met with JR to review Arts.	ED to write visit report.
10	Safeguarding [standing item]	See Headteacher's Report	
11	Policies - To discuss/adopt policies where relevant [standing item]	<ul style="list-style-type: none"> Behaviour Policy and Procedures for review - Governors to review and feedback to TC following last meeting. https://docs.google.com/document/d/1NDxXNnior0JE-KxJPb-WTokWhdGa9ef2aM87iKOqquE/edit?ts=5805de8a SEND Policy - Updated by SENCO with names, following changes to Governing Body Membership Policy https://docs.google.com/document/d/1xSjnIT-dol_A65j7S0x1MknGS_PavIKRVS7F9e--xOM/edit 	<p>All Governors present approved contents of this policy. TC to update Sidegate Policy Review Schedule.</p> <p>Full review to take place 2017. TC to add to future agenda. All Governors present approved. TC to update Sidegate Policy Review Schedule.</p>
12	Any other business [standing item]	<ul style="list-style-type: none"> School Improvement plan - areas for development Update on any T&L Reviews - strengths and areas for improvement Governor responsibilities - Agreed 	<p>KW/ED to meet with HQ to discuss Finance.</p> <p>Governors to contact subject leads for visits (or WJ prior) and complete visits form. TC to arrange Governors visit Spring Term pm walk of school.</p>

		<p>https://docs.google.com/a/sidegate.net/document/d/1iAPPdB2Qh-PJbHnuHTeWjqBU6MZVJUSfL5cHHNXedgl/edit?usp=sharing</p> <ul style="list-style-type: none"> • Governor Visits Folder: https://drive.google.com/drive/folders/0B09TwWBCQ3GNEZjSHFNWnAtRm8?usp=sharing • Governor monitoring programme <p>T&L reviews taking place, year group at a time. MF/WJ put together a programme for Spring 2017. Dates will be shared with Governors if they wish to join in.</p> <ul style="list-style-type: none"> • ALT Governor survey - see email from Karen Jarvis 5/12/16 - please complete 	<p>Follow up with chat with DH. https://docs.google.com/document/d/1LafQ6SrYaGbOMIR2cqw2lz649MO-n0g_d6OjmqB18Po/edit?usp=sharing MF/WJ to share dates.</p> <p>TC to check with Karen Jarvis distribution list. CONFIRMED DISTRIBUTION LIST CORRECT.</p>
13	Date and time of next meeting [standing item]	<p>FGB Meeting including Safeguarding Training (first half hour) - 31st January 2017 (5pm - 7pm)</p> <p>Other dates to note:- <u>Wednesday 14th December</u> 6pm Winter Concert, Northgate High <u>Monday 19th December</u> 3.30pm mince pies/mulled wine in the staff room. 6pm Carol Concert - St John's Church, Cauldwell Hall Road.</p>	<p>TO to attend.</p>

Meeting closed 19:25