



Thurs 17 June 2021 at 6.30 pm virtual meeting by Google Meet

LGB 7 Minutes

The agenda was prepared with due consideration to DfE guidance, NGA exemplar agenda during coronavirus outbreak and priorities agreed with AL.

Present: Paul Izzett PI, Christine Spain CS (Headteacher HT), Jayne Hore JH, , Kate Jessop KJ, Ashley Wagstaff AW, Sanjay Mistry SM, Ed Gunn EG, Martin Brown MB, Victor Humberstone VH,

Also present: Leonie Hyde (Clerk)

The meeting was quorate.

Papers for meeting are available [on Governors' Zone. Click here.](#)

Item	Topic/purpose	F o r m at	ACTIONs
1.	<p>Standing Items</p> <ul style="list-style-type: none"> a) Introduction and welcome to all governors b) Apologies for absence. Mike Byrne MB, Jo Robinson JR, Surabhi Khanna SK, Gemma Clarke GC c) Declarations of interest / pecuniary interest 2020-21. d) Minutes from the last meeting Agree minutes of the last meeting : LGB 6 Th 13 May 2021 e) Actions from last minutes and Matters Arising not included in this agenda. None 	V I	
2.	<p>Education Update</p> <p>Headteacher's Report. Available on Gov Zone prior to meeting.</p> <ul style="list-style-type: none"> ● 195 pupils on roll. One new child. And 2 new part-time Nursery children. <p>Governor questions arose from the written report:</p> <p>Q Are the newly purchased phonics books suitable for children to borrow and use at home?</p>	I	

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	<p>Ans: Yes. New books have been marked with stickers to identify them as phonetically decodable. They are used in class and sent home to reinforce learning.</p> <p>Q What was learned from the maths and SL observations on the quality of work and phonics of vulnerable children? Ans: Following subject walk observations by K Street (Maths) and R Grey (English), gaps were identified and targeted interventions have been devised for individuals. Some support for continuous improvement in class teaching also shared.</p> <p>Q Is all £15k of catch-up funding being spent with the National Tutoring Partnership companies that attract the 75% discount? Ans: Some of catch-up funding is being used for tutoring using two tutor companies. Another company is no longer used. Some catch-up funding has been used to increase SENDCO time as lockdown and remote learning has impacted further the special educational needs some children have.</p> <p>Q Any understanding why STEPS not working quite so well with the part-time staff ? Ans: More difficult for midday supervisors and part-time staff to be aware of the wider context of a child's behaviour. JH gives support where needed. STEPS approach based on the principle of adults modelling exemplar behaviours.</p> <p>Q How do S17 assessments interact with EHCPs? e.g. is one needed for the other? Section 17 is about child protection so not necessarily dependent on a child having an Education, Health and Care Plan, but some children fall into both camps.</p> <p>Q What kind of questions were asked as part of Pupil Voice survey? Ans: Pupils across the year groups were asked whether they could name two authors; what they thought art and creativity was. In line with enriching the 'caring' vision for the school, it is planned that new children joining the school will be asked whether they feel supported by their buddies etc. JR will do a survey of pupils asking how safe they feel.</p> <p>Data: NFER and teacher assessments: Still available on Gov Zone in papers for May meeting . Further to initial questions and discussions at the last meeting, CS provided more information and governors asked further questions.</p> <p>Q Is comparison analysis of data among AL schools available yet? This qu. was raised at last LGB.</p>	
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Ans: CS explained that 7 schools were compared. More analysis will be done to complete the comparisons in English outcomes.

MATHS Rankings	School vs School comparison		English Rankings		
Year group	Expected level achieved	Greater depth achieved	Year groups	Achieved expected level	Achieved greater depth
1	3rd/6		1	3rd/6	1st/6
2	1st/6	1st/6	2	2nd/6	2nd/6
3	4th/7	6th/7	3	2nd/7	3rd/7
4	2nd/7	5th/7	4	4th/7	4th/7
5	4th/6	Equal 2/6	5	=2nd/6	1st/6
6	1st /6	5th/6	6	=1st/6	3rd/6

Q Are these ranking as headteacher expected?

Ans: Yes, broadly. Some year groups have strong cohorts.

Q Do the relative strengths, interests and expertise of the teaching staff affect year group outcomes in different subject areas? Ans: Aim in primary school is for excellence across all curriculum areas and support is given by SLT to achieve this.

Q Is it possible to track an individual’s progress as he/she progresses through the school?

Ans: CS confirmed that the software will allow tracking a pupil’s data through the school in anonymised format. In future, this information will be made available to LGB. This will allow governors to track longitudinal progress.

a) Curriculum Rationale : Are gobs confident and familiar with Stapleford’s rationale?

Curriculum rationale is described on website. Unlike other schools that choose to buy in a package, Stapleford decided to design own curriculum, based on discussion with pupils, work with staff and to reflect the vision and values of the school etc.

Stapleford’s is a holistic curriculum, that extends to all experiences of school life with outdoor activities, extra-curricular activities, visits , wraparound care etc linked with work in the school.

The curriculum map shows sequential progression to extend and develop learning and with natural connections between topics.

Next agenda: Curric Rationale governor questions



	ACTION : Opportunity for gov questions on next agenda		
3.	<p>Safeguarding</p> <p>The 2 Johns Online Safety session was held for parents and stakeholders. Notes on session on Gov Zone. Also discussed in LGB Priority 4 Report. 178 parents from AL schools and 5 governors plus Clerk attended.</p> <p>Q Has there been any parent feedback? Ans: Those attended found it very informative , useful and opened their eyes to the online world that we inhabit.</p>	V I	
4.	<p>Vulnerable and SEND pupils</p> <p>SEND Link Gov Report by KJ is on Gov Zone. VH and KJ had visited in person and both commented on the bright, child-centred work displayed throughout the school and the positive focussed behaviour of the children.</p> <ul style="list-style-type: none"> • AW will be leaving at end of school year. New SENDCO has been appointed and will liaise with AW and visit school to meet with AW , staff and pupils to ensure smooth handover. <p>Governors recognise the importance of continuity particularly for vulnerable and pupils on SEND register who typically find change challenging.</p> <ul style="list-style-type: none"> • PI thanked AW for her service to the school and her work as a governor with the LGB. In her capacity as SEND Link Gov, KJ thanked AW for her openness and patience in all their work together. 	I	
5.	<p>Staff Well-being/ Staff Liaison</p> <p><u>Staff changes:</u> SENDCO and English Lead/Rec teacher are leaving at end of school year. New SENDCO has been appointed. Interviews for new teacher will be next week. KJ (trained in Safer Recruitment) is available to attend interviews. Following new appointment, decisions will be made regarding next year’s class teachers.</p> <p>Q How will new Rec children’s visits be handled, given Rec teacher is leaving? Ans: Visits will take place later and may be virtual, like last year.</p>	V	
6.	<p>LGB Priorities and Link Gov Monitoring</p> <p>Click here for folder on Gov Zone for Priorities reports.</p> <p>PRIORITY 1. Developing, monitoring and reviewing the aims, values and vision of the school. KJ, EG. Report circulated on Gov Zone prior to the meeting.</p> <ul style="list-style-type: none"> • The ongoing process to embed the vision and values into all aspects of school life continues, despite interruptions due to Covid. • A curriculum ambition meeting with PR will take place. 	I/ V	

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	<p>Priority 3: Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. JR Carried forward to next LGB</p> <p>Priority 4: Developing, monitoring and reviewing the academy's improvement plan, including sustaining the nursery. Report on Gov Zone and copy of SDPv6. MB, MBy had met with CS virtually to review SDP version 6.</p> <ul style="list-style-type: none"> • There is a clear plan in place to promote the Nursery to increase the numbers. Maximum capacity at all sessions will be possible at the end of this year when member of staff has finished Level 3 training. • More full-time pupils will improve the profit ratio, but this is not yet feasible until Nursery is well-established. <p>Q What is the fulltime equivalent of the 26 Nursery pupils? Ans: ACTION CS will send this data to LH who will circulate to LGB</p> <ul style="list-style-type: none"> • Some Catch Up funding has been used to support pupils who have fallen behind due to Covid. • School has been inventive in order to offer fully functioning extra-curricular activities. <p><u>Any other updates from Link Govs</u> : PRIORITY 2: SM Maths report on Gov Zone. Follow- up meeting with K Street KS following her NoV from last meeting. Discussions included: The impact of Covid on the pupils' learning and the future plans and responses to support both pupils and their families. Apparent that during second lockdown in particular, more reading than basic maths skills had been practised at home. So more Maths cafes are planned to engage and educate parents next school year. Areas that will also be targeted moving forward are a) pupils working at greater depth as well as b) the pace of answering questions.</p> <p>Governor Q How effective have Maths Cafes been in attracting the parents of the more vulnerable pupils? Ans: Individual invitations were extended to targeted families. School combined a bake sale/social event with groups of children demonstrating maths learning activities. This was found to be effective in increasing numbers.</p> <p>Q Do we need to do more to educate parents to support their children's learning? Can school point to resources for parents? Evening workshops are held for phonics and Maths cafes are held during the day.</p>	<p>CS send to LH Nursery numbers as fulltime equivalent.</p>
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	<p>Q In response to a governor's question, CS confirmed that the new English Lead, Miss Cooper, will take up the role in September and plans are already in place for her to work with Richard Lloyd and will attend the English Conference.</p>		
7.	<p>Finance /Premises</p> <p>a) Res Committee 7pm Tues 8 June. Full Minutes on Gov Zone. MB summarised main issues.</p> <p>LGB noted the 2% increases in Lettings and OOSC Fees in line with inflation, that was agreed by Res Comm. Also, on behalf of the LGB, Res Comm gave a clear steer regarding charging a late pickup fee from OOSC. The LGB endorsed the clarity of the fees structure.</p> <p>Since Res Comm meeting, there has been an update on the Water Bill issue. The water company has admitted liability and will issue a new invoice that reflects actual usage of sewerage and water.</p> <p>ACTION: All Govs: Vacant role on Res Comm next year. Llet MB, PI, LH know if they are interested .</p> <p>b) 20/21 Budget approval. Budget spreadsheets and Res Comm minutes available for LGB's attention in Res Comm papers on Gov Zone.</p> <p>After due consideration of the 2021-22 Budget information, and further clarification from Anglian Learning regarding questions about the underlying assumptions (in appendix), the Resources Committee recommended that the LGB should accept the 2021-22 Budget.</p> <p>The following statement/ extract of the minutes to be forwarded to AL Trust: [DONE] <u>Budget Approval 2021-22</u> Following discussion and scrutiny by the Resources Committee, and further consideration at LGB meeting, Stapleford LGB agreed to accept the Budget 2021-2022 and to recommend it to the Anglian Learning Trust Board.</p> <p>c) Swimming Pool will not open this term due to several upgrades that cannot be completed in the time frame. Paul Dunn is leading the swimming pool improvements. Some Y6 pupils are being taxied to Sawston VC pool so that they may achieve the required swimming proficiency.</p> <p>d) Running Track is completed. And being used and enjoyed by the pupils. LGB thanked PTA for its contribution.</p>	I	Vacant role on Res Comm.

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8.	<p>Governance</p> <p>a) LGB Skills Matrix was updated and circulated. LGB governors’ skillset includes education and education management, business management, finance and accountancy, administration and governance, capital projects.</p> <p>b) LGB Self Evaluation: Review of LGB Minutes Richard Lloyd (AL) had scrutinised recent minutes. His analysis report is on Gov Zone in which he concludes that the LGB Minutes provide evidence of the breadth and depth of work that the LGB undertakes.</p> <p>ACTION:PI CS As a follow up, LGB to ask AL for training to give governors support in developing and extending questioning in visits and meetings. PI pointed the govs to ‘Questions governors should ask ‘ on Gov Zone.</p> <p>c) LGB Succession/ Roles and Responsibilities</p> <ul style="list-style-type: none"> • Governors have indicated their preferences to PI in preparation for next meeting. • PI announced that he will not be standing for re-election as CoG. <p>ACTION: All governors asked to consider taking on the role and to let Vice Chairs know.</p> <p>d) Training and resources for governors. Reports from governors</p> <ul style="list-style-type: none"> • Ofsted preparation session led by PR to be arranged for early Autumn term. ACTION: CS, PR to arrange dates. • AL are due to publish its training and webinars in early July. To be discussed at next LGB. • JH had tried but had been unable to to update her Safer Recruitment training. AL will get back to her. • VH had attempted to book Link Governor course and Ofsted training via AL, but not yet successful. AL to get back to him. <p>ACTION: PI will raise the problems accessing training when he meets with PR. LH will raise this issue at AL Clerks’ Meeting</p> <p>e) Clerk’s Update : Clerk asked for training to set up new secure LGB storage when Gov Zone content is migrated from the current school website. ACTION: LH to contact Richard Mayer</p> <p>e) Website. New website to go live in September.</p>	I	<p>Vacant Chair of Governors role</p> <p>Various Training TBA and issues accessing training to be addressed.</p> <p>Gov Newsletter to SK and CS then to go out early July. EG</p>

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	<p>f) Governors' Newsletter EG has drafted Gov Newsletter that will go out in early July after feedback and comments from SK and CS.</p> <p>g) Chair's Update PI / Governors' prizes at Celebration Assembly</p> <ul style="list-style-type: none"> a) PI outlined items discussed at Academy Governance Forum. AGF notes on ALIS and circulated to gov. b) Governors' Prizes: Governors asked to contribute £15 to Slush Fund to fund book prizes for children. ACTION: All Gobs to put money in envelope and leave fao EG at school office. Celebration Assembly proposed date 2pm on 20 July. Governors invited to attend virtually. <p>h) Risk Register has been updated and submitted to AL.</p> <p>i) Whistleblowing report due to be submitted to AL 25 June. Nil return ACTION LH [Done]</p>		<p>All gobs: contribute to Slush Fund for Gov Prizes.</p> <p>LH submit whistleblowing return to AL [Done]</p>
9.	<p>Policy reviews to ratify (*statutory)</p> <ul style="list-style-type: none"> • See Statutory Policies Compliance list including due dates for review on Gov Zone. • Reviews/updates of statutory policies are shared with link governors/ Res Comm/ LGB before they are finalised. Governors' Questions are raised and answered via email. <ul style="list-style-type: none"> a) AL's template Online Safety Policy SCPS Summer 21-24 has been reviewed by Safeguarding gov and will be circulated to all when amendments completed. ACTION: CS to send final version to LH b) SEND statement summary is on website. c) *Children with Health Needs who cannot attend school Policy is the only outstanding statutory policy ACTION: CS 	I	CS to send policies to LH
10.	<p>AOB</p> <p>Reminder to update school vision strapline, AMBITIOUS – CARING – EXCELLENCE, on all Gov reports and documents.</p> <p>Q Richard Lloyd had recommended school to have a Parent questionnaire, but LGB had decided in a previous meeting that it was not appropriate to survey parents until school has returned to normal. AL is to produce a common Questionnaire for all schools with facility for each school to add school-specific questions.</p> <p><u>School reports.</u></p> <p>Governors agreed that it is more eco-friendly to send out reports electronically and parents can more easily share with extended family if they want to. However, it is an admin challenge to email to each family individually.</p> <p>ACTION: CS will contact ParentMail to see if they have a mail merge capability.</p>		CS to look into mail merge for distributing school reports.



11.	<u>Dates for 2020-2021 meetings</u>	I	
	<ul style="list-style-type: none"> ● 20 July 2pm Virtual Celebration Assembly with Gov Prizes. 		
	Meeting ended at : 20:23		
	<u>Items for next meeting:</u> <ul style="list-style-type: none"> ● Training plans for next year ● Assign and elect roles ● Arrange staff gov election ● Associate member election ● Gov questions on curriculum rationale 		

Governors agreed which courses they would sign up for:

- i. **Safer Recruitment** JR, KJ. DONE and on SCR. MB and JH to update.
- ii. **Role of Link Gov Visits and Reporting** MBy DONE
- iii. **Finance** MB, EG
- iv. **Understanding pupil progress data** SM
- v. **Effective Communication** SK DONE
- vi. **Introduction to school governance** SK; MBy, VH DONE
- vii. **Ofsted** CS asked that ALL governors should sign up and complete training for Ofsted.
- viii. **School Development Planning and Self Evaluation**

ACTION : LGB agreed to ask Prue Rayner PR to lead a bespoke session for Stapleford LGB

Stapleford LGB Priorities 2020/21

Priority 1: Developing, monitoring and reviewing the aims, values and vision of the school. KJ, EG

Priority 2: Monitoring educational performance and standards, including the impact and provision of the recovery curriculum and remote learning. SM, GC

Priority 3: Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. JR,

Priority 4: Developing, monitoring and reviewing the academy's improvement plan, including sustaining the nursery. MB, MBy

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Priority 5: Developing and monitoring relationships with stakeholders including parents and the wider community. PI, SK