



Thursday 15 July 2021 at 6.30 pm virtual meeting by Google Meet

LGB 8 Minutes

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

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, Mike Byrne MB, Jo Robinson JR, Surabhi Khanna SK, Gemma Clarke GC

Also present: Leonie Hyde (Clerk)

The meeting was quorate.

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

Item	Topic/purpose	Format	ACTION
1.	<p><u>Standing Items</u></p> <p>a) Introduction and welcome</p> <p>b) Apologies for absence. None</p> <p>c) Declarations of interest / pecuniary interest 2020-21.</p> <p>d) Minutes from the last meeting Minutes of the last meeting were agreed : LGB 7 June 17th 2021</p> <p>e)Actions from last minutes and Matters Arising not included in this agenda</p> <p>Items for AOB</p>	V	PI
2.	<p><u>Elections- Roles and Responsibilities for 2021-2022</u> (This item to be chaired by Clerk)</p> <p>The following roles are appointed by the Trust, so they are to be recommended to ALT. ACTION : KJ ,LH</p> <p>complete recommendation profile forms and submit to AL for Trust approval [Done]</p> <p>As PI will stand down at the end of the meeting, the new officers will be considered as “Acting’ until formal appointment by AL Trust.</p> <p>a) Nomination of Co-Chairs: Martin Brown (Proposed by PI, Seconded by AW); Edward Gunn (Proposed by KJ. Seconded by GC)</p>		LH, KJ approval forms to AL for CoG, Vice, Associate [Done]

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	<p>b) Nomination of two Vice Chairs : Mike Byrne (Proposed by JR. Seconded by EG); Kate Jessop Reappointment. (Proposed by PI. Seconded by JH)</p> <p>c) Nomination of Associate member: Jayne Hore (Proposed by VH. Seconded by JR)</p> <p>d) 2021-2022 LGB Work Flow and committee structure: 7x LGBs were agreed. Res Comm to meet each term if required. Confidential Pay Committee to meet in Autumn Term. Under latest AL arrangements, HTPM will be led by ALT with Stapleford governors asked to contribute input at meetings arranged by ALT.</p> <p><u>Elections of governors, committee and named governor roles.</u></p> <p>e) Committee Chairs: Resources Comm Chair to be agreed, Pay Comm Chair will be decided when committee meets.</p> <p>f) Res Committee members to be finalized: MB, EG, GC, VH</p> <p>g) Pay Committee: 3 governors</p> <p>h) HTPM governors: KJ, SM, JR</p> <p>i) Slush Fund gov : EG</p> <p>j) Appoint named Link Governors See list on Gov Zone</p> <p>k) Panel members will be any appropriate and available governors when required</p> <p><u>Membership succession of GB.</u></p> <p>l) AW to stand down as staff governor at end of term. KJ gave vote of thanks. ACTION: Gift to AW PI to stand down as CoG at end of meeting. MB gave vote of thanks</p>		
<p>3.</p>	<p>Education Update</p> <ul style="list-style-type: none"> Admissions update CS <p>Admissions Policy has been updated. CS outlined numbers in each class and Nursery. One pupil was temporarily over-admitted in Year 3. Q Is there sufficient physical space for the larger class? Ans: Yes. The extra class size was temporary because an existing pupil from that class has left. Q Following a governor question, CS clarified the law regarding maximum PAN (Pupil Admission Number) of 30 for EYFS and KS1.</p>	<p>V</p>	<p>JH/CS</p>



	<ul style="list-style-type: none"> • Curriculum Rationale. Questions from governors. <p>Q Do we know how many parents have looked at the detailed and clear exposition of the curriculum rationale on the website? Ans: No, but feedback from general questionnaire included parents’ comments that their child found the curriculum inspiring.</p> <p>[Looking at website statistics after the meeting, it was noted that there had been a total of 195 views of the Curriculum page with an average of 1:34 mins spent on the page. Many of these views may be by governors. Clerk]</p> <p>Q Following up on questions at previous meetings regarding the impact of reduced opportunity for educational visits as an essential part of the holistic curriculum, a governor asked what school was doing to mitigate the impact.</p> <p>Ans: There will be more trips / visits to provide first hand sensorial experiences in the Autumn Term. All children have had a class trip this term that have been carefully planned to reduce risks and have in many cases been linked to classroom topic work. However there have been no overnight trips for Y5 and Y6 pupils. Many other trips and visits typically part of school life have not been possible, but the pupils have been able to explore the Moat and participate in events like Bikeability.</p> <p>Q How much use do the school the local arts centre, Stapleford Granary as a resource? Ans: School has a good relationship with Granary and children were very excited to see their work displayed there.</p> <p>Q A parent governor reported that the trips this term had had an impact on the children and had been appreciated by parents. She thanked the HT and staff for arranging.</p> <p>Q Will there be more trips/visits next year to compensate for the shortfall during the pandemic? Ans: Yes, where there is a natural link with classroom work and where it is safe to do so. One challenge is the adult supervision on trips because caution needs to be exercised if trips cannot be supervised by school staff during covid times.</p> <ul style="list-style-type: none"> • CS acknowledged the challenges to the school community this school year. She praised all the staff and the parents who have in the main been supportive to school by conforming to all the necessary rules during the challenging Covid times. <p>ACTION: EG Governors’ Newsletter will include a thanks to parent body for its patience and support to enable the best educational conditions for the children.</p>		
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4.	Safeguarding and Pupil wellbeing See item 8 below (Priority 3) <u>Annual safeguarding monitoring report</u> has been completed and CS has submitted the form. CS will provide feedback to LGB when it is available.		JR/CS
5.	Vulnerable and SEND pupils <ul style="list-style-type: none"> • AW reported that the SEND register has settled , with one pupil identified and added recently. • New SENDCo has visited for handover of the children and the procedures. • CS reported a half day exclusion has been given to a child whose behaviour had fallen below acceptable standard. Local Authority and ALT had been notified and support is in place for the pupil. 		CS/JH AW/KJ
6.	Staff Wellbeing The two members of staff who had been isolating have returned to school.		CS/JH
7.	Annual Reports/Updates <p>a) <u>Pupil Premium</u> JH reported that SLT has been doing internal reviews of PP. New government guidance has come out requiring all schools to use a new format (due to be published July 2021) and to refer to the research that our strategies are based on. https://www.gov.uk/government/publications/pupil-premium/pupil-premium This needs to be in place by December 2021 so JH will be working on a new Pupil Premium Report and will share with governors in the new academic year. VH had met with JH on 7 June. ACTION: VH to share his NoV with all govts. [DONE]</p> <p>b) <u>PE and Sports.</u> During pandemic times, there has been limited opportunity to spend the ring-fenced Sports premium funding because of impact on staff training opportunities and reduced inter-school competitive sports events. Cotrary to previous understaning, AL have now confirmed that new running track is not eligible for Sports Premium funds. £10k is carried forward. Q Can funding be carried forward indefinitely? Ans: This year is unusual. Despite restrictions, Stapleford pupils have participated in several whole school sporting events.</p>		CS/JH VH/JH MB MB



	<p>Q Can money be used for a sports celebrity to visit ? This would be in-line with parameters of Sports Funding to raise profile of physical education, as well as the school’s vision, to encourage pupils to be ambitious and pursue excellence. However, this will be for the future as visitors are not yet encouraged in school.</p> <p>ACTION: CS Report on website will be updated by the end of term.</p> <p>c) <u>GDPR</u> No updates to report.</p>		
<p>8.</p>	<p>LGB Priorities and Link Gov Monitoring Click here for folder on Gov Zone for Priorities reports. See Link Governor Monitoring Visits and meetings summary on Gov Zone.</p> <ul style="list-style-type: none"> • CoG is in regular contact with headteacher. • Priority 3: Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. JR This was carried forward from last meeting. NoVs on Gov Zone As part of the cycle of safety visits, JH had undertaken a Pupil Survey. She reported that the responses demonstrated the childrens’ knowledge, awareness and what to do if an incident arose. <p>Q How were pupils selected for the survey? Ans: Members of the School Council who represent all year groups and are elected from each year group by their peers. JR is planning an equalities visit which will involve a pupil survey where a different selection of children will participate. ACTION : Equalities Visit next term.</p> <p>ACTION CS : LGB asked CS to pass on thanks to the staff for their teamwork in ensuring that the pupils felt safe in school particularly during such challenging times.</p> <p>Q Governors noted that despite staff’s best efforts, bullying incidents still exist. Children are aware that bullying is persistent behaviour, and more work will be done in Autumn Term to talk about how to cope with disagreements between peers.</p>	<p>I</p>	



	<ul style="list-style-type: none"> • <u>Any other updates from the LGB priorities and link gov's.</u> <p>CoG noted that the LGB Priorities to monitor all areas had worked well this year and had allowed all governors to feel ownership of an area.</p>		
9.	<p>Finance</p> <p>a) Finance update</p> <p>MB reported that CS' prudence in controlling costs, early years funding from Nursery and OOSC income had all combined this term to provide an overall projected surplus of circa £20k.</p> <p>Water Board has acknowledged its error in the long-running dispute about an overcharge and this issue is now resolved with no cost to the school.</p> <p>b) Premises</p> <ul style="list-style-type: none"> • Building project of middle school toilets is on track and Portaloos are being used. • Window improvements /replacements will be installed during summer. • New play equipment has been installed, paid for by PTA, AL and Stapleford Messenger Fund money. • In response to a governor's question, CS confirmed that the new boiler is on order and will be installed early in summer holidays. • A governor raised concern about the roots in Vicerage Lane. This is not part of school property, but a parent working group have cut back the hedgerow • Paul Dunn to liaise with Parish Council regarding temporary barriers to the access of the back field to deter unwanted visitors. • The discussion with the Parish Council regarding their noticeboard at the front of the school on Bar Lane continues. LGB see this as important because it impacts on the initial appearance of the school. <p>c) Health and Safety</p> <ul style="list-style-type: none"> • An incident in which a member of the school community fell in the school driveway and broke her wrist was reported. She was helped by nearby parents. This was reported in EVERY and ACTION: Paul Dunn will investigate the depression in the driveway. • Resurfacing of safety surface in front playground is in AL's asset Plan. 	v	MB/CS GC



<p>10.</p>	<p>Governance</p> <p>a) <u>LGB succession:</u> Staff Governor elections to be held in September (AW's role) Trust Governor vacancy (PI's role) for Sept 2021 ACTION: PI to contact MB and EG re a potential community member. Trust Governors' GC and KJ's term of office is to end in April 2022. KJ has indicated that she will step down, therefore another Trust Gov vacancy will arise.</p> <p>b) <u>Training and resources for governors.</u></p> <ul style="list-style-type: none"> • AL's list of training opportunities will be circulated when available. ACTION :LH • Ofsted preparation session: to be arrange with PR ACTION: MB/EG to contact PR to arrange • Training to give govs help in developing and extending Qs: to arrange • LH has done a webinar about new changes to statutory policies. Information shared with CS. • <p>c) <u>Pecuniary Interests Form-</u> has been sent out to all govs to complete for 2021-22</p> <p>d) <u>Code of Conduct-</u> has been circulated to all governors. LGB agreed to abide by the Code of Conduct.</p> <p>e) <u>Safeguarding training</u> to be arranged for next term. AL will provide training for all AL governors. KJ reminded governors that she has done the Safer Recruitment course</p> <p>f) <u>Governor Newsletter</u> EG will add new LGB appointments and send final version to office so it may be circulated via ParentMail.</p> <p>g) <u>School Website</u> Clerk let the LGB know that the LGB information on the website is up to date and complies with mandatory content. LH to meet with AL's Richard Mayer for advice on a replacement for the Gov Zone.</p> <p>h) <u>Governor prizes at Celebration assembly 2pm Tues 20 July.</u> PI will lead this. ACTION: CS to circulate virtual invitation to all govs.</p> <p>i) LGB agreed that it wants an Anglian Learning Trustee to attend an LGB meeting. ACTION: LH/CoG to contact Kerrie Jones to arrange.[DONE]</p>	<p>V</p>	<p>PI/LH</p>
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11.	<p>Policies Statutory Policies Compliance list including due dates for review is on Gov Zone as evidence of compliance with mandatory policies. Clerk reported that all statutory policies are up to date. LGB thanked CS for this. LGB agreed that Non statutory policies should continue to be delegated to the Headteacher.</p> <p><u>Updates to policies since last meeting:</u></p> <ul style="list-style-type: none"> a) AL's template Online Safety Policy SCPS Summer 21-24 is on website b) *Children with Health Needs who cannot attend school Policy is available c) Admissions Policy has been updated 	I	CS/LH
12.	<p>AOB</p> <ul style="list-style-type: none"> • Governors will be invited to the staff meeting where new Early Years Framework changes will be outlined. • PI has sent treats to the staffroom as a thankyou to all staff for their service in this extraordinary year where there has been extra pressure of work for all. 		
13.	<p>Provisional dates for next year to be circulated when agreed with CS, new Chairs and Clerk. AL has produced an LGB agenda tool.</p>	I	
	<p>Meeting ended at : 20:39</p>		

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

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

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