



Tuesday 8 Dec 2020 at 6.30 pm virtual meeting by Google Meet

LGB 3 Agenda

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

Present: Christine Spain CS (Headteacher HT), Paul Izzett PI (Chair), Jayne Hore JH, Kate Jessop KJ, Ashley Wagstaff AW, Ed Gunn EG, Francesca Crawley FC, Martin Brown MB, Mike Byrne MB, Sanjay Mistry SM, Gemma Clarke GC, Jo Robinson JR, Surabhi Khanna SK (apologies for lateness)

Also present: Leonie Hyde (Clerk)

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

Item	Topic/purpose	For mat	Led by	Action
1.	Introduction and welcome to Prue Rayner, Rebecca Gray Papers for the meeting have been on the Gov Zone for some time before the meeting for governors attention, so time in the meeting could be used for questions.	V	PI	
2.	Apologies for absence. Lateness SK (7pm) Declarations of interest / pecuniary interest 2020-21. CS is Secretary of a company that provides vehicle hire for another AL school and Trustee of Feofee Charity. AW also works at another school. PI is member of Stapleford Messenger Fund. Pecuniary interests for 2020-21 have been submitted to school office to go in SCR	V	PI	
3.	Minutes from the last meeting Agreed minutes of the last meeting : LGB 2 Tues 3 Nov 2020	I	PI	
4.	Actions from last minutes and Matters Arising not included in this agenda Reports as discussed at last LGB are now on Gov Zone : H&S visit Oct 2020; Link Gov Priority 1, 2 and 5 Reports Oct 2020; Post Covid Maths data	I/V	PI	
5.	Presentation by English Lead : Rebecca Grey English is part of Priority 2 : monitoring educational performance RG shared a ppt presentation online with the LGB. Copy will go on Gov Zone. <u>Governor Questions:</u>	P		RG to send ppt to LH so it can be circulated to all govs.

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	<p>Q Given that 'normal' assessments will be cancelled this school year, how will Stapleford assess pupil progress? Ans: Teacher assessment will be used and Y2 and Y6 will take the NFER standardised tests which will provide consistency across all the year groups.</p> <p>Q Does the school have sufficient copies of books that are readily decodable to support the phonics learning? Ans: Not yet. More copies need to be purchased.</p> <p>Q How far behind are the pupils this year as compared to previous years? Ans: Writing and SPAG need development. Parents good at supporting reading in the main. Many children, particularly in Rec, have fewer experiences to discuss because they have not been to visit places with their families due to lockdowns.</p> <p>Q Do children have the opportunity to edit their work in the whole school Big Write? Ans ; Yes</p> <p>In answer to a question RG said that SPAG results are less good than reading and are identified as a focus for development with many pupils.</p> <p>Q Are the assessment results a) an accurate reflection of the childrens' capabilities; b) are the teachers satisfied with the results; c) what improvements are expected? For many of the children who took the tests, the format of the NFER tests were new to them. For example, some of the Y6 results were disappointing. However there were some simple mistakes that the pupils were able to self-correct when they revisited the questions. Lack of time and speed of working were also contributory factors.</p> <p>PR noted that across the AL Primary Hub the pandemic restrictions and lockdowns have caused a deterioration in pupils' concentration levels and stamina in the classroom and in performance in tests.</p> <p>[7pm SK joined meeting]</p>			
<p>6.</p>	<p>LGB Priorities These priorities are as agreed with AL /Jon Culpin. <u>Next LGB 21 Jan</u> : Updates on priorities 1, 2, 5. Reports using the AL Link Gov templates are a useful way for LGB to provide evidence of its monitoring role so that progress in each area may be tracked. See new folder on Gov Zone for LGB Priorities.</p> <p>Priority 3: Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. JR/ FC Staff and Headteacher well-being Guide for Govs is on Gov Zone. Written report for monitoring 'visit' is on Gov Zone.</p>	<p>I/V</p>	<p>PI</p>	

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	<p>JR reported that the focus was on staff well-being and that staff had been asked to complete a questionnaire. Not all staff had completed the questionnaire and there was a broad spread of responses. This may be because it has been some time since the last Stapleford staff well-being survey and that in a small organisation, individuals can be identified. The AL survey in the summer focussed on what staff felt they needed. Governors suggested that in the future the questions should be targeted at different staffing groups and that there should be a regular, anonymous, short pulse survey so that staff responses can be tracked more effectively.</p> <p>Q Are there plans to share results with the staff ? Ans: an overview will be shared and JR will pick up some points and how they will be addressed.</p> <p>Q Do staff know support that is available to them? Ans: Staff can talk with headteacher. There is an employee assistance programme and an anonymous Stress Line.</p> <p>ACTION: for consideration: LGB may set up a governor in a strategic role with agreed avenues of communication with whom the staff may communicate confidentially.</p> <ul style="list-style-type: none"> • Safeguarding Training and familiarity with relevant policy docs: Gobs have now confirmed and this info is in SCR. • Answers to safeguarding questions – ‘what all gobs need to know’- is in papers for this meeting. • AL Safeguarding and CP Policy Aut 20-21 for Trust Central Staff is on website as well as SCPS *Safeguarding and Child Protection Policy SCPS Aut 2020-21 <p><u>Annual LGB/ staff liaison</u></p> <ul style="list-style-type: none"> • JR and KJ volunteered to use money from Slush Fund to take in mince pies for staff as a thank you from LGB in last week of term. EG has slush fund (voluntary personal contributions from governors). <p><u>Behaviour</u></p> <p>FC had ‘met’ with JH and reported to the LGB that behaviour was as expected in a primary school. A recent visitor to the school had commented on the calm behaviour of the pupils and the positive ethos.</p>		FC/ JR	
7.	<p>Priority 4: Developing, monitoring and reviewing the academy's improvement plan, including sustaining the nursery. MB and MBY</p> <p>Written report of the one hour virtual meeting with CS is on Gov Zone.</p> <p>Governors discussed SDP with CS. It is a live document where current activities are captured.</p>	I/V	MB /M By	



8.	<p>Priority 5 JR worked with former governor, Sarah Barnett, last year to organise the annual Parent Questionnaire/survey. SK will work with JR this year.</p>			
9.	<p>Self Evaluation SEF Copy is on Gov Zone. In the past, CS has worked on this during summer holidays. Now keeping it as a live document to capture current issues.</p>	I/V	CS	
10.	<p>Education Update HT Report is on Gov Zone. CS highlighted some headlines:</p> <ul style="list-style-type: none"> • There has been an increase from 23 to 29 pupils who are receive Pupil Premium since the census date. • The personal approach to encouraging attendance has been effective in improving attendance, although there are still some children who are persistently late for school. <p>In response to a question, CS reported that there have been concerns about the <u>catering</u> regarding portion size and quality. Both HT and Deputy HT eat school meals and can therefore monitor effectively. Parent governors commented on their childrens’ meal time experiences. ACTION: PR will take concerns back to AL Trust and will report back to LGB</p> <p>Richard Lloyd has been doing some Ofsted prep work with school looking at the areas of strengths and areas where further work is needed. He will meet with CS and PI.</p> <p>AL Trustees meeting will look at the impact of the pandemic on staff well-being who have been challenged by the additional pressures.</p> <p>Q As a followup from last meeting, has the school got sufficient laptops for remote learning? Ans: Not a problem at the moment because school has not had to send home a while bubble group. A community resident has donated some devices.</p>	V	CS/ JH	
11.	<p>Vulnerable and SEND pupils Report from SENCo</p> <ul style="list-style-type: none"> • Children have settled well and thirst for learning is back. Gaps have become evident. 		AW / KJ	

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	<ul style="list-style-type: none"> • Teachers and TAs have been proactive in helping with Recovery Curriculum. • To date, AW has met teachers from several year groups a • There has been an increase of pupils on the SEND register from 25 to 39 pupils. Up 14 since September 2020 • This is well above the national average number of SEND pupils in school. • Local Authority SEND specialist teacher has been working with some class teachers <p>KJ reminded LGB that she had noted at the last LGB that AW's hours have been reduced from 2.5 days to 1.5 days. At the time the decision was made, the SEND numbers could not have been predicted.</p> <p>A SEND review of level of need and capacity will be undertaken. ACTION: PR will raise this with the Executive Team and will report back to LGB in Spring.</p>			
12.	<p>Finance MB gave a summary update report.</p> <ul style="list-style-type: none"> • OOSC and Nursery are providing income • Staffing costs are flat • The predicted deficit of circa £36k is still likely. 	V	MB / CS	
13.	<p>Governance</p> <p>a) LGB Succession</p> <p>a. Application for the vacant pots of Trust Governor has been received from a local Stapleford resident. ACTION: LH to circulate the application for govns to read and then delete from their devices. Govns to send comments to PI. LGB to recommend and PI will submit a form to AL Trust Board (15 Dec meeting)</p> <p>b. Vice Chair election. Martin Brown was elected by show of hands. Proposed by JR. Seconded by SK.</p> <p>c. FC has been a governor for 4 years and will retire. PI gave a Vote of Thanks to FC. ACTION: LH to deliver thankyou gift from LGB to FC.</p> <p>b) <u>Training opportunities and resources for governors.</u></p> <p>a. See <u>Training folder on ALIS</u>. And emailed to all govns.</p> <p>b. Training reports/recommendations: MBy completed a course and shared the Link Gov and Monitoring ppt on Gov Zone</p>	V	PI/ LH	

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	<p>c. Please let LH know about any training undertaken so that mandatory LGB training record can be completed.</p> <p>d. Some gobs are awaiting certificates for Safer Recruitment training.</p> <p>e. The Key has introduced an online course for new governors. We will lose the benefit of The Key soon, so gobs are reminded to make use of it.</p> <ul style="list-style-type: none"> • Photos for website Photos please for website. Ashley , Ed, Surabhi • Clerk’s Update shows list of updated requirements for publishing on website. • Update from PI about LGB changes. There has been a consultation period during which JC (Jon Culpin) has carried out a review of the role of IGBs within AL. PI had the opportunity to voice some issues. This will be further discussed at the next AGF (attended by all CoGs of AL schools) [Done] and then out for discussion by LGBs next term. • Letter from Chair of Trustees to CoGs has been circulated, thanking CoG and gobs for their work in these unprecedented times. 			
14.	<p>Policies</p> <p>a. Anti Bullying Policy Aut 2020-Spring 2022 has been reviewed and is on the website in the Behaviour tab</p> <p>b. SEND Policy and Parents SEND Info to be out on website [Done]</p> <p>c. Relationships Policy (including Sex Ed) Aut 2020-21. To be ratified by LGB.</p> <p>The Policy reads:</p> <p>It is the responsibility of the governors to ensure, through consultation, that the Relationships Education Policy reflects the needs and views of our community.</p> <p>In order to facilitate this process, the Relationships Education Policy will appear annually on the agenda of one governors’ meeting. The policy will be available on the school’s website.[DONE LH]</p> <p>AW is link governor for PSHE (including Relationships Education)</p>	I	CS/ LH	
15.	<p>AOB</p> <ul style="list-style-type: none"> • Great Shelford admissions criteria have changed in response to pandemic rules whereby people cannot attend church. • Promoting the school (LGB Priority 5) : CS and her son have compiled an Induction video that is on the website. 			



	<p>Q Are applications/ expressions of interest down in all AL schools? PR said yes and this has been discussed by Exec leadership. Some schools show parents round by appointment after school hours.</p> <ul style="list-style-type: none"> PI thanked the senior staff and all staff at school for their hard work and commitment in the keeping the school going for the children in this extraordinary year. He also thanked the governors and wished all a safe and prosperous new year. 			
16.	Next meeting: LGB Priorities 1, 2, 3 will be discussed			
17.	<u>Dates for 2020-2021 meetings</u>	I		
	Meeting ended at 20:26			

At the last LGB meeting , governors agreed which courses they would sign up for:

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

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