



Thurs 21 January 2021 at 6.30 pm virtual meeting by Google Meet

LGB 4 Minutes

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, Martin Brown MB, Mike Byrne MB, Sanjay Mistry SM, Jo Robinson JR, Surabhi Khanna SK

Also present: Leonie Hyde (Clerk)

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

Item	Topic/purpose	Format	Action
1.	Introduction and welcome PI reiterated virtual meeting rules and welcomed all to the meeting.	V	
2.	Apologies for absence: Gemma Clarke GC, Declarations of interest / pecuniary interest: CS is Secretary of a company that provides vehicle hire for another AL school. Also Trustee of Feofee Charity. PI is a member of the Stapleford Messenger Fund committee. AW works at Stapleford and another school.	V	
3.	Minutes from the last meeting Minutes of the last meeting were agreed: LGB 3 Tues 8 Dec 2020	I	
4.	Actions from last minutes and Matters Arising not included in this agenda <ul style="list-style-type: none"> • RG's ppt about English at Stapleford is on Gov Zone. • <u>Priority 3 : Staff Well-being.</u> PI had followed up with CS the idea of appointing a staff well-being governor (from LGB 3 Dec 2020 item 6). He had concluded that the staff currently have sufficient channels of communication via the two elected staff governors, their line manager, whistleblowing policy. LGB agreed that an extra link governor is not required at this time. 	I/V	
5.	Education Update CS <ul style="list-style-type: none"> • <u>Attendance numbers.</u> 79 (40% of) pupils in school. This is considerably more than during previous lockdown. Average attendance in Cambs primary schools is 22%. 47 are children of critical workers and 32 are identified as vulnerable. School has identified some pupils from last lockdown who have been invited to attend school. Class sizes range from 16 to 6. 6 children who are supported by a social worker and 5 pupils with EHCPs are attending school. Admissions are now closed, but Stapleford reserves right in exceptional cases. 	V	

V = verbal/for discussion; P= presentation; I = issued prior to meeting for questions at meeting



	<ul style="list-style-type: none"> • One TA is clinically vulnerable and works from home. No teachers have been off school . Two staff and one pupil have had covid but this was during school holidays , so has not impacted on colleagues and pupils. • Risk Assessment has been further updated since it was circulated recently, to include the central government introduction of twice weekly lateral flow testing for staff in primary schools. Stapleford yet to receive supplies, but staff will take tests at home when test kits have been delivered. • Remote learning- Expectations and focus is more rigorous than during previous lockdown. Regular curriculum plans for spring term are being used and adapted for virtual format on Google Classroom. TAs are supporting work with pupils in school. Staff are becoming more familiar with and using more features of the Google Classroom software. Most pupils are engaged in their learning at home and participation and progress is being monitored. • Dispute with water company and sewerage continues regarding an unrealistic invoice. • Website providers will change in line with AL by June/July with aim to be live for September. Clerk to download content of Gov Zone so it can be relocated. A secure area on Google Drive can be created for LGB business. • CS reported that there have been two subject access requests. One with a December deadline and one due next week. AL has received a Freedom of Information request for all the AL schools about racism. • A racist incident has been logged this term. It refers to an incident a few months ago that was late to be reported to school. • Government catch-up funding: Some has been spent last term. School has identified two pupils who would benefit from extra online tutoring. Both pupils have been invited but declined to come into school. • CS reported that it is a very stressful time at school with all staff keen and determined to provide the best for both the pupils in the classroom and to respond to the needs of pupils at home. • Stapleford offers wraparound care until 5pm for some families of critical workers. 		
--	--	--	--



	<p><u>Governors' comments:</u></p> <ul style="list-style-type: none"> LGB recognise that in a single entry school the burden on the teachers and all staff cannot be underestimated and applaud the staff for their commitment, dedication and work. CS and staff keen for all pupils to return to school. Parent governors commented that parents acknowledge the efforts of the relatively small number of school staff and noted that the IT deployment is more effective than during the first lockdown. Parents have been impressed with how smoothly the organisation has seemed from their perspective in this recent lockdown at short notice. Online roll calls have been a success and provide a structure for pupils at home. Positive anecdotal feedback was given regarding a conversation in the local community in which a Stapleford parent had talked very highly of the school and its staff. 		
6.	<p>Safeguarding</p> <p>The annual detailed safeguarding audit is in hand. JR told governors that the thorough document covers all aspects of school life under twelve headings. CS and JH have been working on it for some time and will forward the completed document to Prue Rayner who will undertake the audit online. JR usually attends the annual meetings when they are face to face.</p>		
7.	<p>Vulnerable and SEND pupils</p> <ul style="list-style-type: none"> No follow up from last meeting's report from SENDCO. AW confirmed that school has 36 on the SEND register of which 18 are pupil premium. SEND governor reminded the LGB that at the last meeting PR had indicated that she would follow up with the Trust the impact of the reduction of SENDCO hours. <p>ACTION: PI to contact PR later this term</p>		PI to contact PR about SENDCO hours for school.
8.	<p>Staff Well-being/ Staff Liaison</p> <ul style="list-style-type: none"> Impact of January lockdown discussed in item 5. JR and KJ took in mince pies to the staffroom from all the LGB at end of last term. Staff appreciated the gesture. 		CS
9.	<p>Link Gov monitoring</p> <ul style="list-style-type: none"> CoG is in regular contact with the headteacher and asked that the LGB takes a light touch approach whilst CS and all staff are so busy working with the pupils at school and at home during lockdown. 		



	<ul style="list-style-type: none"> Visit by SK to school on 4 Jan training day to lead a talk with staff about use of social media was postponed due to the current climate. SK has prepare the talk and so will go into school when it is possible and appropriate to do so. 		
10.	<p>LGB Priorities</p> <p>Click here for folder on Gov Zone for Priorities reports.</p> <ul style="list-style-type: none"> PI asked the LGB to postpone the review of the Governors’ Priorities 1, 2 and 5 which was due to take place at this LGB meeting as LGB needs to avoid increasing the staff workload at the present time. He asked that the LGB resume monitoring of the LGB priorities in the summer term. 	I/V	
11.	<p>Parent Survey</p> <ul style="list-style-type: none"> JR had sent out a list of all questions in Parent Survey by email to gobs, many of which were not relevant to current set up. LGB agreed that the Parent Survey should be postponed until later in the school year. Meanwhile, parent governors were asked to let JR have their suggestions. ACTION: To revisit this item at next LGB in March. Following discussion at last LGB, JH reported that school will send out a short pulse survey to parents about the current arrangements. 	I/V	Parent Survey on next agenda
12.	<p>Finance</p> <ul style="list-style-type: none"> Last figures were for December which showed an increase in OOSC and Nursery incomes that had reduced the planned deficit to £7k. This may change with the impact of the lockdown this term. Res Comm meeting date tba w/c 8 March. CS confirmed that a meeting would be useful to discuss some buildings matters with governors. <p>ACTION: MB to liaise with LH and Rs Comm members to arrange a suitable time.</p>	V	Res Comm date TBA
13.	<p>Governance</p> <ol style="list-style-type: none"> PI, CS and LH will meet for a Risk Register review (due to AL on 29 Jan) Whistleblowing Report (due to AL on 5 Feb) can be submitted. There have been no complaints nor whistleblowing incidents. LGB Succession <ul style="list-style-type: none"> PI has submitted a form to AL Trust Board recommending Victor Humberstone as a Trust governor. It is anticipated that new gov will take on Francesca Crawleys’s roles as Pupil Premium, LAC , EAL link governor and LGB Priority 3. 	V	CS/PI/LH to arrange to meet in next week re Risk Register

V = verbal/for discussion; P= presentation; I = issued prior to meeting for questions at meeting



	<ul style="list-style-type: none"> • FC had sent email to thank LGB for their gift . <p>d) Training opportunities and resources for governors.</p> <ul style="list-style-type: none"> a. See Training folder on ALIS. And emailed to all govts. b. Please let LH know about any training undertaken so that mandatory LGB training record can be completed and share any training reports/recommendations from webinars attended. JR and KJ have completed safer recruitment training. MB will also do so. c. The Key has introduced an online course for new governors. ACTION: SK, MBy It was noted that we will lose the benefit of The Key soon, so govts should to make use of it. d. Update from CoG: None 		SK, MBy new gov webinar training
14.	<p>Policies</p> <p>AL Remote Learning Policy SCPS had been shared with governors for their comments. It was approved and the LGB has seen the statement for parents on remote learning.</p>	I	CS/LH
15.	<p>AOB</p> <ul style="list-style-type: none"> • SK is working on the Governors’ Newsletter. This is a report about the LGB’s work. Estimated to be ready for publication later this term. • EG asked for more contributions to the governors’ voluntary Slush Fund. Slush Fund pays for thank you gifts for staff. ACTION: All govts to put contribution in an envelope to be left in school office for EG to collect. 		All gov: pay into Slush Fund
16.	<p>Next meeting: 25 March 2021 Parent survey to be discussed.</p>		
17.	<p>Dates for 2020-2021 meetings</p>	I	
18.	<p>Meeting ended at 7.30pm.</p>		

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

- i. **Safer Recruitment** JR, KJ, JH to update.[Done]. MB
- ii. **Role of Link Gov Visits and Reporting** MBy [Done]
- iii. **Finance** MB, EG
- iv. **Understanding pupil progress data** SM [Signed up}
- v. **Effective Communication** SK

V = verbal/for discussion; P= presentation; I = issued prior to meeting for questions at meeting



- 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

Stapleford LGB Priorities 2020/21

1. Developing, monitoring and reviewing the aims, values and vision of the school. KJ, EG
2. Monitoring educational performance and standards, including the impact and provision of the recovery curriculum and remote learning. SM, GC
3. Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. JR, FG
4. Developing, monitoring and reviewing the academy's improvement plan, including sustaining the nursery. MB, MBy
5. Developing and monitoring relationships with stakeholders including parents and the wider community. PI, SK