



Thurs 25 March 2021 at 6.30 pm virtual meeting by Google Meet

LGB 5 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, Gemma Clarke GC, Victor Humberstone VH

Also present: Leonie Hyde (Clerk)

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

Item	Topic/purpose	ACTION
1.	<p>Standing Items</p> <p>a) Introduction and welcome to new Gov, Victor Humberstone. Following induction session with LH and PI in Feb, VH has already got up to speed with paperwork. LGB now has a full complement of 13 gobs under current structure.</p> <p>b) Apologies for absence were accepted for Surabhi Khanna SK</p> <p>c) Declarations of interest / pecuniary interest 2020-21. 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.</p> <p>d) Minutes from the last meeting Minutes of the last meeting were agreed: LGB 4 Th 21 Jan 2020</p> <p>e) Actions from last minutes and Matters Arising not included in this agenda</p> <ul style="list-style-type: none"> • Visit by SK to school to lead a talk with staff about use of social media was postponed and will be rescheduled. • Parent Survey will not be done this year due to circumstances. In future, AL will produce a standard questionnaire and SCPS can add own questions to this. Parent Consultation Forum will also take place next year. • Risk Register has been updated by CS, PI, LH and submitted to AL. Copy is in papers on Gov Zone. 	
2.	<p>Education Update CS/JH See Catch Up Funding Plan on Gov Zone CS</p> <p>192 on roll and 18 in Nursery, not all of whom are full time. More girls than boys. FSM (free school meal) eligibility has increased from 24 to 29.</p> <p>Almost all families returned to school on 8 March.</p>	

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	<p>Unauthorised absences recorded if pupil arrives at school later than 09:25. Agencies are working with school to support some children with anxieties about returning to school.</p> <p>Social and emotional well-being has been prioritised. To this end extra- curricular clubs have been offered per bubble and to give children extended social opportunities. Premier Sports subsidised by school.</p> <p>NFER Assessments (National Foundation for Educational Research’s nationally standardised tests) have begun throughout school. Outcomes will be discussed and shared with the other Primary Hub schools after Easter holidays.</p> <p>Families with child protection issues are being monitored and regular meetings are held for LAC (Looked After Children) as well as daily monitoring.</p> <p>Staff CPD is continuing and CS keeps a record of courses attended. Subject leaders across the Hub are meeting with an Ofsted inspector.</p> <p><u>Vulnerable Children</u></p> <p>Q In response to a governor’s question, JH confirmed that Nursery has fully funded places for disadvantaged children.</p> <p>Q What is the main cause of anxiety amongst pupils at the moment ? Ans: The isolation of being at home has heightened some children’s anxiety. Early return to school to help the transition were offered to some vulnerable families but not all took up the offer.</p> <p>[SM joined meeting] An up-to-date glossary is available on ALIS to help governors interpret the many education acronyms.</p>	
3.	<p>Safeguarding</p> <ul style="list-style-type: none"> • JR’s Report is on Gov Zone. PR and CS had completed Safeguarding review. • SCR training session is available. • VH is taking on the role of Pupil Premium Governor, following the retirement of Governor FC. On 17th March JR arranged a Zoom meeting with JH and VH, so that VH could learn what Pupil Premium is, and also meet a staff member and fellow governor. Due to Covid 19, VH has had no opportunity to get to know fellow Governors or to visit the school. 	



4.	<p>Vulnerable and SEND pupils</p> <ul style="list-style-type: none"> • SENDCO hours have now been increased back to 2 days. Some Catch Up funding has been used. • AW reported that there are 36 pupils on SEND register. Stapleford is quick to recognise and support individual needs, but funding/ extra training sometimes lags behind. • KJ keeps in contact with AW via email questions and is looking forward to regular monitoring visits to school to see and discuss folders with AW. 	
5.	<p>Staff Well-being/ Staff Liaison</p> <ul style="list-style-type: none"> • Staff were delighted to welcome all children back to school. • Staff miss camaraderie/ sharing of good practice so bubbles have been paired. • Short survey of parents about remote learning provision was positive. • One member of staff is clinically vulnerable. • Staff appreciated chocolates from CoG and LGB. • Deputy Head acknowledged and thanked CS for her support of all staff during the time when some children were in school and some learning at home. 	
6.	<p>LGB Priorities and Link Gov Monitoring</p> <p>Click here for folder on Gov Zone for Priorities reports.</p> <ul style="list-style-type: none"> • CoG is in regular contact with Headteacher. • Monitoring of LGB priorities is on light touch until next term. As agreed at previous meeting, review of the Governors' Priorities 1, 2 and 5 will recommence in Summer term as governors recognise the need to avoid increasing the staff workload at the present time. <p>Q When will governors be able to return to school visits? Ans: This will be reviewed after Easter holidays. Peripatetic music teachers, Premier Sport have returned to school since 8 March full opening. External agencies eg speech and language, have started to come into school to support children's learning.</p> <p>LGB meetings may be virtual for the rest of the school year. AL will provide guidance.</p>	
7.	<p>Finance</p> <p>See Res Comm minutes 8 March and Paul Dunn's summary papers on Gov Zone.</p> <p>MB has seen P6 finance report.</p> <p>Deficit of £34k is reduced from previous projection and will decrease now that school and OOSC are open.</p>	



8.	<p>Governance</p> <p>a) <u>LGB Structure: The Future of Local Governance document from AL.</u></p> <p>The implications of the proposed changes and how they impact on Stapleford were discussed.</p> <p>Governors expressed concern that the driver for the Trust’s proposals to restructure all its schools’ LGBs is because many schools find governor recruitment a challenge. This is <u>not relevant</u> at Stapleford where there is a lot of local interest to support the school.</p> <p>PI reported that he has attended several consultation meetings with Jon Culpin and other CoGs and that there is scope for negotiation and flexibility within the proposals.</p> <p><u>Size and composition.</u></p> <p>The proposals reduce the staff representation on each LGB to the Headteacher plus one elected staff member. It states that the Deputy Head should not be a governor.</p> <p>Stapleford LGB has the Deputy Head as a governor because it considers that it is useful for the school and important for the Deputy to be up to speed with LGB business. Furthermore, the governors see a role on the Governing Body as an important element in the Deputy Head’s professional development.</p> <p>All current Stapleford governors are in post on merit according to their skills and interests. Some current Trust Governors are also parents at the school. 5/13 governors are parents.</p> <p><u>Link governors</u></p> <p>Required new composition matches the current roles in Stapleford LGB. Namely, Safeguarding ; Pupil Premium; SEND ; Development areas= LGB priorities 1-5.</p> <p>Roles and responsibilities for 2021-22 will be assigned in July LGB.</p> <p><u>Number of meetings</u> (Minimum of six in new proposals)</p> <p>Currently Stapleford has eight LGB meetings (3, 2, 3) per year to align with the Anglian Learning Year Planner; the school budget; availability of performance outcomes; and to allow opportunity at meetings for staff to present or for inhouse governor training or LGB self-evaluation. The final July meeting is used as a roundup of the school year, elections and assignment of governor roles so that there is a seamless transition between academic years.</p> <p><u>Meetings Structure/ Delegated responsibilities</u></p>	
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	<p>Proposals suggest primary schools should not have delegated committees but Stapleford LGB has recently reinstated the Resources Committee to ensure the most effective monitoring of health and safety, estates and financial matters, and to limit time spent during full LGB meetings. LGB agreed that active governor overview of financial matters and the estate is invaluable in school strategy and in understanding outcomes. In recent years, finances have motivated much school development strategy. E.G. Establishment of both Nursery and OOSC as part of the school.</p> <p>One of the main responsibilities of a Governing Body is to oversee financial performance to ensure money is well spent. The LGB agreed that in order to fulfil its responsibility and to hold Anglian Learning Trust’s spending on Stapleford school to account, the governors’ access to information, in-depth knowledge and participation in financial decision making should not be reduced.</p> <p>The LGB agreed that a)the appointment of Head of Governance Support and b)assignment of a Trustee to work more closely with Stapleford are positive initiatives.</p> <p>b) LGB Succession</p> <ul style="list-style-type: none"> • Stapleford has full complement of 13 govs. • Election of Chair and link roles take place in final meeting of the school year. <p>c) Training opportunities and resources for governors.</p> <ul style="list-style-type: none"> • See <u>Training folder on ALIS</u>. And emailed to all govs. • MBy has completed The Key’s course for new governors. Crib sheets for governors are available on Gov Zone in Questions governors may ask and useful summary information. <u>Click here</u> <p>Useful glossaries have been sent to AL clerk and these have been adapted and uploaded to ALIS.</p> <ul style="list-style-type: none"> • LGB agreed to renew NGA subscription. • Clerk’s Update including links to published DfE data is on Gov Zone. • New school website will be rolled out in September, but current contract with Primary Site ends in April. <p>d) Chair’s Update PI</p> <ul style="list-style-type: none"> • PI has attended meetings with other primary CoGs and Anglian Learning Forum (Minutes are on ALIS) 	
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	<ul style="list-style-type: none"> PI has taken in chocolates to thank staff on behalf of LGB and he wrote to Lauren Davies, Nursery Lead, on the first anniversary of the Nursery. Asset Management Plan has been circulated to all governors. Visual impact and curb appeal has been improved by the windmill sculpture on the front wall of the school. Governors thanked J Groser for providing plants for front of the school. Ownership of noticeboard at front of school is shared with Parish Council. CS and PI have contacted Parish Council to smarten it up. <p>Q Following a governor's question, the cost of the improvements to the boy's toilets was explained. It will be paid for from school conditions allocation, not school budget. This is an 8 week project which means that there will be temporary outdoor toilets for the children for the last two weeks of summer term.</p>	
9.	<p>Policy reviews to ratify (*statutory)</p> <p>Governors had proof-read the updated policies below and the LGB ratified them.</p> <p>ACTION: LH to make amendments and corrections, update front covers and new vision straplines and upload to website.</p> <p>LH reported that LGB is up to date with reviews of * statutory policies. See Statutory Policies Compliance List on Gov Zone.</p> <ol style="list-style-type: none"> i. Governor Visits Policy ALL Govs ii. *Attendance Policy SM/MBy iii. *Fire and Evacuation MB/EG iv. *Admissions Policy SM/MBy v. *Health and Safety GC/JR vi. *Charging and Remissions MB/EG vii. *Behaviour KJ/SK viii. *Exclusions KJ/SK ix. *Equality Statement JR x. Remote Learning ALL Govs 	LH to update front covers and upload to website



10.	<p>AOB</p> <ul style="list-style-type: none"> • Term Dates were approved. Training days had been agreed in consultation with local cluster and Primary Hub schools. • Governor Newsletter planned for next term. ACTION PI to talk with EG and SK. • New replacement member of staff in OOSC and midday supervisors. • Swimming pool was due to be recommissioned on 22 April but issues with boiler (See Res Comm minutes) may delay opening. 	Gov Newsletter PI, EG, SK
11.	<p><u>Dates for 2020-2021 meetings</u></p> <p>Items for next meeting:</p> <ul style="list-style-type: none"> • Resume LGB priorities monitoring and reports • PR will attend next meeting • Policies due to be ratified at next meeting: <ul style="list-style-type: none"> i. Digital Safety policy/ AL Online Policy .CS is working with AL who are producing an Online Policy. ii. *Children with Health Needs who cannot attend school Policy iii. SEND statement summary for website iv. Admissions criteria 	
	Meeting ended at 8.18pm. All governors were in attendance until the end of the meeting.	

Training Courses for 2020-21

- i. **Safer Recruitment** JR, KJ, JH to update. MB
- 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 DONE
- 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

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**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,
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