



Thurs 13 May 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, Jo Robinson JR, Gemma Clarke GC, Victor Humberstone VH, Surabhi Khanna SK (until 7.15pm)

Also present: Leonie Hyde (Clerk), Prue Rayner PR (arrive at item 6)

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

Item	Topic/purpose	Led by	ACTIONS
1.	<p><u>Standing Items</u></p> <p>a) Introduction and welcome to all governors.</p> <p>b) Apologies for absence received and accepted: Sanjay Mistry SM, Prue Rayner (Exec Head) to join the meeting late, Surabhi Khanna SK to leave at 7.15pm. [Agenda running order changed so that LGB Priority 5 discussed after item 2, Education Update].</p> <p>c) Declarations of interest / pecuniary interest 2020-21. CS is a 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 5 Th 25 March 2020</p> <p>e) Actions from last minutes and Matters Arising not included in this agenda: None</p>	PI	
2.	<p><u>Education Update</u></p> <p>CS gave a verbal update:</p> <ul style="list-style-type: none"> • 193 children on roll. Not same children as in previous total because some have left, some have joined. 24 children in the Nursery. • Y3 is full but due to an error by Local Authority (Admissions Authority) a place has been offered so the school has agreed to the over-admittance. There is physical space in the classroom. <p>Q A governor asked whether this would affect other children in Y3 where there are already a number of SEND pupils. Ans: The number of SEND pupils in Y3 is similar to the number in other class groups.</p> <ul style="list-style-type: none"> • All staff are back in school. Over half are not yet vaccinated. • AL Trust Consultant, Richard Lloyd, has increased capacity and is working in school with SLT. 	CS/ JH	

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3.	<p>Safeguarding</p> <p>Safeguarding report on recent virtual monitoring update visit is on Gov Zone.</p> <ul style="list-style-type: none"> • JR reported that staff have had advice on how to deal with any peer on peer abuse should the need arise. • The 2 Johns will be leading workshops with the pupils on 21 and 24 May. A session on online safety for parents will be at 8pm on 24 May. Governors invited. 	JR	
4.	<p>Vulnerable and SEND pupils</p> <p>KJ/AW had met in a virtual meeting .</p> <ul style="list-style-type: none"> • KJ explained the challenge in which budgets for SEND pupils are allocated in September, but needs may arise/ be identified during the year and have to be met with no extra funds. • Rise in SEND needs (from 25 to 39 pupils). • Impact of Covid noticeable particularly in Rec and Y1. • 12 families now needing some support as a result of Covid. Previously no families were in need. • Interventions are more difficult because of bubbles. <p>KJ hopes to meet in person with AW to see the documentation and will report at 17 June LGB.</p>	AW / KJ	
5.	<p>Staff Well-being/ Staff Liaison</p> <ul style="list-style-type: none"> • Many staff members have not yet had first vaccination. • Bubble organisation means that staff are working in isolation. Staff room cannot be used. Cambridgeshire CC advise is to wait until June to assess whether bubbles can be relaxed. 	CS	
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. <p><u>Priority 1. Developing, monitoring and reviewing the aims, values and vision of the school. KJ, EG</u></p> <p>EG and KJ submitted some questions by email about priority 1 and have CS's responses. They also have a visit report from Richard Lloyd on the vision, following a visit he made in November. Report to LGB to be carried forward to next meeting.</p> <p>[PR joined meeting]</p>	PI	

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<p><u>Priority 2. Monitoring educational performance and standards, including the impact and provision of the recovery curriculum and remote learning. SM, GC</u></p> <p>See Maths and English written report and assessment data on Gov Zone and see Item 2 discussion above.</p> <p>GC had met with RG to monitor English in person because she was in school for H&S monitoring visit. Hub schools recommend a new phonics scheme that Stapleford will adopt. This will add an additional layer of rigour which will help those children who are underachieving. It will enhance and complement the Storytime Phonics scheme that is currently used to encourage a love of reading.</p> <p>Phonics screening in March had identified the children who needed help and support.</p> <p>New English Hub paid towards a whole school INSET day in April and provided funding for new books.</p> <p>Q A discussion followed a question from a governor regarding the impact of the tutoring intervention programme. CS reported that whilst the tutoring system using the government’s National Tutoring Partnership had worked well during lockdown, there were now communication problems with school. School will use another tutoring company for the children who need it.</p> <p><u>Priority 5. Developing and monitoring relationships with stakeholders including parents and the wider community. PI SK</u> See PI’s report on Gov Zone</p> <p>SK reiterated her report from autumn term regarding use of media and improving communications. She is looking forward to being able to go into school to work with staff on communications.</p> <p>PI’s written report outlined the ways school communicates with parents and stakeholders.</p> <p>The LGB agreed how important it is to raise the profile of the school in the community.</p> <p><u>Parent/teacher consultations</u> were held virtually this year. This was seen as a positive initiative that may be kept on post Covid. Parent governors reported that parents had been able to discuss the information they needed about their child and that timings of appointments were adhered to. Teachers could see the benefits of this form of consultation.</p> <ul style="list-style-type: none"> • Each teacher is providing a class info newsletter every couple of weeks. • Governors’ newsletter will be published before the end of the school year. ACTION : EG, SK • PTA’s support is highly valued by the LGB. 	<p>SK, EG: Gov Newsletter.</p>
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	<ul style="list-style-type: none"> LGB supported use of Twitter to celebrate our school's successes, as this will reach prospective as well as current parents. 		
7.	<p>Finance /Premises</p> <ul style="list-style-type: none"> MB has seen P7 Finance report. Now that school has reopened, budget deficit is diminishing. Deficit of c £15-20k projected for year end. ACTION: MB to talk with PR and Charity Main re deficit. Date for Res Committee to be arranged w/c 7 June. ACTION: MB and LH to coordinate Swimming Pool is not ready to be opened, but it is hoped that it will do so by end of term. New boiler has been ordered but has a lead time of several weeks. AL is committed to support school to make pool fit for purpose and is contributing to costs. PTA also contributing to costs. PTA has launched a fundraising campaign. Currently Y6 are being taxied to Sawston VC's pool for lessons to ensure that curriculum criteria for each pupil to swim 25 metres is met. Funded by Sports Premium. 	MB / CS	MB, LH: arrange Res Comm in w/c 7 June.
8.	<p>Governance</p> <p>a) LGB Structure: The Future of Local Governance document from AL Having discussed the AL proposals at the last LGB, governors asked PR for further clarification and information.</p> <p>Q Do schools have a choice about whether the Deputy Head may be a governor in the new constitution? Ans: Deputy cannot be a governor but may be an associate and may participate in LGB business, but without voting rights. The LGB must have an elected staff governor. Stapleford LGB agreed to appoint Deputy Head as associate member.</p> <p>Q What is the AL's drive behind reduced financial reporting by the LGB? In recent years, future planning and school improvement has been closely related to the financial picture. E.g. OOSC brought into school's remit. Ans: LGBs to concentrate on school improvement, not minutiae of financial management. However, PR reassured governors that the LGB should still continue to have full access to financial information. Stapleford's Resources Committee will continue to concentrate on financial oversight.</p> <p>Q Now that the ALT has expanded from 3 to 8 primary schools, is the Executive Headteacher's time stretched too far?</p>	CS/ PI PI/ LH	LH circulate LGB matrix of skills before next LGB meeting

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<p>Ans: The Trust has restructured to facilitate the expansion. Two headteachers have been given a day each per week to work on school improvement and provide additional capacity in AL schools. Also two assistant Directors have been appointed. One Director is to work with schools to support effective provision for the disadvantaged, vulnerable and SEND groups and to ensure appropriate safeguarding measures to help all pupils. The second Director has two days per week to lead on Professional Learning, Early Years , succession and development of staff in all the AL schools. Also to liase with Teacher Training Hub.</p> <p>Q A governor asked about the AL’s commitment to looking into specialist teaching in primary schools. Ans: There is a working group to look into how primaries can best fulfil specialist curriculum areas like music, PE etc.</p> <p>b) <u>LGB Succession/ Roles and Responsibilities</u></p> <ul style="list-style-type: none"> • Stapleford has full complement of 13 govs. • PI will have been CoG for 3 years in Oct 2021 • Roles and responsibilities will be agreed at LGB 8 in July 2021. <p>ACTION: LH to circulate matrix of LGB skills</p> <ul style="list-style-type: none"> • PI, KJ (both April 2022) , GC (July 2022) and JR (summer 2022) terms of office are due to end by the end of the next school year. • PI asked governors to talk to potential governors in the community so that continuity can be sustained. <p>c) <u>Training opportunities and resources for governors.</u></p> <ul style="list-style-type: none"> • See Training folder on ALIS. And emailed to all govs. VH has completed new governor’s induction course. • PR has offered to lead an Ofsted preparation session. <p>ACTION: CS and PR will liaise to arrange optimal time for Stapleford Ofsted prep.</p> <ul style="list-style-type: none"> • ACTION: LH will circulate Some slides from Chair of Govs training last March 2020 and PR’s Jan 2020 training for our LGB . • OFSTED prep for all govs: . Sign up for Anglian Gateway/Anglian Learning training on Ofsted New Framework: admin@angliangatewaytsa.org <p>d) Clerk’s Update : Summary of visits is on Gov Zone as evidence of Link Gov monitoring activities throughout the year.</p>	<p>All govs: give £15 to EG (Slush Fund Treasurer)</p> <p>PI/CS arrange celebration assembly date</p> <p>CS PR arrange training dates.</p> <p>LH circulate training handouts</p>
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	<p>e) Website Launch will be in Autumn. Primary Site to confirm that it will continue this term/ PR offered an interim website if required.</p> <p>f) Governors’ Newsletter : ACTION: SK and EG for Gov Newsletter this term.</p> <p>g) Chair’s Update PI : LGB agreed to give Governors’ prizes at a celebration assembly to pupils who demonstrate the school’s values of ambition, care, excellence. Three prizes for KS1 and three for KS2. ACTION: EG Each governor to contribute £15 to Gov Slush Fund. ACTION: PI and CS to arrange suitable assembly date. Jon Culpin and Prue Rayner to be invited.</p> <p>h) Risk Register To be submitted 7 June. Meeting date agreed 25 May LH,CS, PI</p>		<p>EG, SK : gov newsletter</p> <p>PI, CS assembly date to arrange</p>
9.	<p>Policy reviews to ratify (*statutory)</p> <p>i. 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: LH, CS</p> <p>ii. *Children with Health Needs who cannot attend school Policy is the only outstanding statutory policy</p> <p>iii. SEND statement summary on website is dated last year</p> <p>Policies ratified at last meeting are now all on the website.</p>	CS/ LH	LH :Online Policy to circulate final version and upload to Gov Zone.
10.	<p>AOB None</p>		
11.	<p><u>Dates for 2020-2021 meetings</u> Items for next meeting: SDP, SEF, Skills matrix circulated.</p> <p style="text-align: center;">Meeting ended at : 8:34 pm</p>		



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 DONE
- iii. **Finance** MB, EG
- iv. **Understanding pupil progress data** SM
- v. **Effective Communication** SK DONE
- vi. **Introduction to school governance** SK; MBy,DONE 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 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,
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