



## Tuesday 3 Nov 2020 at 6.30 pm virtual meeting by Google Meet

### LGB2 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), 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

**Also present:** Leonie Hyde (Clerk)

**Apologies:** Paul Izzett PI

**The meeting was quorate.**

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

Item	Topic/purpose	Led by	ACTION
1.	<b>Introduction and welcome.</b> Meeting was chaired by Vice Chair, KJ. She welcomed governors and reiterated virtual meeting rules and confidentiality.	KJ	
2.	<b>Apologies for absence.</b> Received and agreed: Paul Izzett PI. Ashley Wagstaff AW <b>Declarations of interest / pecuniary interest 2020-21.</b> CS is Secretary of a company that provides vehicle hire for another AL school. Also Trustee of Feofee Charity. <b>ACTION: LH</b> to forward completed Pecuniary Interests summary to office and publish on website.	KJ	LH Pec Interests to office
3.	<b>Minutes from the last meeting</b> Minutes of the last meeting LGB 1 Th 1 Oct 2020 were agreed.	KJ	
4.	<b>Actions from last minutes and Matters Arising not included in this agenda</b> No matter arising not included in this agenda.	KJ	
5.	<b>LGB Priorities</b> KJ reminded governors that LGB Priorities 3 (Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. FC and JC) and 4 (Developing, monitoring and reviewing the academy's improvement plan, including sustaining the nursery. MB MBy) will be discussed at next meeting. At this stage some of the reports on LGB priorities will be verbal. In the future, we may also need written summary reports so that the LGB has written evidence of monitoring and can track progress moving forward.		LGB paperwork to reflect ACE vision key words. <b>LH</b>

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



	<p><b>LGB Priority 1: Developing, monitoring and reviewing the aims, values and vision of the school.</b>          Notes of EG and KJ's two meetings with CS were posted on Gov Zone prior to the meeting.</p> <p>The purpose of the 'visits' were to discuss how the vision has been developed, its impact and how it will flow into the day to day running of the school.          3 key words are <b>Ambitious, Caring, Excellence (ACE)</b>. Next stage is to see these concepts cascade into tangible actions, policies etc in the workings of the school.          Review of the school vision is part of a 3-5 year strategy and so is an ongoing process.  <b>Governors will continue to monitor the vision, its implementation and impact and will report on it to the LGB, the school community and the wider world.</b>  <b>ACTION:</b> All paperwork headers to be changed to reflect new vision words. LH to change LGB templates hereafter.</p>	KJ/EG	
6.	<p><b>LGB Priority 2: Monitoring educational performance and standards, including the impact and provision of the recovery curriculum and remote learning.</b>          Detailed written notes on GC and SM's meetings were circulated after the meeting. See Gov Zone Papers of LGB 2 Tues 3 Nov.</p> <p>Pupils had undertaken Assessments before half term using the standardized summer assessments of the previous year group. This provides an initial benchmark from which to track the recovery curriculum.          Discussions in meeting with CS highlighted the priority areas.</p> <p><b><u>Maths Meeting: SM and Katie Street KS</u></b>          SM discussed with Maths Lead, KS, how she is supporting all staff to help identify gaps and to implement strategies to support these pupils as well as challenging the more able going forward.</p> <p>Recovery strategies such as making lessons shorter with more breaks are helping pupils rebuild their diminished stamina. It was noted that pupil's listening skills and concentration levels have been affected by the disruption of the pandemic. Governors noted that this applies in all areas, not just maths.</p> <p>Also noted was that pupil's achievements were affected by their level of interaction and feedback during remote learning period. More interaction with school during remote learning has very positive impact.</p> <p><b><u>Data</u></b> from NFER assessments to be used as a baseline.</p>	SM/ GC	<p><b>GC</b> to arrange English visit</p> <p><b>LH</b> Circulate LGB Priority 2 report; data; whole school recovery project, Here We Are [Done]</p>



	<p>KS had provided CS with</p> <ol style="list-style-type: none"> <li>anonymised versions of the NFER maths results that was shared with LGB . CS will forward results summary to include in report.</li> <li>whole school recovery project. <b>ACTION:</b> CS to forward to LH for circulation.[Done]. To be discussed at next meeting.</li> </ol> <p>Maths results are yet to be fully analysed by staff, but initial impressions show that for most year groups results are positive and formative analysis will be useful in indicating areas for development.</p> <p>One year group’s results are noticeably different from the others and of concern to staff and LGB, with no one single explanation for the result. <b>This was discussed and will be a focus on future LGB agenda.</b></p> <p>Y3 adversely affected by transition from KS1 to KS2 and this trend will be compared with other AL schools.</p> <p><b>Q</b> Does this year group have a high proportion of disadvantaged children? No, but several were below national level in phonics.</p> <p><b>Q</b> Does this year group have sufficient TAs and support to turn the results around? Government catch up funds (totalling £15k in 3 tranches) will be directed to this year group to provide tutoring for individuals in addition to daily class lessons.</p> <p><b>ACTION: GC</b> to arrange ‘visit’ with English Lead and report back to LGB.</p>		
7.	<p><b><u>LGB Priority 5: Developing and monitoring relationships with stakeholders including parents and the wider community.</u></b></p> <p>Following the LGB July 2020, SK had met with CS to discuss a school Public Relations initiative and to consider some ideas that may be realized to promote the school and to continue to develop better communication with parents, carers, stakeholders and the community.</p> <p><b>ACTION: SK</b> to visit school on 4 Jan training day to lead a talk with staff about use of social media.</p> <p>SK will look at AL’s media policies that are available on ALIS.</p> <ul style="list-style-type: none"> <li>Metal sculpture of the Stapleford windmill for front of building is ready to be galvanized. Lockdown starting 5 Nov may delay installation. When erected it will provide immediate visual impact and kerb appeal for school.</li> <li>CS shared a photo of a design for the front courtyard area of the school, to make an eco-friendly garden that pupils would be able to maintain.</li> <li>Scotsdales have offered to donate some plants.</li> </ul>	SK/PI SK/FC	



	<p><b><u>PTA</u></b> LGB thanked the PTA for the Fun Run that has raised over £4k. Along with some Sports Premium funding, the PTA's money is to go towards the Golden Mile Track at the school which is a sustainable resource helping promote well-being and health.</p>		
8.	<p><b>Education Update</b> <b><u>Attendance Update/report</u></b> Attendance data for this term was circulated on Gov Zone. Dep HT tracks attendance each week to monitor disadvantaged pupils and check correlations between attendance and those falling behind. In general, attendance is good. Some causes for concern were discussed. All school staff, including office staff, help to support pupils and families to maintain high attendance.</p> <p><b>Q</b> Is the school accessing independent help, to reduce time spent by school team? Ans: Some outside agencies are involved, but day to day onus is on school staff.</p> <p><u>Remote learning provision</u> was discussed: <b>Q</b> How are you teaching those who are isolating? From 22 Oct it is mandatory to provide a balanced curriculum at home and at school. Teachers have formulated a Day 1 generalised work programme for home learning. Thereafter, pupils at home will use online and can link into whole class sessions in real time. <b>Q</b> Have all pupils got access to laptops/devices at home? It is difficult for families with multiple siblings at home and will be of more concern if a whole class has to be absent from school. Government allocation to Stapleford as part of scheme to provide laptops for the disadvantaged has been reduced from 8 to 2, and these have yet to be delivered. CS has advertised via school newsletter and Messenger to ask members of the community to donate old devices. School's expectation is that all pupils at home must log on and engage in learning at home.</p> <p><b><u>Other updates if any from Headteacher</u></b></p> <ul style="list-style-type: none"> <li>• 194 pupils up to half term. 2 have left: One left the country; one to join a sibling at another school.</li> <li>• If a family choose to keep their child at home due to concerns about pandemic, government and LA regard this as an unauthorised absence.</li> <li>• All visitors to school will be discouraged during lockdown including external support services, with likely negative impact. Remote speech and language sessions less effective than face to face.</li> </ul>	CS/JH	



	<ul style="list-style-type: none"> <li>• Music teaching is continuing. Lessons are at beginning of the school day, so teachers have not bee to another school before Stapleford and teachers wear masks.</li> <li>• Premier Sport comes into school at lunch time.</li> <li>• Defibrillator box will be available for use next week . Located at front of school so it can be used by school and the public.</li> <li>• Well-being training has started.</li> <li>• Successful socially distanced fire alarm practice took place.</li> <li>• Anti-bullying Policy has been updated</li> </ul>		
<p><b>9.</b></p>	<p><b>Safeguarding and Pupil wellbeing</b></p> <p><b>Safeguarding Training</b> and familiarity with relevant policy docs.        JR confirmed that all governors have completed training and have read KCSIE. She has let office know so that SCR is updated.</p> <p>Most gobs have completed Google Form to confirm they have read the 6 policies (below)as required by AL Trust Safeguarding Lead.  <b>ACTION:</b> All gobs to complete Google Form to confirm familiarity with safeguarding docs and LH to let office know so SCR can be updated.</p> <ul style="list-style-type: none"> <li>a) AL Whistleblowing Policy Summer 20-23</li> <li>b) AL ICT Policy Spring 20-21</li> <li>c) AL Code of Conduct Summer 20-22</li> <li>d) *Safeguarding Policy Aut 2020-21 SCPS v3</li> <li>e) AL Safeguarding and Child Protection Policy Aut 2020-21</li> <li>f) KCSIE Keeping Children Safe in Education DfE Sept 2020</li> </ul> <ul style="list-style-type: none"> <li>• Annual safeguarding audit is due, and JR will attend online with Prue Rayner PR and CS</li> <li>• See Training (Item 13b) for safer recruitment update training</li> </ul>	<p>JR/CS /JH</p>	<p>All gobs to complete Google Form to confirm familiarity with safeguarding docs.  <b>MB, CS, JH, AW</b></p>
<p><b>10.</b></p>	<p><b>Vulnerable and SEND pupils</b></p> <ul style="list-style-type: none"> <li>• Report from SENCo. Carried forward to next meeting.</li> </ul>	<p>AW/ KJ</p>	<p>Next agenda SENCO report</p>



	<ul style="list-style-type: none"> <li>• SENCO's hours have been reduced from 2.5 to 1.5 days as part of financial measures taken earlier this year and due to reduction in number of pupils with EHCP. To be discussed at next meeting.</li> </ul>		
11.	<p><b>Staff Wellbeing</b> (to be discussed in greater depth at next meeting as an LGB priority)</p> <p>Q Any updates on current status of staff well-being including level of Covid-19 related absences? None for several weeks. 2 support staff on sick leave for other illnesses. 2 teaching staff not available this week not covid related. Positive hard working staff</p> <p>Q Any updates on arrangements/plans for supporting staff well-being during the current emergency conditions.? All staff will now wear masks at drop off and collection times and at any time that they are in contact with parents. Staff use whatsapp group support.</p> <p><b>Hand S Visit</b> GC: ACTION: GC to forward NoV to LH for circulation to gov.</p>	CS/JH	
12.	<p><b>Finance</b></p> <p>Format of forms has been changed. Julie Towers will have P2 ready for discussion next week. This will be shared with MB. Update at next meeting.</p>	MB/ CS	I
13.	<p><b>Governance</b></p> <p>a) <b>LGB Succession.</b> Articles are on Stapleford Online and Messenger to advertise for a new Trust Governor. FC will leave at end of this term. At next meeting we will appoint a new Vice Chair. Let PI know if you are interested.</p> <p>b) <b><u>Training opportunities and resources for governors.</u></b> See <u>Training folder on ALIS</u>. And emailed to all gov.</p> <p>At the meeting , governors agreed which courses they would sign up for:</p> <ol style="list-style-type: none"> <li><b>Safer Recruitment</b> JR, KJ, JH to update. MB</li> <li><b>Role of Link Gov Visits and Reporting</b> MBy</li> <li><b>Finance</b> MB, EG</li> <li><b>Understanding pupil progress data</b> SM</li> </ol>	KJ/LH	

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



	<p>v. <b>Effective Communication</b> SK</p> <p>vi. <b>Introduction to school governance</b> SK MBy</p> <p>vii. <b>Ofsted</b> CS asked that ALL governors should sign up and complete training for Ofsted.</p> <p>viii. <b>School Development Planning and Self Evaluation</b></p> <p><b>ACTION LH:</b> LGB agreed to ask Prue Rayner PR to lead a bespoke session for Stapleford LGB</p> <p>Let LH know about any training undertaken so that mandatory LGB training record can be completed.</p> <p>Prevent training link is available on Gov Zone. This is a generic course.</p> <p>Q Following a question, LH confirmed that each organisation has its own safeguarding duty and accountability and that training at another organisation is not sufficient. Specific AL recommended safeguarding training should be completed by LGB governors.</p> <p>c) <b>School email.</b> This can be viewed on phones and iPads. If you need help setting that up, ask LH. AL guidance is that gobs should ONLY use school email for LGB communication and business.</p> <ul style="list-style-type: none"> <li>LGB voted by show of hands to set up a Whatsapp group as a reminder. It must not be used for LGB business, but as a prompt.</li> </ul> <p>d) <b>Whistleblowing and Complaints form</b> to be submitted to AL by 30 Nov ACTION CS,PI,LH</p> <p>e) <b>Clerk's Update Oct 2020</b></p> <ul style="list-style-type: none"> <li>Governance Handbook Oct 2020 has been updated. All gobs have received summary of the updates from LH.</li> <li>Governors' link roles are outlined in the updated Governor Handbook.</li> </ul> <ul style="list-style-type: none"> <li><b>ACTION: SK, AW,EG</b> Photos please for website.</li> </ul>		<p>SK, AW, EG          Portrait photo to LH for Gov page on website</p>
<p><b>14.</b></p>	<p><b>Policies</b></p> <p>a) AL E-Safety Policy. All governors please read this so that you can comply with acceptable use.</p> <p>b) SEND Policy SCPS Aut 20-21 KJ has discussed this with AW</p> <p>c) Safeguarding and Child Protection Aut 20-21 has been updated and is on website in safeguarding section and policies</p> <p>d) Antbullying Policy has been updated</p>	<p>CS/LH</p>	



	e) Any Updates of Policies to reflect coronavirus pandemic		
15.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Asset management: The Trust Director of Operations has advised that Asset Management plans are not yet ready to be shared with schools. This item will be moved to Spring Term</li> <li><b>Pay Committee has met and approved pay recommendations made by the headteacher.</b></li> <li>KJ reminded governors that paperwork for the LGB priorities and any 'visits' should be put into Gov Zone before the meeting. So that the key points may be raised at the meeting and fellow governors may ask questions.</li> </ul>		
16.	<p><u><a href="#">Dates for 2020-2021 meetings</a></u></p> <ul style="list-style-type: none"> <li>Next meeting Tues 8 Dec</li> </ul>		
17.	<b>Meeting ended at : 20:25</b>		

For next meeting:

LGB Priorities 3 and 4 will be discussed.

Policies due:

\*SRE Policy Due Aut 2020

\*Children with health needs who cannot attend school

\*Attendance Policy Spring 18-20