



## Thursday 25 Nov 2021 at 6.30 pm virtual meeting by Google Meet

### LGB 2 Minutes

*The agenda was prepared with due consideration to AL's LGB Planning Tool*

**Present:** Ed Gunn EG (Chair of LGB / Meeting Chair), Martin Brown MB (CoG), Christine Spain CS (Headteacher HT), Sanjay Mistry SM, Victor Humberstone VH, Jo Robinson JR, Gemma Whittaker (née Clarke) GW, Kate Jessop KJ, Lauren Davies LD

**Also present:** Jayne Hore JH (Assoc), Leonie Hyde (Clerk)

**The meeting was quorate.**

Papers for this meeting are available on secure [GOV DRIVE, Folder 102](#)

Item	Topic/purpose	Storage Location	ACTION
1.	<p><b><u>Standing Items</u></b></p> <p><b>a) Introduction and welcome.</b>            Chair EG welcomed Lauren Davies, new staff governor.            Gobs were encouraged to ask questions during meeting and to refer to EG reiterated meeting rules. Some gobs had connectivity issues but were present for most of the meeting.</p> <p><b>b) Apologies for absence.</b> Surabhi Khanna SK, Mike Byrne MBy</p> <p><b>c) Declarations of interest / pecuniary interest 2021-22.</b>            All forms have been completed. Clerk confirmed LGB has an up to date and complete register on the website and a copy has been sent to office to be included in SCR.</p> <p><b>d) Minutes from the last meeting</b>            Minutes of the last meeting, LGB 1 Th 7 Oct 2021 were agreed.</p> <p><b>e) Actions from last minutes and Matters Arising not included in this agenda</b></p> <ul style="list-style-type: none"> <li>● Performance data papers See GOV DRIVE 61              Following last LGB, CS circulated End of Year Overview and an explanation of 'greater depth' as a follow up to gov questions at last meeting.</li> </ul>		

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



	<ul style="list-style-type: none"> <li>Govs have managed to log into INSIGHT data(LGB1 Item 3)</li> </ul> <p><b>f) Items for AOB:</b> Discuss structure of new GOV DRIVE</p>		
2.	<p><b><u>Performance Analysis: Behaviour, Inclusion and Welfare</u></b>  <u>LGB Priority 3</u></p> <p><b>a) <u>Equalities Link Gov Visit Report JH</u></b> (On GOV DRIVE)</p> <ul style="list-style-type: none"> <li>JR had met with CS and two children from each year group in order to monitor the pupil voice.</li> <li>Pupils were articulate and felt that school was a safe and happy place for them.</li> <li>21 languages spoken in school representing all areas of the globe.</li> </ul> <p><b>Q</b> <i>How many of the pupils with EAL (English as an additional language) are fluent, and how does this impact on their ability to communicate effectively in school setting?</i> Ans: ‘Fluency’ in a second language takes 7 years on average. Basics of second language acquisition takes 2-3 years. Stapleford pupils are at various levels of 2<sup>nd</sup> language acquisition. Pupils’ writing shows up second language learners. School keeps record on SIMS of levels of language acquisition.</p> <p>Many parents help and support by speaking in English at home.</p> <p>CCC service that provided dual language support in the past has been cut.</p> <p><b>b) <u>Inclusion: school application for the Rainbow Flag Award</u></b></p> <p>A draft statement by Miss Harvey and Miss Mason had been circulated prior to the meeting ( See GOV DRIVE)</p> <p><b>Q</b> <i>Is it a statement of intent?</i> Ans: It shows commitment to inclusivity and it demonstrates that planning is undertaken in a positive , not reactive way.</p> <p><b>Q</b> <i>How many other schools are aiming for this award?</i> Ans: Sawston VC are in process of applying. <b>ACTION: CS</b> will let LGB know how many other schools in AL are applying.</p> <p>A governor had suggested some wording changes to the statement to reflect how positive this is for the school.</p> <p><b>The LGB fully supports the initiative.</b></p>		CS : which schools are applying for rainbow Flag at next meeting
3.	<p><b><u>EYFS</u></b></p> <p>MBy’s report of his EYFS Link Gov visit was available on GOV DRIVE prior to the meeting.</p>	I	MBy

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	<p>Q Following a governor’s question, JH explained the new way that the framework feeds into discussions and planning for children transitioning to Y1.</p> <p>Q <i>Is there a time line for admitting 2 year olds into the Nursery?</i> Ans. No. The time line is that a business plan that includes 2 yr old admissions is due to be completed by the end of the year.</p> <p>Q <i>Now that some of the Stapleford Nursery children are in Rec , can staff comment on any differences between these children and those from other settings?</i> Ans: 11/18 children came from Stapleford Nursery. They are secure in their environment and confident with staff who they already know. This has had a knock-on positive effect on all children. Nursery and Rec teachers work together as a team so handover has been seamless.</p>		
<b>4.</b>	<p><b>Headteacher’s Report</b></p> <ul style="list-style-type: none"> <li>● <u>Termly Report</u> CS was on GOV DRIVE prior to the meeting</li> </ul> <p>Report included a commentary on progress towards the strategic plan; broader experiences, trips etc, other celebrations and priorities not covered by LGB priorities and Link Gov Reports)</p> <p>Executive summaries of curriculum areas were circulated for governors ‘ attention prior to the meeting and are in GOV DRIVE Folder</p> <p>QASI information is on GOV DRIVE</p> <ul style="list-style-type: none"> <li>● 196 children now in school.</li> <li>● Total of 10 COVID cases overall.</li> <li>● Behaviour generally good. New people in school have commented how receptive the children at Stapleford are. However, CS reported one exception where persistent poor behaviour had led to a 2 day exclusion.</li> </ul> <p>Having read the Report, governors asked several questions including:</p> <p>Q In response to low COVID cases, a governor pointed out that this indicates how well the school has implemented COVID measures.</p> <p>Q <i>Are the increased absentee levels noted in the Report masking any potential safeguarding issues?</i> Ans: There is a correlation, but school are aware of this and are working with Family Services. JH keeps a log of absenteeism to recognize trends.</p> <p>Q <i>How did the new assessments go?</i> Ans: The assessment documentation arrived late so assessments were undertaken after half term, but all now completed and sent off for marking. Outcomes will be available by end of term. <b>ACTION : P&amp;S Link Gov, SM, to meet with CS to discuss results.</b></p>	<p>I</p>	<p>CS</p> <p>SM to meet with CS re assessment results when they are available. Either end of this term or beg of next.</p>



	<p>Q <i>What is Lightning Squad and what impact does it have?</i> Ans: The Fischer Family Trust has developed this new reading programme and it has found that the six week programme of intensive face to face tuition can make as much as 4mths RA (reading age) difference. 27 Stapleford pupils are working with a very experienced teacher in addition to their usual curriculum of daily phonics and reading. Pup Prem and Recovery Premium is being used to fund this.</p> <p>Q <i>Are there equivalent schemes for other curriculum areas?</i> Ans: Maths learning will be the focus of school led tutoring.</p> <p>Q <i>Regarding the exclusion, what steps had been taken to mitigate the unwanted behaviour and has there been any followup?</i> The incident was not a first offence and the family have had support from SEND and external agencies. As a consequence the child will get more help for the family worker.</p> <p>Q <i>A governor noted that the QASI (Quality Assurance and School Improvement) rating had remained on 'amber' for over a year and asked what is in place to move this on.</i> Ans: Due to the pandemic, this was a cautious rating reflecting the current time. The RAG rating refers to <u>all</u> children and some are still catching up. Also some of work being undertaken by middle management was slowed mid-year. LGB were reassured that progress is being made.</p>		
<b>5.</b>	<p><b>Safeguarding and Pupil wellbeing</b></p> <ul style="list-style-type: none"> <li>● <u>Safeguarding Link Gov Visit report JR</u> (on GOV DRIVE) Following her recent visit, JR reported that in the main safeguarding documentation is in place and that the office know what updates are needed on SCR (Single Central Register). The official AL audit with Prue RaynerPR and Camilla Saunders ( from AL) is in the diary for this term.</li> <li>● <u>Safeguarding Training</u> Govs have recorded their safeguarding training and reading documents on ALIS. ACTION : LD to record safeguarding training completion on ALIS.</li> <li>● <u>Safer Recruitment Both MB and EG will complete training (as CoGs)</u> LGB agreed to pay for the £3 per gov to undertake the training online on EVERY. ACTION: LH to send names to K Oliver at AL.</li> <li>● Prevent All governors were asked <a href="#">to watch the video (Click here)</a> and let JR know when they have done so.</li> <li>● Staff and Pupil Well-being :</li> </ul> <p>Q <i>What is the impact of enhanced response status for Covid in the area?</i> Ans: Continued vigilance is important.</p>		LH send names to KO for safer recruitment training



	<p>Q <i>Do we have sufficient staff capacity to react when needed?</i> Ans: Supply teachers are difficult to get. JH has missed several PPA sessions and CS has taught classes because Stapleford try to keep classes separate.  <b>LGB noted that this burden on the school senior leaders is not sustainable long term.</b></p>		
6.	<p><b>Vulnerable and SEND pupils</b></p> <p>a. <u>SEND KJ/MBy</u></p> <ul style="list-style-type: none"> <li>SEND Link Gov Visit report on GOV DRIVE</li> <li>KJ had met with new SENDCO. SENDCO hours are Thursday and Friday morning which makes communication with governors challenging as SENDCO's time is at a premium.</li> <li>All the SENDCOs from AL schools now meet to share good practice, but these meetings are currently on Tuesdays so CS has attended in LD's place.</li> <li>SEND Policy and SEND information report for website review/updates are in hand. <b>ACTION: MBy/ KJ</b> To ensure that review of SEND policy and Info for website is completed by end of term</li> </ul> <p>b. <u>Pupil Premium VH/JH:</u> PP Link Gov report VH (On GOV DRIVE)</p> <ul style="list-style-type: none"> <li>Use of Catch Up funding in relation to PP children was discussed. See also Item 7b below.</li> <li>This year's allocation of PP funding is similar to last year's.</li> <li>Mixed progress made by children on PP register. Attainment and attendance is being monitored to track progress.</li> </ul> <p>Q <i>How is new phonics approach going?</i> Ans: School is always working on ways to improve parental engagement</p> <ul style="list-style-type: none"> <li>PP Report for website: Julie Towers to check the financials. <b>ACTION: JH</b> to complete new DfE template for PP, and upload to website by end of December.</li> </ul>	I	<p>MBy: check with Lloyd D that SEND Policy is reviewed by end of term.</p> <p>JH: PP new report to be completed and upload to website by end Dec 2021.</p>
7.	<p><b>Finance and Estates</b></p> <p>a. <u>Resources Committee</u></p> <p>Met 3 Nov 2021. See GOV DRIVE Folder 1-2-51 for all papers and minutes.        All gobs had read minutes of Res Comm prior to the meeting.  <b>LGB approved Res Comm Terms of Reference 2021-2022 ( see GOV DRIVE)</b></p> <p>Q <i>What are plans regarding Elite swimming and the implications for next summer's swimming?</i> Ans: Elite proposed a 7or 8 year lease of the pool. They would upgrade it, put a cover on it, and use it for lessons after school and at weekends/holidays til 1pm</p>	I	



	<p>for no cost. The school could use it during term time and when Elite were not using it. The proposal is with AL as it involves a lease.</p> <p>Q A governor reiterated the issue of an appropriate workspace for staff to do PPA work (from Res Comm minutes). Can an area be made? CS has raised it with the Trust’s building contractors</p> <p>b. <u>Catch up Funding Update</u>        See Discretionary Spend Summary on GOV DRIVE</p> <p>CatchUp funding has been used for training and resources; added time for SENDCO; writing and INSET day for the benefit of PP children and all children. Unfortunately, INSET day’s consultant cancelled at late notice.</p> <p>c. <u>ICFP (Integrated Curriculum and Financial Planning) benchmarking</u>        This is compiled by Charity Main and Julie Towers and compares Stapleford to other AL schools. One example shared ahead of the meeting.        Q <i>Does this drive action and AL strategy?</i> Ans: Year on year comparisons will be interesting. <b>ACTION: Res Comm</b> to look at this more closely.</p> <p>d. <u>Pay Committee</u>        Pay Comm has met and approved HT’s recommendations for teaching staff.</p> <p>e. <u>Health and Safety</u>        EVERY report (Paul Dunn) PD had visited school during day of meeting. <b>ACTION : LH</b> to circulate EVERY report when it is available. To be discussed at Res Comm meeting.</p> <ul style="list-style-type: none"> <li>• <u>H&amp;S Visit Report GW</u>          The focus and priority for this visit was to monitor outdoor area, Moat, stage. All areas of school are monitored closely at one point in each year.          Link Governor observed a class using the Moat</li> </ul>		<p>LH:        Circulate Paul Dunn’s report when it is available</p>
<p>8.</p>	<p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>• Review of key risks linked to agenda items:  <b>ACTION:</b> Carry forward to next LGB</li> </ul>		



	<p>Training for HTs and the introduction to new Risk Register for governors is on the AL Training area</p> <p>The new Trust Risk Register is electronic and more detailed than the previous version. The HT is responsible for completing the Register. In its role to support the HT's well being, <b>Stapleford LGB were concerned about the extra time required of the Head Teacher in a) initially learning to use the system and b) ongoing deadlines to keep it up to date.</b></p>		
9.	<p><b>LGB Priority 5: Parent and Community Liaison</b>  <u>Feedback from Parent Partnership events in Oct.</u>          MB spoke to several parents and some thought provoking issues were raised. ACTION: revisit at next LGB in Jan 2022.</p> <p><b>ACTION: Parent Gobs</b> to complete Ofsted questionnaire and encourage fellow parents to do so.</p>		<p>Parent Gobs complete online Ofsted questionnaire before next LGB</p>
10.	<p><b><u>Governance Matters and Chair's Report</u></b></p> <p>a. <u>AGF (Academies Governance Forum meeting) 21 Oct 2021</u> Report MB. Minutes of AGF on GOV DRIVE Risk Management was introduced.          Over 7000 pupils in the Trust          Chairs were briefed on AL's vision and plans for better links between schools. This could include cross-governor contacts.</p> <p>b. <u>Training</u> and resources for governors</p> <ul style="list-style-type: none"> <li>● List of courses offered by ALT is on GOV DRIVE folder 72</li> <li>● Recommend AL Governors Introductory Training (recording of recent webinar) on AL's training platform as useful introduction to help understanding of the Trust.</li> </ul> <p>c. <u>Ofsted training</u>: 13 Oct webinar. Presentation is on GOVDRIIVE.          Attendees: JH, KJ, LD, EG, CS, JR, LH</p> <p>d. <u>Website</u>:          Changes have been made and new site has gone forward to central team for approval. Launch pushed forward to January thus costing another month's payment to Primary Site.</p>		



	<p>Q <i>Is the 'old' website still up to date with current required content?</i> Ans: Both 'old' and new are kept up to date. Clerk confirmed that LGB governors' statutory information is complete and up to date.</p> <p>e. <u>Clerk's Update</u> :</p> <ul style="list-style-type: none"> <li>● LGB Handbook is in GOV DRIVE 701 in .doc format so govs can copy and paste templates etc</li> <li>● Clerks' meeting minutes on GOV DRIVE</li> <li>● Article about AL's governance award from NGA magazine is on GOV DRIVE</li> </ul> <p>f. <u>Roles and Responsibilities</u>          Vacancies for Safeguarding, Priority 1 and 3</p> <p>g. <u>LGB membership and succession.</u></p> <ul style="list-style-type: none"> <li>● Vote of thanks to retiring governor, Kate Jessop.</li> <li>● Vacancies for two Trust appointed governors.</li> <li>● JR term of office ends Summer 2022. (Trust Gov)</li> </ul> <p>h. <u>Stapleford Messenger article/advert for new govs SK</u>  <b>ACTION: SK</b> to update before next meeting.</p>		<p>SK:          Stapleford Messenger article;          social media adverts for new govs before next LGB</p>
<p><b>11.</b></p>	<p><b><u>Statutory and Compliance</u></b></p> <p><b>a. Whistleblowing and Complaints</b>          A record of any incidents is submitted to AL each term. One complaint is in progress.</p> <p><b>b. PE and Sports Premium</b>          The 2020-21 report is published on the website</p> <p><b>c. Policies</b>          List and review schedule for Statutory Policies is on Governor Drive</p> <ul style="list-style-type: none"> <li>*SEND Policy SCPS Aut 20-21 and *SEND annual info report on website 2020-21 due for update by end of term</li> <li>*Pupil Premium report on website by end of Dec 2021</li> <li>Sports and PE Premium update on website</li> <li>Admissions Policy and consultation for 2023-24 (GOV DRIVE)</li> </ul>		





<b>12.</b>	<p><b>AOB</b>  <u>New GOVERNORS' DRIVE</u>          EG explained the hierarchical numbering of folders.          Files on GOV DRIVE can be located using the folders' numbering system or searched via the search box using the file name.          Clerk will load the documents prior to each meeting into one folder ( 10-) for ease of reference . After meeting the files will be moved to the storage file location.</p>		
<b>13.</b>	<p><u><a href="#">Dates for 2021-2022 meetings</a></u>          Next LGB 3 20 Jan 2022</p> <ul style="list-style-type: none"> <li>Ken Murphy, AL Trustee, to attend <b>ACTION :LH</b> circulate agenda and papers to him</li> </ul>		LH: send agenda before next LGB
<b>14.</b>	Meeting ended at 20:36		

**LGB Priorities 2021-2022**

- Developing, monitoring and reviewing the aims, values and vision of the school. LGB1 Autumn 1 Beginning of year KJ, EG
- Monitoring educational performance and standards, including the impact and provision of the recovery curriculum and remote learning. LGB 1, 3, 5 first half of each term SM,GC, SK
- Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. LGB 2, 4, 6 second half of terms JR
- Developing, monitoring and reviewing the academy's improvement plan, including sustaining the nursery. LGB1 Autumn 1 and LGB 5 and 6 Summer 1and 2 MB, MBy
- Developing and monitoring relationships with stakeholders including parents and the wider community. LGB 2, 4, 6 Second half of each term SK