



Thursday 20 Jan 2022 at 6.30 pm virtual meeting by Google Meet

LGB 3 Minutes

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

Present: Martin Brown MB (Chair of LGB/Meeting Chair), Ed Gunn EG (Joint CoG), Christine Spain CS (Headteacher HT), Victor Humberstone VH, Jo Robinson JR, Gemma Whittaker (née Clarke) GW, Lauren Davies LD, Surabhi Khanna SK, Mike Byrne MBy

Also present: Ken Murphy (AL Trust Governor), Jayne Hore JH (Assoc), Leonie Hyde (Clerk)

The meeting was quorate.

Papers for this meeting are available on [GOVERNORS' DRIVE](#)

| Item | Topic/purpose | ACTION |
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| 1. | <p><u>Standing Items</u></p> <p>a) Introduction and welcome. Chair MB, welcomed Ken Murphy from the AL Trust Board ; reiterated meeting rules and confidentiality; and encouraged governors to ask questions. All governors had located files on new GOVERNORS' DRIVE. Feedback is that the numbering system of folders works well.</p> <p>b) Apologies for absence: Sanjay Mistry SM</p> <p>c) Declarations of interest / pecuniary interest 2021-22: CS is a member of Feoffee Charity in Stapleford. All gobs have completed statutory forms. Summary is included in SCR (single central record) and is published on new website.</p> <p>d) Minutes from the last meeting Minutes of the last meeting were agreed : LGB 2 Th 25 Nov 2021</p> <p>e) Actions from last minutes and Matters Arising not included in this agenda</p> <ul style="list-style-type: none"> i. Pupil Premium Report is on the new school website. ii. SEND Policy 2021 and SEND information report reviews are still outstanding. ACTION : Reviews to be completed by half term and policies to be uploaded to website. iii. MBy had met with JH before last LGB to discuss EYFS. MBy confirmed that the policy cascades into working practice and is well reflected in what was seen. ACTION: Document summarizing changes to EYFS Framework to be circulated before next meeting.. iv. CS reported that Sawston VC is at present applying for Rainbow Flag Award process. No other primaries in the Hub are currently applying. <p>f) Items for AOB were raised</p> | <p>SEND policy and Info Report review and uploaded to website before half term. MBy SENDCO</p> <p>MBy/JH: circulate changes to EYFS Framework before next meeting</p> |



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| 2. | <p><u>Performance Analysis</u></p> <p><u>Autumn Term Achievement Report:</u> Analysis and discussion carried forward to next LGB</p> <p>Assessment testing used across Primary Hub schools is now GL Assessment (replacing NFER). Tests are externally marked and marking reports were not received until the end of December. GL Assessment data provides progress reports in English and Maths and Science progress for Y4, Y5, Y6; Reading Age and Spelling Age. Data will be more meaningful after summer results so that progress can be demonstrated.</p> <p>Q Are Stapleford's results going to be benchmarked against other schools in Primary Hub? Ans: In the past there was a joint spreadsheet. ACTION: CS will follow this up. LGB agreed that comparative data would be useful.</p> | CS to ask for comparative data with other schools before next LGB |
| 3. | <p><u>Education Update/ Staff Well-being</u></p> <ul style="list-style-type: none"> <u>Update on Covid arrangements.</u> This is a fast-moving picture. Central government have relaxed statutory rules (Jan2022), but School (and Cambridgeshire) still has an outbreak and so headteacher has asked parents to continue to support school in continuing preventative measures to minimize spread. Staff test each week and distancing is still maintained. Q How are staff and pupils coping with ventilation in the cold weather? Ans: Windows and doors are kept open whenever possible and we wrap up warm and go outside as much as possible. CO2 monitors are used in school to check air quality. <u>Staff and Pupil Well-being : Impact of Covid</u> At one point two teachers (25%) were off with Covid plus support and non-teaching staff. Other illnesses have also been the cause of teacher absence. Thus a big impact on the school. No pupils have had long term effects but there has been a death of a family member due to COVID. LGB send sympathy to the family. <u>QASI (Quality Assurance and School Improvement)</u> Next deadline for the paperwork is the end of the month. ACTION: CS will meet with PR AND MB/EG and give update at next LGB. Term Dates for 2022-2023 were ratified by LGB | QASI update at next LGB |



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| | <ul style="list-style-type: none"> <u>SCPS Curriculum Rationale.</u> CS shared a draft version of the start of this document in Executive Summary format. All staff have been involved in creating the statement. On GOV DRIVE <p>Within this statement, school has highlighted some examples that have come from the children eg focus on climate change. SCPS have designed a curriculum to match the pupils at the school, including the best elements of the national curriculum.</p> <p>Q Can we highlight the additional and the differences between SCPS and National Curriculum? Ans. A link to a national curriculum subject area can be included. CS explained that as an academy, there is no requirement to follow National Curriculum, but as all pupils (at Y2 and Y6) are assessed using same tests as all maintained schools, SCPS Curriculum does not steer far from content of National Curriculum.</p> <p>SCPS promotes an enriching, learner-centred curriculum approach which is in line with current thinking amongst educationalists who advocate a move away from an assessment led rationale. ACTION: SK to forward some literature to CS</p> <p>Q Has the Curriculum Rationale been drawn up by subject leaders or general staff input? Ans: Depends on expertise of the staff. Shared input has pooled the whole staff's expertise/experience/passion for a subject. It was noted that there is no extra time given for working on developing the school's curriculum, but all staff have taken on this additional work. To supplement expertise, school use resources from subject Associations (eg History Society) and also work with SVC in developing curriculum area expertise.</p> | SK to forward Ken Holmes' (educationalist) info to CS before next LGB |
| 4. | <p>Safeguarding and Pupil wellbeing</p> <ul style="list-style-type: none"> <u>Safeguarding Training</u> has been completed by all and recorded on ALIS. <u>Safer Recruitment</u> MB and EG have completed this training. SK also trained. <u>Prevent</u> All governors have watched video and JR has confirmed with school office that all non-teacher governors have completed Prevent training. The school's Safeguarding Audit was judged satisfactory by Prue Rayner, with no big outstanding issues. | |
| 5. | <p>Vulnerable and SEND pupils See 1e Matters Arising</p> | |



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| 6. | <p>Finance and Estates <u>Estate and Asset Management Plan. Update.</u> Asset Management Plan (AMP) is included in AL planner for Spring 1 LGB meeting but will not be ready until later in the term. ACTION: To be carried forward to Res Comm or next LGB</p> <p>Governors keen that plans should be timely and in place to ensure contractors undertake work in summer holidays. Work on middle school building is outstanding. ACTION: Ken Murphy KM (AL Finance Governor) will raise this at AL Finance.</p> <p>December's finance figures have been discussed with Julie Towers and are available. ACTION: CS to share with MB and EG before Res Comm meeting.</p> <p><u>Res Comm meeting agreed for 8.15am on Wed 2 March</u></p> | <p>ACTION: Asset Man Plan to be discussed at future meeting when it is available.</p> <p>CS send Dec Finance figures to MB and EG before Res Comm</p> |
| 7. | <p>Risk Register Governors have accessed the new Risk Register governor training on AL training website to familiarize themselves with the system.</p> <p>Q Governors remarked on the level of detail that is required in the new format and noted the workload on the Headteacher particularly in the context of the impact of covid outbreaks which have led to high staff absences in recent months. CS has started to populate the 16 areas of risk and will share with LGB when completed.</p> <p>Q Why is completing the Risk Register now a Headteacher activity. Previously it was done in conjunction with governors.</p> <p>Q Is there a sense that the extra effort will improve the management of the risks materially? Ken Murphy answered that after the initial work to populate the Register, it will be worthwhile because we will be more aware of the significant risks and these will be used to prioritise items on LGB agenda.</p> <p>Are other schools in a similar transitional position? Gobs noted that it would be useful to see it being used effectively by other schools.</p> | CS |
| 8. | <p><u>Ken Murphy, AL Trust Governor.</u> Governor questions. KM was Chair of Bassingbourn VC before becoming a Trust Governor (ON Finance Comm)when Anglian Learning was formed.</p> | |



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| | <p>LGB is a subcommittee of the AL Board and is a key part of the governance of the Trust and the individual school.</p> <p>Q Are there any areas from the Trust’s point of view that the primary schools need to do? Ans: Co-operation between the schools should continue. By and large, feedback from Primary schools has been positive. Schools have found PR to be a useful support and useful to be part of a larger organization during last two years.</p> <p>Q A governor asked about a potential SEND Hub for AL. All Trust schools work together to share excellence. For all primary schools who have tight budgets, the number of SEND pupils has big impact on finances. In Cambridgeshire demand for SEND support has outweighed the available resources. Cambs has opened two new special schools, already over-subscribed.</p> <p>AL is not looking to expand but JC (AL’s CEO) does have regular approaches from schools/ other small MATs that are interested in joining the MAT.</p> <p>Q As one of the first schools to join AL Trust, SCPS want to ensure that its level of support is not diminished by the AL Trust’s expansion. What is the next phase of growth once the new Primary is opened? Ans: There may be another new primary school to join the Trust. KM emphasised that the Trust decisions are based on the premise that all AL’s activities should be to improve the outcomes of ALL the children in the Trust.</p> <p>Q Is there a next phase plan? Ans: An off-site Trust Board and Leadership meeting is set for end of March. Will ask selves the question: Do we have the resources to offer the current membership of the Trust?</p> | |
| 9. | <p><u>Governance Matters</u></p> <p>a. Ofsted training: <u>LGB SELF EVALUATION Activity</u> Governors were given a few minutes to identify 3 strengths and 3 areas for improvement for the school. These were fed back verbally followed by CS’ perspective. The outcomes of this activity will be collated and shared before next meeting. ACTION: All gobs to send their contributions by email to MB and cc LH.</p> <p>As a Follow up activity: ACTION : MB and EG will look at the questions that LGBs should ask themselves using NGA Questions for Academy Committees with a view to working on these with all gobs.</p> <p>b. <u>Training</u> and resources for governors</p> | <p>MB and EG look at Questions for LGB to ask themselves in NGA doc Twenty One Questions for MATs in GOV DRIVE 76</p> <p>ACTION: All gobs to send thoughts on strengths and areas for development by email to MB and cc Clerk ASAP</p> |



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| <ul style="list-style-type: none"> List of courses offered by ALT is on <u>GOV DRIVE folder 72</u> AL Governors' Introductory Training (recording of recent webinar) on AL's training platform is a useful introduction to help understanding of the Trust and is recommended. MB suggested a new gov role of Governor Training Coordinator to work with Clerk. ACTION: LD to look into roles <p>c. <u>Website:</u> Following a few days when the school website was not accessible, the issue involving domain names has been resolved and the new website became live and accessible just before the meeting.</p> <ul style="list-style-type: none"> Nathan Graves is the school webmaster. LGB Clerk updates the statutory governors' section on the site. ACTION: All gobs to look at new website. LH reported that she had downloaded all the content of the secure governors' area ("Gov Zone") from the old website onto an external hard drive. This now stores LGB business for the last several years. The google drive, GOV DRIVE, is now being used to share and store LGB business. <p>d. <u>Clerk's Update.</u> Points of information for governors are in Clerks Update in GOV DRIVE</p> <p>e. <u>Roles and Responsibilities</u> Vacancies within LGB for Safeguarding, Priority 1 and 3. Also link gov for Gov Training</p> <p>f. <u>LGB membership and succession.</u></p> <ul style="list-style-type: none"> Stapleford Messenger article/advert for new gobs SK had led to an application from a local resident. ACTION SK: to include advert on local social media forums and in next month's Stapleford Messenger Vacancy for two/three Trust appointed governors. Prospective applicant EG <p>EG had met with a prospective governor who has subsequently submitted an application. LGB agreed to recommend applicant to AL Trust, subject to checking references and safeguarding checks ACTION: EG to submit recommendation to AL Trust Board</p> <p>Q to KM. Does Trust ever have people who want to become involved in governance? Ans: No. Skills audit important for recruiting people with appropriate skills.</p> | <p>All gobs look at new school website before next LGB.</p> <p>SK to include adverts for vacancies in Feb and March magazines</p> <p>EG follow up references by end Jan</p> <p>EG to submit recommendation to AL Trust Board as soon as references followed up</p> |
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| 10. | <p><u>Statutory and Compliance</u></p> <p>a. Whistleblowing and Complaints None since last meeting.</p> <p>b. Policies <u>List and review schedule for Statutory Policies is on GOV DRIVE 21</u> No statutory policies are due for review this half term.</p> | <p>CS</p> <p>LH</p> |
| 11. | <p>AOB</p> <p>1. <u>Elite Swimming</u> A lease is required and this requires DfE permission. Charity Main is looking into this. Pool needs to be recommissioned by April. ACTION: CS to follow this up.</p> <p>Q Will there be an impact on the swimming pool if/when the planning permission is granted for nearby retirement homes with pool? ACTION: EG to follow up status of planning permission.</p> <p>2. Paul Dunn is leaving AL to take up post as part of the Antarctic expedition on the David Attenborough ship. He will keep in touch with the Trust and this is a potential exciting link for the school .</p> | <p>CS follow up swimming pool project before next LGB</p> <p>EG look up planning permission for new homes in Stapleford before next meeting.</p> |
| 12. | <p><u>Dates for 2021-2022 meetings</u> are published on school website</p> <p>Res Comm 8.15am Wed 2 March 2022</p> <p>Next LGB 4 17 March 2022</p> | |
| | <p>Meeting ended at 8.31pm</p> | |



LGB Priorities 2021-2022

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

Next meeting :

Review of policies: *Behaviour Policy Spring 21-22 Exclusion Policy SCPS Spring 21-22

*Equality Statement 2021

Analysis of Attainment Data