



**Thursday 17 March 2022 at 6.30 pm virtual meeting by Google Meet**  
**LGB 4 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 (Joint CoG) , Christine Spain CS (Headteacher HT), Victor Humberstone VH, Jo Robinson JR, Lauren Davies LD, Mike Byrne MBy

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

**The meeting was quorate.**

Papers for this meeting are available on secure [GOV DRIVE, Folder 104](#)

OPRP = Operational Risk Priority

Item	Topic/purpose	Risk	ACTION
1.	<p><b><u>Standing Items</u></b></p> <p><b>a) Introduction and welcome. EG</b></p> <ul style="list-style-type: none"> <li>Chair, EG welcomed all gobs and reiterated virtual meeting rules. He encouraged governor's Qs during meeting. (See GOVDRIVE 743 for guidance about asking questions at meetings.)</li> </ul> <p><b>b) Apologies for absence:</b> Surabhi Khanna SK, Gemma Whittaker (née Clarke) GW</p> <p><b>c) Declarations of interest / pecuniary interest 2021-22.</b> CS member of Feeofee Charity.            All gobs have completed statutory forms. Summary is included in SCR (single central record) and they are published on new website.</p> <p><b>d) Minutes from the last meeting</b>            Minutes of the last meeting were agreed: LGB3 Th 20 Jan 2022</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>An easy-read summary regarding the changes to the EYFS framework this year are in GOVDRIVE 36 for gov's attention.</li> <li>SK to forward Ken Holmes' (educationalist) info to CS before next LGB</li> </ul>		SK to forward info from Ken Holmes to CS before next LGB
2.	<p><b><u>Performance Analysis</u></b> <span style="color: purple;">OPRP 3</span></p> <p><b>a) <u>Autumn Term Achievement Report</u></b> (Analysis and discussion was carried forward from last LGB)            CS shared the presentation of the Aut term data at the meeting. Also available to all gobs prior to the meeting on GOVDRIVE.</p>	OPRP 3	



<p>Covid absences had meant that not all assessments could be done at same time and this had caused the delay in results for all. GL assessments used for English and Maths. Writing is internally assessed.</p> <ul style="list-style-type: none"> <li>• Persistent absences were reflected in pupil performance data.</li> <li>• The booklet format of the GL Assessments was a first experience for Y1 and Y2. National research indicates Y3 cohort were the most affected by COVID but at Stapleford , Y1 and Y2 were most adversely affected by impact of Covid.</li> </ul> <p>Q In response to a governor’s question, CS said that for those pupils who have not made good progress there is a more in-depth discussion about the support they will require so that their needs may be met.</p> <p>Q Can CS predict when she expects pupils to be back on track with their learning? Ans: Research suggests that it will take two years of full attendance for all children to make progress. Difficult to predict because some pupils have been absent with COVID and/or other illnesses on repeated occasions.</p> <p>Q A governor asked how the teachers found the GL Assessment vs NFER. Ans: Teachers appreciated the external marking system and found that the quality and usefulness of the reports was good.</p> <p>Q Data shows the areas that need addressing and a governor asked for comments. CS replied that Y6 outcomes show that they will be able to transition well to KS3. Whole school writing and phonics are a focus for this school year.</p> <p>b) <b><u>LGB Priority 2 Performance and Standards:</u></b> SM report (Maths) on GOVDRIVE      Disparity between Y6 results on GL assessments and SATs. This information will inform work with pupils between now and summer.      Interventions have been affected by staff absences, but Maths Lead is working with TAs and teachers to identify and meet the needs of those children who have fallen behind.      SM’s next visit will be in person.</p>		
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	<p>c) <b><u>Behaviour, Inclusion and Welfare :</u></b></p> <p>AL's Richard Lloyd had visited to look at behaviour in school and to review behaviour against the Behaviour Policy. Report is in HT Report on GOVDRIVE.</p> <p>He concluded , "The behaviour I observed around the school [in lessons, lunch time and in the playground] was entirely positive."</p> <p>Q How is the behaviour policy and procedures disseminated to parents? Ans: Easy Read leaflet about behaviour and the updated Behaviour Policy to go on website [Done] and circulated to all parents via ParentMail [Done].</p> <p>*Behaviour Policy SCPS Spring 22-23 has been reviewed and was agreed by LGB. JH outlined the updates including: New STEPS approach toolkit is available.        Policy firmed up the procedure for parents to be informed as and when an issue arises.</p> <p>JH to deliver further STEPS training to TAs and all staff.</p>		
<p>3.</p>	<p><b><u>Head Teacher's Report</u></b></p> <p>a) <b><u>HT Report OPRP 3, OPRP 6, OPRP14</u></b></p> <p>HT report was available on GOVDRIVE prior to the meeting and included a commentary on progress towards the strategic plan; broader experiences, trips etc, other celebrations and priorities.</p> <p>Numbers remain higher than last year. GAG funding is based on 197 which equates to several thousand pounds increase to budget.</p> <p>HT reported that she had had to refuse several requests from parents for holidays.        Attendance of all pupils is a big concern because of its impact on children's learning.</p> <p>Q What do Code E and Code K mean? Code E applies to pupils with complex needs with an EHCP. School has to provide the first £6,000 and local authority provide the remainder of the funding. Code K refers to a specific but moderate need that is met within the school.</p> <ul style="list-style-type: none"> <li>• Staff section of HT report recorded in separate, confidential minutes.</li> </ul>	<p>OPRP 3,6, 14</p>	<p>MB to send LH QASI info before next LGB</p> <p>EG to join CS and PR QASI at next meeting</p> <p>Staff well-being survey results at next LGB</p>



	<p>Q How is Learning to Learn being implemented ? (Mentioned in Richard Lloyd’s report) Ans: This is an ongoing focus and a topic at several staff meetings. Meta cognition will be discussed at next staff meeting. Children are encouraged to finish work with effort, rather than to finish quickly. There has been a series of assemblies about readiness to learn.</p> <p><b>b) <u>Update on Covid arrangements</u></b>        Weekly, not daily, reports are now submitted to central Govt.        School has a Covid management plan lest there is a significant outbreak in a class.        School has small emergency stock of masks etc.</p> <p><b>c) <u>Staff well-being</u></b>        A vacancy for a TA is open.        AL have a live staff well-being survey at the moment. <b>ACTION: CS</b> to share outcomes of survey at next LGB.</p> <p><b>d) <u>QASI (Quality Assurance and School Improvement)</u> updates</b>        MB had met with CS and PR before half term to discuss the 12 QASI indicators and review the RAG ratings.</p> <p>Q How much does QASI overlap with Risk Register? Ans: QASI is more concise and on one page.</p> <p><b>ACTION: MB</b> to share QASI info with LH for circulation.  <b>ACTION: EG</b> to join CS and PR in the next QASI meeting</p> <p><b>e) <u>Admissions Arrangements 2023-24</u></b> See GOV DRIVE. These have been published on website.</p>		
4.	<p><b>Safeguarding and Pupil wellbeing OPRP 1</b>  <b>Safeguarding Link Gov report</b> JR on GOV DRIVE.</p> <ul style="list-style-type: none"> <li>• Prevent: All governors have watched training video.</li> <li>• JR’s report included a) safeguarding audit completed in Nov. Jr is monitoring actions resulting from this. b) SCR. JR had met with JG (office manager) to monitor SCR. JR reported no concerns to LGB.</li> <li>• Mobile Phones and Cameras Policy was circulated to all governors so that they may observe the guidelines regarding phones in school.</li> <li>• AL’s safeguarding planner will become available in due course. This will be useful for transition to new Safeguarding Link Gov.</li> <li>• Safer recruitment training in date: MB, EG, SK, JH</li> </ul>	OPRP 1	



	<p>Q A governor asked whether new IT system will flag up when retraining is needed. E.g. staff First aid training. <b>ACTION CS</b> will follow this up.</p> <ul style="list-style-type: none"> <li>• Camilla Saunders is AL Safeguarding Lead.</li> </ul>		
<p>5.</p>	<p><b>Vulnerable and SEND pupils</b>  <b><u>SEND Link Gov Report MBy</u></b></p> <ul style="list-style-type: none"> <li>• *SEND Policy Spring 22-23 and SEND Information Report 21-22 are now both on website.</li> <li>• MBy had reviewed accuracy of SEND website page and corrections have been made.</li> <li>• SEND Visit Report on GOVDRIVE. MBy had met with SENDCO.</li> </ul> <p>SEND numbers have increased to 38. COVID will have had knock on effect.          SENDCO hours have been increased to 2 days, but AL’s SEND meetings are on a non-working day so SENDCO keen to meet with local cluster schools.</p> <p>Next visit is 9am 28 April for an educational walk. <b>ACTION</b> : All Govs :Let MBy know if you can join him.</p>		<p>All gobs: A gov to join MBy at SEND walk in school 28 Ap.</p>
<p>6.</p>	<p><b>Finance and Estates</b> <a href="#">OPRP 10, 12</a>          Resources Committee Wed 2 March Minutes and papers are in <a href="#">GOVDRIVE 1253</a></p> <p>Positive fiscal position as reported last term has continued. Priorities for any surplus at end of year are to replenish reserves and to cover inflationary increases.          Refurbishments have begun.</p> <p>No replacement for Paul Dunn at AL. Claudine Bateman will provide EVERY report for summer term Res Comm meeting.</p>	<p>OPRP 10,12</p>	<p><b>ACTION:</b> Receive EVERY report from AL before next Res Comm</p>
<p>7.</p>	<p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>• Gobs are all encouraged to watch AL’s recorded training session on Risk Register</li> </ul> <p>Risk Items are listed at end of minutes for gov’s reference and links to OPRP (Operational Risk Priority) included for agenda items. Gobs agreed that this is helpful as they become familiar with the new system.</p> <p>Completed Risk Register circulated to gobs prior to the meeting and is on GOV DRIVE. LGB thanked CS for her work on this at a time when staff and pupil absences have increased her workload in all areas.</p>		<p>CS ask other HTs about Risk Reg before next LGB.</p> <p>All gobs relate OPRPs to their link areas when make reports to LGB.</p>



	<p>Q A governor asked for CS’s comments about the low assurance items:          OPRP 3.2 Quality monitoring processes difficult to complete due to staff illness.          OPRP 6.1 Pupil number modelling. Predictions to help plan funding is based on births in postcodes. Stapleford and Cambridgeshire have above national average pupil mobility so the data based on births in Stapleford does not provide a true picture.          OPRP 6.4 ICFP completion (Integrated Curriculum Financial Plan)</p> <p>CS has had a training session with Kerrie Jones (AL Governance Lead).  <b>ACTION: CS</b> to talk to other headteachers to share tips.</p> <p><b>ACTION: All gov</b>s to relate Risks to their link area when they make reports to LGB and focus on medium and below areas.  <b>ACTION: MB and EG</b> to review at end of school year to ensure that LGB has addressed Risks in the agenda</p> <p><b>ACTION: CS</b> will flag up to LH when she makes changes to Risk Register so that all gov’s can be kept up to date.</p>		<p>CS to let LH know when changes to Risk reg made.</p> <p>MB/EG review risks on agenda in summer term.</p>
<p>8.</p>	<p><b><u>Governance Matters and Chair’s Report</u> OPRP 15</b></p> <p>a. <b><u>Training</u></b> 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> <li>Lauren Davies to take on role Governor Training Coordinator <b>ACTION: LD and LH</b> to liaise.</li> <li>Several governors have had problems accessing the AL training webpages and/or particular training sessions on it.</li> <li>Governors reported that they have had problems gaining access to ALIS and/ or using it. IT issues are usually solved by AL but LGB agreed that this is a frustrating and time-consuming part of their work as governors.</li> </ul> <p>b. <b><u>LGB self evaluation.</u></b>          Gov’s input about strengths of the school and areas for development had been collated and circulated on GOV DRIVE.</p> <p>EG summarised the positives and the areas for development. Govs agreed that marketing the school is important so that the community and prospective families know about its strengths and unique resources such as the Moat and the pool.</p>	<p>OPRP 15</p>	<p>LC, LD to liaise re training.</p> <p>KN to visit school.</p>



	<p>Q What do CS and JH think about areas that govs have come up with? Ans: Interesting to see outside viewpoint and agree with the areas for development. Communication is always an issue, made worse recently with no drop-off conversations between parents and staff .</p> <p><b>ACTION :</b> for future agenda: Skills Audit and LGB Self Evaluation (questions LGBs should ask selves) will be circulated to govs and discussed in LGB 6 Th 16 June.</p> <p>c. <b>Website:</b> <b>ACTION:</b> Feedback from governors        LH has checked the policies on the website to ensure that the most recent versions are published.</p> <p>d. <b>Clerk’s Update:</b></p> <ul style="list-style-type: none"> <li>• Summary of all Link Gov visits is in GOVDRIVE 321. This may be useful if/when Ofsted come as quick evidence of LGB monitoring. LH tries to keep it up to date, but let her know if updates are needed.</li> <li>• Link gov report templates on GOVDRIVE 322</li> </ul> <p>e. <b>Chairs’ Update:</b></p> <ul style="list-style-type: none"> <li>• AGF Meeting MB</li> </ul> <p>Minutes of AGF are on GOVDRIVE. MB outlined main points.</p> <p>f. <b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Vacancies: Priority 1 and 3</li> </ul> <p>g. <b>LGB membership and succession.</b></p> <ul style="list-style-type: none"> <li>• New Gov, Katie Neate , has been appointed as Trust Gov and will join us at next LGB meeting. She has had induction with Clerk and Chairs. Visit to school tba</li> <li>• Vacancies for two Trust appointed governors. Govs were asked for Ideas for attracting appropriate candidates.</li> <li>• Stapleford Messenger article/advert for new govs SK Need to advertise in next edition for another community member for Trust Gov role.</li> </ul>		<p>ACTION:SK to advertise in local mags</p> <p>Skills Audit and Qu for LGBs to asks selves on LGB 6 agenda.</p> <p><u>All govs</u> to look at website pages and let LH know if any changes required. LH has admin rights to make any changes.</p> <p><u>All govs</u> let LH know if updates to Link Gov visits summary needs updating.</p>
<p>9.</p>	<p><b>Statutory and Compliance</b> OPRP 15</p> <p>a. <b>Whistleblowing and Complaints</b>        EG informed the LGB that a hearing had been held in early February in relation to a Stage 4 complaint, and a response letter sent to the parents involved. Co-Chairs will monitor the implementation of the panel’s recommendations.</p> <p>b. <b>Policies</b></p>	<p>1</p> <p>OPRP 15</p>	



	<p>List and review schedule for Statutory Policies is on <a href="#">GOVDRIVE 21</a>.          LGB is responsible for statutory polices ( marked with *). HT has delegated authority for all other policies. Policies are shared with the relevant link gobs as part of the review process, so that governors may ask questions and monitor policies.          LGB thanked CS and JH for their work on reviewing recent policies to ensure statutory policies are current.</p> <p>The following policies are for LGB to approve/ be aware of: (*are statutory policies).          *Safeguarding Policy SCPS updated Feb 2022. <i>All gobs, please note changes to previous policy as sent via email.</i>          Mobile Phones and Cameras Policy Spring 22-25. <i>All gobs, please note policy because the procedures refer to gov visits.</i>          *Behaviour Policy SCPS Spring 22-23          *SCPS Admissions Arrangements Spring 23-24          *Equalities Policy SCPS Spring 22-25          *Equalities Statement Spring 22-23          Exclusion Policy SCPS Spring 22-23          Anti-bullying Policy Spring 22-24          Educational Visits Policy Spring 22-25</p> <p>The above policies are on the school website in Policies section (if indicated on front cover) in pdf.          .Doc versions are on <a href="#">GOVDRIVE 20</a> so available for gobs when review dates come round.</p>		LH
10.	<p><b>AOB</b>          Q A governor asked whether AL have given any guidance about influx of Ukrainian refugees ? Ans: School is sympathetic to refugees but admission procedures would have to be adhered to. Stapleford is currently full for Y1 &amp; Y2.</p>		
11.	<p><b><a href="#">Dates for 2021-2022 meetings</a></b></p> <ul style="list-style-type: none"> <li>• Next LGB 5 12 May 2022</li> <li>• Items for next meeting:             <ol style="list-style-type: none"> <li>a) <u>Priority 5 SK</u> Developing and monitoring relationships with stakeholders including parents and the wider community.</li> <li>b) Skills Audit and LGB Self Evaluation (questions LGBs should ask selves) will be circulated and discussed in LGB6 Th 16 June.</li> <li>c) Welcome Katie Neate, trust Gov to her first meeting.</li> </ol> </li> </ul>		CS/LH
	Meeting ended at 20:36		





**LGB Priorities 2021-2022**

1. Developing, monitoring and reviewing the aims, values and vision of the school. LGB1 Autumn 1 Beginning of year 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,GW, 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 1and 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

**AL Risk Register items**

OPRP = Operational Risk Priority

Risk Ref	Risk Title
OPRP 1	Effectively safeguard learners (prevention or suspicion of incident)
OPRP 2	Continuous development of academy leadership skills
OPRP 3	Ensure quality of teaching and curriculum content.
OPRP 4	Ensure effective internal communication.
OPRP 5	Ensure effective communication with external stakeholders, particularly parents
OPRP 6	Effectively develop and maintain sustainable short/medium term academy plans
OPRP 7	Ensure Anglian Learning prevents fraud and misreporting
OPRP 8	The ability to recruit and maintain staff
OPRP 9	Ensure staff capability and capacity
OPRP 10	Anglian Learning ensures that infrastructure is fit for purpose
OPRP 11	Effectively respond to a business continuity event (fire, flood, severe weather, Pandemic etc)
OPRP 12	Effectively manage health and safety for learners, staff and visitors ( inc Covid 19)
OPRP 13	Securely manage data (cyber/GDPR) and respond to a breach
OPRP 14	Effectively prepare and implement an improvement plan
OPRP 15	Ensure the LGB discharges their responsibilities appropriately
OPRP 16	Effectively manage the performance of the Academy



Document	Moved to folder
Agenda LGB 4 Th 17 March 2022	1154
Final minutes LGB 3 Th 20 Jan 2021	1154
Clerks Update (Link Govs)	1154
HT REPORT TO LGB Spring 2022	1154
Final Minutes LGB 4 Th 17 March 2022	1154
Aut 1 2021 QASI Primary Hub Quality Dashboard	
Assessment Data for Aut Term. March 2022	61
Safeguarding Gov Visit 1/03/022	52
Link Gov LGB Priority 2 Perform & Standards Maths	312
Link Gov SEND Report 03/03/2022	411
AL AGF Feb 2022 Meeting Minutes (when available)	78
EYFS- Changes to EYFS Curriculum 2021/22 Easy Read Summary	36
Admissions Arrangements for 2023-2024	201
Res Comm Papers incl agenda and minutes	1253
LGB Self Evaluation activity– strengths and development areas	761
RISK REGISTER March 2022	30
Approved Policies - various statutory and HT delegated policies	201