



Thursday 12 May 2022 at 6.30 pm virtual meeting by Google Meet
LGB 5 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, Lauren Davies LD, Mike Byrne MBy**, Surabhi Khanna SK*, Gemma Whittaker (née Clarke) GW, Katie Neate KN

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](#)

Item	Topic/purpose	Risk	ACTION
1.	<p><u>Standing Items</u></p> <p>a) Introduction and welcome. Chair Martin welcomed new Trust Gov, Katie Neate, to her first meeting. He reiterated the virtual meeting rules and encouraged governor questions and comments throughout the meeting.</p> <p>b) Apologies for absence: Sanjay Mistry SM. *SK left early after item 2. **MBy arrived during item 5.</p> <p>c) Declarations of interest / pecuniary interest 2021-22. CS is a member of Feeofee Charity. All govts have completed the statutory forms. Summary is included in SCR (single central record) and they are published on the new website.</p> <p>d) Minutes from the last meeting Agree minutes of the last meeting : LGB4 Th 17 March 2022</p> <p>e) Actions from last minutes and Matters Arising not included in this agenda. All included within agenda.</p> <p>f) Items for AOB</p>		
2.	<p><u>Governance Matters</u> OPRP 15, 5 [This item was moved to the top of the agenda items, so that SK could contribute]</p> <p>a) <u>Training and resources for governors</u></p> <ul style="list-style-type: none"> List of courses offered by ALT is on GOV DRIVE folder 72 AL Governors' Introductory Training (recording of recent webinar) is on AL's training platform. It is recommended as a useful introduction to help understanding of the Trust. ACTION : KN to complete 	OPRP 15, 5	KN : AL Gov's Introductory Training recording



<p>b) <u>Governor Training Coordinator:</u> LD has taken on this new role and has met with LH . LD now has access to the ongoing Gov Training record on GOVDRIVE. Records on this spreadsheet go back to 2012. ACTION All govvs: please let Lauren know when you have completed any training so she can keep the record up to date.</p> <p>c) <u>Website:</u> The LGB acknowledge that the school website is an important ‘face’ of the school and will be scrutinised as part of an Ofsted inspection. Prior to the meeting, MB had asked all govvs to check sections of the new school website in order to ensure that statutory content was easily available. Governors had emailed their responses and comments. ACTION: CS, JH, LH to follow up and make amendments to website content where required.</p> <p>CS asked governors to comment on the impression that the website gives the reader so that the positive, upbeat ethos of the school may be represented on the website. ACTION: All govvs to email CS with feedback.</p> <p>Q How much does the new website cost the school? Ans: This website provider is the one selected by AL for all their schools and replaces Stapleford’s former website provider, Primary Site. It will cost Stapleford more than the previous provider, but is the best option across all AL schools.</p> <p>Q Who is responsible in school for keeping the website content up to date, especially dates for events and fixtures? Ans: This is a work in progress. Working on website being linked to some of the school’s Google Calendar.</p> <p>LGB thanked Nathan Graves for his work transferring content from old website to the new. LH informed LGB that all files and content from the old secure Governors’ Zone have been downloaded to an external hard drive as an archived record of LGB business.</p> <p>d) <u>Clerk’s Update.</u> LGB agreed to renew the annual subscription for the NGA Standard membership (£101). Details of what NGA provide were included in Clerks’ Update. ACTION: CS to ask Finance Manager to pay the invoice.</p> <p>e) <u>Chairs’ Update:</u> MB will attend next AGF (Academies Governance Forum) Chairs MB and EG have met to discuss LGB succession planning and Ofsted preparation.</p>	<p>All govvs: Let LD know about training undertaken.</p> <p>CS, JH, LH make changes to website following Governor’s Website Audit.</p> <p>All govvs: email CS with feedback re website</p> <p>Pay invoice for NGA subs.</p>
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<p>f) <u>Roles and Responsibilities</u></p> <ul style="list-style-type: none"> • Safeguarding: SK to take on role for Aut Term only. • Equalities Link Gov : KN • Priority 3 (well-being, welfare and safety) and PSHE : KN <p>Govs were asked to contact EG and MB about the roles they will undertake next school year.</p> <p>g) <u>Parent Survey</u></p> <p>A governor noted that the ‘annual’ Parent Survey had not been undertaken during the Covid measures. There had been a playground open event in this period which had given school and governors an opportunity to hear parents’ views.</p> <p>Following discussions about the logistics of preparing a survey; agreeing the questions and analysing the responses, the LGB agreed that it was important to undertake a survey of parental opinions sooner than waiting until next Spring.</p> <p>It was agreed that a reduced mini- survey with a small number of questions would be an appropriate interim measure to capture the Parent Voice. It was agreed that Google Forms could be used.</p> <p>ACTION: JR to share previous survey and report with JH, KN. VH to help with analysis of responses. Ask Nathan Graves to help with producing the Form similar to the annual form he creates for OOSC</p> <p>h) <u>LGB membership and succession.</u></p> <ul style="list-style-type: none"> • New Gov, Katie Neate has been appointed as Trust Gov. She has had an induction session. ACTION: CS. KN to visit school. • <u>Re-appointment of Trust Governor</u>, Gemma Whittaker LGB agreed to recommend GW to the Trust Board to re-new her term of office.. ACTION: MB to send recommendation to AL Trust Board [Done] ACTION: LH to prompt KJ, AL’s Governance Manager for Trust Board’s response.[Done. GW’s appointment has been confirmed]. <p>i) <u>Two Trust appointed governor vacancies by the end term.</u></p> <p>Ideas for attracting appropriate candidates were discussed, including further notices in Stapleford Messenger; more posts on the local pages of social media ; additional posters on noticeboards around villages and local shops.</p>	<p>All govs: Contact EG and MB about roles for next year by next meeting</p> <p>Parent Survey: KN, JH, JR, VH CS to ask NGraves for tech support by next meeting</p> <p>CS to arrange a school visit with KN this term</p> <p>LH to ask for Trust Board’s approval of GW as Trust Gov [Confirmed]</p>
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	<p>It was agreed that the Stapleford Village Weekend (Friday 3- Sun 5 June) would be a good opportunity to advertise both the vacant governor posts and the Nursery.</p> <p>ACTION: SK will</p> <ol style="list-style-type: none"> i. Liaise with the PTA to advertise the Trust Gov vacancies and the Nursery at the Stapleford Village Event. ii. Circulate a copy of the advert for new gobs to the rest of the LGB. iii. Repeat adverts in Stapleford Messenger and on local social media sites. iv. Put up posters on noticeboards and in shops to advertise both the Nursery places and the gov vacancies <p>ACTION: GW to let her students and colleagues (in education) know about the Trust Gov vacancies.</p> <p>j) <u>Advertise Nursery places for Sept 2022-23</u> The Google Search for Stapleford Nursery was set up by EG before the Nursery was opened. LD and Nathan Graves to take over the Google search item.</p> <p>ACTION : EG liaise with LD [Done]</p> <p>LD has posters advertising Nursery places for 2022-23. ACTION: SK to put up posters.</p> <p>[SK left meeting]</p>		<p>SK : several actions</p> <p>GW advertise Trust Gov vacancies before next meeting</p>
<p>3.</p>	<p><u>Performance Analysis</u></p> <p>a) <u>Spring Term Achievement Report OPRP 3</u></p> <p>Link governors, SM and GW have arranged visits and will report back to LGB at the next meeting.</p> <p>CS shared the School Achievement Report highlighting both academic and non-academic achievements. Since Covid restrictions had been lifted, ‘normal’ school activities have resumed which have had positive effects on moral and achievement. E.g. whole school assemblies; trips; visitors; pool up and running.</p> <p>SATs tests have been done this week. CS thanked governors for helping to monitor the procedures for the SATs tests</p> <p>GL assessments for all year groups have been completed. GL package allows analysis of different groups’ progress and scores. Teachers are able to use individual results to provide targeted support to pupils.</p>	<p>OPRP 3</p>	<p>Spring Achievement Report to be shared with gobs after meeting [Done] Item for next LGB</p>



	<p>CS outlined the data for each year group.</p> <p>The impact of interventions since Covid has been tracked. Some progress has been made by the 24 pupils who were involved in the National Tutoring Scheme.</p> <p>Investment in phonically decodable books is paying off.</p> <p>Spelling results are weaker and changes have been made in school in the way that spelling is taught. This will be reviewed at the end of the summer term.</p> <p>Maths results were illustrated using the Insight tracking programme.</p> <p>ACTION: CS to send document to LH for circulation. This will be an agenda item for next meeting when the governors will have the opportunity to digest the information and to ask questions.</p>		
<p>4.</p>	<p><u>School Improvement and Quality Assurance</u> OPRP 11,3,2,9</p> <p>a) <u>Update on Covid arrangements/ Attendance</u></p> <ul style="list-style-type: none"> School is back to normal, but one or two children have been off each week with Covid. Other bugs and chicken pox have also contributed to low attendance figures. <p>Q Are DfE still asking for very regular attendance data? Ans: No, but school monitors attendance and records this using the new management information system.</p> <ul style="list-style-type: none"> Camilla from AL will visit this term to audit attendance and behaviour. <p>b) <u>Staffing update and staff well-being</u> CS/LD</p> <p>AL's staff survey was completed in March and a detailed report has been made. The responses are not specific to Stapleford.</p> <p>ACTION: LH circulate AL's Staff Well-being survey report [DONE]</p> <p>Staff gov, LD reported that staff morale is picking up again after the last several turbulent terms.</p> <p>Q Governors asked that CS share any feedback from the survey that is specific to Stapleford.</p>	<p>OPRP 11,3, 2,9</p>	<p>Circulate Staff Well-Being Report after meeting [Done]</p>



	<p>Staffing There are vacancies for a part-time 0.4 teacher and a Y1 class teacher. These posts have been advertised nationally and with EPM in Cambs. It is encouraging that there has been some interest shown in the adverts for teachers. Adverts less successful in attracting quality applications for vacant TA roles.</p> <p>c) <u>QASI (Quality Assurance and School Improvement)</u> See GOV DRIVE. No updates since last meeting.</p>		
5.	<p>Vision, Mission and Values OPRP 14,6</p> <p><u>Update on SDP</u> (School Development Plan/School Improvement Plan) MB and MBy have arranged to meet with CS to discuss SDP and LGB Priority 4 and will report at next LGB.</p>	OPRP 14,6	MB, MBy, CS to arrange SDP/SIP meeting
6.	<p>Safeguarding and Pupil wellbeing OPRP 1</p> <ul style="list-style-type: none"> Handover of safeguarding role was discussed. SK agreed to take on safeguarding role for the Autumn Term only. <p>Q Is AL's safeguarding planner available yet as this will be useful for new Safeguarding Link Gov. Ans: Not yet available. ACTION : JR/MB to follow up with AL.</p> <ul style="list-style-type: none"> The first cross-Trust networking session for safeguarding govs will be 24 May. JR, KN, SK to attend <p>CS and JH reported on two anti-bullying initiatives using the pupil voice:</p> <ol style="list-style-type: none"> School has been awarded the new Princess Diana Anti-Bullying Ambassadors Award. Pupils over 8 yrs old were invited to nominate themselves as anti-bullying ambassadors. 26 children applied for the 20 places. School has decided to extend the ambassador training to all the applicants. Pupils asked to complete a Safety Map of where they feel safest around the school campus. Children's responses identify the car park and the alley as least safe. <p>[MBy joined meeting]</p>	OPRP 1	KN, SK, JR to attend AL safeguarding meeting 24 May
7.	<p>Vulnerable and SEND pupils OPRP3, 1</p> <p>a. <u>SEND MBy</u> SEND link gov visit report (visit on 28 April) was available on GOVDRIVE prior to the meeting. MBy reported :</p> <ul style="list-style-type: none"> SEND numbers have remained at 38 across school. 	OPRP 3,1	



	<ul style="list-style-type: none"> The Learning Walk showed evidence of children being supported through small breakout groups Relaxing Covid restrictions has brought some benefits with more possibilities to share resources across classes, meet with parents etc. <p>b. <u>Pupil Premium VH</u> VH to meet with JH on 20 May. AL have confirmed that the new PP template on the website complies with all the requirements.</p>		
<p>8.</p>	<p>Finance and Estates OPRP 10, 12 Resources Committee arranged for Wed 8 June 2022 8:15am Res Comm agenda will include :a)Budget setting to be discussed. AL budget review in w/c 23 May b)Lettings Policy Sum 22 to be reviewed. c)H&S site walk report. d) Action points on Every: Claudine Bateman to provide info.</p> <p><u>Estates</u> Thanks to Mr Brown and a group of parents, the pool has been refurbished in time for opening. Still awaiting the works to be signed ff by AL.</p> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> AL has provided an H&S flow chart for H&S monitoring. AL recommends that secondary schools have a H&S Link Governor. Stapleford LGB agreed to retain a Health and Safety Link Governor because the LGB see this as an important role in order to fulfil its monitoring and oversight responsibilities in safeguarding, well-being, estates and finance. GW has agreed to continue as H&S Link Gov AL’s H&S Audit is in diary for next week. ACTION: HT to report on H&S audit and premises report at next meeting 	<p>OPRP 10,12 1</p>	<p>H&S Audit report on next agenda</p>
<p>9.</p>	<p>Risk Register See below list of all Risk Items and Risk Register on GOV DRIVE 30</p> <p>Q Has CS spoken to other HTs about the Risk Register? Ans: Not all schools are as far on as Stapleford.</p> <p>The previous Stapleford agenda showing OPRPs linked to items has been circulated to other clerks in AL schools.</p>		



<p>10.</p>	<p>Statutory and Compliance <u>OPRP 15</u></p> <p>a. Whistleblowing and Complaints Nothing to report since last LGB. Co Chairs will monitor follow-up with CS.</p> <p>b. Policies List and review schedule for Statutory Policies is on GovDrive Folder 21. LGB is responsible for statutory polices. HT has delegated authority for reviewing all other policies.</p> <p>*Children with Health Needs who cannot attend school policy SCPS Sum 22-23 CS and MBy have reviewed this. No changes to previous version. ACTION: LH to update front cover and update website copy. [Done]</p>	<p>OPRP 15</p>	<p>LH update policy cover after meeting [Done]</p>
<p>11.</p>	<p>AOB</p> <ul style="list-style-type: none"> • Governor Newsletter is due. ACTION: MB to liaise with SK. • CS informed LGB that Y6 will be going on a three-day, two night residential trip to Grafham Water. 		
<p>12.</p>	<p><u>Dates for 2021-2022 meetings</u></p> <ul style="list-style-type: none"> • Next LGB 6 Th 16 June 2022 • Items for next meeting: <ul style="list-style-type: none"> ○ <u>Priorities 3, 4, 5</u> JR, SK, MB, MBy and achievement data ○ HT reports to LGB on H&S audit and premises report ○ Skills Audit and LGB Self Evaluation (questions LGBs should ask selves) will be circulated and discussed in LGB6 Th 16 June. ○ MB /EG review risks covered 		
	<p>Meeting ended at 20:34</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 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