



Thursday 6 Oct 2022 at 6.30 pm

LGB1 Minutes

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

Present: Ed Gunn EG (Chair of LGB/Meeting Chair), Christine Spain CS (Headteacher HT), Mike Byrne MBy, Surabhi Khanna SK, Barbara Kettel BK, Eddie Ridgeon ER, Sanjay Mistry SM

Present remotely: Martin Brown MB, Victor Humberstone VH

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

The meeting was quorate.

Papers for meeting are available on [GOVDRIVE 101](#)

Item	Topic/purpose	Risk	ACTION
1.	<u>Standing Items</u> a) Introduction and welcome to first face-to-face LGB since before Covid and to new govs Ed Ridgeon and Barbara Kettel b) Apologies for absence: Gemma Whittaker GW, Katie Neate KN, Lauren Davies LD c) Declarations of interest / pecuniary interest 2022-23. LH has sent Summary of Pecuniary Interests to school office. d) Minutes from the last meeting Minutes of the last meeting , LGB 7 Wed 13th July 2022, were signed and agreed. e) Actions from last minutes and Matters Arising not included in this agenda. All included in this agenda	OPRP 15	
2.	<u>LGB Priorities</u> See LGB Planning Tool SCPS on GOVDRIVE for the annual workflow showing scheduled reports to each meeting and Item 7a below. a) <u>Revisit and reconfirm core vision, mission and values</u> <ul style="list-style-type: none"> Link Gov visit report LGB Priority 1 is short because the expectation is that the new HT will want to review the vision and values. Ofsted observed the vision and values in practice –and saw examples of ambition, caring and excellence. CS explained the process of developing the school's vision statement. School's statement and tag words dovetails with ALT's vision statement. ALT had consulted with staff and governors. Future reviews of Vision and Values should include the pupil voice and the statement should be distilled into one memorable sentence. b) <u>Revisit the SDP School Development (School Improvement) Plan 2022-23 and set priorities for school.</u> Link Gobs have visited, but report on LGB Priority 4 will be carried forward to next meeting. CS has written the SDP to include the Ofsted three points. ACTION: MB to send report to LH for circulation.	OPRP 6 OPRP 14	MB forward Priority 4 report to LH



	<p>c) <u>Priority 5 Relationships with Stakeholder and parent and communication</u> ACTION: SK and BK to arrange meeting and report back to LGB</p> <ul style="list-style-type: none"> Publicising Ofsted <p>Ofsted Report has been shared with parents, is available on website, on Twitter, published in AL News and Cambridge News.</p> <p>All external communications about the school should be approved by AL's PR company.</p> <p>LGB agreed that we should promote ourselves by communicating the rich diversity of the school community, the multiple languages spoken etc etc, and emphasise the inclusive ethos of the school. Action: SK</p> <ul style="list-style-type: none"> Gov Newsletter <p>ACTION: SK. To be published before next LGB</p> <ul style="list-style-type: none"> New HT update <p>PR to visit school next week and will give update.</p> <ul style="list-style-type: none"> New school newsletter format. <p>CS has trialed several software packages for school newsletter. Now using Canva as the preferred tool for communication. Trust media team are training schools to use it.</p>		<p>SK, BK to arrange Priority 5 meeting.</p> <p>SK draft Gov Newsletter to EG/MB and Gov Newsletter published this term</p>
3.	<p><u>Education Update/ Progress and Assurance/ QASI Quality Assurance and School Improvement</u></p> <p>a. <u>Summaries from HT. Impact of start of school year.</u> 204 on roll incl Nursery. 192 in main school. Censor day is 6 Oct. Y1 is small, Y6 also has spaces. Q Has Y1 cohort always been low in numbers? Yes. Started at 20 pupils , but now down to 16. Governors discussed how the school can publicise the fact that there are spaces in Y1. Q Does Stapleford have fluctuations of numbers within years? Yes. Higher than average mobility. Pre-Brexit ,children of academics came for 6 months -1 year. Recently, families are moved to Cambourne and Melbourne areas for more affordable social housing.</p> <p>Children settled in well, although many younger children have needed adult support social and emotional needs</p> <p>The lost grammar papers have now been found by the assessment organisation, so performance data for 2021-2 pupils is complete.</p>	<p>OPRP 3 OPRP 8 OPRP 16</p>	<p>CS</p>



	<p>Q In her role as link governor for well-being and welfare, a governor asked about the impact of the cost of living crisis on the school community. Ans: No overt awareness yet of families in trouble, but this may come.</p> <p>ACTION: CS/JH will send out another information reminder about eligibility for Pupil Premium.</p> <p>School has decided not to take children on trip to theatre. PTA used to pay transport costs, but many parents are still unable to contribute to the ticket price, so a theatre group will be visiting school instead.</p> <p>School is emphasising reducing lost property and , in line with national initiative, is not enforcing branded uniform. A parent has recently taken over the second-hand uniform store.</p> <p>AL have reminded all schools of their social responsibility to use less energy.</p> <p>b. <u>Attendance</u> See DfE documents on GOVDRIVE 101 Governors now have a more focused responsibility for monitoring and helping to raise attendance and the DfE docs give focused guidance for LGBs regarding monitoring of attendance. HT has had several family requests for holidays and she has refused permission.</p> <p>c. <u>Staff wellbeing</u> – updates on new staff/ updates on staff professional development There is a new TA who is experienced in schools. One teacher is due to go on maternity leave in January. Interviews for OOSC/TA tomorrow. Good start to school year, but currently there are several absences because Covid and other illnesses are back. Q Are staff concerned about a possibility of having to return to Covid measures? Ans: No. Staff are enjoying the resumption of ‘normality’ . Class assemblies have been reinstated; harvest service is in person; parents have been invited into school.</p> <p>d. <u>Response to Ofsted report</u> (Visit on 14 and 15 June 2022. Report published 21 Sept 2022) JC (AL’s CEO) has visited school when report was published and brought gift to staff. Many parents have given positive feedback about Ofsted report.</p>		
4.	<p><u>Safeguarding and Pupil wellbeing</u></p> <ul style="list-style-type: none"> LGB adopted *Safeguarding/Child Protection Policy Aut 2022-23 ACTION: LH to update front cover and upload to website in Policies and Safeguarding sections. [DONE] Safeguarding Training is on Learning Link (NGA). Prevent to be completed by new governors (on DfE site, but errors on the site) <p>ACTION : All gobs. SK has list for safeguarding and required policies.</p> <ul style="list-style-type: none"> Required policies for all governors to read: <p>a) KCSIE Sept 2022</p>	OPRP 1	All gobs: let SK know when you have completed NGA safeguarding training on Learning Link, and have read all required policies.



	<ul style="list-style-type: none"> b) AL's ICT Policy c) AL's Whistleblowing Policy d) Code of Conduct for trustees and Governors e) Safeguarding Policy SCPS Aut 2022-23 <ul style="list-style-type: none"> Safeguarding Gov has visited and confirms that adults in school are clear about procedures and the safeguarding monitoring system is clear and robust. <p>ACTION: SK to forward Safeguarding Visit Report to LH</p> <p>Action: SK to renew safer recruitment training on NGA's Learning Link</p>		<p>By next meeting latest.</p> <p>SK forward Gov Visit report to LH</p> <p>SK : safer recruitment training to do before next meeting</p>
5.	<p><u>Finance and Estates</u></p> <p>Resources Committee date: Wed 2 Nov 2022 . Res Comm Chair to be agreed at meeting.</p> <p><u>OOSC (Out of School Club)</u> is oversubscribed, particularly for Rec and y1 children at afterschool.. It is an important income stream for the school. The LGB considered ideas about this issue.</p> <p>Staffing is a constant challenge for OOSC. A few years ago, a new purpose-built building was considered. At that time, two rooms were made available.</p> <p>ACTION: All govs. Give feedback/ideas to EG and MB before Res Comm meeting</p>	OPRP10 OPRP12 At Res Comm	All govs: consider ideas for OOSC
6.	<p><u>Risk Assessment</u></p> <p>Key risks linked to agenda items. Risk Register will be circulated at next LGB meeting.</p>		CS to forward RR at next LGB
7.	<p><u>Governance Matters and Chair's updates</u></p> <p>a. <u>Workstreams for the year ahead were agreed:</u> See SCPS LGB Planning Tool for when reports are due to be presented at meetings.</p> <p>LGB agreed that full visit reports are not necessarily required each term for each link governor area, because this could overload the staff. Eg Pupil Premium link governor does not need to visit every term , but has the opportunity to report back to LGB each term. An item can be raised on the agenda with 'nothing to report at this meeting'. The LGB is aware of its monitoring responsibility, but also its responsibility for staff wellbeing and minimizing staff workload.</p> <p>b. <u>Training</u> and resources for governors. LD (Link Gov for Training) has list of governors who have successfully accessed NGA and Learning Link for training. Training opportunities are in Training section on AL's new platform, Connect.</p> <p>c. Clerk's Update : None</p> <p>d. <u>Roles and Responsibilities for governors.</u> All priority areas have link governors. The distribution of roles and responsibilities will be reviewed when new parent governor joins the team.</p>	OPRP15	All govs: Let LD (Link Gov for training) know when you have accessed NGA and Learning Link



	<p>e. LGB membership and succession.</p> <ul style="list-style-type: none"> i. Vote of thanks to SM for his four years of valuable service to the LGB and to the school. Gift from LGB to follow. ii. Vacancy for one (Parent) governor from Nov 2022 to replace SM. Nominations for new Parent Gov have been advertised with closing date on 4 Oct 2022. One parent has applied and is therefore elected unopposed. She has experience in fundraising and communication to complement current LGB membership. ACTION: LH to contact new Parent Gov to welcome her to LGB, subject to safeguarding checks, and initiate induction process and contact KJ at AL. iii. MB's term of office as Parent Gov ends 5 Nov 2022. LGB agreed to recommend MB as a Trust Gov in order to comply with new AL LGB composition. ACTION: EG to recommend MB to Trust Board. iv. Vacancy for Clerk to LGB from end Dec 2022. Ideas for attracting appropriate candidates were discussed. K Jones has contacted EG and MB about new clerk. 		<p>LH, MB, EG: New Parent Gov induction before next meeting</p> <p>Chair to recommend MB to Trust Board.</p>
8.	<p><u>Statutory and Compliance</u></p> <p>a. Whistleblowing and Complaints: Nothing to report.</p> <p>b. Policies</p> <p>List and review schedule for Statutory Policies is on GOVDRIVE 21</p> <ul style="list-style-type: none"> • <u>AL policies for LGB to adopt:</u> <p>AL Managing Students with Medical Needs and First Aid Aut 22-23</p> <ul style="list-style-type: none"> • <u>Statutory policies/docs for LGB approval at LGB1</u> <p>*Safeguarding /child protection policy SCPS Aut 22-23. Approved</p> <p>*Relationships Education Policy Aut 22-23. Approved.</p> <p>*Governor Details (over last 12 months) are on website and GIAS</p>	OPRP 15	<p>LH : update front covers of approved policies and upload them to website. [DONE]</p>
9.	<p><u>LGB Self Review</u> carried forward from last term.</p> <p>See also the strengths and areas for development exercise from previous meeting (LGB3 on)in GOVDRIVE 76</p> <ul style="list-style-type: none"> • <u>LGB audit list.</u> Governors were reminded to complete this. • <u>LGB questions</u> to ask self : <p>LH circulated a draft version of the summary of governors' responses to the "Assessing LGB Effectiveness" document at the meeting. This document will be completed when more governors have contributed their responses.</p>	OPRP 15	<p>All gobs: respond to LGB self evaluation questions</p> <p>LH to put summary on GOVDRIVE [Done]</p>
10.	<p><u>AOB</u></p> <p><u>Engagement Project with community.</u></p> <p>As part of the permission for the development of the proposed luxury retirement home to be built off Hinton Way, S Cambs work with local children. Y6 have visited the site and have been asked for their ideas and to design two benches that will be included in the development.</p>		



11.	<u>Dates for 2022-2023 meetings</u> Next LGB Th 24 Nov 2022	I	
	<u>Next meeting</u> <ul style="list-style-type: none"> HT full report LGB2 reports from SEND Link Gov, Pupil Premium Link Gov Health and Safety report to Res Comm and LGB2 LGB Priority 2. Educational performance. Any updates/plans for visits 		

LGB Priorities 2022-2023

- Developing, monitoring and reviewing the aims, values and vision of the school.
LGB1 Autumn 1 Beginning of year EG
- Monitoring educational performance and standards. Report to LGB 2, 3 or 4, 7 each term/when data available BK, GW, SK
- Monitoring well-being, welfare and safety across the school including safeguarding and behaviour. SK. Safeguarding Policy LGB1. LGB 2, 4, 6 second half of terms SK, KN
- 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
- Developing and monitoring relationships with stakeholders including parents and the wider community. LGB 1, 3, 5 first 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