



Thursday 24 Nov 2022 at 6.30 pm at school

LGB 2 Minutes

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

Present: Martin Brown MB (Chair of LGB/Meeting Chair), Christine Spain CS (Headteacher HT), Mike Byrne MBy, Surabhi Khanna SK, Barbara Kettel BK, Eddie Ridgeon ER, Ed Gunn EG, Anna Everson AE, Victor Humberstone VH, Lauren Davies LD, Katie Neate KN.

Also present: Jayne Hore JH (Assoc), Laura Rawlings (incoming Headteacher), Leonie Hyde (Clerk)

The meeting was quorate.

Papers for this meeting were available prior to the meeting on secure [GOV DRIVE, Folder 102](#)

Item	Topic/purpose	Risk	Action
1.	<u>Standing Items</u> a) Introduction by MB (Chair of meeting) and welcome to new governor, Anna Everson and Laura Rawlings, new HT. b) Apologies for absence. Apologies accepted from GW c) Declarations of interest / pecuniary interest 2022-23. CS is a Trustee of Feofee Charity and Company Secretary of car rental business that AL sometimes use. All forms have been completed. We have an up to date and complete register on the website and a copy has been sent to office to be included in SCR. d) Minutes from the last meeting Agreed minutes of the last meeting : LGB 1 Th 6 Oct 2022 e) Actions from last minutes and Matters Arising not included in this agenda. All included in this agenda.	OPRP 15	
2.	Headteacher's Report <ul style="list-style-type: none"> <u>Termly HT Written Report</u> on GOVDRIVE CS's report included commentary on progress towards the strategic plan; broader experiences, trips etc, other celebrations and priorities not covered by the executive summaries (i.e.LGB priorities and Link Gov Reports) <u>Pupil numbers</u> on census day was 193, but will be 189. <u>Attendance</u> officer due to meet with CS in Dec to discuss how SCPS encourages attendance. Meetings and letters are sent in stages. School has circa 20 children on the 'watchlist', although some children are in Rec prior to their 5 th birthday and therefore schooling is not statutory. Some letters have been sent to pupils with 80%+ attendance.	OPRP 1, 3	



	<p><u>Staff.</u> Covid outbreaks have affected staff attendance. Q Will there be a handover for the teacher leaving for maternity leave? Yes. It will take place this term.</p> <p><u>Behaviour</u> this term has been good, with calm and purposeful atmospheres in the classrooms; evidence of good staff/student relationships. On a few occasions only, JH helps with individuals. Anti-bullying Ambassadors (20 keen pupils) will have further training in December.</p> <p><u>New HT</u> has several further visits planned this term to ensure smooth handover.</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • All staff have completed training except one OOSC staff member. • John Huntingdon Charity supports vulnerable individuals. This is a valuable support for the school. • 2 Johns – Digital Safety. A session was done remotely and it was evident that many children are very familiar with online influencers. A parent's session will be held in the new year for cluster schools. <p><u>Open Afternoon/Evening</u> for all parents/carers. This has made a welcomed return on the school calendar and it is planned to have two sessions per term.</p> <p><u>Finances</u> Central government have promised extra funding , but as yet schools do not know anything further. There are no quick solutions to SCPS budget and rising costs. Priorities are to mend some leaks in school; replace broken cooker; mend broken boiler in KS2 block.</p> <p>Q How are school providing for the high level of needs in Y2? More TAs work with this class group. The process of referrals and getting help and support for individuals is slow and lengthy. Paediatrician wait list can be 18+ months.</p>		
3.	<p><u>LGB Priorities</u></p> <p><u>Performance and Standard LGB Priority 2</u> Ofsted Inspection Data Summary is on GOVDRIVE</p> <ul style="list-style-type: none"> • Report carried forward to next meeting when visits have taken place. GW due to do an English visit next week. BK to shadow her. ACTION: GW to liaise with BK • All govts have log in details for INSIGHT data. <p><u>Performance Analysis: Behaviour, Inclusion and Welfare LGB Priority 3</u> [See Safeguarding Item 4]</p>	<p>OPRP 3 OPRP 8 OPRP 16</p>	<p>GW and BK to liaise regarding P&S visits</p>



	<ul style="list-style-type: none"> Equalities Link Gov (KN) will visit next term and report to LGB. <p>LGB Priority 5: Parent and Community Liaison (carried forward from last meeting)</p> <ul style="list-style-type: none"> LGB Newsletter ACTION: SK LGB Newsletter to be completed before end of term SK and BK had met and will meet again <p>ACTION: CS to let governors know the Trust PR contact, who must approve all public statements.</p>		<p>SK: LGB Newsletter to be published before end of term.</p> <p>CS: AL 's PR contact details to SK after meeting</p>
4.	<p>Safeguarding and Pupil wellbeing</p> <ul style="list-style-type: none"> <u>Safeguarding Link Gov (Sept 2022) Visit</u> report is on GOVDRIVE. 9 Dec SK to attend Safeguarding Audit with PR. SK and KN will visit with focus on pupil voice. Safeguarding Link Gov is waiting for clarity about safeguarding planner. ACTION: SK to forward planner to Clerk <u>Safeguarding Training</u> Most gobs have completed their safeguarding training and read all required documents. ACTION: SK to forward safeguarding training list to LH and KJones and to school office for SCR. <u>Safer Recruitment</u> This training must be refreshed annually. Available on EVERY (or Learning Link?) ACTION: SK, EG, KN, JH to complete safer recruitment training . Please let SK know so that she may inform office to include list in SCR. <u>Prevent training</u> must be undertaken by all new governors. ACTION: Let SK know when training has been completed. 	OPRP 1	<p>SK to send safeguarding training list to Clerk and KJones</p> <p>SK to send safeguarding planner to Clerk (to upload to GOVDRIVE)</p> <p>SK, JH, KN, EG? To complete safer recruitment course.</p> <p>SK to keep list and let office know</p>
5.	<p>Vulnerable and SEND pupils</p> <p>a. SEND MBy</p> <p>SEND Link Gov Visit report on termly meeting with SENDCO is on GOVDRIVE</p> <ul style="list-style-type: none"> Number of pupils with SEND is down to 32 children. 3 children with EHCPs. These numbers will likely rise as the year progresses. SENDCO is monitoring the number of girls with autistic tendencies as there has been an increase in the area. MBy described the new software platform, 'Evaluate My School' that will allow school to undertake a self-evaluation that will help school improvement and track effectiveness and impact of SEND initiatives. The AL SEND meetings are now recorded, so that SCPS' SENDCO can now have access to the meetings. SENDCO's hours have reduced from 2 days to 1.5 days. LD (Lloyd Douglas, SENDCO) says that this is adequate time at the moment. 		



	<ul style="list-style-type: none"> • AL have set up a SEND LINK GOV networking group. MBy reported that this was very useful. • SEND action plan will be completed in December in close liaison with the HT, also to be shared with the incoming HT for a more formal review in the Spring term. • SEND Policy 2022 review and SEND information report for website scheduled for next LGB meeting in Spring Term • SEND governor is a requirement. MB will act as interim SEND governor from Jan 2023. <p><u>Pupil Premium VH/JH</u> PP Link Gov Report on GOVDRIVE.</p> <ul style="list-style-type: none"> • VH reported that PP numbers are similar to last year and that there are 6 children on PP+. • Cambs CC provide free school meals through all school holidays, including half terms. LGB hoped that this will continue. • The new Pupil Premium Strategy was launched last Jan. • The external catch-up tutoring for reading (for 30 pupils) had not been successful (due to issues with tutor absences etc , etc) in increasing pupils' reading achievements, but had helped to some degree with pupils' confidence. The scheme has been replaced with another programme, Rockerbox, which is being rolled out with a number of targeted SEND and EAL children. • Phonics programme is well embedded and a new Rapid CatchUp resource has been purchased for 7+ year olds. • Writing programme has been useful, but school has adapted the spelling elements of the programme so that they are more effective for SCPS pupils. • Link Gov recognised that the school is addressing the ever-challenging task in engaging less-engaged parents. <p>It was agreed that parents should be reminded of their potential eligibility for Pupil Premium funding. ACTION: JH/CS to follow up.</p> <p>[SK left meeting]</p>		
6.	<p>Finance and Estates a. <u>Resources Committee</u> Met 2 Nov 2022. See GOV DRIVE for all papers and minutes.</p> <ul style="list-style-type: none"> • LGB approved Res Comm Terms of Reference 2022-2023 • Although SCPS is currently in a better financial position than many schools, there is a projected deficit that will increase as energy costs etc increase. • CS reported on meeting with Jonathan Lewis (CCC). Historically Cambridgeshire has low per pupil funding. Central government has not yet guaranteed the 5% teaching staff increase. 		<p>GW to send H&S report to Clerk by end of term</p>



	<ul style="list-style-type: none"> In response to recommendations by the Res Comm , the LGB agreed to an Interim increase of 5% (to make 10% since September 22) in January of OOSC and Lettings prices. <p>Q A governor asked whether some parents would be compromised by rising prices. Ans: School already makes reductions for individual cases so that no children are disadvantaged.</p> <ul style="list-style-type: none"> The issue of traffic on Bar Lane at the start and end of the day was discussed. It was agreed that double yellow lines would cause further issues. JH suggested the walking bus be looked into. <p>Q Can all staff cars fit in the car park? No. One car is always parked on the road.</p> <p>ACTION: HT to explore the phasing of the end of day pick-up times. It was agreed that younger children should be picked up earlier until the end of the academic year.</p> <p>ACTION: HT to ask for parental help to look into a Walking Bus system to reduce the number of cars.</p> <ul style="list-style-type: none"> Following an action agreed at Res Comm, EG has prepared a costings forecast for SCPS and has shared it with CS. Updated Discretionary Spend is on GOVDRIVE. <p>Q Following a governor's question, the LGB noted that purchases made and given to school by PTA are donations (PTA is charity and therefore VAT exempt) and should not be used in the accounting documents to offset budget deficit.</p> <p>b. <u>Pay Committee</u> Pay Committee met on 22 Nov 2022 and ratified headteacher's recommendations for teaching staff pay.</p> <p>c. <u>Health and Safety</u></p> <ul style="list-style-type: none"> H&S Visit in diary for next week. ACTION: GW to send report to Clerk 		<p>Phasing end of school day to reduce traffic issues on Bar Lane to be arranged</p> <p>HT/JH: ask for parent help to set up a Walking Bus scheme</p>
7.	<p>Risk Register Key risks are linked to agenda items. Share Risk Register at next meeting.</p>		<p>HT: Share RR at next meeting</p>
8.	<p><u>Governance Matters and Chair's Report</u></p> <p>a. <u>AGF (Academies Governance Forum meeting)</u> MB attended the meeting. Minutes of AGF are on GOV DRIVE</p> <p>b. <u>Training</u> and resources for governors</p>	OPRP 15	



	<ul style="list-style-type: none"> All govs have access to NGA and Learning Link for training, except JH. ACTION: LH to contact NGA [done] Training opportunities in Training section on AL's new platform, Connect. <p>ACTION: All Govs. Please email LD when you have completed any training.</p> <p>c. <u>Clerk's Update</u> :</p> <ul style="list-style-type: none"> Report from AL clerks' briefing is on GOVDRIVE New Clerk update: Sophie Palmer SP has been appointed to start in Jan 2023. ACTION: LH to arrange handover with SP and new HT, Laura Rawlings. <p>d. <u>Roles and Responsibilities Vacancies</u> : SEND (MB is interim) statutory, Health and Safety (statutory), EYFS, Vice Chair, Priorities 2 Performance and Standards, Priority 4 School Improvement. Governors asked to contact MB/EG</p> <p>e. <u>LGB membership and succession.</u> Vacancy for one Trust, one Parent appointed governors from Jan 2023. (GW and MBy leaving) Ideas for attracting appropriate candidates were discussed. SEND and Health and Safety govs are required and this will be included in the adverts for new governors.</p> <p>f. ACTION : SK Stapleford Messenger article/advert for new govs</p> <p>g. <u>Vote of thanks</u> to CS, retiring HT, who has been Headteacher at Stapleford since 2015 MBy and GW retiring governors LH retiring Clerk. (Clerk to Governors at SCPS since March 2008)</p>	<p>LH : contact NGA [Done]</p> <p>LH : to contact new HT and new Clerk, LR and SP, to arrange handover</p> <p>SK: advert for Trust Gov vacancy in Stapleford Messenger</p>
9.	<p><u>Statutory and Compliance</u></p> <p>a. Whistleblowing and Complaints The termly record of any incidents has been submitted to AL. There have been NO incidents to report.</p> <p>b. Policies List and review schedule for Statutory Policies is on GOVDRIVE 21. LGB approve all statutory policies and delegate authority for other SCPS policies to HT.</p> <p>No policies for review at this meeting</p>	



10.	AOB <ul style="list-style-type: none"> Term dates for 2023-24 have been decided. ACTION: LH to circulate dates [Done: on GOVDRIVE 13] Governors are invited to : Nativity Tues 6 Dec 2pm and/or Wed 7 Dec 6:30pm (please let JH know). KS2 Carol Concert 14 Dec 2:30pm and 15 Dec 6:30pm. Check emails for any additional dates. Q Any feedback from company building the Retirement Home? CS has asked for their photos of Stapleford Y6 pupils. 		
11.	<u>Dates for 2021-2022 meetings</u> <ul style="list-style-type: none"> Next meeting Thursday 19 Jan 2023 		

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. Safeguarding Policy LGB1. LGB 2, 4, 6 second half of terms SK.
- 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