



Thursday 19 Jan 2023

LGB 3 Minutes

Present: Martin Brown MB (Chair of LGB/Meeting Chair), Victor Humberstone VH, Ed Gunn EG, Surabhi Khanna SK, Katie Neate KN, Eddie Ridgeon ER, Lauren Davies LD, Anna Everson AE, Laura Rawlings (LR)

Also present: Jayne Hore JH (Assoc), Sophie Palmer SP (Clerk)

Apologies: Barbara Kettel BK,

The meeting was quorate throughout.

Item	Topic/purpose	Format	Action
1.	<u>Standing Items</u>	OPRP 15	
1.1	Introduction and welcome MB welcomed everyone to the meeting. MB introduced Laura Rawlings (LR) as the new Headteacher and Sophie Palmer (SP) as the new clerk.		
1.2	Apologies for absence For personal reasons BK will be absent from LGB meetings for the remainder of this academic year. MB is seeking clarity on if we can retain BK's position on the LGB. BK is keen to resume her position at the start of the next academic year.		MB seeking clarification on BK role
1.3	Declarations of interest / pecuniary interest 2022-23 There were no declarations of interest.		MB to sign minutes from 24/11/22.
1.4	Minutes from the last meeting The minutes of 24th November were approved as a true and accurate record and will be signed by MB.		SP to upload minutes to the website.
1.5	Actions from last minutes Phasing end of school day to reduce traffic issues on Bar Lane is being reviewed during the Spring term. Recommendations will be brought to LGB 5 for review.		Phasing of end of school day to be brought to LGB 5



<p>1.6</p>	<p>Matters Arising not included in this agenda</p> <ul style="list-style-type: none"> • Impact of strikes • Updating of governor page on website • Term dates on website • Attendance award <p>1.7</p> <p>Items for AOB</p>		
<p>2.</p> <p>2.1</p> <p>2.2</p> <p>2.3</p>	<p><u>Education Update</u></p> <p>Staffing Update from HT A Y6 teacher is currently on maternity leave. We have confirmed two teachers as a job share for this maternity cover. The handover and transition to the new teachers has gone well.</p> <p>The school is seeking to recruit midday supervisors.</p> <p>QASI (Quality Assurance and School Improvement) LR is working with the wider ALT and teachers to implement the ALT curriculum blueprint. The school is using the blueprint to review where the school is now, where it aspires to be and how close we are. This blueprint to be reviewed at LGB 4.</p> <p>Start of term update (verbal) LR thanked everyone for the warm welcome, in particular JH for her support.</p> <p>During her first 12 days, LR ambition has been to gain an understanding of what a day in the life of a pupil of a Stapleford Community Primary School is like for each year group. LR aims to continue to build relationships with all of the school over the coming months.</p> <p>LR has been working with school staff to discuss where we are with the vision of the school, what we would like for a Stapleford learner and what character values are most important. This has stimulated a lot of discussion with teachers, teaching assistants and pupils, looking at the differences and similarities. The top 3-character values were then shared at class assemblies and included kindness and respect (younger key stage) and ambition, caring and curiosity (year 6). LR to review this information at LGB 4.</p>	<p>OPRP8 OPRP2</p>	<p>LR - Review the curriculum blueprint at LGB 4</p> <p>LR to review the character values - similarities and differences between children, teachers and teaching assistants at LGB 4.</p>



2.4	<p>On January 4th, an ALT trust wide training day was held for teachers and teaching assistants at which Bennie Kara gave a presentation on equality and diversity. This was valued by teachers and teaching staff, and it was interesting to see the size of the primary school contingent (approx. 300 people) of the ALT. During the afternoon LR/teachers/teaching assistants discussed how equality and diversity fits with curriculum development at SCPS.</p> <p>EG asked if the training day gave the opportunity for subject leads from all schools (e.g., English) to meet. LR confirmed, unfortunately, there wasn't time for this during the day, but online networks exist for those involved with specific subjects to virtually meet.</p> <p>MB asked LR about networks with other Heads of ALT schools. LR confirmed there are good links that work well. Heads visit different schools to meet with Heads and leadership teams. This helps build strong connections.</p> <p>Focus on e-safety - the two John's presentation received good attendance from parents and governors. As this was an ALT wide event gauging attendance from Stapleford parents/governors will be difficult. Governors discussed using parent view or a google forms to gather such data. Further information can be found on: https://esafetytraining.org/</p> <p><u>Performance Analysis</u></p> <p>Autumn Term Achievement Report</p> <p>LR explained we have a wealth of data in the school, and we need to decide how to best use it at a class level and with specific child cohorts. LR explained for children who are not meeting/in line with the trajectory interventions are put in place. Children are re-scored in the summer to check they are making improvements and the interventions are working.</p> <p>The past SATs paper analysis for Y6 shows work needs to be done with children on test technique.</p> <p>EG asked what the difference between GL papers and past papers is. Do they show different outcomes? LR explained past papers are sat by Y6 in the Autumn and Spring terms. GL reports are progress tests which show detailed pupil progress and potential needed interventions. GL reports can show national trends.</p>		
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2.5	<p>SK added that testing on the current curriculum only started in 2016 and then the pandemic caused disruptions.</p> <p>EG asked if GL were done under exam conditions (as per real SATs). JH confirmed no, the school is careful about over testing and takes a considered approach. GL are completed in silence and timed in the classrooms. SK asked if the school could do an element of both hall and classroom testing to get children used to different environments? JH commented that children do know what is expected of them and understand that SATs are for teachers to understand what children know to help them.</p> <p>The Autumn Term Achievement Report for English shows SCPS showed above national average in the majority of areas, however Y3 grammar and punctuation is a focus. LR explained that the school data shows children with free school meals scored lower in each group and that this is a pattern echoed historically.</p> <p>Governors discussed using insight (which tracks children's progress through the school), to provide further information and to look for trends. It was agreed that insight should be brought to a future LGB when teachers have a greater understanding of its use and the data available. EG agreed to represent the Governors in learning more about insight. It may be potential for the school to get funding for insight training.</p> <p><u>Progress & Assurance</u></p> <p>Review of the curriculum Blueprint (rolled forward to LGB 4). This is a new blueprint from ALT. The school is currently self-evaluating itself against the blueprint. We can then look at the blueprint across schools to learn from each other.</p>		<p>Agreed Insight will be presented at a future LGB.</p> <p>LR - Curriculum blueprint to be reviewed at LGB4.</p>
3. 3.1	<p><u>LGB Priorities</u></p> <p>LGB Priority 2: Performance and Standard <i>(carried forward from last LGB)</i></p> <p>a) Report from BK on visit in Nov with GW – English visit <i>- defer to next meeting</i></p>	<p>OPRP 3 OPRP 16</p>	<p>JH to check with GW and Ellis if the English visit took place.</p>



<p>3.2</p> <p>3.3</p>	<p>b) Report from BK on visit - Maths visit - <i>defer to next meeting</i></p> <p>LGB Priority 3: Performance Analysis: Behaviour, Inclusion and Welfare</p> <p>c) Equalities visit KN due this term - LGB agreed this will be completed after the equality meeting.</p> <p>LGB Priority 5: Parent and Community Liaison</p> <p>d) Stakeholder liaison report - <i>defer to next meeting</i></p> <p>Due to the number of reports at the next LGB, Governor's agreed to focus the meeting on questions from the reports.</p>		<p>ER - English visit/report deferred to LGB 4.</p> <p>EG - Maths visit/report deferred to LGB 4</p> <p>KN - Equalities report due LGB 4.</p> <p>SK/KN - Stakeholder report deferred to LGB 4.</p> <p>Other reports due LGB4: behaviour, resources committee (incl H&S), safeguarding & SEND.</p> <p>Agreement - LGB to focus on questions from reports at LGB 4.</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>Safeguarding and Pupil wellbeing</u></p> <p>Governors to update google sheet with training completed:</p> <p>https://drive.google.com/file/d/1oHyulbXpMFgXZUa0rLgEsir6aBXf1kJ1/view?usp=drive_web</p> <p>Safeguarding Training</p> <p>Safer Recruitment</p> <p>PREVENT Training</p>	<p>OPRP 1</p>	<p>SP and LR to update the google sheet with their training.</p> <p>To let SK know if LGB would like to complete safer recruitment training.</p>
<p>5.</p> <p>5.1</p>	<p><u>Vulnerable and SEND pupils</u></p> <p>SEND</p> <p>SEND Policy 2022 review and SEND information report for website</p>		



	Changes highlighted by LR include adding the SEND Governor name to the report and new interventions include rocketbox. Mike Byrne's name needs removing.		LR to action changes to SEND information report for website.
6.	Finance and Estates		
6.1	School field and dog walking The school field and who has access where is difficult to manage. There is signage at each entry point. MB to follow up with BK. LR raised the possibility of getting a new notice board at the front of school. MB to raise with BK.		MB to follow up with BK. MB to follow up with BK.
6.2	Next Res Comm meeting: Wed 1 March 2023 MB asked if we have heard from the DoE r.e. funding for solar paneling. LR confirmed that SCPS is not in the first tranche of schools, but we hope solar panels are a possibility in the longer term. MB asked about 'sparks' installation of smart meters. LR confirmed the school will have smart meters installed around Easter time. MB asked if the out of school club (OOSC) has increased its after school club prices. Parent governors confirmed prices have increased. LR raised she is starting discussions with Premier holiday club r.e. potentially increasing their letting fees in line with the new policy. LR to check with Nathan r.e if all members of OOSC have completed safeguarding training. There have been no changes to the general nursery fees. JH and LD to review.		LR to check with Nathan r.e if all members of OOSC have completed safeguarding training. JH and LD to review general nursery fees.
7.	<u>Risk Register</u>		
7.1	Review key risks linked to agenda items. LR is currently reviewing the risk register.		



8.	<u>Governance Matters and Chair's Report</u>	OPRP 15	
8.1	Training and resources for governors <ul style="list-style-type: none"> • NGA and learning link training – uses Anglian Learning Trust login. NGA training can be accessed here: https://www.nga.org.uk/sm/Login.aspx • Training opportunities in Connect – uses Anglian Learning Trust login. Connect training can be accessed here: https://services.anglianlearning.org/?fn=old_alis_url • Internet safety – see 2d 		Governors to let SP and LD know of any training completed.
8.2	Clerk's Update Nothing to report.		
8.3	Chair's Update MB confirmed Wimbish Primary School has joined ALT.		
8.4	Roles and Responsibilities <ul style="list-style-type: none"> • H&S link Governor - MB proposed AE. AE accepted and as H&S link Governor will also attend the Resources Committee. • SEND link Governor - VH proposed MB and EG seconded. MB accepted the role as SEND link Governor. • Co-Chair/Vice-Chair – Governors to contact MB/EG if they would like to know more about the charring process. • Resources committee - There is another slot available if a Governor would like to take part. • English – MB proposed ER and ER accepted role as English link Governor. • Maths – MB proposed EG and EG accepted role as Maths link Governor. • Priority 4 – additional person required for SDP – MB proposed AE and AE accepted. • EYFS – Governor working with Jayne in the Early Years. It is believed MBr carried out a visit and report before leaving the LGB. MB proposed KN and KN accepted the role. • Parent survey – MB proposed KN to share the role with ER. KN accepted. Parent views can be sought using google forms (internal questionnaire) and/or parent view. • Parent and community liaison – SK to lead and KN agreed to support when able. 		Agreements: AE - H&S link Governor MB - SEND link Governor ER - English link Governor EG - Maths link Governor AE - Priority 4 SDP Governor. SP to check if we have the EYFS report otherwise due LGB5. JH can supply a copy. KN - EYFS Governor.
8.5	LGB membership and succession We have a vacancy for one Trust, one Parent governor from Jan 2023		KN - Parent survey Governor.



	<p>Currently advertised in the Stapleford community website/newsletter, Facebook and Instagram (until the end of March).</p> <p>LGB agreed to consider advertising through posters around the village, TESS, 'my new term' and for Governors to take part in open class evenings and parent evenings. It was agreed posters could be put up in the Nursery. SK to investigate if we could advertise in the Addenbrookes newsletter.</p> <p>LD and EG asked if teachers from other schools could become governors? Or retired teachers? Is there any conflict?</p> <p>KN asked, from an equality and diversity viewpoint, how much does the LGB reflect the school we represent. Should we consider a more strategic approach to recruit from different communities?</p>		<p>Parent & community liaison - SK to lead and KN to support when able.</p> <p>SK to investigate if we could advertise in the Addenbrookes newsletter.</p> <p>LD to put up a poster in the nursery r.e. Parent Governor.</p>
9.	<u>Statutory and Compliance</u>		
9.1	<p>Whistleblowing and Complaints</p> <p>None to report.</p>		
9.2	<p>Policies for LGB review:</p> <ul style="list-style-type: none"> Attendance Policy SCPS Spring 21-23 - LR has made changes to the policy but would like to make further changes during the academic year so that the policy is aligned with other policies. Policy to be brought back to LGB 6 - approved pending full review for LGB6 SEND Policy SCPS Spring 22-23 - to review Admissions Policy SCPS and Nursery Spring 23-24 - to review Admissions Criteria SCPS and Nursery Spring 23-24 summary - to review Lettings Policy SCPS Summer 22-23 - approved <p>Agreed policies will be updated by JH/LR and a copy sent to SP to store on the drive. This enables teachers to edit and have access to approved policies.</p>		<p>Amended attendance policy approved pending full review. Reviewed attendance policy to be brought to LGB6 (LR)</p> <p>Agreed policies will be updated by JH/LR and a copy sent to SP to store on the drive.</p>
9.3	<p>Reports:</p> <ol style="list-style-type: none"> H&S report In addition, Maths, English, equalities and stakeholder liaison (see item 3). 		<p>Reports due LGB4.</p>



10.	AOB		
10.1	Term dates - There is an error on the term dates on the website - LR/JH to update.		LR/JH to update term dates on the website.
10.2	Updating Governors on website - photographs of new Governors to be taken at the next meeting. Website to be updated accordingly.		Governor photographs at next LGB.
10.3	LGB7 – Wednesday 12 th July - confirmed.		MB to forward to SP minutes which are missing from the website. SP to upload to the website.
10.4	Strike action - LGB agreed we need further clarity on how this impacts SCPS. LR confirmed teachers do not have to let the school know if they are/aren't striking. On strike days, the school is not legally obliged to cover the curriculum. LR has booked supply teachers for the day and is in discussions with Premier Sport r.e. their availability to provide support. LR confirmed we are currently able to open the school, but we may not know if this is possible until the strike day and this is dependent on supply staff and securing premier. School to communicate with parents.		SP to share the policies folder with JH and LR. Policies to be updated by JH/LR and a copy to be sent to SP to update the drive.
10.5	Attendance office visit - updates to the attendance policy came from this positive visit to the school by the Attendance office. SCPS has received an award for its high pupil attendance. LGB agreed this should be communicated to parents (parent newsletter) and pupils and used as encouragement and as a reminder of the attendance policy.		
11.	<u>Dates for remaining 2022- 2023 Meetings</u> LGB4 Thursday 16 th March LGB5 Thursday 11 th May LGB6 Thursday 15 th June LGB7 Wednesday 12 th July proposed and LGB agreed. This will be a short meeting to provide updates on SATs and to carry out the elections ahead of the next academic year.		Agreement - Wednesday 12th July agreed as date for LGB7

ITEM	ACTION	DEADLINE
1.2	MB seeking clarification on BK role	LGB 4



1.3	MB to sign minutes from 24/11/22 and SP to upload to website	LGB 4
2.3	LR to review the character values - similarities and differences between children, teachers and teaching assistants at LGB 4.	LGB 4
3.1	JH to check with GW and Ellis if the visit took place.	LGB 4
4	SP and LR to update the google sheet with their training.	LGB 4
4.2	To let SK know if LGB would like to complete safer recruitment training.	LGB 4
5.1	LR to action changes to SEND information report for website.	LGB 4
6.1	School field and dog walking - MB to follow up with BK.	LGB 4
6.1	Replacement SCPS notice board - MB to follow up with BK.	LGB 4
6.2	LR to check with Nathan r.e if all members of OOSC have completed safeguarding training.	LGB 4
6.2	JH and LD to review general nursery fees.	LGB 4
8.1	Governors to let SP and LD know of any training completed.	ONGOING
8.4	SP to check if we have the EYFS report otherwise due LGB5. JH can supply a copy	LGB 5
8.5	SK to investigate if we could advertise in the Addenbrookes newsletter.	LGB 4
8.5	LD to put up a poster in the nursery.	LGB 4
10.1	LR/JH to update term dates on the website.	LGB 4
10.2	Governor photographs at next LGB	LGB 4
10	MB to forward to SP minutes which are missing from the website. SP to upload to the website.	COMPLETE
10	SP to share the policies folder with JH and LR. Policies to be updated by JH/LR and a copy to be sent to SP to update the drive.	COMPLETE

AGREEMENTS	
LGB to focus on questions from reports at LGB 4.	
LINK GOVERNORS: AE - H&S link Governor MB - SEND link Governor ER - English link Governor EG - Maths link Governor AE - Priority 4 SDP Governor. KN - EYFS Governor.	



KN - Parent survey Governor. Parent & community liaison - SK to lead and KN to support when able.
Agreed policies will be updated by JH/LR and a copy sent to SP to store on the drive.
Wednesday 12th July agreed as date for LGB7

APPROVALS LOG
Amended attendance policy approved pending full review
Lettings Policy SCPS Summer 22-23 - LGB approved policy.

FUTURE MEETING AGENDA ITEMS	LGB MEETING
Phasing of end of school day to be brought to LGB 5	LGB 5
LR to review the character values - similarities and differences between children, teachers and teaching assistants at LGB 4.	LGB 4
Curriculum blueprint to be reviewed at LGB 4.	LGB 4
English visit/report deferred to LGB 4	LGB 4
Maths visit/report deferred to LGB 4	LGB 4
Equalities report due LGB 4.	LGB 4
Stakeholder report deferred to LGB 4.	LGB 4
Behaviour report	LGB 4
Resources committee report	LGB 4
Safeguarding report	LGB 4
SEND report	LGB 4
EYFS report due LGB 5	LGB 5



Reviewed attendance policy to be brought to LGB6.	LGB 6
Governor photographs at next LGB	LGB 4
EYFS report otherwise due LGB5 unless already completed	LGB 5
JH and LD to review general nursery fees LGB 4 or 5	LGB 4 or 5

LGB Priorities 2022-2023

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. Report to LGB 2, 3 or 4, 7 each term/when data available BK, GW, SK
3. 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.
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 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