



Thursday 16 June 2022 at 6.30 pm virtual meeting by Google Meet

LGB 6 Minutes

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

Present for all of meeting: Ed Gunn EG (Chair of LGB/Meeting Chair), Martin Brown MB (Joint CoG), Victor Humberstone VH, Jo Robinson JR, Mike Byrne MBy, Gemma Whittaker (née Clarke) GW, Sanjay Mistry SM, Katie Neate KN

Also present: Leonie Hyde (Clerk), Prue Rayner PR (Exec HT) for item 1.

Present at parts of meeting (See 2a. Apologies): Surabhi Khanna SK, Christine Spain CS (Headteacher HT), Lauren Davies LD, Jayne Hore JH (Assoc).

The meeting was quorate for all items.

Papers for this meeting were available on secure [GOV DRIVE, Folder 106](#) prior to the meeting. Moved after the meeting to appropriate folders as indicated in minutes.

Item	Topic/purpose	Risk	ACTION
1.	<p><u>HT appointment</u> PR attended meeting to give updates on the process and arrangements for appointing the next HT. Info and presentation shared onscreen at meeting and emailed to governors. Interviews will be 6/7 July 2022. ACTION: LGB to gather stakeholder views (pupil, staff, parents) about the characteristics and qualities desirable in a new HT to be used by interviewing panel.</p> <p>[CS, LD and JH joined meeting at 6.55pm after this item. PR left the meeting.]</p>	OPRP 8	EG, MB, all govs: Gather stakeholder views before w/c 4/07/22 for use by interviewers
2.	<p><u>Standing Items</u></p> <p>a) Introduction and welcome. EG welcomed governors and thanked those governors who were able to meet with the Ofsted inspector on Day 2 of the inspection (Wed 15 June) and for the 100% governor attendance at the Ofsted Feedback session in person and remotely on Wed 15 June evening.</p> <p>b) Apologies for absence: SK left meeting after item 1. CS, JH, LD joined meeting after item 1. LD left meeting after item 13.</p> <p>c) Declarations of interest / pecuniary interest 2021-22.</p> <p>d) Minutes from the last meeting Agreed minutes of the last meeting : LGB5 Th 12 May 2022 in GOVDRIVE 1155</p>		



	<p>e) Actions from last minutes and Matters Arising not included in this agenda</p> <ul style="list-style-type: none"> Item 2 j. The Google Search and Business profile for the school's nursery business profile has been handed over to the appropriate people, with AL as owners and managed by LD, NG. <p>f) Items for AOB</p> <ul style="list-style-type: none"> Ofsted Inspection feedback discussion as confidential item. LD to leave meeting before this item. <p>[SK left meeting.]</p>		
3.	<p><u>HT Termly Report</u></p> <p>200 pupils on roll, with 3 Ukrainian children (2 in Y6, 1 in Y4) have joined recently. Y6 and Y4 year groups now have over 30 pupils. Age of children and competency in English affect the transition, in addition to the levels of trauma that the children may be experiencing. Staff are aware of the research about children who experience loss. Local Authority will provide a one off payment to the school and Ukrainian children qualify for free school meals. School would like a Ukrainian TA to work in the school to support transition and learning. Governors noted that there will be a further influx of Ukrainian children moving into host families in the village in the coming months.</p> <p>Statutory Assessment period has closed. SCPS has been randomly selected so teacher assessments for KS1 will be moderated this year to validate judgements. KS2 test papers have been sent off to markers and results should be available for next LGB in July.</p> <p>Swimming pool has opened after a long period of closure.</p>	OPRP 6	KS2 data at next meeting
4.	<p><u>Performance Analysis</u></p> <p>a) <u>Spring Term Achievement Report</u> OPRP 3</p> <p>See GOVDRIVE 61 for data as introduced at last LGB.</p> <p>b) <u>Link Gov Reports from SM, GW, SK on LGB Priority 2</u></p> <p>See Report on GOVDRIVE 61 (with data) also in GOVDRIVE 312 LGB Priorities</p> <p>Governors had discussed achievement and the monitoring of performance and the curriculum with Ofsted on the preceding day.</p>	I OPRP 3, 6, 14	
5.	<p><u>School Improvement and Quality Assurance</u> OPRP 11,3,2,9</p> <p>a) <u>Staffing update and staff well-being</u> CS/LD</p> <p>A full-time teacher has been appointed, but the part time post is yet to be filled with a quality candidate. Class arrangements will not be finalised until new teacher appointed, but if that is delayed, then current teacher has agreed to teach Y4 full time for one term.</p> <p><u>Staff well being survey in</u> GOVDRIVE 84</p>	I OPRP 11,3, 2,9	



	<p>Res Comm had discussed AL's staff well being survey. Only 10 staff (out of possible 30+) from Stapleford responded to the survey. All positive except for one.</p> <p>The subset of SCPS data was available in good time for the LGB meeting on GOVDRIVE 84</p> <p>Governors hoped that more staff would be encouraged to complete the survey in future. This survey was emailed directly to staff from central AL team.</p> <p>LGB discussed what should be done in response to the information gathered:</p> <p>Total staff (circa 34 people) work differing hours so it is difficult to have whole staff together.</p> <p>CS has shared with other HTs what the schools do to support staff morale. SCPS have similar strategies to other schools. A suggestion of each staff member having a well-being buddy was suggested.</p> <p>It was suggested that the staff could be asked what they would like to happen as a follow up to survey.</p> <p>ACTION: CS will put out a box for anonymous ideas and feedback.</p> <p>ACTION: CS to ask the contact at AL who constructed the survey to see if there are suggestions for follow-ups from specific questions.</p> <p>Q A governor asked CS whether she thought that the responses were a fair reflection of all staff from her perspective? Ans: CS wants to encourage staff to let her know if they have grievances. A bigger pool of responses would have been more informative.</p> <p>Q Has SLT taken a post Ofsted temperature check to see if all staff are ok following the challenging and stressful Ofsted process ? Ans: Staff governor reported that the staff had felt part of a supportive network within school in which they could rely and support each other.</p> <p>CS is providing lunch for all staff. JC and PR have both made their appreciation known to staff.</p> <p>LGB thanked all staff.</p> <p>b) <u>QASI (Quality Assurance and School Improvement)</u> No updates since last meeting.</p>	<p>CS to follow up staff well-being with suggestion box for staff. Before next meeting.</p> <p>CS to contact person who constructed AL survey. Before next meeting.</p>
6.	<p><u>Vision, Mission and Values</u> OPRP 14,6</p> <ul style="list-style-type: none"> • Update on SDP (School Development Plan/School Improvement Plan/LGB Priority 4). SDP is on GOVDRIVE 33. • Updated SEF is on GOVDRIVE 35. • Report on LGB Priority 4 (MBy, MB) on GOV DRIVE 314. • Also see LGB's self evaluation for the school in GOVDRIVE 761 <p>All gobs were familiar with content of SDP + SEF and had discussed them with Ofsted inspector on the preceding day.</p>	<p>OPRP 14,6</p>



7.	Safeguarding and Pupil wellbeing OPRP 1 <ul style="list-style-type: none"> Safeguarding / Priority 3 visit report by KN, JR is on GOVDRIVE 52 <p>JR had attended the first AL safeguarding link gov network meeting that will be a useful resource for new developments.</p> <ul style="list-style-type: none"> Safeguarding Link Gov description in LGB Handbook is general. LGB is still awaiting safeguarding plan including timeline/chronology from AL to support handover. JR has prompted PR and Camilla Saunders via KJ. JR and SK had met for handover safeguarding link gov. SK will be safeguarding link gov for one year. Any other updates 	OPRP 1	Awaiting AL's timeline for safeguarding link gov. ASAP.
8.	Vulnerable and SEND pupils OPRP3, 1 <p>a. SEND MBy No updates since last meeting, but MBy has some items in hand to carry over to his next meeting with SENDCO.</p> <p>b. Pupil Premium VH See GOVDRIVE 401 for Link Gov report . VH thanked JH for her detailed analysis that is included in the report. VH has assurance that PP pupils are well monitored.</p> <p>Q Will there be comparative data form other AL schools? Ans: No. Primary school in AL Trust have varying demographics that mean direct comparisons not useful.</p> <p>Q Any updates on best way to spend remainder of government money for Covid catch up? Ans: Some funds have been used for booster sessions. Government have made restrictions on how money is to be spent. When performance and progress data from recent assessments is available, it will be used formatively. School will analyse the results in order to pinpoint and prioritise next steps for particular children.</p>	OPRP 3,1	
9.	Finance and Estates OPRP 10, 12 <p>All governors had read minutes and papers from Resources Committee : 8.15am Wed 8 June on GOVDRIVE 1254.</p> <ul style="list-style-type: none"> A surplus is forecast and school will replenish the reserves that were used during Covid measures. When the surplus is sustainable, LGB and SLT will consider how it should be spent. <p>2022-23 Budget Recommendation. See GOVDRIVE 1254 and Res Comm minutes for full discussion of budget.</p>	OPRP 10,12	LH forward LGB minutes extract to AL after meeting. DONE



	<p>The following statement/ extract of the minutes will be forwarded to AL Trust: ACTION: LH [DONE]</p> <p><u>Budget Approval 2022-23</u></p> <p>Following discussion and scrutiny by the Resources Committee, and further consideration at LGB meeting, Stapleford LGB agreed to accept the Budget 2022-23 and to recommend it to the Anglian Learning Trust Board.</p> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • H&S Audit Review and H&S Link Gov Monitoring Report on GOVDRIVE 1254 • PR will follow up some H&S issues with AL's Head of Premises. • PR recommended that AL Head of Premises, Ed Beswick, should be invited to attend Res Comm meetings. <p>ACTION: Clerk to send meeting dates for next ac academic year when they are agreed.</p>		<p>LH to send Res Comm dates to AL's new Head of Premises when they are agreed.</p>
10.	<p>Risk Register</p> <p>See below list of all Risk Items and Risk Register on GOV DRIVE 30</p> <ul style="list-style-type: none"> • LGB currently focusses on the amber and red items on the Risk Register and link governors are cognisant of the risks that relate to their area. • EG suggested to the LGB that as <u>a strategy for monitoring the RR</u>, all governors should look at the whole of the RR on a regular periodic basis , say twice each academic year. (Spring and Summer LGB meetings). This would ensure that both low priority and high priority risks are followed up and monitored regularly. • EG drew governor's attention to the fact that many Risks are included within the agenda at each meeting. However some OPRPs (namely OPRPs 4, 7, 8, 13, 16) are not covered regularly as agenda items. Govs were asked to raise questions about these at a meeting and/or by email to Chair/HT 	OPRP 15	<p>LH: Add RR to annual planner Jan and July meetings before next academic year.</p> <p>All govts: ongoing. Contact CoG/HT with any qu about Risks as they arise.</p>
11.	<p><u>Governance Matters</u> OPRP 15, 5</p> <p>a. <u>Training and resources for governors</u></p> <ul style="list-style-type: none"> • <u>NGA membership and Learning Link</u> <p>AL are now providing this out of the top slice because of the training available on Learning Link . As discussed and agreed at last LGB, SCPS have already paid for annual NGA subscription June 22-23.</p> <p>ACTION LH to follow up with KJ to ensure SCPS is refunded.</p>	OPRP 15, 5	<p>LH contact KJ re NGA membership fee.</p>



<p>Proposal by AL to join NGA and Learning Link modules are in AGF folder in GOVDRIVE 15 and in Training folder GOVDRIVE 72.</p> <ul style="list-style-type: none"> • <u>Safeguarding Training</u> <p>JR reported that AL is planning to sign up for a new safeguarding programme called Mentor that will provide annual safeguarding training.</p> <p>b. <u>Website:</u></p> <ul style="list-style-type: none"> • Carry forward Feedback from governors about representation of school ethos on website to next meeting. <p>c. <u>LGB Priority 5:</u> Promoting school/ nursery.</p> <ul style="list-style-type: none"> • Report from last LGB actions. SK/ GW <p>ACTION : SK Carry forward report on advertising and PR to next meeting</p> <p>d. <u>Parent Survey</u></p> <ul style="list-style-type: none"> • 36 responses received. ACTION: JR, KN and VH to analyse responses. • Ofsted also had a parent survey via ParentView. <p>ACTION: EG to pass on ParentView link to non-parent governors</p> <p>e. <u>Governor Newsletter</u></p> <ul style="list-style-type: none"> • Newsletter to go out after new HT appointment process. Depending on the timing of the publication of the Ofsted Report, the newsletter may include the Ofsted outcome. ACTION; SK <p>f. <u>Clerk's Update.</u></p> <ul style="list-style-type: none"> • ACTION : ALL gobs : Sign up and <u>USE</u> NGA resources. Also sign up to Learning Link. Let LH know if you need help logging in. See email 11/06/22 for links and guidance. • Summary of all Gov visits is on GOVDRIVE 321. Clerk updates this regularly. <p>g. <u>Chairs' Update:</u></p> <p>Papers from recent AGF meeting 26 May 2022 are in GOVDRIVE 15.</p> <p>Questions arising from AGF meeting:</p> <p>Q Is there an update on catering? Ans: AL have appointed a new catering company, Innovate, that will provide circa £8k of equipment eg. Chest freezer, new children's trays, new service trolley, dishwasher to replace steamer.</p>	<p>Next agenda: website feedback</p> <p>SK report on promoting school at next meeting</p> <p>EG pass on link to Ofsted ParentView to non-parent gobs.</p> <p>SK Gov newsletter</p> <p>All gobs to sign up to NGA account AND Learning Link two logins) before next meeting.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<p>h. <u>Roles and Responsibilities</u> :</p> <ul style="list-style-type: none"> • Safeguarding Link Gov for one year: SK. • PSHE Link Gov : KN <p>ACTION: All gvs Please contact MB,EG and cc LH regarding your preferred roles and responsibilities for next academic year.</p> <p>i. <u>LGB membership and succession.</u></p> <ul style="list-style-type: none"> • Vacancies for two Trust appointed governors: Two people have shown interest and have been contacted by MB and/or EG for informal chat/ interview . • GW has let social work and education students know about LGB vacancies. • Appointment of GW as Trust Governor has been approved by AL Trust Board 		<p>MB, EG to review LGB roles before next meeting. All gvs let them know your intentions.</p>
12.	<p><u>LGB Self Review</u></p> <p>ACTION: ALL Gvs; Governors were reminded to return LGB Skill Audit and LGB Effectiveness questions to ask self to MB, EG and cc LH. Skills audit is to review LGB's collective skillset and identify any gaps when advertising for vacancies. Content is confidential to the LGB ad to AL. ACTION : LH summarise responses before next meeting</p> <ul style="list-style-type: none"> • See also the strengths and areas for development exercise from previous meeting (LGB3 on) in GOVDRIVE 76 		<p>All gvs: Return Skills Audit and LGB Effectiveness form to , MB, EG and cc LH Before 30 June.</p> <p>LH summarise responses between 30/06 and next LGB.</p>
13.	<p><u>Statutory and Compliance OPRP 15</u></p> <p>a. <u>Whistleblowing and Complaints Log</u> EG has followed up previous actions in regular meeting s with CS. ACTION LH: Updated report to be submitted to AL by 24 June 2022</p> <p>b. <u>Policies</u></p> <ul style="list-style-type: none"> • List and review schedule for Statutory Policies is in GOVDRIVE. 	<p>OPRP 15</p> <p>OPRP 15</p>	<p>LH to submit updated whistleblowing and complaints log by 24/06/22</p>



	<ul style="list-style-type: none"> Thanks to MBy who did an audit of policies on the website. LH has followed it up so all statutory policies are up to date on the site. A few policies still have old tag line, but their front page will be refreshed when the policy comes up for review. <p>Governors to be aware of :</p> <ul style="list-style-type: none"> *Health and Safety Policy Sum 22-23 discussed and approved by Res Comm Lettings Policy Sum 22-23 – approved by Res Comm 		
14.	AOB <ul style="list-style-type: none"> LGB agreed that next meeting will be a face to face meeting to be held at school. Anthony Browne, local MP, will be visiting the school on Friday 17 June as a follow up to Y5 recent trip to Houses of Parliament. Confidential minutes for final item of the meeting are in a separate document. 		
15.	<u>Dates for 2021-2022 meetings</u> <ul style="list-style-type: none"> Next LGB 7 Wed 13 July 2022 Items for next meeting <ol style="list-style-type: none"> Elections of all roles on LGB. JR end of term of office. Provisional LGB timetable for 22-23 Approval of SIP 22-23 Behaviour , inclusion and welfare report LGB self review – reflection on year cf risks etc Annual roundup by link govs PE and Sports Premium needs updating (2020-21 is on website) Curriculum policy – under review on website KS2 data if available 	OPRP 15	
	Meeting ended at 8:20 pm.		

LGB Priorities 2021-2022

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