



Wed 13 July 2022 at 6.30 pm virtual meeting by Google Meet

LGB 7 Minutes

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

Present for all of meeting: Martin Brown MB (Chair of LGB/Meeting Chair), Ed Gunn EG (Joint CoG), Christine Spain CS (Headteacher HT), Victor Humberstone VH, Jo Robinson JR, Mike Byrne MBy, Gemma Whittaker (née Clarke) GW, Surabhi Khanna SK, Katie Neate KN.

Present at parts of meeting (See 3.): Lauren Davies LD,

Also present at parts of meeting (See 3.): Barbara Kettel BK (Trust Governor applicant/ guest), Eddie Ridgeon ER (Trust Governor applicant/ guest)

Apologies: Leonie Hyde (Clerk), Sanjay Mistry SM, Jayne Hore JH (Assoc)

The meeting was quorate for all items.

Papers for this meeting were available on secure [GOV DRIVE Folder 107](#) prior to the meeting. Moved after the meeting to appropriate folders as indicted in minutes.

Item	Topic/purpose	Risk	ACTION
1.	<p><u>HT appointment</u> Update on appointment and any other staffing updates.</p> <p>8 applications, testament of school and the Trust's attractiveness and recruitment processes. 5 were interviewed by a combination of members of the central Trust team as well as governors. Thanks to those who attended the lunch. Our first choice candidate has accepted. Awaiting informing other stakeholders (including by successful applicant) prior to wider announcement.</p>	OPRP 8	
2.	<p><u>Standing Items</u></p> <p>a) Introduction and welcome. MB welcomed governors as well as Barbara Kettel and Eddie Ridgeon attending as invited prospective Trust governors. Appointment processes have not yet been completed, so they will not be present at some confidential items.</p> <p>b) Apologies for absence: SM, Clerk, JH for entire meeting. Meeting closed to staff governor and guests (LD, BK and ER left meeting) after item 11 (at 7:37pm)</p>		



	<p>c) Declarations of interest / pecuniary interest 2021-22. CS is a member of Feoffee Charity in Stapleford.</p> <p>d) Minutes from the last meeting Agreed minutes of the last meeting : LGB6 16th June 2022 in GOVDRIVE 1156</p> <p>e) Actions from last minutes and Matters Arising not included in this agenda Item 5a) A box for comments for teachers in response to Teacher Survey carried over to Autumn term</p> <p>f) Items for AOB DfE directive on length of school day</p> <p>g) Strategy Meeting: Set date for September. To include LGB effectiveness.</p>		CS
3.	<p>As this item was thought it may include reference to the Ofsted feedback which is still confidential until the Ofsted Report is published later in the month, this item was held for discussion until <u>the end of the meeting (after AOB)</u> so that Staff Gov LD; prospective governors Barbara Kettel and Eddie Ridgeon could leave the meeting before the item.</p> <p><u>School Improvement and Quality Assurance</u> OPRP 11,3,2,9</p> <p>a) Assessment data KS2 <u>Reading:</u> CS noted that SCPS continues to do well on Reading (where there was an increase in the ES rates, and school is expected to stay in top 10% nationally). <u>Grammar:</u> Deep concern was expressed by HT and agreed by LGB on the status of the parts of Grammar papers. School procedures indicated the papers were submitted for marking, but papers subsequently lost. Marks measured as <u>zero</u> for P&S, and parents informed children not met expected standard.</p> <p>Q. A governor asked if the absence of a mark would have longer term implications for students? Ans: CS stated that SCPS was lobbying the exam board to recognise the marks for the part papers they had, whereby many students already achieved the ES score on the basis of those marks alone. CS did not expect the unfair loss of marks would negatively impact the pupils as they entered Year 7, progressed to new schools or later.</p> <p><u>Maths:</u> Numbers of students achieving GD has increased, but Maths lead is slightly disappointed with scores, and felt question focus had been on curriculum areas disturbed by periods when COVID were impacting attendance. Numbers of students scoring <90 scaled score has decreased materially, but only into range 90-100. Class-wide scaled score has increased as a result if percentage achieving ES did not.</p>	OPRP 11,3, 2,9	



	<p><u>Writing:</u> Most disrupted by COVID. Data shows school is above national average, so pleased with progress in recovery.</p> <p><u>KS1:</u> Moderated for writing and maths. One child down-rated from GD to ES. Comparisons are still only to 2019 not 2022 nationally. Expect SCPS performance similar to national 2022 averages. Pleased with progress of 3 EAL students who achieved English phonics scores.</p> <p><u>EYFS:</u> Children's self-regulation deemed the single largest factor limiting test performance</p> <p>ACTION: On receipt of 2022 national comparisons, PR will cross-check to other schools.</p> <p>b) QASI (Quality Assurance and School Improvement) Including Ofsted priorities as per the draft (confidential) Ofsted report. SDP update.</p>		<p>CS will re-circulate with refreshed comparison data</p>
4.	<p>Safeguarding and Pupil wellbeing OPRP 1</p> <ul style="list-style-type: none"> AL will provide mandatory annual Safeguarding training. PREVENT training video <p>ACTION: All gobs to complete training by first half of Aut term.</p> <p>A governor said that if any other governors had been unable to access, that there should be an email with additional instructions available.</p> <p>It was noted and welcomed that Ofsted approved safeguarding at SCPS</p>	OPRP 1	<p>All gobs: safeguarding training</p>
5.	<p>Annual reviews</p> <p>a) PE /Sports Premium Annual roundup completed. Report has been completed: besides the swimming pool items, full costs and report by end of term and will go on website by 31 July. Report also includes Forest School training, additional equipment.</p> <p>b) Any other updates: Link Governor for SEND - Noted and welcomed that OFSTED did not raise any issues. Need to establish what is 'needed' vs what is 'wanted'</p>		



6.	<p>a) Finance and Estates OPRP 10, 12</p> <ul style="list-style-type: none"> Nothing to update regarding budget since last meeting. Works will be carried out in the summer holidays (See Res Comm minutes for planned actions). Considerable changes to the middle school areas in train. <p>b) Health and Safety</p> <ul style="list-style-type: none"> Link governor referred to several visits over the course of the year. Last visit was of pool and community block. <p>Near miss when a piece of metal fell from the building. ACTION: Root cause to be followed up</p> <p>Noted that a pupil broke an arm on school premises.</p> <p>Noted a small leak in pool area, but continued usage deemed acceptable for now</p>	OPRP 10,12	<p>GW to follow up in next H&S report</p>
7.	<p>Risk Register</p> <p>See below list of all Risk Items and Risk Register on GOV DRIVE 3</p> <ul style="list-style-type: none"> See key risks linked to the agenda items and noted that we talk about these at LGB meetings over the past year. 2 outstanding OPRPS (relating to communications and prevention of fraud) to be followed up in Autumn term. ACTION: CS will update RR with the Ofsted details when the report is published. 		
8.	<p>LGB Priority 5: Promoting school/ nursery and communications with stakeholders.</p> <p>a) Parent Survey Report by JR (JH absent)</p> <p>Survey results sent to CS and JH. ACTION: JH to distribute in ParentMail post review.</p> <p>Broadly very positive. 96% would recommend school. Noted disappointment in the response rate, but gladness that OFSTED response was both more subscribed and similar in findings.</p> <p>Lowest scores in relation to Communications, although some mixed messages on what to improve to be considered.</p> <p>Nursery: advertised on socials and posters in 8 locations locally. Also posted to wider area beyond Stapleford. New Website well received.</p> <p>21 out of 29 children moving into YR in September, so some capacity still unfilled, but not unusual.</p> <p>ACTION: Include a question on what brought nursery to attention of parents</p> <p>ACTION: prompt for reviews on Google business site for nursery to boost profile</p>		<p>JH: Parent Survey results to be distributed by ParentMail</p> <p>Actions for promoting school.</p>



	<p>ACTION: QR code and links to web communications and advertisements</p> <p>b) Governor Newsletter</p> <p>ACTION: SK to draft Newsletter for publication before end of term.</p>		SK : newsletter by end of term
9.	<p>Governance Matters OPRP 15, 5</p> <p>a. Training and resources for governors NGA membership and Learning Link. Two log ins for NGA and Learning Link. Governors encouraged to try the links</p> <p>b. Clerk's Update. In Clerk's absence, Governors encouraged to read update on GOVDRIVE if not completed already.</p> <p>c. Chairs' Update: AGF meeting on Thursday</p> <p>d. Provisional timetable for next year 2022-23 Presence of this 7th LGB queried given only four weeks since previous meeting. Noted that the timing of LGB6 pre-determined and needed for approval of budget. Acknowledged that there is an especially high demand for late working on HT and staff at this time of year. Usage of this meeting for review of Data and LGB elections, as well as lack of meeting until October made as counterpoint. ACTION: Co-chairs to discuss with Clerk on whether there are alternative options</p> <p>e. Elections- Roles and Responsibilities for 2022-2022 chaired by Clerk</p> <p>i. Election of Chairs, MB, EG Vice Chair, MBy. Incumbents nominated, seconded and voted by LGB for recommendation for re-appointment by the Trust, so are to be recommended to ALT. ACTION: LH to contact AL</p> <p>ii. Elect Associate members None (JH has 4 year term 2021-25)</p> <p>iii. 2022-2023 committee structure 7 x LGBs and Res Comm to meet each term. Plus Pay Committee (confidential)</p> <p><u>Elections of governors, committee and named governor roles.</u> Chaired by CoG</p> <p>a) Committee Chairs: Resources, Pay Comm</p> <p>b) Committee members: Res Comm: MB, EG, GC VH MBy</p> <p>c) Pay Committee: 3 govs from Res Comm</p>	OPRP 15, 5	MB, EG, LH to discuss meeting for next year



	<p>d) Slush Fund gov : EG</p> <p>e) Roles and Responsibilities: Appoint named Link Governors</p> <p>f) Appoint Panel members: Any available governors when required. These may be supplemented by agreement with governors from other AL schools.</p> <p>f. <u>Membership succession of GB.</u></p> <ul style="list-style-type: none"> • JR to stand down- end of 4 year term of office. Vote of thanks. ACTION: <u>Gift to JR</u> • Two prospective governors: Informed the application processes for BK/ER are broadly complete, subject to checks on references and DBS checks. LGB approved recommendation of BK and ER as Trust Governors to AL • One Trust Gov appointment available in November. <ul style="list-style-type: none"> • ACTION: SK to re-advertise the Trust Gov role in September and GW to her peer group. August submission for September issue of Stapleford Messenger already made. • SM will stand down at the end of his term of office. His role as Parent Gov can be filled by a Trust Gov appointment. 		<p>Gift to JR</p> <p>SK : include adverts in Stapleford Messenger for Sept issue.</p>
10.	<p><u>Statutory and Compliance</u> OPRP 15</p> <p>a. Whistleblowing and Complaints No new items</p> <p>b. Policies See List and review schedule for Statutory Policies is on GOVDRIVE 21.</p> <p>i. Curriculum policy – under review on website</p>	<p>I</p> <p>OPRP 15</p>	
11.	<p>AOB</p> <p>DfE directive about length of school day: Government white paper. Includes recommendation to ask schools to have consistent school day length. CS noted school has slight differences between KS1 and KS2. Slight adjustments will be made to align. ACTION: CS to communicate changes decided.</p>	<p>V</p>	



	Q. Governor asked whether this will put attendance measures at risk. Ans. Attendance prior to 9.25am will still qualify for attendance. Younger pupils can be more flexible to cater for children's needs.		
	Next meeting: a) LGB to approve the SDP for 2022-23 and set the school key priorities for next year b) LGB Self Review See also the strengths and areas for development exercise from previous meeting (LGB3 on) in GOVDRIVE 76 <ul style="list-style-type: none"> • LGB audit list • LGB questions to ask self Further prompt for responses made c) OFSTED feedback and report, including action plan and communication plan d) Transition plan for new HT		
	MEETING ENDED AT 8:00pm		

LGB Priorities 2021-2022

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, 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 1 and 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