

## Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Tuesday 6<sup>th</sup> February 2018 at 4pm.

### Present

Lee Jowett – Co-opted Governor (Chair)  
Neil Thorpe – Staff Governor  
Susan Hind – Authority Governor  
Sharmen Rahman – Parent Governor  
Rhian Jones – Headteacher

### In Attendance

Jenny Bosworth – Associate Member  
Penny Cooper – Deputy Headteacher  
Robyn Cooper – Clerk to Governors

### 1) Apologies for Absence

Apologies were received and accepted from Jo Webb and Robert John. Apologies were not received from Nazma Hamid.

### 2) Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted.

### 3) Confirmation of the Minutes of the Last Meeting – 4<sup>th</sup> December 2017 and 11<sup>th</sup> January 2018

The minutes of the meeting held on the 4th December 2017 and 11th January 2018 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

### 4) Matters Arising

#### 4<sup>th</sup> December 2017

#### Item 4 Matters Arising

- Mrs Rahman would be linked to PE and Sport. Mr Jowett would forward the governor link roles to Ms Jones to publish on the website.

**ACTION: LJ**

- Mr Thorpe and Ms Webb had arranged a date for a health and safety walkthrough, which would take place after half term.

**ACTION: JW and NT**

#### Item 5 Headteacher's Report

- Mr Jowett took the governing body through the leadership and management section of the Ofsted framework which referred to the governing body.

***Sharmen Rahman joined the meeting***

#### Item 7 Governor Visits

- Mr Jowett would send the list of upcoming visits to Ms Jones to publish on the website.

**ACTION: LJ**

#### Item 8 Health and Safety

- The Health and safety audit report had been circulated to all governors by Mr Jowett.

### 5) Governing Body Business

#### a) To consider re-appointment of Co-opted Governor – Robert John

The governing body agreed the re-appointment of Prof John as a co-opted governor.

#### **b) Training and Development**

Mr Jowett reported that he had booked onto Children's and Families Act and the SEND Code of Practice training course on the 8<sup>th</sup> March 2018. Mrs Rahman would book onto the spring term Welcome to Governance course.

#### **6) Governor Visits**

Prof John had undertaken a maths visit and provided the following report by email, "I visited with the Maths lead who explained some background before we visited a year 3 class for 30 minutes. The lesson was about counting money using the Maths No Problem approach. It was an interesting class. Very interactive and the children were fully engaged working in pairs. The teacher had the children's full attention and great behaviour management. The working in pairs worked really well. We then visited some other classes where assessment was being undertaken and assessment was being re-reviewed where children had already had an assessment and perhaps needed to redo questions. We then went back to the first class and looked at the students doing their journal and work book. This was a very satisfying visit with enthusiastic and competent staff and children who seemed to be learning well."

Mrs Bosworth reported that she had undertaken a visit focussed on leadership in reading. She informed the governing body that she had met with 2 members of staff and also spoken to pupils in years 3, 4 and 5. Mrs Bosworth explained that she had spoken with staff about general patterns in the attitudes to reading from the pupil interviews. She stated that the 2 members of staff had fed back to Ms Jones and then they would feedback to all staff after half term.

Mr Jowett would re circulate the visit pro-forma.

***ACTION: LJ***

The following visits were scheduled for this term:

- Pupil Premium – Mr Jowett
- Health and Safety – Ms Webb and Mr Thorpe
- ICT and computing – Prof John
- Sports premium – Prof John
- SEND – Mr Jowett
- Foundation Stage – Mrs Hind and Mr Thorpe

#### **7) Review of Policies, Procedures and Publications**

There were no policies to review for this meeting.

#### **8) Health and Safety**

There was nothing to report for this meeting.

#### **9) Inspection dashboard**

Ms Jones took the governors through the Inspection Dashboard, which had been circulated to all governors. She suggested going through the dashboard in more detail at a training session for governors at a future meeting. Ms Jones highlighted that Ofsted would look at the areas to investigate and these were positive.

#### **10) FFT report**

The FFT reports for KS1 and KS2 were circulated to all governors for information. Ms Jones took the governing body through the key points in the report. Ms Jones highlighted that it was important to look at trends over time. The governing body noted that the report was very positive overall.

**Q (SH): Does the school use ethnicity data and if so, how?**

Ms Jones stated that they used to data to ensure that there were not any groups that were falling behind in terms of pupil progress. She stated that most groups were not big enough to identify a trend and groups tended to fluctuate within school. Ms Jones highlighted the Bangladeshi pupil premium pupils and the support in place for those children.

## **11) Finance**

### **a) Outturn statement**

The outturn statement had been circulated to all governors. Ms Jones highlighted that the estimated carry forward was 14%. Mr Jowett asked how this compared to last year's carry forward. Ms Jones stated that it was 17% at the end of the last financial year. Mrs Hind asked whether the school kept aside reserves. Ms Jones stated that the school had a contingency.

The outturn statement was agreed by the governing body and was signed off by the Chair.

### **b) Budget monitoring report**

The budget monitoring report had been circulated to all governors:

- Mr Jowett queried the WIT cost centre and whether the school had received the funding. Mrs Cooper explained that the school had only just received the funding having applied in the summer term. She highlighted that this would be the last year of having to bid for the funding and it would be within schools budgets next year.
- Mr Jowett asked for clarification as to what was still included in the de-delegated money. Ms Jones stated that the academic coaching and WIT would be in schools budget and the rest would remain the same. Mr Jowett asked whether the school would receive more than previously. Ms Jones stated that the school would do better through this change.
- Mr Jowett queried the change to the ordering of milk. Ms Jones explained that the school had always purchased milk directly but now they had to send the forms directly rather than the LA undertaking it.
- Mrs Rahman queried the photocopier cost code (£16,000). Ms Jones reported that this covered 3 copiers/printers, service and ink. She highlighted that this had come to governors last year. The governing body discussed the printers. It was highlighted that a member of staff had to log into the printer for anything to print which had reduced waste by reducing the number of accidental prints or staff forgetting they had sent something to printer. It was clarified that the school recycled through the LA.
- Ms Jones informed the governing body that the LA had informed all schools that they needed to close down their budget a month early. She stated that the end balances in some cases will be an estimate and consequently the carry forward may not be accurate. The governing body discussed potential issues. The governing body was very disappointed with the LA and approach to finance with schools.

## **12) Draft Schools Finance Value Statement (SFVS)**

The draft SFVS was circulated to the governing body. The following changes were highlighted:

- Question 15 (page 6) FGM to change to FGB

- Question 19 Mr Jowett highlighted that examples of improved use of resources had been added.
- Question 22 The Safeguarding policy and whistleblowing policy would be reviewed at the next meeting.

***ACTION: Agenda Item  
Sharmen Rahman left the meeting***

The governing body agreed the changes to the draft SFVS.

### **13)GDPR – data protection update**

Ms Jones provided the governing body with an update:

- The school had to be compliant by 25<sup>th</sup> May 2018
- Mrs Cooper had attended a course on the GDPR
- The school had started to look at procedures and changes which may need to be made.
- A business managers from another school had briefed office staff, the SLT and teaching staff
- They had gathered information on where the school held personal details and which were held because the school had a legal requirement.
- Admissions forms would need to be changed
- The school were looking at a monitoring tool provided by an external company
- Mr Jowett reported that Lynn Wyeth, Information Governance manager at the LA was providing an update at the Chairs and Vice Chairs termly seminar.

### **14)Holiday requests – clarification**

It was clarified that staff request for up to 5 days could be considered by Ms Jones and did not need to come to the governing body. Any request for over 5 days had to come to the governing body.

### **15)Safeguarding update – staff questionnaire and competencies framework**

Mrs Cooper circulated a copy of the follow up safeguarding quiz for staff. She explained that all teachers had completed it and the majority of TAs. The admin staff and premises staff were still to complete it.

Mrs Cooper also circulated information on the Safeguarding Children Competency Framework. She explained that each role in school was included in a suggested group in school, which had been shared with staff in a training session. Mrs Cooper stated that all staff would complete a Competency Evidence Log and shared an example of one completed by a teacher. Mrs Cooper circulated a Group 8 form for governors to complete. Mrs Bosworth asked whether this would then inform training needs. Mrs Cooper stated that it would. She highlighted that for staff it helped them to recognise their involvement in safeguarding processes.

Mrs Hind asked how staff completed the forms. Mrs Cooper stated that it was completed 1:1 and in groups. She stated that the teachers' questionnaire was looked at individually and would also be followed up in performance management. Mrs Cooper explained that the TAs completed the forms in groups and then would be followed up during performance management

Governors were to have a look through and start to complete the evidence log for the next meeting.

***ACTION: All Governors***

**16) Briefing papers (attached)**

**a) Asbestos**

It was highlighted that Ms Webb checked procedures on asbestos as part of the health and safety walkthrough. This would be reported back after the next health and safety walkthrough next half term.

***Mrs Bosworth left the meeting***

**b) Swimming risk assessment and audit (attached)**

Mr Jowett thanked Mrs Cooper for her work in relation to swimming. The audit report had been circulated to the governing body, which was very positive. It was highlighted that the school had already amended practice in light of the suggestion in the audit. Mrs Cooper informed the governing body that a separate risk assessment had been completed for an epileptic child.

**c) Working together to safeguard children**

The safeguarding policy had been seen by the governing body and agreed.

**d) Prevent in Education**

The briefing paper was noted.

**e) Leicester Operation Compass**

The governing body noted the new initiative.

**f) Updated guidance – Referral for an Early Years Assessment**

Governors noted the updated guidance.

**17) [REDACTED]**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**18) Documents Received by the Chair of Governors**

There were no documents received.

**19) Any Other Business**

There was no further business.

**20) Date of Next Meetings**

- Monday 5th March 2018
- Monday 9th April 2018 (first day back after Easter)
- Wednesday 9th May 2018
- Monday 4th June 2018 (first day back after half-term)
- Monday 2nd July 2018

**21) Premises staffing update**

*The following item is minuted as confidential and is not available for public inspection, in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Part 4 section 15 (3) (a)*

Signed .....5<sup>th</sup> March 2018