

## **Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at Sparkenhoe School on Tuesday 12<sup>th</sup> February at 5pm**

### **Present**

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

### **In attendance**

Nazma Hamid – Associate Member  
Penny Cooper – Deputy Headteacher

### **1. Apologies for Absence**

Apologies were received and accepted from Jenny Bosworth.

### **2. Declaration of Governors' Interests**

There were no declarations of interest declared in the business to be transacted. For transparency purposes:

- Jo Webb was a governor and Vice Chair at Fosse Primary School.
- Lee Jowett in his LCC role is currently working with Green Fox Community Energy on a research and development bid to support the academy trust.
- Sharmen Rahman's husband was a Trustee of Attenborough Learning Trust and was running for election as a councillor in the Stoneygate ward.

### **3. Confirmation of the Minutes of the Last Meeting – 17<sup>th</sup> December 2018 and 28<sup>th</sup> January 2019**

The minutes of the meeting held on the 17<sup>th</sup> December 2018 and 28<sup>th</sup> January 2019 (2 sets – ICT and MAT ratification) had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

Mr Jowett thanked Ms Webb for taking the minutes of the meetings held on the 28<sup>th</sup> January 2019.

### **4. Matters Arising from the Minutes**

#### **17<sup>th</sup> December 2018**

##### Item 4 Matters Arising

- Mr Jowett had received the information from the Virtual Schools Team.
- Mrs Rahman would send the science report to Mr Jowett for circulation.  
**ACTION: SR**
- The training opportunities had been circulated
- The results of the staff stress audit would be circulated at the next meeting and were included on the forward plan on the agenda.
- The action for Mr Jowett and Ms Jones to put together a schedule of link visits and subject leader presentations would be carried over to the next meeting.  
**ACTION: LJ and RJ**

## Item 14 Any Other Business

- The quotes for the laptops had been discussed and agreed at the FGB meeting on the 28<sup>th</sup> January.

### **28<sup>th</sup> January 2019 (MAT ratification)**

- Mr Jowett had confirmed the date of the ratification meeting as Tuesday 26<sup>th</sup> February 2019.
- Mr Jowett informed the governing body that the consultation information would be collated and emailed to governors during half term. The governing body agreed that they would be happy to have the documents as appendices rather than a summary.

## **5. Governing Body Business**

### **a. Training and Development**

There had been no training undertaken since the last meeting.

### **b. Safer Recruitment**

Mr Jowett stated that he was currently the only governor who was safer recruitment trained and suggested that more governors undertook the training. Ms Jones explained safer recruitment to the governing body. It was noted that Ms Jones and Mr Cheetham were also safer recruitment trained. Ms Webb stated that she would be interested in undertaking the training. Ms Jones would circulate the dates of the available training.

***ACTION: RJ***

## **6. Review of Policies, Procedures and Publications**

### **a. Governor Code of Conduct**

The governor code of conduct had been circulated to the governing body. Mr Jowett highlighted that the code of conduct was due for review and the one the school used was the model LA version. The governing body agreed to continue with the unchanged code of conduct.

Ms Webb invited governors to have a look at the Nolan Principles of Public Life. She would circulate the details.

***ACTION: JW***

## **7. School Improvement Leicester offer**

The School Improvement Leicester (SIL) information had been circulated to all governors. Ms Jones explained SIL to the governing body including what the school currently paid for and received from the LPP and the triad system. She explained that SIL would take the triad system a step further and provide school improvement funded by membership and for 1 year, half of the school improvement de-delegated funds and reserves. Ms Jones took the governing body through the offer, costings and the structure and staffing.

### ***Q (LJ): Was SIL separate from the LA?***

Ms Jones explained that the LA capacity had reduced and SIL was providing school improvement and would employ school improvement partners. She stated that there was no other option other than the SIL offer. Ms Jones stated that it would be funded in 2019/20 by the subscription from schools and half the de-delegated money.

**Q (JW): The schools will not know how much they were going to pay in the future?**

Ms Jones stated that it would be clearer once the number of schools was known.

Prof John highlighted concern that it was not clear what type of company SIL was. Ms Webb also highlighted that it was not clear who the Trustees were. It was highlighted that there would be further clarification over the 3 years.

Ms Jones stated that the school would sign up for LPP as it provided opportunity to network and the newsletters were very informative. Mr Jowett stated that SIL had been circulated for information. Ms Jones highlighted that strategically, the governing body was expected to ensure that there was a school improvement focus in school.

It was highlighted that if the school joined the MAT they would use the Trust proposal for school improvement.

## **8. Health and Safety**

### **a. Asbestos management plan**

The Asbestos Management Plan had been circulated to the governing body. Ms Jones informed the governing body that the school have had one in the past, put together by the health and safety team. She explained that there had been a few issues with asbestos in some schools recently, so the corporate health and safety team had put together a template plan and shared this with schools. Mel Thorpe had attended the training, included the information in the staff health and safety induction and done a short session with staff in January to ensure they were not complacent.

**Q (LJ): Was it the governor's responsibility to ensure the plan was implemented properly?**

Ms Jones stated that it was reviewed as part of the health and safety walks. She explained that they had an asbestos survey in January but only one building was included as they were the only floor plans they had. Ms Jones stated that they were waiting to hear back from the LA. Mr Jowett would follow that up as it's a health and safety risk.

**ACTION: LJ**

Mr Thorpe highlighted that he undertook quarterly monitoring. Ms Webb stated that she would undertake a health and safety visit to look at the monitoring returns during the next half term

**ACTION: JW**

**Q (LJ): Were the fire risk assessments up to date?**

Ms Jones confirmed that these had been done recently.

## **9. Finance**

### **a. Outturn statement**

The outturn statement had been circulated to the governing body. Ms Jones reported that the bursar had assumed 100% spend in all cost centres. She stated that they had a 13% carry forward.

**Q (LJ): Does the early budget closedown (28<sup>th</sup> February) have an impact on the functioning of the school?**

Ms Jones stated that they would order in advance where possible and invoices were ready. She stated that they had contacted a few of the supply agencies to ensure that they were aware. Ms Jones stated that there would be some bills that would not be able to be paid.

The governing body agreed the outturn, which was signed by Mr Jowett.

#### **10. Staffing and recruitment**

Ms Jones informed the governing body that a teacher had verbally informed her of their intention to retire. She stated that she would like to recruit internally to the post and an advert would be shared across the school and interviews take place.

**Q (SH): What was the level of the teacher?**

Ms Jones stated that they were UPS3. She stated that there will be a TLR available, however a finalised structure would be brought to the next FGB meeting.

**ACTION: RJ**

Ms Webb stated that they would have to ensure that the same tests were used as for an external recruitment and governors were involved in the process. Ms Jones stated that this would be the case and she wanted to start the process as soon as the request was received in writing.

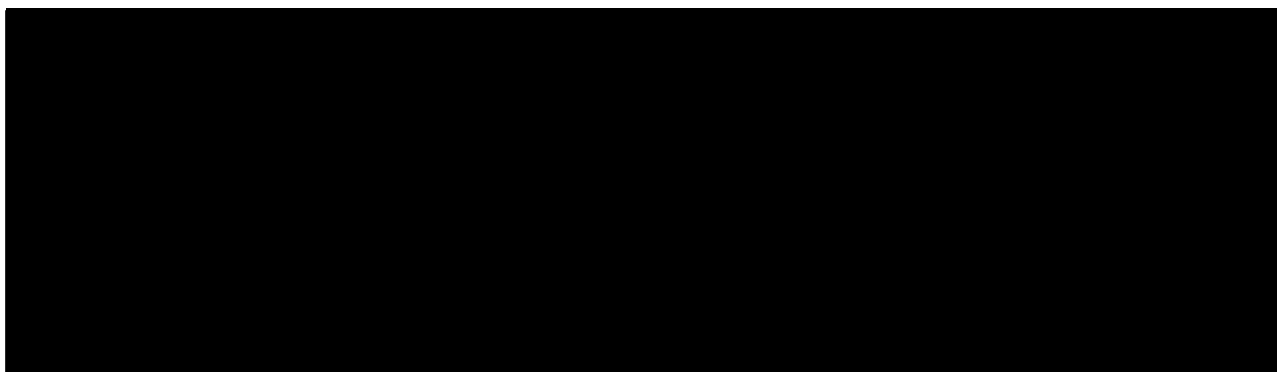
**Q (RobJ): Why the decision to only advertise internally?**

Ms Jones stated that there was a member of staff in a temporary post, recruited last year through a robust recruitment process. Prof John queried whether a better candidate could be recruited externally. Ms Jones stated that the member of staff concerned was considered the best candidate in a wide pool of applicants. The governing body noted the difficulty in recruiting this time of year. The governing body discussed the pros and cons of internal and external recruitment. Ms Webb stated that if the process was robust and the candidate did not meet the requirements, no appointment would take place

The governing body agreed to the internal advert.

#### **11. Agree Clerking Arrangements 2019/2020**

The governing body agreed to continue with the LA Clerking Service for 2019/2020. They also agreed to continue to buy into the advice and guidance traded package with Learning Link.





### **13. Documents Received by the Chair of Governors**

- Everybody's Welcome training course – 13<sup>th</sup> March. Ms Webb would attend and feedback to governors. It was agreed that roles and responsibilities would be reviewed at the next meeting. Mrs Hind suggested that there could be a second governor for some of the responsibilities.

**ACTION: Agenda Item**

- The governing body discussed the size and capacity of the governing body. It was agreed that there would be a recruitment drive for associate members after half term and then look into increasing the size of the governing body in the new year.

**ACTION: LJ**

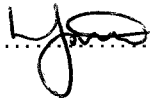


### **15. Date of Next Meetings**

- Tuesday 26<sup>th</sup> February 2019 10am (Ratification Meeting)
- Monday 18<sup>th</sup> March 2019
- Monday 13<sup>th</sup> May 2019
- Monday 24<sup>th</sup> June 2019

**Forward plan**

- Staff Stress Audit results
- SFVS
- Prevent in Education
- SIP Review

Signed .....  ..... 18<sup>th</sup> March 2019