

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held virtually via Microsoft Teams Monday 14th September 2020 at 4pm

Present

Rhian Jones – Headteacher
Jo Webb – Local Governor (Chair)
Emma Cull – Local Governor
Jenny Bosworth – Local Governor
Kassam Mohamed - Local Parent Governor
Nazma Hamid – Staff Local Governor

In attendance

Penny Cooper – Deputy Headteacher
Robyn Cooper – Clerk to the Local Governing Board

1. Election of Chair of Governors

The governing board unanimously elected Jo Webb as Chair of the Local Board for the 2020/2021 academic year.

2. Election of Vice Chair of Governors

The governing board unanimously elected Jenny Bosworth as Vice Chair of the Local Board for the 2020/2021 academic year.

3. Apologies for Absence

Apologies were not received from Enamul Hoque. The clerk would write to Mr Hoque who had not attended a meeting since March.

ACTION: Clerk

4. Declaration of Governors' Interests

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

5. Register of Interests

The local governing body would complete the 2020 2021 form and return it to the Clerk who would arrange countersignature by the Chair and then forward onto the school.

ACTION: All Governors

6. Confirmation of the Minutes of the Last Meeting – 22nd June 2019

The minutes of the meeting held on the 22nd June 2020 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

7. Matters Arising from the Minutes

There were no matters arising not already covered on the agenda.

8. Re-opening update and Risk Assessment

Ms Jones had sent all governors a copy of the risk assessment over the summer holidays and a copy was also on the school website. She stated that there had been a couple of minor updates made. Ms Jones stated that it was nice to be back and have everyone back in school. She highlighted that it had been a big job to get everything

ready and a lot of work had been put in by the premises team and SLT. Ms Jones stated that the re-opening worked well however they had tweaked the staggered start and end times. She stated that it was busier at the end of the school day with parents waiting. Ms Jones stated that on the whole parents were good at finding a space and the processes worked well.

Q (JW): Had the 4 new teachers who had joined the school this year settled in?

Ms Jones stated that the additional inset days supported staff to be ready for the new year. She explained that the training had been completed in smaller groups. Ms Jones stated that all the new teachers had settled in well.

Q (JW): How have the children responded to return to the school, and do you have any information as to whether any supplementary work would be needed?

Ms Jones stated that it was like the pupils had not been away. She stated that they had not identified any new children with anxious issues. Ms Jones stated that the Foundation pupils had settled in very well. She highlighted that parents had not been allowed into the classrooms; however, they had been offered a meeting to see the classroom.

Ms Jones highlighted to the governing board that pupils needed quality first teaching. She stated that they had pulled back the curriculum in maths slightly to focus on the basic skills and pick out the key building blocks from the summer term work so pupils could access this years' curriculum. Ms Jones stated that year 3 were doing some phonics. She highlighted that this years' year 1 had missed the end of F2 phonics and early reading so they were not where they would normally be. Ms Jones highlighted that similarly year 2 had missed out on the end of phonics and reading. She stated that phonics assessments had taken place over the last 2 weeks which would be used to see what support pupils needed. Ms Jones stated that any additional support would be done slowly as they wanted children to enjoy school and the other aspects of the curriculum.

Ms Jones explained that meetings would take place with staff just before half term to discuss any pupils who would benefit from something extra to keep them on track with the rest of class.

Mr Mohamed highlighted that the induction of Foundation pupils was very positive. He stated that it was a good approach which did not put too much pressure on the children. Ms Hamid stated that she was very impressed with the pupils. Mrs Bosworth suggested considering continuing with these processes for Foundation stage next year as it had been positive.

Ms Webb highlighted that the approach to re-opening had been exemplary and the leaders had brought the school along with them. She stated that this showed in how the children and staff were responding. Ms Webb highlighted that it was a sign of good leadership.

Ms Jones stated that the SLT and teachers were out in the playground if parents wanted to talk. She highlighted that the good relationships with parents were still there despite not being allowed in the building.

Ms Jones stated concerns moving forward were the increasing cases and some schools had sent year groups home. She stated that all tests taken so far had been

negative. Ms Jones stated that they had to be prepared and open that there would be a case. She stated that parents did ask for advice. Ms Jones stated that they would continue to follow advice from Public Health England, risk assessment was in place and they tracked staff etc.

9. Local Governing Body Business

a. Review of Governing Body & 2019/2020 Action Plan

This item would be deferred until the next meeting.

ACTION: Agenda Item

b. Action Plan 2020/21 (to follow)

This item would be deferred until the next meeting.

ACTION: Agenda Item

Ms Webb highlighted that the biggest challenge for the governing board going forward was that limited access to the school and operating virtually meant that they were more dependent on information from the Headteacher. She stated that they would look at virtual governor visits and inviting curriculum leads to present at meetings

c. Governor Roles and Responsibilities

The following roles were agreed for 2020/2021:

- Finance – Mr Mohamed
- Safeguarding – Ms Webb
- SEND – Mrs Bosworth and Mrs Cull
- Health and safety – Mr Hoque
- Pupil Premium and Sports Premium - Mrs Bosworth and Mrs Cull

The clerk would send round the lead governor guidance booklet.

ACTION: Clerk

d. Governor Code of Conduct

The code of conduct had been circulated. The governing board agreed to the code of conduct. Ms Webb asked all governors to read through the code.

e. Local Governor Vacancies (2x)

The vacancies were noted.

f. Training and Development

The teaching school programme had been circulated and Ms Webb reminded governors that a budget was available for governors to attend training.

10. Arrangements for the Headteacher Performance Management

Mrs Bosworth, Mrs Cull and Ms Webb would undertake the headteacher performance management supported by the CEO. A date would be arranged.

11. Arrangements for Pay Committee

Mr Mohamed, Mrs Cull and Ms Webb agreed to be the pay committee and a date would be arranged.

12. Review of Policies, Procedures and Publications

a. Virtual GB Policy

This item would be deferred to the next meeting.

ACTION: Agenda Item

b. Safeguarding Policy

The safeguarding policy had been circulated to the governing board and was agreed.

The new Keeping Children Safe in Education had been circulated to the governing board.

Ms Jones reported that staff had received an hour safeguarding update session and whole school training would be booked. It was agreed that Mrs Cooper would deliver a virtual training session for the governing board. Ms Webb would follow up and arrange this with Mrs Cooper.

ACTION: JW

13. Safeguarding audit

Mrs Cooper reported that the annual safeguarding report had been completed and copies circulated to the governing board. She explained that there was an action plan to work through with some slight improvements including arranging prevent training for governors, agreeing an anti-bullying governor, put in place an intimate care policy and some slight updates to the website. It was noted that a self-review on safeguarding had taken place with Ms Webb earlier in the academic year.

The following item is minuted as confidential and is not available for public inspection.

14. Finance Updates

a. CIF Bids [Standing Item]

Ms Jones reported that none of the bids were successful for any of the Trust schools. She stated that the Trust were reviewing next steps.

b. Letter from the ALT Audit and Resources Committee

The letter to the LGB from the ALT Audit and Resource Committee had been circulated to the board. Ms Jones explained that the Trust had a risk register and the school had been classified as red for finance since joining due to the in-year deficit. She explained that they had discussed the large carry forward and spending on projects, however the planned work had been shelved due to lockdown. Ms Jones explained that of the £84,000 in year deficit set, £40,000 was set aside for the playground works, however they were still spending £44,000 more than their income. She stated that the Trust wanted to work with governors to look at all areas of spending and see how the in-year deficit could be reduced in light of challenges and the schools 3 sites.

The governing board discussed support and plans going forward. Ms Webb stated that they can invite Dave Nimmo, DFO to a future meeting. Mr Mohamed agreed to attend the audit and resource committee.

c. Other finance updates

There were no other finance updates

15. RHE [Standing Item]

Mrs Cooper explained that the RHE consultations had been on hold due to lockdown. Ms Jones stated that they would continue to teach the PSHE curriculum that they had

always taught which included most of the new RHE curriculum. She stated that they would need to re-run all consultations as there were new children in school.

16. Attenborough Learning Trust

- Ms Webb informed the governing body that she had been invited to a safeguarding symposium on the 24th September and would circulate the details.

ACTION: JW

- Ms Webb provided the LGB with an update on the ALT Chairs meeting held on the 2nd September.

17. Documents Received by the Chair of Governors

- Model Policies
- LA Briefing Papers

18. Any Other Business

a) Flu Inoculations

Ms Jones informed the board that there was a date booked flu inoculations in school for the children, however there had always been a poor take up due to nasal spray used containing gelatine. She highlighted that the school had been asked to ensure as many pupils had the inoculation as possible. Mr Mohamed stated that he could look into whether there was an alternative.

ACTION: KM

19. Date of Next Meetings

- 16th November 2020
- 25th January 2021
- 22nd March 2021
- 24th May 2021
- 5th July 2021

Signed  Date:

