

Mrs Cooper informed the governing board that there was an addendum to KCSIE relating to Brexit and recruitment.

Jane Ridgewell joined the meeting

12. Attenborough Learning Trust

Mrs Ridgewell provided an update from the Trust and highlighted the following:

- The half termly chairs of governors meeting had taken place during the first week of term. Mrs Ridgewell explained that she had updated the Chairs on the Trust business plan. This would be circulated more widely after half term.
- Mrs Ridgewell provided an update on Trust governance and recruitment.
- Mrs Ridgewell explained that they had discussed LGB training at the CoG catch up and half termly spotlight sessions for LGBs and Trustees.
- The finance training in December had been recorded and this would be circulated.
- Mrs Ridgewell explained that they continued to work on developing opportunities for collaborative work, particularly during lockdown.
- Mrs Ridgewell explained that she and Mr Nimmo were working on policies and sharing platforms to tighten up this aspect of Trust delegation.
- Mrs Ridgewell reported that she had met with the remote learning leads from the 4 schools together, which was helpful in terms of sharing information and hints/tips.

13. Documents Received by the Chair of Governors

There were no documents to share

14. Any Other Business

There was no further business.

15. Date of Next Meetings

- 22nd March 2021
- 24th May 2021
- 5th July 2021

Signed 22nd March 2021

- Premises staff was overspent due to extra cleaning time and premises staff doing overtime.
- Teaching was a minus due to the pay award for staff being higher than budgeted, additional money from the covid catch up and a teacher moving from supply.
- Mr Bott outlined the carry forward projection. He explained that the aim was to be cost neutral each financial year and use the large carry forward for projects.

b. Additional expenditure

Mr Bott explained that the Trust had agreed for schools to overspend on Capital in order to purchase ICT for pupils during lockdown. He stated that the school had purchased devices costing £8,000 out of Capital so it would be overspent at the end of the financial year. Ms Jones explained that laptops had also been purchased for teachers, which would come back into school after lockdown.

Mr Nimmo highlighted the work that Mr Bott had carried out on the budget, particularly working with Ms Jones on increasing F1 numbers and the 30-hour provision. He explained that Mr Bott would put a list together of the savings made.

Mr Nimmo explained that he had been working on the finance strategy, looking at how the Trust managed surpluses and the capital process and projects. He explained that they were looking at a minimum level of reserves and how much was needed to spend each year to take the carry forward down.

Mr Nimmo also recommended that governors watch the recorded finance training.

Mr Bott explained to the governing board that the wet our surface on the Saxby playground had been condemned and needed to be replaced. He explained that they were swapping the Gopsall project over to replace with Astroturf costing £17,000. He explained that this would be a one off payment and would last longer. The local governing board agreed to the cost.

c. CIF Bids [Standing Item]

There were no updates.

Dave Nimmo left the meeting

10. Health and Safety

a. Stress survey

Ms Jones explained that the majority of staff completed the survey on the inset day and they would present an analysis at the next meeting.

ACTION: Agenda Item

Q (JW): Had there been an increase in absence or occupational stress?

Ms Jones explained that there were some anxieties amongst the staff.

11. Safeguarding

Mrs Cooper explained that they were monitoring children as closely as possible while they were at home. She explained that they were working with statutory services where necessary and still receiving operation encompass calls.

Mr Cooper highlighted that he was receiving work from pupils in creative forms, e.g. videos. He highlighted that pupils were engaging with technology productively. Mr Cooper explained that it was difficult to pick up issues as he would in class when walking round, but the majority of pupils were doing well. Ms Jones explained that in the autumn term the older pupils were starting to catch up by December. Ms Webb highlighted that the fact that they were learning with their class had made a difference and impacted motivation. Mr Cooper also highlighted that the confidence in the pupil's use of technology was growing.

Dr Allsopp asked about the prospective length of the current lockdown and online learning and the work for teachers. Ms Jones stated that they would assess the pupils when they were back in school as they had done in September and plan lessons around that. She explained that as the lockdowns had been over two academic years it would make catch up more difficult.

Ms Jones explained that they did not teach on a Wednesday afternoon to allow parents and teachers to have a break from the screen and so the pupils could have a creative/physical afternoon.

8. Review of Policies, Procedures and Publications

a. Virtual Attendance Policy

b. Intimate Care Policy

The policies were deferred to the next meeting.

ACTION: Agenda Item

Dave Nimmo joined the meeting

9. Finance and Staffing Updates

a. Outturn [Standing Item]

The outturn had been circulated to the governing board. Mr Bott took the governing board through the variances:

- There was additional SEN high needs funding due to an increase of SEN children in school and the SENCo had successfully applied for element 3 funding.
- Pupil premium was expected to increase due to an increase in FSM pupils.
- The school had received £33,000 in Covid Catch Up funding.
- The numbers of F1 pupils was low as parents were not sending pupils into school in unless they were compulsory school age. Mr Bott explained that the Government were funding the autumn term based on last years' numbers, but they still had received this from finance. He explained that they were trying to boost F1 numbers, including offering F0 places from January and 30 hours nursery and had some interest.
- Agency supply was down and they would continue to work to reduce the spend. Mr Bott explained that they had taken a teacher on from agency.
- Mr Bott reported that cleaning costs were hard to predict and this was the same across the Trust. He stated that they had to be reactive to ensure the school was Covid secure.
- Educational visits was a positive.
- Premises was positive by £45,000 due to the project to do the Gopsall playground being put on hold. Mr Bott explained that they were still waiting for the lease to be agreed by the diocese.

everything was followed up. Ms Webb asked whether there had been an increase in concerns during lockdown. Ms Jones stated that there had been more this time compared to March. Mrs Cooper explained that when teachers noticed things online, they reported them, but pupils did not have the quiet moments to disclose issues while online. She explained that on a couple of occasions they had suggested that children come into school to support them and the families.

Q (JW): What proportion of pupils were not in contact at all in terms of online learning?

Ms Jones stated that it was a very small number. She explained that 3 pupils had not been online once. Ms Jones outlined what support had been provided so far and stated that they would consider next steps.

7. Update on Remote Learning

Ms Jones outlined the offer for online learning. She explained that there were 2 online live lessons a day, which was what was best for the school's pupils as they received contact with their teacher. Ms Jones stated that independent work was also provided but there was no expectation to complete it, but feedback would be provided. She reported that the offer was evolving and they had worked hard to deliver different lesson times for different phases to support those families sharing devices at home. She informed the governing board that pupils were engaging and there was good attendance online. Ms Jones explained that they followed up where pupils were not online consistently and spoken with parents. She also explained that they had reduced the session time for Foundation 2 pupils to support parents.

Ms Webb informed the governing board that at the start of lockdown parents had been asked to collect packs from school including an exercise book, spelling list and activities and a pencil case. Ms Jones stated that they also provided a white board pens and reading books.

Ms Jones explained that they continue to tweak the provision and Mr Cheetham and Mr Marsh were delivering training. She stated that they were supporting teachers to align online lessons with what a lesson looked like in class (activities, questions, breakout groups when there were extra staff).

Mrs Cooper explained the amount of equipment provided to pupils and families, which had been appreciated.

Q (EC): Had there been any parental feedback?

Ms Jones explained that families were contacting the school for support and were positive. She explained that they also had positive emails from families.

Q (NA): Were the pupils progressing?

Ms Jones explained that from the work seen the pupils were carrying on from where they left off at Christmas. She stated that they were making progress but not as much as if they would be in class because the monitoring process was more difficult.

Ms Webb stated that from a parents' perspective the live lessons were popular and engaging.

Item 9 Finance and Staffing Updates – Mr Mohamed had written an email which was sent out to all staff and Ms Webb had sent a card to every member of staff. Ms Jones stated that the personal touch had been appreciated by the staff.

Item 14 Dates of Next Meeting – It was agreed that next academic year there would be three LGB meetings in the autumn term to ensure that finance and quality and standards could be covered effectively.

6. Local Governing Body Business

a. Local Governor Vacancies (2x)

- Ms Webb informed the governing board that following communication from the Clerk, Mr Hoque had resigned from the governing board. This left one parent vacancy. Ms Webb stated that she had been in touch with Governor Services and the advice from the LA and NGA was to delay elections if the governing board could operate with the vacancy. The parent election would be delayed until a ballot could be carried out.
- The staff governor vacancy had been filled after an election. The LGB welcomed Mr Cooper to the governing board.

b. Training and Development

Mrs Cull reported that she had undertaken the online Effective Governance course

c. Skills audit

Ms Webb confirmed that she had received the skills audit from Mr Cooper and Mrs Cull and would send one to Dr Allsopp.

d. Governor remote visits

Ms Webb reported that she had undertaken 2 remote governor visits and the reports had been circulated to the governing board.

Pupil premium

Ms Jones outlined the use of pupil premium in school. Mrs Cooper stated that there had been an increase in FSM pupils this year.

Q (JW): What measures were significant in terms of evaluating effectiveness of strategies?

Ms Jones stated end of key stage measures. She stated that the school's pupil premium pupils outperformed pupil premium nationally and other children nationally.

Safeguarding

Ms Webb explained that she had gone through statutory questions as part of the visit.

Q (EC): How do staff record reports of safeguarding while pupils were home learning?

Mrs Cooper explained that it was recorded on CPOMS, which teachers had access to via the internet at home. She explained that concerns were followed up with phone calls and they had also done some home visits. Mrs Cull asked whether staff were informed of the follow up. Mrs Cooper explained that the DSLs had access to the information and they would also inform teachers that action had been taken. She explained that the additions were reviewed at weekly SLT meetings to ensure

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held virtually via Microsoft Teams Monday 25th January 2021 at 4pm

Present

Rhian Jones – Headteacher
Jo Webb – Local Governor (Chair)
Emma Cull – Local Governor
Nick Allsopp – Local Governor (from item 1)
Michael Cooper – Local Staff Governor

In attendance

Tom Bott – School Business Manager
Penny Cooper – Deputy Headteacher
Jane Ridgewell – ALT CEO
Dave Nimmo – ALT DFO
Robyn Cooper – Clerk to the Local Governing Board

1. To Consider the Appointment of Local Governor – Nick Allsopp

The statement from Dr Allsopp had been previously circulated to the governing board. Following clarification on previous governor roles, the local governing board agreed the appointment of Dr Allsopp as a Local Governor.

2. Apologies for Absence

Apologies were received and accepted from Mrs Bosworth.

Clerk's Note: Apologies were received from Mr Mohamad after the meeting.

3. Declaration of Governors' Interests

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

4. Confirmation of the Minutes of the Last Meeting – 16th November 2020

The minutes of the meeting held on the 16th November 2020 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

5. Matters Arising from the Minutes

Item 3 Register of Business Interests – The clerk would send Dr Allsopp the register of business interests to complete.

ACTION: Clerk

Item 5 Matters Arising from the Minutes – The school safeguarding training had taken place in December. Mrs Cooper suggested including governors in the training with those staff who had missed the December session.

Item 6 Headteacher's Report – The curriculum presentation would be deferred to the summer term.

Item 7 Local Governing Body Business – Ms Webb would send the skills audit to Dr Allsopp.

ACTION: JW

Ms Webb would circulate the final version of the 2020/2021 action plan.

ACTION: JW