

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 4th October 2021 at 4pm

27th September

Present

Rhian Jones – Headteacher
Jo Webb – Local Governor (Chair)
Emma Cull – Local Governor
Fatima Mangera – Local Parent Governor
Michael Cooper – Local Staff Governor

In attendance

Tom Bott – School Business Manager
Penny Cooper – Deputy Headteacher
Neil Thorpe – Associate Member
Jane Ridgewell – CEO, ALT
Robyn Cooper – Clerk to the Local Governing Board

Ms Webb welcomed Fatima Mangera, new parent governor to the meeting and introductions were made.

1. Election of Chair of Governors

The local governing board unanimously elected Ms Webb as Chair of the Local Governing board for the 2021/22 academic year.

2. Election of Vice Chair of Governors

Mrs Bosworth had indicated that she would not be able to commit to the role of Vice Chair this academic year. The election was deferred until the next meeting.

ACTION: Agenda Item

3. Apologies for Absence

Apologies were received and accepted from Nick Allsopp, Jenny Bosworth and Kassam Mohamed.

4. Declaration of Governors' Interests

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

5. Register of Interests

- Those governors present had completed the register of business interests' forms, which were countersigned by the Chair. These would be kept in school for audit purposes.
- The clerk would send the form to the absent governors for completion.

ACTION: Clerk

6. Confirmation of the Minutes of the Last Meeting – 5th July 2021

The minutes of the meeting held on the 5th July 2021 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

- Ms Webb would share the information about a prospective local governor for the next meeting.

ACTION: JW

- Ms Webb would circulate her health and safety visit report for the next meeting.

ACTION: JW

8. Safeguarding

a. Training Session

Mrs Cooper provided the local governing board with a safeguarding training session.

Q (JW): Did the school have any children from the county and was there a difference in processes?

Mrs Cooper explained that there was and that the school used the county paperwork. She explained that all counties ran on the same basis. She explained that they did chase other authorities or schools if there was an issue.

Q (EC): If external support/intervention was withdrawn, was there a check in process?

Mrs Cooper explained that the school would still monitor and support the child/family.

All governors were invited to the whole school training on 25th October.

Mrs Cooper shared copies of KCSIE part 1. All governors present agreed to read part 1 of KCSIE and be aware of the whole document.

ACTION: All Governors

Ms Webb explained that the safeguarding audit took place annually and the safeguarding governor would also undertake visits. She highlighted that the governing board had a responsibility to assure safeguarding in school was robust. Mrs Cooper highlighted that she was working with Jane Ridgewell, CEO to look at practice across the Trust.

The clerk would contact absent governors about arranging a session to undertake the governor safeguarding training.

ACTION: Clerk

b. Annual Safeguarding Audit/Report

The annual safeguarding had been circulated to the governing board. Ms Webb had been involved in the process.

The governors noted the couple of points in the report:

- The school website did not have a 'Report abuse online' icon
- The school needed to arrange Prevent training for staff and governors

Mrs Cull asked about the attendance of the Children in Need pupils, which was 87%. Mrs Cooper explained that during the lockdown, vulnerable pupils were supposed to be in school so if they were not the advice was to mark them as absent. She highlighted that this had impacted on the attendance data. Mrs Cooper also explained the issues of absence recording and self-isolation.

Mrs Mangera asked about pupil premium and what happened if families did not know they were eligible. Mrs Cooper explained that they would ask families, particularly on entry.

Local Governing Body Business

a. Review of Governing Body & 2020/21 Action Plan

This item was deferred to the next meeting.

ACTION: Agenda Item

b. Action Plan 2021/22

This item was deferred to the next meeting.

ACTION: Agenda Item

c. Governor Roles and Responsibilities

The following link governor roles were agreed:

- Safeguarding – Jo Webb
- SEND – Fatima Mangera
- Health & Safety – Jo Webb
- Finance – Kassam Mohamed
- Mental health – Emma Cull
- Pupil Premium and Sports Premium – Emma Cull and Nick Allsopp
- Anti-bullying – Michael Cooper
- Early Years – Fatima Mangera

d. Governor Visits

Ms Webb would arrange a safeguarding and a health and safety visit.

ACTION: JW

Mrs Mangera would arrange a general induction visit.

ACTION: FM

Mrs Cull asked whether governors could attend staff meetings. Ms Jones stated that governors were welcome to.

e. Governor Code of Conduct

The code of conduct had been circulated to the governing board. Ms Webb drew attention to a few key points in the code including that governors should not act on their own without authority from the board, all governors had equal status, shared responsibility, the commitment of time and that governance was part of the leadership and management section of Ofsted.

The governing board agreed to continue to adopt the governor code of conduct.

f. Local Governor Vacancy

Ms Webb would bring the information on the prospective governor to the next meeting.

g. Training and Development

Mrs Mangera highlighted that she had signed up for governor online learning.

9. Arrangements for the Headteacher Performance Management

It was agreed that Emma Cull, Jo Webb and Fatima Mangera would undertake the headteacher performance management.

10. Arrangements for Pay Committee

25th October at 2pm – Emma Cull, Jo Webb and Fatima Mangeria

11. Review of Policies, Procedures and Publications

There were no policies to come to the meeting.

Jane Ridgewell joined the meeting

12. Term Dates

Ms Jones explained that with the extra bank holiday for the Jubilee falling in the summer term half term, teachers had been given an additional day. She stated that it had been agreed that instead of an INSET on the 20th December, this would be a day off and the 4th January would be an INSET day. Ms Jones explained that the plan had been to disaggregate the 20th December.

13. Staffing

Ms Jones explained that they had advertised internally within the Trust for a coaching role and after care role. There had been 1 application and they were interviewing next week.

14. Finance Updates

a. Outturn [Standing Item]

Mr Bott informed the local governing board that the new financial year had started off positively. He took the governors through the yearend figures. He highlighted that the in-year carry forward was £23,111, which resulted in a cumulative surplus of £350,958. Mr Bott explained that they had overspend on the Capital funding last year so with a capital deficit of £40,904, the overall cumulative surplus was £310,054.

Mr Bott informed the governors that at the Trust resources committee meeting at the end of last term, it was agreed to end the current Trust financial intervention. He explained that the Trust would still monitor the school's finances but would now not involve monthly reporting to the CFO and outturn would be removed as a standing item on the agenda.

ACTION: Clerk

Risk register

Mr Bott informed the governors that there were 2 additions to the school's risk register. He explained that the first was the risk of a drop in funding due to the low birth rate and reduction in immigration due to Brexit. He explained that the lower pupil numbers could result in a reduction in classes, class sizes and staffing restructure. Mr Bott explained that they were in regular contact with school admissions and the Trust.

Ms Webb highlighted that international university student recruitment had been strong this year, higher than forecast, which could have an impact on numbers of children from those families.

Mr Bott highlighted that the other additional risk was the potential drop in funding as a result of the current city-wide SEND consultation, combined with increasing SEND

numbers. He explained the knock-on impact to staffing. Mr Bott highlighted that the implementation date of the proposals of the consultation was September 2022.

Ms Webb asked whether this was linked to the increase in places at special schools in the city. Mr Bott explained that this was linked to the way funding was allocated and explained the principles of the SEND consultation and the funding proposals. Mrs Ridgewell highlighted that the principles of the proposal were fair and explained the issue that the current notional SEND funding was based on deprivation. The governors discussed the current funding process. Mr Bott highlighted that the SEND funding was the school's biggest risk at the moment.

The governors noted the risk register.

Mr Bott would send the risk register to the Clerk to circulate.

ACTION: TB/Clerk

b. CIF Bids [Standing Item]

Mr Bott reported that the CIF bid process would start this November.

c. Catch-Up Funding

Mr Bott reported that the school had received £33,000 last year, which had been spent on teacher tuition and ICT. This would be documented in a report and published on the website.

Mr Bott reported that the school had received a further £13,000 this academic year. Ms Jones highlighted that this was for all pupils deemed needing catch up of any sort.

Ms Webb asked whether any pupils had needed emotional support. Mrs Cooper and Ms Jones explained that a few had required support.

15. Health and Safety

Ms Webb would arrange a walk through.

16. Attenborough Learning Trust

a. Trust Governor Session – autumn term

Mrs Ridgewell explained that they were organising a governance session on the 11th November. The session would allow the different governors, Trustees, Members etc. to meet, give governors an idea of what different schools were doing, provide information from the Trust and have a couple of training sessions on SEND and safeguarding. She stated that they would wait and see if this could take place face to face, otherwise it would be postponed.

b. Shadowing Opportunities

Mrs Ridgewell explained that at the Chair/Headteacher session last term shadowing had been suggested. She stated that they were asking each LGB to agree to it at this first autumn term meeting. The CEO and Clerk would then look at the practicalities. The LGB agreed.

c. Skills Audit

The skills audit would be circulated shortly.

Following the discussion about the risk register, Mrs Ridgewell explained that they were looking into the issue of pupil numbers, projections and PANs across whole trust. She stated that there may be some financial impact but currently the Trust would not recommend that the school reduce the PAN. She stated that this did not stop them looking into being flexible about the nursery offer (30-hour provision).

Mrs Ridgewell thanked the school and governing board for the work undertaken during the period of financial support. She stated that this would be officially ended in November. She highlighted the tremendous amount of work that went into tracking the finances monthly. Mrs Ridgewell congratulated the SLT, Mr Bott and everyone who had an input into this work.

Mrs Ridgewell informed the governing board that the Trust had moved their premises to Uplands Infant School. She stated that there was a meeting and training space and she would be contacting Headteachers about this space and encourage them to utilise it.

17. Documents Received by the Chair of Governors


There were no documents to share.

18. Any Other Business

There was no further business.

19. Date of Next Meetings

- 1st November 2021
- 6th December 2021
- 7th February 2022
- 4th April 2022
- 23rd May 2022
- 4th July 2022

Signed  Date: 1st November 2021