

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 10th February 2020 at 4pm

Present

Rhian Jones – Headteacher
Jo Webb – Local Governor (Chair)
Susan Hind – Local Governor
Emanul Hoque – Local Parent Governor
Nazma Hamid – Local Staff Governor

In attendance

Neil Thorpe – Associate Member
Penny Cooper – Deputy Headteacher
Tom Bott – Business Manager
Robyn Cooper – Clerk to the Local Governing Board

1. Apologies for Absence

Apologies were received and accepted from Mr Mahomed and Ms 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.

3. Confirmation of the Minutes of the Last Meeting – 16th December 2019

The minutes of the meeting held on the 16th December 2019 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 from the Minutes

Item 10 Governing Body Visit Reports

- Ms Webb would send the pupil premium visit report to the clerk for circulation.
ACTION: JW
- The link governor job descriptions would be circulated to the governing body.
ACTION: Clerk

5. Attainment data

The attainment data had been circulated to the local governing board. Ms Jones highlighted that pupils make progress and improved as they moved through the key stages. She stated that where there were low performing pupils at the end of Foundation Stage, they were on track to the close gaps as they moved through the school.

Q (JW): There had been a bit of a dip in year 4 and year 5 over the years?

Ms Jones explained that the year 5 curriculum was more challenging, and pupils had to do more to attain the higher standards. She also highlighted that teachers also wanted to be certain that pupils were secure to ensure that they would not miss out on targeted intervention in year 6 if needed.

Q (JW): There was not a lot of evidence of pupils who ‘go backwards’ over the year?

Ms Jones stated that there were some pupils who did not sustain the higher standard in the autumn term. She explained that this happened every year and more so in writing than other subjects due to the break over the summer. Ms Jones explained that this year's year 6 cohort was the first to have had the new KS1 assessment. She stated that there would be a couple of pupils who would not sustain Greater Depth. Ms Jones highlighted that there was a jump in the level of challenge from KS1 and KS2 and it was more difficult to attain Greater Depth in KS2.

Q (SH): The FFT identified cultural groups, was this data used in the day to day teaching?

Ms Jones stated that they did not use the data as they had so many different groups in school and it did not tell you about a child's other needs. She explained that the Bangladeshi group was a lower performing group, but this closed as they moved through the school. Ms Jones stated that it was also partly due to the group being the largest.

It was noted that the school was the number 1 school in the city for 2019 results.

6. RHE [Standing Item]

a. Planned consultation dates

Mrs Cooper provided the governing body with an update on the work on RHE. She stated that another meeting with all PSHE leads in the development group had taken place. Mrs Cooper explained that they were planning to have the consultation meetings straight after half term, but this had now been delayed to later in March:

- Foundation Stage - 9th March
- Years 1 and 2 - 11th March
- Years 3 and 4 - 12th March
- Years 5 and 6 - 18th March
- A morning session would be held on the 19th March for those parents unable to attend the after-school sessions.

Mrs Cooper explained what would be included in these sessions, highlighting that they would talk about the rationale, safeguarding, the law and the equality act and share the new policy. She explained that for safeguarding reasons, from year 1 they would be using the correct medical vocabulary. Mrs Cooper stated that all the schools would be doing the same and she would circulate the language list to the governing board.

ACTION: PC

Mrs Cooper explained when different year groups would discuss the different aspects of the Equality Act. She stated that they would look at putting together scripts for teachers when they received a question from a pupil. Mrs Cooper explained that teachers would not be expected to answer on the spot.

Mrs Cooper stated that they would like governors to attend the meetings. She explained that they would have translators at all the meetings. Information would be sent to parents each half term to provide more detail as to what topics were going to be taught that half term. Mrs Cooper explained that there were very few changes with what was taught now and it was mainly a few language changes.

Ms Jones explained that they wanted to ensure parents were aware of what was being taught when and that if a child asks a question they would be answered. Mrs Cooper stated that it was ensuring that their pupils were prepared for the world and also being able to give parents enough information and it was for them to explain to their children how it fitted into their culture and beliefs.

Mrs Hind asked whether the parents had been concerned following the rumours on social media. Ms Jones stated that a few parents had come in and she and Mrs Cooper had spoken with them and shared the curriculum. She stated that it was about explaining that it was what the school had always done.

b. Draft curriculum coverage

c. Planned language/resources

Mrs Cooper would send the draft curriculum coverage and language list to governors.

ACTION: PC

7. Local Governing Body Business

a. To Consider the Appointment of Local Governor - Emma Cull

Emma Cull's application had been previously circulated to the governing board. The local governing board unanimously agreed the appointment of Emma Cull as a local governor. The appointment would be sent to the Trust Board for approval.

b. Local Governor Vacancies and Recruitment

Ms Webb reported that Mrs Hind had resigned from the governing board and this would be her last meeting. She thanked Mrs Hind on behalf of the governing board for her years of contribution, particularly during some challenging times.

It was noted that there were 2 local governor vacancies and potential recruitment avenues were discussed.

c. Areas of responsibility

Ms Webb had agreed to be the safeguarding governor and was scheduled to attend the DSL training. She also agreed to take over the link governor role for SEND and LAC. Mr Hoque would be the health and safety link governor.

d. Training and Development

There was no training to report since the last meeting. It was noted that all governors had been invited to the training sessions on curriculum and Ofsted, and safeguarding arranged by the Trust.

e. Governor Visits – Spring Term

The following visits would be arranged for the summer term:

- Safeguarding
- Health and safety

8. Governor Visit Reports

There were no reports to bring to the meeting.

9. Review of Policies, Procedures and Publications

a. Anti-bullying Policy

This would be included on the next agenda as it was still being revised.

ACTION: Agenda Item

b. SEND Policy

The revised policy had been circulated and the small changes were highlighted. Ms Webb would be added as SEND governor. The policy was agreed.

c. PE Policy

This would be included on the next agenda as it was still being revised.

ACTION: Agenda Item

d. Trust Lettings Policy

The policy had been circulated for information and was noted.

10. Finance Updates

a. Budget Monitoring

Mr Bott circulated the outturn statement to the governing board. He explained that he had reviewed it with Ms Jones and once reviewed by the LGB it would go to the Trust Board. He highlighted the following:

- The projected outturn had changed from a £36,000 in year deficit to a £57,000 in year deficit. Mr Bott explained that the main reason for this was the fire risk assessment works in Gopsall costing £17,000. He also highlighted the increase in the agency supply spend from £83,000 – £98,000. Mr Bott explained that this was linked to the increase in SEND. He stated that they had received additional SEND funding (i03 £73,000 to 108,000), however the funding did not cover costs. Mr Bott stated that this was the picture across the city.
- The governing board discussed the lessons learned from the fire risk assessments. Mr Bott stated that there was a possibility that they would receive funding for the works, however he was working on a worst-case scenario in the outturn with the school covering the costs.

Q (JW): As the school had high staffing costs, the additional costs of having 3 sites and the in-year deficit, was there additional scrutiny from the Trust?

Mr Bott stated that there was not, and the school could justify the predicted overspend. He also highlighted that the school had a very large carry forward. Mr Bott stated that there was an awareness of the overspend at the Trust but there was not a concern. The governing board discussed the funding of SEND support and the staffing.

Mr Bott stated that the key things going forward in terms of finance were Foundation Stage 1 applications and drawing down the large carry forward looking at big spend projects.

The local governing board agreed the outturn, which was signed by Ms Webb.

b) CIF Bids [Standing Item]

Mr Bott explained that the CIF bids were submitted in December and reiterated the issues discussed at the December LGB meeting. He stated that the focus was on the Saxby building due to the lack of a long-term lease for Gopsall. Mr Bott explained that they would hear in March whether the school's bids had been successful.

Mr Bott stated that the next round of bids would be driven from the school's perspective. Ms Jones explained that she had asked Mel Thorpe to start thinking about what was needed next as a school. She stated that the priority would be Gopsall's windows.

Mr Thorpe asked about the contractors for the work. Mr Bott stated that it was likely that the company that wrote the bid would manage the project if successful. He stated that at the premises officers meeting it was acknowledged that the process had not worked as well as it could. Mr Thorpe highlighted that the school had trusted companies that they had worked with and who knew the school.

11. Health and Safety

The health and safety audit would be on the next agenda and Ms Jones would circulate the report.

ACTION: Agenda Item

It was highlighted that 3 actions were picked up:

- Fire risk assessment
- They had not held an invacuation (Ms Jones reported that this was now planned)
- Managers had not been on stress management training (Ms Jones reported that this had been booked)

12. Staffing

- Ms Jones took the governing board through the resignations and potential recruitment. She stated that they were interviewing this week for lunchtime supervisors. Ms Jones stated that they would be advertising for SEN TAs. She reported to the governing body that going forward they would replace any TAs who had left the school with SEN TAs.
- Ms Jones stated that from looking at the budget and the increasing number of high needs children and the pressure that created for the SENCo and staff, she informed the governing board that she wanted to appoint a special needs teacher for the high needs' children. Ms Jones explained that this would reduce the number of TAs needed in Dolphins class and they would look to run the like class like a special school.

13. Attenborough Learning Trust

- The ALT training for governors was highlighted
- The next Chairs' meeting was scheduled for 24th March

14. Documents Received by the Chair of Governors

a. NGA Survey

Ms Webb reported that she had received an NGA survey regarding whether outstanding schools should be inspected. The governing board discussed the proposal.

Ms Webb stated that she had received the traded service information from the LA Governor Services. The governing board agreed to continue with the clerking service and advice and guidance and online training.

Ms Jones informed the governing board that the school had received a letter from Ofsted regarding the recent incident involving a family. She explained that the school had responded via the LA including a timeline of events. Ms Jones explained that the letter would be kept on file by Ofsted and followed up at the next inspection.

15. Any Other Business

There was no further business.

16. Date of Next Meetings

Meetings for 2019/2020

- Monday 16 March 2020
- Monday 11 May 2020
- Monday 22 June 2020

Signed16th March 2020