

## **Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held virtually via Microsoft Teams Monday 11<sup>th</sup> May 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  
Lee Jowett – Chair of the Trust  
Tom Bott – Business Manager  
Robyn Cooper – Clerk to the Local Governing Board

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

Apologies were not received from Mr Hoque.

### **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, which had recently received an academy order.

### **3. Confirmation of the Minutes of the Last Meeting – 16<sup>th</sup> March 2020**

The minutes of the meeting held on the 16<sup>th</sup> March 2020 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**

There were no matters arising (of essential business) to bring to the meeting.

### **5. Headteacher's Update**

- **Information on pupil attendance (physical and online if appropriate)**
- **Provision in school for vulnerable children and those of critical workers**
- **Update on planning and support for all pupils, including SEND, Pupil Premium and FSM Pupils**
- **Safeguarding and well-being (assessment of risks and any actions to mitigate)**
- **Virtual teaching and learning (including monitoring of pupil engagement and progress) if appropriate**
- **Arrangements for staff working remotely (availability/reliability of technology, CPD, wellbeing and mental health)**

Ms Jones had circulated the Headteacher's Report to the governing board and invited questions:

- Mrs Cull congratulated Ms Jones and the school on handling the situation and looking after pupils and staff.

**Q (LJ): Has being involved in the Trust been useful?**

Ms Jones stated yes. She stated that there was always someone there to contact if there were questions. Ms Jones stated that Headteacher meetings had taken place to discuss plans as well as meetings with the Development Group.

- Ms Webb noted the challenge in supporting FSM pupils particularly in terms of issues around the voucher system. Mrs Cooper explained that she was following up with individuals who have had issues. She stated that they were adding and ordering ad hoc vouchers alongside the bigger orders. Mrs Cooper stated that some families had been allocated FSM for the lockdown period.
- Ms Webb noted that the report stated that risk assessments were reviewed weekly, CPOMS was kept up to date and asked that the school was following everything through. Ms Jones stated yes. She explained that some of this was done at the weekly meeting. Ms Jones explained that follow ups were needed for some families who were harder to get hold of. She stated that the risk assessment had to be sent off to the LA every week.
- Ms Webb stated that they needed to be mindful of the gap of experiences and the range and diversity of the school's pupils and families.

**Q (JW): In terms of staff working remotely, CPD and mental health, in some schools teachers were under pressure to deliver online teaching, what was the approach taken in school?**

Ms Jones explained the system used for sending out work by email. She explained that they posted hard copies to 4 families who did not have email. Ms Jones stated that the work provided a basic activity and then further options for online learning including pointing families to the BBC site. She stated that they had not considered remote lessons. Ms Jones explained that they were providing a guide rather than dictating to parents. She stated that setting up teacher emails had also supported parents and pupils. Mr Mohamed stated that as a parent being able to contact the teacher was positive.

**6. Business Continuity**

Mr Jowett stated that this item was linked to re-opening and that further detail would come at the next meeting. The Trust and schools would wait for further advice and report back to the governing board.

**7. RSE [Standing Item]**

There was nothing to report on this advert.

**8. Finance Updates**

**a. CIF Bids [Standing Item]**

Mr Bott reported that the release of funds had been delayed until May.

**b. Budget**

Mr Bott explained that he and Ms Jones had put together a 3-year budget. Ms Webb asked about the carry forward and the school spending more than the budget allocation. Mr Bott informed the governing board that funding had increased by £20,000. He stated that they were strategically working to bring down the carry forward on projects.

Mr Jowett explained to the governing board that as a Trust, an overspend in any of the schools was reflected across the schools. He stated that going forward as a Trust all schools had to ensure that they matched budget predictions.

Mr Bott highlighted that there may need to be adjustments in the budget due to Covid-19 and the unknowns and possible additional costs. He stated that he would keep governors informed through the outturns.

The LGB approved the 2020/2021 budget.

## **9. Local Governing Body Business**

### **a. Local Governor Vacancies and Recruitment**

The local governor vacancy was noted.

### **b. Training and Development**

The online courses available through LeTs and the NGA were highlighted to the local governing board.

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

There were no policies to review.

Ms Jones highlighted that an addendum had been added to the Safeguarding and Child Protection policy, which was on the school website.

## **11. Attenborough Learning Trust**

Mr Jowett highlighted that he had circulated a governance update which provided an update. He highlighted that there was now a Chairs' catch up to provide more support local governing boards. Mr Jowett stated that he would discuss with LGBs about what support they would like going forward.

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

- Guidance from ALT
- Governor Services guidance – advice from DfE as well as details of training and further information

## **13. Any Other Business**

There was no further business.

## **14. Date of Next Meetings**

### Meetings for 2019/2020

- Monday 22 June 2020

## **15. Staffing**

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

Signed .....Date: