

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 18th November 2019 at 4pm

Present

Rhian Jones – Headteacher
Lee Jowett – Local Governor (Chair)
Jo Webb – Local Governor (Vice Chair)
Jenny Bosworth – Local Governor
Kassam Mahomed – 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

Ms Webb chaired the meeting.

1. Apologies for Absence

Apologies were received and accepted from Susan Hind. Apologies were not received from Muhammad Hoque (however apologies were received afterwards due to email problems). Mr Jowett informed the governing board that Prof John had resigned from the governing body, which left a vacancy for a local governor.

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.

Mr Jowett informed the governing board that he had been accepted as a Trustee. He stated that he would remain on the local governing board until the end of this term and then join the Trust Board on a 1-year sabbatical. A new Chair would be elected at the next meeting. Ms Webb congratulated Mr Jowett on behalf of the governing board and highlighted that it reflected the positive contribution he had made to the development of the Attenborough Learning Trust.

ACTION: Agenda Item

3. Confirmation of the Minutes of the Last Meeting – 21st October 2019

The minutes of the meeting held on the 21st October 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 5 Matters Arising

- Mr Jowett reported that the safeguarding visit had been arranged for the 3rd December.
- Mr Jowett would check which governors needed to complete a skills audit.

ACTION: LJ

- The pay committee had met, and the minutes had been circulated. The Headteacher's performance management had been arranged for the 25th November and would be undertaken by Ms Webb, Mr Jowett and Mrs Bosworth.
- Mr Jowett would undertake the swimming spot check on the 3rd December.

Item 7 Local Governing Board Business

- Mr Jowett had circulated the visit report proforma.
- Mr Mahomed and Mr Bott had met for a finance visit prior to the LGB meeting.
- Ms Webb would undertake the pupil premium visit on the 25th November.
- The whistleblowing policy had been circulated to all governors.
- Mr Jowett informed the governing board that he had contacted Mrs Ridgewell and the other Local Chairs about a joint training session on the new Ofsted framework. He stated that Mrs Ridgewell would report back at the Chairs meeting in December. Mr Jowett had circulated Ofsted reports from recent city inspections for information.

Item 8 Review of Policies, Procedures and Publications

- Mrs Cooper reported that the safeguarding quiz had been undertaken with the governors who attended the training session on the 31st October.

5. Headteacher's Report

The Headteacher's report had been circulated to the governing board. The following questions had been submitted prior to the meeting:

Q (JW): Were there still nursery places?

We have traditionally had 52 nursery places but have decided we will take 60 this year. There are 8 places.

Ms Jones explained that some parents wanted full time places which is why they did not take up the place. She stated that they were considering offering 30 hours places from next September. Ms Jones stated that it would offer continuity for those children. She stated that the school would have to register with DfE as a 30 hours provide a term in advance. Mr Bott explained that it would involve a bit more admin for the school and they would also have to consider the arrangements for break times.

Q (JW): Could you explain how you build cohesion in classes with a high degree of turbulence?

Through good relationships between staff and children, the PSHE curriculum, assemblies, constantly changing partners in class, FAB club, a culture of friendliness and tolerance and kindness, the school values, allocating peer mentors.

Q (JW): Will the new year 4s be disapplied at KS2?

No. This is likely to have an impact on KS2 results when they reach year 6.

Ms Jones explained that the 6 pupils who had left the school were working at age related expectations (ARE) and none of those new arrivals were working at ARE.

Q (LJ): 2017/2018 did not have as high level of turbulence, was there a reason?

It was noted that there was no clear reason and it was often due to university courses ending.

Q (JW): What is the difference between pupil premium (PP) and free school meal (FSM) eligibility?

FSM is eligibility for benefits now. PP is eligibility for benefits in the last 6 years. PP is FSM ever 6. Children could be pupil premium but not free school meals any more. However, this has recently changed so free school meals issued are valid until the end of their current phase of school (e.g. primary).

Q (JW): Do you work hard to get parents to register?

Mrs Cooper stated that they did and did so from the Nursery. She stated that they supported parents to complete the applications and asked at induction. Mrs Cooper explained that they also undertook a push in year 2 at the end of Universal FSM eligibility. Mr Jowett asked whether many Universal FSM pupils brought packed lunches. Mrs Cooper stated that some did but not many. Ms Webb asked whether the change in lunch provider had made a difference with uptake. Mrs Cooper stated that they had not lost many, despite the increase in price.

Q (JW): Could you explain more about oracy, how was it defined?

Miss Modha will present to governors at a future meeting.

Q (JW): What is reciprocal reading?

It is just reading in a group with children using taught skills and taking different roles in the group. The key skills are summarising, questioning, predicting and clarifying. Miss Boulter will present to governors at a future meeting.

Q (JW): Could you clarify what is inference training?

It is a way of teaching staff to ask fewer retrieval questions and to teach children to infer. It is a reading intervention strategy.

Q (JW): Staff absence – are there plans to put any of the staff through performance management/capability?

No, if there are particular staff whose attendance is causing concern this will be dealt with through staff absence management procedures. There is currently one member of staff who we are currently working with through this procedure.

Q (JW): Early years and KS1 – KS1 results are now above National, is this a one-off or a trend?

It is a general trend but there will be fluctuations with different cohorts.

Q (JW)L: What are the development priorities for Early Years?

Generally language development and speaking skills. The areas identified in the SIP are mainly linked to this. Do schools with a similar intake achieve comparable results? Some are lower and some are higher.

Ms Webb highlighted that she was struck by the low baseline for moving and handling. Ms Jones stated that a lot of schools was finding this and pupils were not as physically able as they had been previously. She stated that children were spending a lot more time inside. Ms Jones stated that they were doing a lot more work on physical development.

Q (JW): Could you explain why results in KS2 are so much higher?

A journey of very good teaching, tracking and target setting. Knowing the children well and identifying next steps in each year group. High expectations.

Ms Jones explained that there were more mixed ability groups/teaching that had taken place previously. She stated that they had mixed ability partners and there were different ways of providing feeding back in the classroom including opportunity for talk. Ms Jones highlighted that little changes can make a difference. She stated that teachers ensured that issues were addressed in a lesson so pupils can move on.

Q (JW): 'Any other ethnic group' is not helpful for Sparkenhoe.

Ms Jones stated that the school knew who these pupils were and the majority were pupils of families from the Arab states who were in Leicester to attend the university.

6. School Improvement Plan

The school improvement plan had been circulated to the governing board. It was noted that the governing board had looked at the plan during the internal training session in October.

Q (JW): How do elements within the plan link to teacher's objectives?

Ms Jones explained that subject leaders would write their own subject action plan which would then link into the overall School Improvement Plan. She stated that the subject leaders would take responsibility for overseeing the plan.

Ms Jones highlighted to the governing board that a list of costs had been included in the plan. She also highlighted that previous actions to monitor were also included.

Q (JB): How do the rest of the staff have input in the plan?

Ms Jones explained that they provided a summary at the beginning of the year for all staff and then more detail provided to teaching staff. She stated that each teacher had responsibility for a curriculum area.

7. RSE [Standing Item]

Mrs Cooper explained to the board that she had met with Headteachers in the Development Group and a draft policy had been agreed. She stated that all primary schools in the group had agreed not to teach sex education apart from what was included in the mandatory science curriculum. Mrs Cooper explained that as a result they had agreed to call the policy – relationship and health education policy. She stated that she would now redraft the policy based on the minor amendments agreed and will circulate it to the Headteachers. Mrs Cooper stated that she would also meet with all the PSHE leads to work on the curriculum. She stated that she would work through the school's current provision and map out the curriculum. Mrs Cooper stated that she would share this with the PSHE leads in the other schools and ask them to undertake a similar exercise. She stated that the policy and curriculum would be taken to parents in the spring term.

8. Local Governing Body Business

a. Training and Development

- Mr Jowett informed the governing board that he had attended the Academies Show on 14th November. He took the board through some of the

information on school funding and the future of governance. He stated that he would see if he could source the slides from the presentations. Mr Jowett recommended attended a future show.

- The governing board had undertaken an internal training session on child protection, asbestos awareness, curriculum and the school improvement plan.
- The whole school safeguarding training was scheduled for 21st November and governors were invited to attend.
- Ms Webb informed the governing body that she had recently experienced an Ofsted inspection as a governor.
- Ms Jones and Mr Cheetham had completed safer recruitment training.

b. Governor Visits – Spring Term

Mr Mahomed reported that he had undertaken a finance visit prior to the LGB:

- Discussed during the visit – budget and how costs were allocated
- What went Well – very open discussion and he was able to ask questions
- Action – A more in-depth visit would be undertaken next time

9. Review of Policies, Procedures and Publications

a. Safeguarding Quiz

The quiz had been undertaken at the training session. Mrs Cooper stated that she would now undertake the exercise with staff. Ms Webb would submit her responses.

ACTION: JW

10. Finance Updates

a. Pay Committee

The pay committee minutes had been circulated to the governing board and were noted.

Mr Bott reported that the Trust had employed a company to write the CIF bids. He stated that the bids would be submitted in December and the Trust would hear back between January and March as to whether they were successful. Mr Bott stated that there may to a delay due to the General Election. He took the board through the criteria. Mr Bott stated that he hoped to bring the draft to the next meeting where the board could discuss whether they wanted to match the funding. He stated that the work would take place over summer 2020.

Mr Thorpe highlighted his concern over the contractors employed by the Trust and that they wanted to undertake work while the school was live. Ms Jones stated that there had been a discussion about this with the Trust and he had been right to raise the concerns and lessons had been learned.

11. Attenborough Learning Trust

- Mr Bott would circulate the school resource management self-assessment dashboard, which was a benchmarking tool. He stated that this would be presented to each LGB and would also go to the Trustees. Mr Bott stated that it looked at the school's spend on teaching, supply, education support, admin, premises, teaching resources and energy. He stated that they were broadly in line with other schools for most points. Mr Bott explained that they were RAG rated amber for reserves

and balances due to the in-year deficit budget. It was noted that school and governors were aware of this. Mr Bott highlighted that the only red rated area was senior leaders as a percentage of the workforce. He stated that the argument would be the high results achieved. Ms Webb also highlighted the school's spit site as a key factor in needing a higher number of SLT. Mr Jowett stated that the governing board were aware of the leadership structure and had a discussion about it when the restructure took place. He highlighted that there was a vacancy for an Assistant Headteacher, and this could be changed going forward. He highlighted that the reason and rationale was the split site and high-quality outcomes. The Clerk would circulate the report with the minutes.

ACTION: TB/Clerk

12. Documents Received by the Chair of Governors

There were no documents received to bring to the governing board.

13. Any Other Business

Staffing

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

14. Date of Next Meetings

Meetings for 2019/2020

- Monday 16 December 2019
- Monday 10 February 2020
- Monday 16 March 2020
- Monday 11 May 2020
- Monday 22 June 2020

Forward plan

- December: Assessment data
- CIF Bids
- Governor visit reports – SG, Swimming, health and safety, Pupil premium

Signed  16th December 2019