

## Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 6<sup>th</sup> December 2021 at 4pm

### Present

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

### In attendance

Lee Jowett – Chair, Attenborough Learning Trust  
Jane Ridgewell – CEO, Attenborough Learning Trust  
Tom Bott – School Business Manager  
Penny Cooper – Deputy Headteacher  
Neil Thorpe – Associate Member  
Robyn Cooper – Clerk to the Local Governing Board

### 1. Apologies for Absence

Apologies were received and accepted from Kassam Mahomed.

### 2. Declaration of Governors' Interests

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

### 3. Confirmation of the Minutes of the Last Meeting – 1<sup>st</sup> November 2021

The minutes of the meeting held on the 1<sup>st</sup> November 2021 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

- Ms Webb had circulated the health and safety visit report.
- Mr Bott had circulated the risk register.
- Ms Jones would arrange to meet with Luke St Clair.

**ACTION: RJ/JW**

- The asset register check had been arranged for January.

All governors present confirmed that they had read KCSIE 2021.

### 5. Headteacher's Report

The headteacher's report had been circulated to the governing board.

#### **Q (NA): Was there data showing trends over time?**

Ms Jones explained that they would normally have this data but due to the pandemic they did not have the statutory data. She stated that a more detailed breakdown on year groups was held in school including in-year in trends. Ms Cull stated that the inclusion of the national average was useful. **Dr Allsopp asked who the school benchmarked against, National, city, Trust?** Ms Jones stated National. The governing board discussed publication of data, including the IDSR. Ms Jones stated

that she would include trends over time in the summer report. She stated that they had to be careful of comparing data due to the change in circumstances over the last 2 years. Ms Jones stated that the SATs this year would not be published.

**Q (JW): Why were four year groups over 61 on roll?**

Ms Jones explained the circumstances behind the additional pupils and that they were 3 over PAN.

**Q (EC): Was the number of behaviour incidents particularly high or normal?**

Ms Jones explained that the concerns about wellbeing aren't behaviour incidents and a few more had been reported this term. She explained that previously several of the categories would have been reported under behaviour, but new categories were included in the 2021 KSCIE. She stated that the incidents were quite low. Ms Jones explained that the physical behaviour incidents were all high needs SEND pupils.

**Ms Webb highlighted the change in the SEF rating.** Ms Jones explained that they had evaluated teaching and learning as a grade 1. She explained that this decision had been part of the work with Jane Ridgewell.

**Mrs Ridgewell highlighted the GLD target of 63%, which was lower than the city average.** Ms Jones explained that they had to look at it on a cohort basis and there were 9 F2 pupils with an EHCP plan. She stated that part of the reason for this was because there were no F2 special school places. Ms Jones explained that if you took out those pupils, the GLD would be higher. She stated that it was a mixed intake with different challenges (e.g. EAL). Ms Webb asked whether pupils were new to country. Ms Jones explained that they were and there were also children of University students. She stated that the target was based on a mixture of the baseline, internal data, and a feel from teachers/staff.

**Mrs Ridgewell asked about the year 1 target and that cohort.** Ms Jones stated that the year 1 cohort was doing well as a year group, however they had missed some of F2. She stated that they were ready for school and were resilient learners. Ms Jones explained that they had started delivering a mix of foundation stage and year 1 provision but by half term teachers found that the pupils were ready to move on.

**Ms Webb asked about the transition from year 2 to 3.** Ms Jones stated that there were still some work on reading and there were a group that still had phonics and interventions. She stated that there was a high proportion of SEND pupils in the year group. She stated that on the whole the year group transitioned well.

The governing board thanked Ms Jones for the inclusion of the photos.

**Ms Webb noted the triad report was more extensive than previously seen. She asked whether Ms Jones felt the process was working effectively in terms of school improvement and challenge.** Ms Jones stated that it was and the HR group was discussing how it would work going forward. Mrs Ridgewell stated that the success of the process was often dependent on the schools in the triad and they needed to ensure there was a balance. Ms Jones stated that it was easier to work with schools in the Trust and there was more scrutiny and were more open with what was not working so well.

## **6. Local Governing Body Business**

### **a. To Consider the Appointment of Local Governor – Luke St Clair**

This item was deferred until the next meeting.

### **b. Governor Visits**

Ms Webb reported that she had undertaken a health and safety walkthrough with a classroom and storage space focus. She stated that overall, the school had been clean, tidy and safe with a couple of untidy cupboards, but these were not unsafe. Ms Webb highlighted that the classrooms were very tidy. She stated that they had also discussed processes, which were working effectively.

### **c. Training and Development**

There was no training reported.

### **d. Skills Audit**

The anonymised results of the skills audit had been circulated to the local governing board. Mr Jowett highlighted that there were no major weakness/area for development. He highlighted that where scores were slightly lower there were suggested modules on the NGA Learning Link to support development. Mr Jowett would share individual scores with Ms Webb. Ms Webb stated that she was pleased with the level of confidence on challenge and understanding data and equalities on the return. Mr Jowett asked governors to let Ms Webb know if there was any CPD that would be useful for the whole governing board. He highlighted that there was also external training through the LA and TMET.

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

### **a. Charging policies**

The Charging Policy had been circulated to the governing board. It was highlighted that this was a Trust policy so was just for information. Mrs Ridgewell would add wording on peripatetic music lessons into the Trust policy.

## **8. Finance Updates**

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

Mr Bott reported that they were in the process of putting together the CIF bids with Barkers. He explained that they would include the Ark roof and cladding and Saxby windows and Mr Thorpe had showed them round the buildings. Mr Bott explained that Barkers would put the bid together, which would be reviewed by Ms Jones, Mr Thorpe, Mrs Thorpe and himself before being submitted to the DfE. He stated that they would hopefully know if they had been successful by March 2022.

Mr Jowett explained that they were also looking at a sustainability action plan across the Trust.

### **b. Budget report**

The budgeted report had been circulated. Mr Bott explained that this was the financial position at the end of November. He stated that there would be an outturn in January/February and then in May. Mr Bott stated that there were no issues to report.

Mr Jowett explained the Trust process for scrutiny to the local governing board.

Mr Bott explained that there had been more income this month due to the teachers' pay and pension grant on nursery children (£10-12,000). Ms Jones explained that this income had been spent on decodable phonics books to ensure that they had enough sets.

***Q (NA): Could you explain the overspend in the agency staff cost centre?***

Mr Bott explained that this was linked to the high number of SEND children and the use of agency staff for 1:1s. He stated that income for SEND should also go up but there was a lag in terms of spend and funding. Ms Jones stated that they were covering absences. Dr Allsopp asked whether this was a pattern for this time of year. Ms Jones stated that it was higher this year.

***Q (NA): Could you explain the overspend in staff development?***

Mr Bott explained that it was likely that there had been an annual contract payment for this month, and this would even out over the year. Mrs Cooper highlighted that the child protection training had taken place, and this was a high once a year cost.

Mr Bott explained that November was always a heavy month in terms of expenditure as it was the only full month in school during the autumn term and a lot of annual contracts came during November. He stated that they also back dated the increase in pay following performance management.

## **9. GDPR Briefing**

Mr Bott explained that all 4 schools in the Trust now had the same DPO. He stated that documents had been circulated to ensure that governors were aware of their responsibilities in terms of GDPR. The governing board discussed FOIs and subject access requests and support from new DPO.

All governors present confirmed that they had read the circulated GDPR documents.

***Dr Allsopp asked whether a report would be received.*** Mr Bott explained that they were getting everything set up on a new portal and this would allow them to create reports.

## **10. Safeguarding**

Mrs Cooper explained that staff had received online Prevent training.

## **11. Health and Safety**

There were no further health and safety updates.

## **12. Attenborough Learning Trust**

### **a. Trust Code of Conduct**

Mr Jowett explained that a Trust code of conduct for governors had been discussed at the Chairs/Vice Chairs of Governors catch up. He stated that he and Mrs Ridgewell had put one together based on the NGA model with Trust specific points included. Mr Jowett explained that the draft code was being taken to each LGB for questions or comments.

***Dr Allsopp asked how often it would be reviewed.*** Mr Jowett explained that it would be reviewed by each board annually and all new governors would be given a copy as part of the induction process.

Ms Webb highlighted that the inclusion of the Nolan principles was very positive.

The governing board agreed that it was useful and a positive document. Mrs Cull highlighted that it would be useful to see before becoming a governor. Mrs Bosworth highlighted that it would be useful alongside the skills audit.

The governing board agreed to the code of conduct.

### **Ofsted**

Mrs Ridgewell provided the governing board with a short briefing on Ofsted and took them through timeframe, process, governance, and the framework. She highlighted the role of governors and the importance that they knew the school well particularly in terms of safeguarding, curriculum development and support for the SLT in school.

Mrs Ridgewell highlighted the training available but noted that the most productive and supportive thing would be to work alongside SLT to visit the school to look at a curriculum area. Mr Jowett highlighted that Uplands Infant School were having a governor open day where governors meet with subject leaders and provide them the opportunity to talk about their subject. He suggested a similar process.

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

There were no documents to bring to the governing board.

### **14. Any Other Business**

There was no further business.

### **15. Date of Next Meetings**

- 7th February 2022
- 4th April 2022
- 23rd May 2022
- 4th July 2022

### **16. Staffing**

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

Signed ..... 7<sup>th</sup> February 2022