

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 23rd May 2022 at 4pm

Present

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

In attendance

Jane Ridgewell – CEO, ALT
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 Nick Allsopp.

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 – 4th April 2022

The minutes of the meeting held on the 4th April 2022 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

- Items 11 and 12 – Ms Webb had conducted the safeguarding visit and health and safety visit and will report on both at this meeting.

5. ALT School Review

Mrs Ridgewell explained that the Trust had been through the process of reviewing all schools over past couple of months. She explained the process for the review and highlighted that they had worked with the SLT and selected a range of foci from the SEF summary to quality assure. Ms Jones explained that they had reviewed all the statements from the SEF and reworded some of these to improve them. She stated that there had been a lot of focus on the curriculum, reading and early reading in particular. Ms Jones stated that this was due to Ofsted but also to ensure that the provision and books were right for the children, they had the opportunities to read in groups, individually and at home fostering the love of learning and reading. She explained that Foundation Stage had been an area of development and changes had been made over the last few years and they wanted to ensure they were where they thought.

Mrs Ridgewell thanked the school for their flexibility and support in planning for the day. She explained the structure of the day. Mrs Ridgewell explained that the strengths

in practice had been the work on designing and reviewing curriculum offer for the children. She stated that the work on the reading curriculum was a particular strength. Mrs Ridgewell explained that some things to think about were science curriculum. She stated that the provision was good but perhaps not as tight, but they had only looked at a sample.

Mrs Ridgewell highlighted that the school's work to establish the curriculum, with a smaller group involved, meant the ownership was tight. She stated that as they moved to implementation, they needed to ensure that this ownership moved to the subject leaders. Mrs Ridgewell noted that she knew that the SLT had started to work on this. Mrs Ridgewell highlighted that they had spoken with children as part of the review and they had indicated that they felt safe, and their wellbeing was looked after. She stated that they had talked positively about the values of the school and were confident that any issues would be sorted out. She stated that it was a very positive review.

Q: Who created the statements?

Mrs Ridgewell explained that they were taken from the school's SEF written by Ms Jones and the SLT. The SEF was explained to the governing board.

Q: Was data reviewed as part of the review process?

Mrs Ridgewell explained that the review was about quality assuring the statements in the SEF. She highlighted that data was an issue as there was no National data since 2019 and schools did not know the full impact of the pandemic until the SATs results were released. The governing board discussed the sharing of internal data. Ms Webb highlighted that the data shared at the Trust's standards committee showed a similar pattern at the 2 primary schools. Mrs Ridgewell highlighted that it would likely be a similar pattern to 2019 having seen internal tracking data. She highlighted that training and curriculum work in EYFS should also have an impact.

Q: What measures were you were taking in response to the report?

Ms Jones highlighted that in relations to the statements that were partially agreed with (re discrimination), they had put in place, through the Jigsaw scheme, more explicit teaching on discrimination and linking in assemblies as well. She stated that they would include more use of specific words and provided some examples. Ms Jones also highlighted that in terms of subject knowledge, the subject coordinators were working on this, and this was supported by governors' questions at the governor curriculum day.

Q: How did you find the review process?

Ms Jones stated that it had been positive, but hard work. She stated that they did already talk to the children and watch lessons, but this was more formal. Ms Jones stated that it validated what they thought and also provided points for improvement.

Q: Were you involved in other school's reviews?

Ms Jones stated that she had gone to Uplands Infant and Mr Cheetham had gone to Highfields.

Mrs Ridgewell explained that when planning for next year, schools had increasingly found that they were not getting what they wanted from the School Improvement Leicester (SIL) system. She explained that the initial buy-in had been 3 years and

having discussed it with the Headteachers they felt that as a Trust they could provide the support and monitoring internally. Mrs Ridgewell highlighted that they would also be able provide the connection between the activity, which is not what they had now with the termly visits. Ms Webb agreed, and she thought that it would assist in sustained improvement.

Q: How will the Trust continue to engage with the wider city? This was a point made when the Trust formed.

Mrs Ridgewell explained that they had with other schools who will also be involved. She also highlighted that she was still an NLE and supported schools outside of the Trust. She highlighted that the leaders also continued to attend networks and DG groups. Ms Webb stated that she knew that Dr Allsopp was keen for the MAT to remain part of the city and was not inward facing. Mrs Ridgewell stated that they were conscious of this and they wanted to continue to work alongside other schools, but it had to be useful and use staff time effectively. Ms Jones highlighted that not all schools were as engaged with the SIL process as others.

6. Governor Visits

a. Governor Curriculum Afternoon

The governor curriculum afternoon took place on the 18th May. Governors were provided with an introduction to the curriculum and how it had been designed and then split into groups.

Mrs Cull reported that she had visited Year 1 who were doing geography. She stated that the pupils had been very positive and had lots of ideas. She stated that they had loved showing them their books. Mrs Cull highlighted that the pupils had a strong sense of where they had come from and where going to in terms of the subject. She stated that they had spoken to the subject lead about geography and discussed how it linked to the everyday world and use of maths and English in all subjects.

Ms Webb and Ms Jones had visited year 3 music. Ms Webb stated that it was well-structured and engaging. She stated that the pupils had explained complex concepts. Ms Webb explained that they had also visited year 2 art and spoken to 6 children out of the class. Ms Jones explained that they had talked to a mix of less able and more able children. She noted that the pupils loved the 'Wow-day.' The governing board discussed asking the children the right questions.

Mrs Mangera reported that she had visited year 5 who were doing history. She explained that it had been a very practical lesson with children moving around the tables. She highlighted that the children had been very involved, attentive and focussed. Mrs Mangera explained that they had talked to 3 children and looked at their work. She stated that they had explained what they done and referred back to the start of the year. Mrs Mangera also highlighted that they had articulated how the work linked back to year 4.

Mrs Bosworth explained that she had watched the year 1s with Mrs Cull. She stated that Mr Cheetham had explained the use of Jigsaw and the curriculum thread through the school. She then explained that she and Dr Allsopp had discussed computing with Mr Cooper. Mrs Bosworth highlighted that she felt much more confident about being able to talk about the curriculum.

Dr Allsopp had sent in his comments following the visit. Ms Webb highlighted some key points:

- The curriculum maps, discussion on process and progression statements had been helpful.
- Curriculum is not shared with secondary, so we don't know what happens when children move on except anecdotally.
- How could we share the curriculum as good practice?

Mrs Ridgewell highlighted that it was important that schools had permission to develop their own curriculum. She stated that there were benefits of finding strengths and sharing. Mrs Ridgewell explained that the ALT Headteachers had brought their maps and plans together at a recent meeting and the curriculum leads had also shared them previously. She explained that the best curriculum for the school was the one that met their needs and played to the strengths and interests of the staff delivering it. Mrs Ridgewell explained that the process of the putting the curriculum together was what could be shared.

Ms Webb highlighted that it had been lovely being in school and seeing the children in class. She highlighted that they had observed a calm and productive classroom environment.

7. Attenborough Learning Trust

a. Sustainability Strategy

Mrs Ridgewell explained that the Trust had developed a sustainability strategy. She explained that the strategy looked to deliver some measurable outcomes and deliver on the sustainability philosophy. Mrs Ridgewell explained that there were actions on transport, energy, estate, resources – purchase and disposal, economy and policy framework, behaviour change (crucial) and connecting curriculum to sustainability. She stated that the strategy would be shared.

ACTION: Clerk

Mrs Ridgewell explained that the next steps were for a key group of stakeholders from each school including governor reps get together to look at and the strategy would be delivered in each school. She stated that she would continue to share updates.

Cont. Item 6. Governor Visits

b. Safeguarding (Jo Webb)

Ms Webb reported that she had undertaken a safeguarding visit and used a prompt sheet from The Key. Another visit would be arranged this term.

ACTION: JW/RJ

c. Health and Safety (Jo Webb)

Ms Webb reported that she had undertaken a health and safety visit and took governors through the key points. She highlighted that there were clear changes from the last visit. Ms Webb explained that the stress audit would also be sent out. Mrs Cooper highlighted that Mel Thorpe had the data.

Reports from the visits would be shared.

ACTION: JW

8. Plan for Curriculum Lead Presentations

The governing board discussed how best for the governors to hear about the curriculum and leads – presentations in meetings or governor days/morning/afternoon. Mr Cooper highlighted that for staff a visit would be easier to prepare for and not

generate additional work and stress. Ms Jones also highlighted that with presentations, governors would not see the children, classrooms, etc. Ms Cull also highlighted that it would be useful for governors to see a 'spectacular' at the end of the topic to support governor knowledge.

Following a discussion, it was agreed that there would be a curriculum afternoon 3 times a year linked to a 'spectacular' at the end of a topic if possible. A separate visit/presentation would take place for English and maths.

9. Local Governing Body Business

a. Training and Development

Ms Cull and Mrs Bosworth reported that they were attending Ofsted for Governors training.

b. Governor Recruitment

It was agreed to remove this item.

ACTION: Clerk

10. Review of Policies, Procedures and Publications

a. Assessment Policy

The assessment policy had been circulated. Ms Jones reported that they had reviewed and consolidated the content of the policy. The governing board approved the policy.

b. Attendance Policy

The attendance policy had been circulated. Ms Jones reported that they had reviewed and consolidated the content of the policy. Mrs Cooper highlighted that the policy reflected current practice. The governing board approved the policy.

11. Finance Updates

a. Outturn

The outturn had been circulated to the governing board.

b. 22/23 Budget

The 2022/23 budget and commentary had been circulated to the governing board.

Q: Was the supply staff because of maternity cover?

Mr Bott explained they had taken on SEND TAs from supply onto contract to retain good staff. He stated that they were trying to recruit as many as they could for September. Mr Bott explained that they would have a clearer picture in September.

Ms Webb noted the changes to SEND funding as explained in the commentary was stark. Mr Bott explained that this year the funding was looking ok but they needed to be aware of funding changes in SEND and the impact. Mr Bott highlighted that there were too many variables to be too concerned about the following years, but they would monitor this as they went through the year.

Ms Webb noted the primary admissions figures and that some schools in the city had seen a drop which would mean a financial challenge. Mr Bott highlighted that the school were always oversubscribed, which was positive. He highlighted the work to increase F1 numbers including the 30 hours provision and mid-year intake. Mrs

Cooper highlighted that there were over 100 children on the waiting list across years 1-6.

Ms Webb highlighted the increase payment to the Trust. Mr Bott noted that this was included in the commentary and this year it would increase from 3.7% to 4.05% and then increase to 4.3% the following year onwards.

The governing board agreed the 2022/23 budget as presented.

c. CIF Bids [Standing Item]

Mr Bott reported that none of the bids submitted by the school scored highly enough to be awarded. He stated that 5 bids had been submitted across the Trust and only 1 had been awarded at Uplands Infant. Mr Bott highlighted the frustration due to the amount of work that had gone into them. He stated that the feedback from the DfE had been that more information was needed on costing and sustainability (a new thing). Mr Bott stated that they would not be using the same company for the bids going forward but the bid was strong. He highlighted the need to secure a long-term lease for the Gopsall building so they could submit bids. He stated that they would also discuss whether to go again with the Ark bids.

12. Safeguarding

Mrs Cooper reported that the new KCSIE 2022/23 was published on Friday and would come into force September 2022. She highlighted that one big change was that training for governors was now statutory and needed to be regularly reviewed. She stated that they would have to build this in next year.

13. Health and Safety

There was nothing to report.

14. Documents Received by the Chair of Governors

Ms Webb stated that there were no documents to report on. She highlighted that she would be attending the LA chairs of governors meeting on the 7th June.

15. Any Other Business

ICT Disposal

Mrs Cooper explained that as part of the de-clutter exercise in school they had a number of devices to dispose of. It was confirmed that this would be done in an environmentally and data secure way. The devices would also be taken off the inventory. The governing board agreed to the disposal.

16. Date of Next Meetings

- 4th July 2022

17. Staffing

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

Signed Date: 4th July 2022