

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 27th September 2022 at 4pm

Present

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

In attendance

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

1. Election of Chair of Governors

The local governing board elected Ms Webb as Chair of Governors for the 22/23 academic year.

2. Election of Vice Chair of Governors

The local governing board elected Dr Allsopp as Vice Chair of Governors for the 22/23 academic year.

3. Apologies for Absence

Apologies were received and accepted from Fatima Mangera.

4. Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted. For transparency purposes:

- Ms Webb declared that she had paid childcare vouchers for after school provision for her daughter and was in credit when she left the school (£60) at the end of last academic year. No one at the school received any material benefit.

5. Register of Interests

The register of business interests for 2022/23 had been completed by those present and countersigned by the Chair. These would be kept in school for audit purposes.

6. Confirmation of the Minutes of the Last Meeting – 4th July 2022

The minutes of the meeting held on the 4th July 2022 had been previously circulated to all governors and were taken as read, confirmed, and signed as an accurate record.

7. Matters Arising from the Minutes

There were no matters arising not already included on the agenda.

8. Local Governing Body Business

a. Review of Governing Body & 2020/21 Action Plan

b. Action Plan 2021/22

Ms Webb asked the governing board whether they found the action plan useful and were there any actions to focus on. Following a discussion, the following was highlighted:

- Frequency of visits and attendance at school events
- Training
- Governor focus linked to the school priorities – writing and reading across year groups and disadvantaged pupils/pupil premium

Ms Webb would draft the action plan and circulate it. The plan would be reviewed this time next academic year.

ACTION: JW

Ms Webb stated that it would be useful to have focus days, as governors had last year where they met with staff and children. Ms Jones explained that the school would have 3 reviews this year undertaken with the Trust, which governors could link in with. Governors agreed that this would be a good idea and 1 or 2 governors would attend each review over the year. The reviews were:

- 27th October – Mrs Cull would attend
- 7th March – Dr Allsopp would attend
- 17th May

Ms Jones explained the process for the reviews and what was involved.

c. Governor Roles and Responsibilities

The following link roles were agreed:

Safeguarding	Jo Webb
SEND	Fatima Mangera
Health & Safety	Jo Webb
Finance	Kassam Mohamed
Pupil Premium and Sports Premium	Emma Cull and Nick Allsopp
Mental health	Emma Cull
Anti-bullying	Michael Cooper
Early Years	Fatima Mangera and Jenny Bosworth

d. Governor Visits

- Ms Webb would arrange safeguarding and health and safety visits.
- ACTION: JW***
- Mrs Cull and Dr Allsopp had arranged a pupil premium and sports premium visit.
 - Mrs Bosworth would arrange an EYFS visit before Christmas

e. Governor Code of Conduct

Ms Webb drew attention to the governor code of conduct which had been circulated to all governors. Ms Webb took the governors through the code of conduct in detail. The governing board agreed to the document.

f. Training and Development

- Ms Webb reported that she had undertaken Health and safety leadership through her work.
- Safeguarding training would be discussed under item 12

- Governors had received training information circulated by LA Governor Services

9. Arrangements for the Headteacher Performance Management

It was agreed that Ms Webb, Dr Allsopp and Mr Mohamed would undertake the Headteacher performance management, and a date would be arranged with Jane Ridgewell.

ACTION: RJ/JW

10. Arrangements for Pay Committee

Dr Allsopp, Mrs Cull and Mrs Bosworth would sit on the pay committee which would take place on the 24th October.

11. Review of Policies, Procedures and Publications

- **Online Safety Policy**
- **Acceptable Use Policy – no changes**
- **Safeguarding and Child Protection Policy – changes highlighted in yellow**
- **Sexual Violence and Harassment Policy – new LA model policy**

Mrs Cooper explained that due to the emphasis in the new KCSIE the online safety policy had been put together replacing the e-safety policy.

Q: Was the online safety policy an LA model one?

Mrs Cooper explained that it had been taken from The Key and amended to suit the school. She stated that it covered everything from KCSIE.

All policies were approved by the governing board.

12. Safeguarding

a. Training

Mrs Cooper took the governing board through the safeguarding training delivered to staff on the inset day.

Q: Were online safety and mental health big issues in school?

Mrs Cooper explained that they were national issues. She highlighted that the children were online all the time. She stated that they knew what to do online but they did not always practice it. The governing board discussed online safety.

Q: Were there any particular concerns this year in terms of safeguarding?

Mrs Cooper stated no. She highlighted that all staff training was up to date.

It was highlighted that governors should read KCSIE parts 3 and 4.

ACTION: All Governors

Mrs Cooper explained that the advice regarding governor training was that the school-based training was not sufficient as it did not cover the strategic element of their role. The governor training options were highlighted:

- Safeguarding for Governors on Teams (LA)
- National College online module (Amanda Bailey would send out to governors)

ACTION: All Governors to complete training

b. Safeguarding Audit/Report

The report had been circulated to the governing board and noted.

13. Staffing

Ms Jones took the governing board through the changes to staffing. She highlighted that the new admin attendance officer had already made a big difference in chasing up absence. Ms Jones also highlighted that adverts for before and after care workers went out this week.

14. Finance Updates

Mr Bott explained that the school had finished the financial year with an end of year surplus of £38,638 (revenue) and a carry forward deficit of £39,000 (capital). A further £9000 would be received in capital this year, which would leave a deficit of £30,000.

Mr Bott explained that grants had been received in March which had not been budgeted for (100,000 on top of what was expected).

Q: What was this spent on?

Mr Bott explained that it was the health and social care grant, which had gone into the budget and SEND which had been spent on SEND provision. He explained that the SEND payment was the umbrella payment for the transition into the new funding formula.

Q: What about the teachers' pay rise?

Mr Bott explained that the projected figures for ECTs and M2 to be on £30,000 by next year would mean an 8% increase. He stated that they had been informed in May that other teachers would receive 3% and the Government had currently agreed 5%. Mr Bott also explained that they had budgeted 2% for support staff pay increase and the unions were currently refusing a one off payment of £1925 for everyone (which would be 10% for TAs).

Q: Had the changes to SEND funding started?

Mr Bott explained that it started in September, and they had received the umbrella payment. He highlighted that the SENCo had done a good job with the funding applications.

Mr Bott explained that the Government cap on energy and utilities now included public sector and schools. Mr Thorpe explained that the new figures would be received in March. Mr Bott highlighted that they were looking to move over to the ESPO framework for energy.

a. CIF Bids [Standing Item]

Mr Bott explained that only Uplands Infant had been successful with the CIF bids.

Q: Was any work carried out over the summer?

Mr Bott explained that nothing major was carried out. He explained that they had instructed a new company in relation to the CIF bids who would undertake a structural engineering survey on the Ark and then they could move forward. Mr Bott also highlighted that once they had a long lease on Gopsall they would be able to submit bids for the building. This was still in negotiations.

15. Health and Safety

- Mr Bott reported that the school had achieved 89% in the health and safety audit.
- The school was waiting for a quote to fix the fence after a car crashed into it. This would be paid for by the insurance company minus excess.
- Mrs Cooper had undertaken a swimming monitoring visit which was noted by the governing board.

16. Attenborough Learning Trust

- Ms Jones explained that Charnwood Primary School were currently consulting stakeholders in relation to joining the Attenborough Learning Trust.
- Ms Jones explained that the ALT schools were no longer part of SIL and the triad work. The Trust would undertake reviews in all 4 schools instead.

Q: Would staff be involved in reviewing other schools? As part of staff development?

Ms Jones explained that they would, and some had already been involved in the review at Highfields. She stated that it had been very valuable and was validation for their work.

- Ms Webb explained that there had been a Chair of Governors catch up on the 13th September and she took the governors through the agenda.
- Ms Jones explained that she had attended the sustainability forum
- Mrs Cooper reported that 2 members of staff went to latest Trust board meeting to talk about safeguarding and SEND, which had been very positive.

17. Documents Received by the Chair of Governors

Ms Webb reported that there were no additional documents not already circulated.

18. Any Other Business

Mrs Cull asked for an update on the discussion at the July meeting about supporting families with applications for the Household Support Fund. Mrs Cooper explained that she had spent a day in holidays and the majority of applications had been successful. She explained that families had been emailed about the half term provision for FSM families and the closest centre providing the support was Evington leisure centre, which was too far and would not be utilised by the school's families.

19. Date of Next Meetings

- 24th October 2022
 - SACRE determination renewal
Ms Jones would send out the consultation in the next couple of weeks
ACTION: Agenda Item
- 21st November 2022
- 6th February 2023
- 27th March 2023
- 22nd May 2023
- 3rd July 2023

Signed 24th October 2022