

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 21st October 2019 at 4pm

Present

Rhian Jones – Headteacher
Lee Jowett – Local Governor (Chair)
Jo Webb – Local Governor
Susan Hind – Local Governor
Kassam Mahomed – Local Parent Governor
Muhammad Hoque – Local Parent Governor

In attendance

Penny Cooper – Deputy Headteacher
Tom Bott – Business Manager
Robyn Cooper – Clerk to the Local Governing Board

1. Apologies for Absence

Apologies were received and accepted from Prof John, Mrs Bosworth and Ms Hamid.

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.

3. Election of Vice Chair of Governors

Ms Webb was unanimously elected Vice Chair of Governors for the 2019/2020 academic year.

4. Confirmation of the Minutes of the Last Meeting – 16th September 2019

The minutes of the meeting held on the 16th September 2019 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

5. Matters Arising from the Minutes

Item 5 Register of Interests

- The Clerk was still seeking clarification on the date of governor appointments, but it was likely to be from the election date or appointment at an LGB meeting rather than the date of agreement by the Trust Board.

Item 7 Matters Arising

- Mr Jowett would arrange a safeguarding visit for this term.

ACTION: LJ

Item 10 Local Governing Body Business

- Mr Jowett stated that most governors had provided their skills audit and would send a reminder email to those who had not.

ACTION: LJ

- The review of the action plan for 2018/2019 had been uploaded onto the website.
- Mrs Cooper had circulated part 1 of Keeping Children Safe in Education to the governing board.
- The job descriptions for link governors had been circulated.

Item 11 Arrangements for Headteacher Performance Management

- Mr Jowett would pick up the arrangements for Headteacher's Performance Management and Pay Committee.

ACTION: LJ

Item 13 Review of Policies, Procedures and Publications

- Mr Jowett would arrange to undertake a swimming spot check.

ACTION: LJ

6. RSE

Ms Jones informed the governing body that the local schools had met as a Development Group and all the Headteachers were keen to do work together to develop a common RSE policy and curriculum across the Group. She explained that they were meeting on the 5th November and would start to put together the objectives for each year group.

Mohammed Hoque joined the meeting

Ms Jones explained that following the work on the policy and curriculum governors would be involved and they would look at starting the parent consultations in the spring term. She stated that they would look at putting joint meetings on across schools.

It was agreed that RSE would be a standing item on the agenda.

ACTION: Agenda Item

7. Local Governing Body Business

a. Training and Development

There was no training to report.

b. Governor Roles and Responsibilities

The following link roles were agreed:

- Safeguarding – Lee Jowett (Susan Hind Vice-Link Governor)
- Maths – Nazma Hamid
- Literacy – Susan Hind
- LAC – Lee Jowett
- SEND – Susan Hind
- Sports Premium – Muhammad Hoque
- Finance – Kassam Mahomed
- Pupil Premium – Jo Webb
- Computer – Robert John
- Early Years – Jenny Bosworth
- Science – Jenny Bosworth
- Anti-Bullying - Kassam Mahomed
- Health and Safety – Jo Webb

Mr Jowett would circulate the proforma for school visit reports.

ACTION: LJ

It was suggested that a finance visit and pupil premium visit should take place before the end of term.

ACTION: KM and JW

Suggested visits for the spring term would be reviewed at the next meeting.

ACTION: Agenda Item

c. Governor Code of Conduct (enclosed)

The local governing board reviewed and adopted the Code of Conduct at the last meeting. Mr Jowett asked governors to consider what made a good governor and examples of bad governance:

Good

- Asks questions, hold the school to account (challenge and support - critical friend), strategic focus, attends training, undertakes visits, approachable, corporate body, understanding of policy and procedure (signposting), understanding of confidentiality, respectful of others on the LGB, focus on the best decisions for the school, help shape strategic direction and a champion of the school.

Bad

- Personal focus, operational, mirco-business, unprepared/does not read paperwork, invisible and on the LGB for personal gain.

Ms Webb drew governor's attention to the Nolan Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Ms Jones highlighted the importance of accountability and procedures for if something goes wrong. The local governing board discussed the role of the Trust. It was highlighted that the Whistleblowing Policy was in place and this would be circulated.

ACTION: LJ

d. Skills audit and recruitment of Associates

Mr Jowett would circulate the analysis of the skills audit results. He presented the results of the audits so far from 6 governors' responses and highlighted the following:

- The lowest score was 'experience of chairing a board/governing board or committee' which was an average of 2.
- A few areas had an average of 3 including experience of governance in another school or sector, experience of change management, financial planning and HR, experience of inspection and oversight and review of governance structures.

Mr Jowett suggested that other governors could be given the opportunity to chair a meeting to provide more experience. The governing board agreed that this was a good idea going forward.

The governing board agreed to continue with the flat model of governance as it was working well. Ms Webb highlighted that governance had improved since moving to the no-committee structure and governors were more informed. Mrs Hind agreed, particularly in relation to knowledge of finance.

Mr Jowett suggested training on HR and finance. Mrs Cooper suggested that a session on the Ofsted process would also be beneficial. Ms Webb asked if there was likely to be an Ofsted inspection soon. Ms Jones stated that it was unlikely in light of the school's very good results last academic year. The governing board discussed the process for an inspection and how Outstanding schools were selected. Mr Jowett would contact the other 2 Local Chairs in the Trust and suggest a joint session on the new Ofsted framework. Mr Jowett would contact Jane Ridgewell.

ACTION: LJ

Mr Jowett would circulate the board two recent Ofsted reports from city academies for information.

ACTION: LJ

8. Review of Policies, Procedures and Publications

a) Safeguarding and Child Protection Policy including Safeguarding Quiz

The safeguarding policy had been circulated to the governing board. Mrs Cooper explained that the policy was the model from the LA, and she had highlighted all changes in yellow and school additions highlighted in blue. She explained that the changes reflected the new KCSIE and took the board through the changes. The following was highlighted:

- The Single Central Record would be audited termly by the Chair of Governors.
- Mrs Cooper informed the governing board that they had added domestic violence, awareness of drug use in local area and difficulties in accepting disabilities in the child into the local priorities section.
- The whistleblowing policy was included as an appendix and this was shared with staff each year.

The governing board agreed to the policy subject to amendment on HR provider (page 50).

The safeguarding quiz had been circulated to governors to complete for the next meeting. The clerk would contact absent governors.

ACTION: All Governors /Clerk

The training session including the safeguarding update, School Improvement Plan, health and safety and curriculum overview would take place on 31st October from 12:30pm – 3pm lunch to start. Mr Jowett would circulate the details to all governors.

ACTION: LJ

9. Finance Updates

Mr Bott provided the following update:

- Trust wide financial forecasts would come in January and April as the financial year was September to August.
- The finance audit had just taken place and the school received a substantial assurance grading, which was encouraging for the Trust and the school. Mr Bott explained that once the report was finalised, Mr Jowett would receive a copy and then it would be discussed in more detail at a future meeting. It was suggested that the actions from the audit would be discussed with the finance link governor as part of a visit.
- Mr Bott stated that the school could start to look at potential projects to invest in with the carry forward. He stated that they were looking at the school library and upgrading the Gopsall playground. Mr Bott stated that he was meeting with Dave Nimmo to start look at companies and then would bring quotes and ideas back to the LGB. He stated that any LGB involvement was welcome.
- Mr Jowett asked whether the work on the fire doors had been completed. Ms Jones stated that the work was complete but there were still some snagging issues. Mr Bott stated that he was meeting with the LA about covering the cost for the work. He stated that smoke alarms had been installed. The additional work from the fire assessment would form a SIF bid.

10. School Improvement Leicester

The reports from the triad meeting had been circulated to the local governing board. Ms Jones explained that she had attended meetings at the other two schools since Sparkenhoe's meeting. She highlighted that it had been positive to have an external SIP to chair the meeting, however they were new to the school. Ms Jones stated that moving forward, Jane Ridgewell may take this role as CEO or the Trust could appoint their own School Improvement Partner. She highlighted that she had attended the meeting.

Ms Jones explained that as an action from the meeting, she would look at Foundation Stage settings in other schools. She explained that there had been changes made in Foundation Stage this academic year as they looked to embed a more child centred curriculum. Ms Jones stated that Highfields was suggested due to their high GLD.

Q (JW): Had anything been identified with the other school in the triad that could support the school?

Ms Jones explained the position of the other school, and that there was an acting Headteacher currently in place so would likely need support from the two other schools.

11. Attenborough Learning Trust

Ms Jones reported that the speech and language project had started and explained what was involved. She stated that further training would take place for staff later in the year.

12. Documents Received by the Chair of Governors

There had been no documents received.

13. Any Other Business

- Mr Jowett thanked the school on behalf of the local governing board for how they dealt with a recent police incident involving one of the school's families.

14. Date of Next Meetings

Meetings for 2019/2020

- Monday 18 November 2019
- Monday 16 December 2019
- Monday 10 February 2020
- Monday 16 March 2020
- Monday 11 May 2020
- Monday 22 June 2020

Forward plan

November: Headteacher report and SIP

December: Assessment data

Signed.....



.....18th November 2019