

---

# SIDEGATE PRIMARY SCHOOL

---

## Sidegate Primary School Local Governing Body

### Full Governing Body Meeting - 20th February 2018 - 5.30pm

#### **Key elements of governance:**

- With the leadership of the school, establishing and sustaining the culture, climate, ethos and values of the school.
- Taking a clear role in holding the leadership of the school to account with regard to standards, i.e. knowing how the school compares against similar schools and nationally. Particular importance should be placed on levels of progress and attainment for all pupils generally, and vulnerable groups in particular. All governors should be aware of the standards achieved and through appropriate challenge of the leadership of the school, what is being done to continue to improve them.
- Ensuring that the school's financial management is robust, achieves a high level of value for money and complies with all audit requirements. This is public money and governors need to assure themselves that it is being spent appropriately and efficiently.
- Beyond the above, there are further responsibilities that need to be met by the LGB. They include:
  - Ensuring all Health and Safety requirements are adhered to;
  - Safeguarding and child protection;
  - Staff welfare;
  - How special education needs are met, including those of gifted and talented pupils;
  - Contributing to the performance management of the Head/Principal.

**Remember: Outstanding governors ensure an appropriate balance between strategic role and the operational role of the head and avoid getting drawn into parochial issues.**

**Rules for membership:** The committee shall consist of a **minimum** of **four** governors which will include the Headteacher.

**Quorum:** The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.

<b>Chair of the Committee:</b>	Ed Dewson	<b>Clerk to the Committee:</b>	Toni Cornish
--------------------------------	-----------	--------------------------------	--------------

**Attendees**

<b><u>Name</u></b>	<b><u>Governor Type - Trust/Parent/Staff/Associate</u></b>	<b><u>Present/Apologies/Absent</u></b>
Ed Dewson	Trust (Chair of Governors)	Present
Matthew Ferrier	Associate	Present
Mary Hallett	Trust	Present
Danny Howden	Staff	Present
Wendy James	Headteacher	Present
Natasha Moreno-Roberts	Parent	Present
Tim O'Keefe	Parent	Present
Helen Quantrill	Associate	Present
Heather Valentine	Staff	Apologies
Karen Wesley	Trust	Present
Steve Wildon	Trust	Apologies
Anna Heaven	Observer	Present

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees and Apologies - All <b>5.30pm - 5.35pm</b>	<p>Governors formally noted the resignation of SW at the end of the academic year. ALT are responsible for the appointment of Trust Governors and they are currently awaiting approval from the DfE before appointing any further Trust Governors.</p> <p>SW is also Vice-Chair therefore ED proposed NMR to take over which was seconded by DH seconded. NMR accepted the position.</p> <p>Apologies were received from SW and HV.</p>	
2	Minutes of Last Meeting and Matters Arising - All <b>5.35pm - 5.40pm</b>	<p>The minutes and matters arising from the meeting held on 5th December 2017 were approved as accurate.  <a href="https://docs.google.com/document/d/1xJydXTTCtEaOkzbpcRbuwrBkVBi-CRfxoXtzHoOgHgs/edit?usp=sharing">https://docs.google.com/document/d/1xJydXTTCtEaOkzbpcRbuwrBkVBi-CRfxoXtzHoOgHgs/edit?usp=sharing</a></p> <p>Summary of matters Arising  <a href="https://docs.google.com/document/d/1P9OfGa1EnpXpaMIJX_JMtFohxxNuwbmObPWCHYEc8aE/edit?usp=sharing">https://docs.google.com/document/d/1P9OfGa1EnpXpaMIJX_JMtFohxxNuwbmObPWCHYEc8aE/edit?usp=sharing</a></p> <ul style="list-style-type: none"> <li>● TOK confirmed he now has access to ASP.</li> <li>● NMR will forward diagram to Gary as agreed.</li> <li>● Governor training was found to be very useful. Training requirements for the summer term were discussed and it was agreed training on fundraising and access to grant funding would be useful. SWISS Governor training highlighted how Suffolk County Council employees can look at ways to apply for grants/funding. WJ recently attended the Ipswich Opportunity Area Group meeting and spoke about exploring funding as a Trust although recognised the biggest part is writing a successful bid. Governors discussed training requirements and the below areas for understanding were identified:- <ul style="list-style-type: none"> <li>○ Special Needs - what determines special needs and the criteria for determining.</li> <li>○ Funding from school budget.</li> <li>○ High Tariff Needs funding.</li> <li>○ Awareness of SEN funding, expectations and needs of children.</li> </ul> </li> </ul> <p>It was noted that a data training session is planned for September.  Suggestions for the next Governor training session included:- <ul style="list-style-type: none"> <li>● NGA unit - Resources “making the most of what you have got”.</li> <li>● NGA unit - Role of SEND Governor.</li> </ul> </p>	<b>Governors to forward further thoughts on training to ED by the end of the week.</b>
3	Pecuniary and other interests - All <b>5.40pm - 5.45pm</b>	<p>Declaration of Pecuniary and Other Interests with regard to items on the agenda.</p> <ul style="list-style-type: none"> <li>● There were no interests declared.</li> </ul>	

4	Chair's Actions - ED <b>5.45pm - 5.50pm</b>	To note any actions carried out by the Chair since the last meeting. <ul style="list-style-type: none"> <li>• There were no actions to report.</li> </ul>	
5	Headteachers Report <b>5.45pm - 6.00pm</b>	<p><a href="https://docs.google.com/document/d/1WtrHjVv257LcZUJMCy9JWleryVdjlObFQaTLw02E9GY/edit?usp=sharing">https://docs.google.com/document/d/1WtrHjVv257LcZUJMCy9JWleryVdjlObFQaTLw02E9GY/edit?usp=sharing</a></p> <p>The Headteacher's report was discussed and Governors raised the below questions:</p> <p><b>Page 1 - Pupil Numbers</b> KW noted there were 3 spaces in EYFS and questioned whether this was normal. WJ confirmed she was surprised the school was not full but since her report was published there are now just 2 spaces available in EYFS and the Y6 space has been filled. WJ also explained the movement within SSC. 4 are moving into Y6 and 3 others are moving to other provisions in September. There are currently 5 children waiting to come into the SSC.</p> <p>WJ spoke about the current funding consultation and that the school will not know figures until April. Funding is currently paid in arrears and it is difficult to commit staffing without receiving notification in advance.</p> <p><b>Page 1 - Pupil Mobility since end Summer Term</b> Several children have moved to Sidegate as they were unhappy with their current school. Children who have left Sidegate was due to house moves.</p> <p><b>Page 2 - Pupils Entitled to Pupil Premium Grant as of 25th January 2018/EAL</b> Y3 &amp; Y5 has a greater concentration of EAL. WJ explained that the population of EAL children in Y5 are a large proportion new to the UK which will impact on data. MF explained how children from this cohort tend to join in Y3. <b>ED questioned whether these pupils are entitled to PP grant.</b> WJ explained how it is becoming the norm that less people are eligible for Free School Meals as in order to claim benefit, parents have to work which takes them above the threshold for claiming. .</p> <p><b>Page 2 - Exclusions</b> WJ reported that the data is largely the same from the last report and relates mainly to SSC pupils. There has been a reformation of teaching of children within the SSC, introducing a reception style of learning with small, adult led activities. Behaviour has improved and children have been learning through play. Staff have responded really well. The report refers to Child B who is now being home tutored. Learning outcomes within the SSC have improved and the ability to teach children has also improved.</p> <p><b>Page 2 - Bullying/Racist</b> WJ explained how difficult it can be to determine bullying/racist incidents with children who are aged 5 and it is down to the perception of individual incidents. During the autumn term there were two incidents which directly related to current affairs, i.e. what was being said at</p>	

home. NMR questioned if there have been any sexist/homophobic incidents. WJ confirmed there were not.

**Page 3 - SEN data** WJ highlighted the data shows the Y5 cohort with a higher number of PP, EAL, SEN. KW observed there were not many with an EHCP. WJ explained this is a challenging year group and there have been some staffing changes.

**Page 3 Staff Absence** WJ provided a breakdown of short term absence (less than two weeks) and long term illness. **ED questioned what percentage are on ALT trigger for absence.** WJ confirmed there were not many and that she meets with those who hit trigger points. Return to work forms are completed and there are no concerns.

**Page 4 - Attendance** ED asked for clarification on what is meant by **educated off site.** WJ explained this counts as a present mark and is used for children who attend sporting activities, musical activities etc. as they are receiving education and are not absent. Percentages are in line with national and are the same as the autumn term. Persistent absence, below 90%, has reduced down from 18% to 9%. There has been a positive improvement because of Sam Hicks' efforts. Governors recognised the positive improvement in attendance following the good work undertaken by Sam Hicks. It was recognised that Ofsted did not give outstanding for pupil behaviour/attendance etc. which relates to persistent absent. **MH questioned why the attendance for SEN differs between two years.** WJ explained this is impacted by children in SSC who are on part-time timetables. Ofsted asked the school to remove data to see the difference. This impacts as it is listed as absence.

**Page 5 - H&S Update** ED questioned whether fire drills are done differently each time. MF confirmed they are and the recent drill was done during an assembly. Staff do not have prior warning. The only staff aware are SSC staff and nursery staff. If the alarm goes off during a swimming lesson, there are silver blankets for the swimmers. As part of the emergency planning protocol, arrangements have been made that the school can use Cabin Crew or Northgate High..

**Page 6 - Child Protection/Safeguarding** **Governors asked for further explanation on what an internal alert form is.** WJ explained that anyone (teachers/adults/staff/volunteer/governors) with a concern can complete an alert form and record details of their concern/disclosure etc. The form is passed to the DSL or ADSL and a decision is made whether to refer to the local authority through a Multi Agency Referral Form or keep within the school. A log is kept of all forms, including e-safety safety incidents. SH (the DSL) meets with WJ fortnightly or more frequently if needed. Work/early help/prevention is

		<p>undertaken supporting families from early. These interventions are having a big impact on families.</p> <p><b>Page 7 - Audit of Staff Personnel Files</b> ED asked whether there was a completion date for this. WJ confirmed there are just 9 files left and files have been audited by colleagues from other education settings (DBS checked), including a colleague who has now taken a Headship. Once the audit is completed, the files will be revisited to check for gaps.</p> <p><b>Page 8 - Pixl Data</b> MF reported there are 11,000 children from Y6 (across 200 schools) who are partaking in Pixl. Schools who join Pixl are likely to need improvement. The data produced provides a benchmark to compare Sidegate children against. The school are very pleased with the results (green). Data is looking favourable and reassuring. <b>MH explained that by looking at the School Improvement Plan, this all comes together beautifully and shows how everything ties into this.</b> WJ spoke about teacher assessment and how Y3, 4, 5 had Pixl tests just before xmas. Pixl extended the deadline for other schools to mid february. Comparative data was received only yesterday and whilst in Y3 there are some concerns, the data needs to be looked at and unpicked further. <b>NMR questioned whether this is the expectation for the time of year.</b> WJ explained how it is about teacher judgement, are we being clear, beginning or secured/developing/embedded. <b>ED questioned whether it helps with how children are pushed.</b> WJ confirmed yes.</p> <p>Governors liked the style of Headteacher report and the good narrative but more time should be allowed for discussion at future meetings.</p>	
6	Trust Business - WJ <b>6.00pm - 6.05pm</b>	<p>To receive any <a href="#">Trust Business updates</a>.</p> <p>The ALT Governors newsletter was well received.</p> <p>WJ reported that Yvonne Hunter, new Hub Lead, visited Sidegate for the day and accompanied SLT on a Learning Walk. Yvonne spoke to children and staff and explored priorities, although there were no variations from the School Improvement Plan. WJ explained how the monitoring programme is continuing as before with pupil progress meetings on a weekly basis focussing on a different year group each week. SLT are using a coaching method for teachers which has been well received. .</p> <p><b>NMR questioned whether there are any discrepancies within the different year groups.</b> MF explained that in two year groups there are a small core of children working at high standard and a small number struggling with the basics. Teachers are looking at how they plan to meet needs for all groups and also planning where there is not the additional adult support.</p>	

		<p><b>NMR spoke about the end of each academic year and questioned whether there was the capacity to join different year groups.</b> MF explained that there are different ability groups across Y5/6 maths. There are many areas which are explored, those children who are not meeting ARE and how this is managed with TA's, precision teaching. The specialist SEN provision is also being looked at and how this support is provided in class for maximum impact. By taking children out of class, how can we see their additional needs are met, particularly in relation to transition to high school.</p> <p><b>ED questioned how do class teachers measure/track those who have hit embedded/developing.</b> WJ explained that teachers are not adverse to moving a child to a different year groups, for example, a child who is embedded/secure/mastered, teachers would explore the Y6 curriculum to develop them further.</p> <p><b>MH spoke about the pupil progress discussions and if they are in a coaching context, how does this help staff wellbeing.</b> MF confirmed these meetings are two way discussions. Staff recognise there are challenges without additional support staff but teachers plan together and mentor each other.</p>	
7	SIP, Monitoring Programme - MF <b>6.05pm - 6.15pm</b>	<p>Verbal report on progress to date.</p> <ul style="list-style-type: none"> <li>• See discussion above.</li> </ul>	
8	Finance - HQ <b>6.15pm - 6.25pm</b>	<p>To inform governors of the school's financial position:</p> <p><b><u>2016/17 Year End.</u></b> HQ reported a figure which was healthier than anticipated.</p> <p><b><u>Month End Budget monitoring.</u></b> HQ provided Governors with a report produced by ALT which has been populated with Sidegate information. The report will be sent on a monthly basis. HQ reported an in year deficit at end of this year £6,871 and confirmed the school are relying on reserves to balance the budget. There has been an unexpected expenditure for Microsoft volume licenses of £3,000k. Although teaching costs are lower, we are yet to appoint an SSC teacher however, there is an increase in expenditure with the additional TA hours within the SSC.</p> <p><b>NMR asked for a breakdown of item Agency Supply Cover (Teaching).</b> HQ explained that supply teachers are booked and staff absence insurance allows the school to claim for teacher absence if they are absent after a period of more than 5 days.</p> <p>HQ highlighted a potential pay rise situation and how the school had initially budgeted for a 1% increase for support staff. Support staff are employed on</p>	

conditions of service determined by the National Joint Council for Local Government Services (the NJC). Pay rates for all support staff are derived from a single "spinal column" of points in the published in the national agreement. Proposals are to change the pay boundaries on the Suffolk Scale, aligning with the living wage. The impact of this would be an additional 8% (£29k) which would need to be found from next year's budget. As yet the school have not yet received figures for future funding (actual income) to measure against the three year plan. ALT request that the school show an in-year balanced budget. In the future, similar pay scale alignment/rises could follow for teaching staff. ALT will mirror LA pay scales.

**TOK questioned if there was any financial support available from ALT.** WJ confirmed there is not and the school will need to consider all proposals once final figures are available.

**KW asked if there is anything that can be explored with the current budget.** HQ confirmed the school will continue to be prudent with their spending.

**NMR questioned whether it would be helpful to have a standing item on the school regarding finance.** WJ confirmed this could be an area to explore.

**Capital spend on ICT.**

Donations of several computers, which do require some upgrading, have been received from Ipswich Borough Council which are now on premises. Thanks were extended to NMR for making the school aware of this incentive. The school have also received donations of computer monitors from a local company. As mentioned above, additional expenditure is required for Microsoft volume licenses and a new server will need to be purchased to allow an upgrade to Windows 10. The school are still awaiting the Broadband upgrade.

**ED questioned if there has been a change in position about accepting donations.** WJ explained that in terms of people coming into school and painting classrooms, no, the position remains as before however, PC equipment has allowed us to upgrade computers and laptops for staff to support teaching. The PTA have also funded bots. All of this would not be possible within the support and knowledge of our full time ICT technician. It was agreed to discuss projects at the next meeting, what knowledge is out there from parents and what support is available working across hub schools by sharing information/resources. WJ would explore a speaker attending on 22nd May to discuss.

Governors thanked HQ for her report.

**Discuss projects at the next meeting, what knowledge is out there from parents and what support is available working across hub schools by sharing information/resources.**

**WJ to explore a speaker attending on 22nd May to discuss school funding/resources.**

9	Safeguarding - KW <b>6.25pm - 6.30pm</b>	To receive any updates. <ul style="list-style-type: none"> <li>Safeguarding Audit . KW is due to meet SH on 23/02/18.</li> <li>Safeguarding Training was provided by SAFEcic 30/01/18. An email was sent to Governors 01/02/18 signposting to complete Prevent and FGM training. <a href="http://www.safecic.co.uk/about-us/78-public/free-courses">http://www.safecic.co.uk/about-us/78-public/free-courses</a></li> </ul>	<b>Governors to email TC when Prevent/FGM training has been completed as recommended by SAFEcic.</b>
10	Premises, Health & Safety (see detail within HT Report) - MF <b>6.35pm - 6.40pm</b>	To receive any updates including: <ul style="list-style-type: none"> <li>H&amp;S Audit &amp; Fire Risk Assessments</li> </ul> <p>MF confirmed a review took place and fire risk assessments were not necessary. With regard to H&amp;S, there has been no further progress on SLT strategic training as the school are waiting for the Local Authority. The school are fully compliant with regards to H&amp;S but are awaiting further detail on lockdown procedures.</p> <ul style="list-style-type: none"> <li>A defibrillator has been explored. This was not a requirement but merely a suggestion.</li> <li>The balance logs on the KS1 playground are to be replaced using plastic wood and the school are currently awaiting a contractor. TOK has forwarded a contact to the school Premises Manager.</li> <li>Fencing has been replaced over half term and is referred to in more detail within the Headteachers report above.</li> <li>A new closure has been fitted to the front timber gates. The broken metal gates will cost £1k to replace. MF commended the schools excellent premises staff who work hard to maintain the school within tight financial constraints.</li> </ul>	
11	Personnel (see detail within HT Report)	To receive any updates including: <ul style="list-style-type: none"> <li>Staffing changes</li> </ul> <p>WJ confirmed an SSC class teacher has been appointed for 3 days a week.</p> <ul style="list-style-type: none"> <li>Staff wellbeing</li> </ul> <p>WJ reported staff morale was quite low at half term, a contributing factor was the pressure of working with a reduced number of support staff. <b>NMR questioned if there was anything Governors could help with.</b> WJ explained that a workshop is planned with staff to reflect on the workplace and classroom environments. Personal responsibility for behaviours is key and DH spoke about perceptions and assumptions playing a big part too. <b>MH recognised how capacity can have an impact, particularly with not having time to step back and reflect. ED questioned whether there has been any changes from before.</b> WJ explained how seasons can have an impact with dark mornings/nights accompanied with a busy christmas break.</p>	<b>WJ to feedback on staff wellbeing at the next Governors meeting.</b>

		<p><b>NMR asked whether there was a wellbeing programme in place.</b> WJ confirmed there is a confidential wellbeing service which is accessed by staff. NMR suggested using external speakers. WJ spoke about the Festival of Learning last year which staff had attended for CPD. MH spoke of her involvement in the staff wellbeing group at Northgate and how they conduct an annual wellbeing survey. WJ confirmed there is a box in staff room which asks for comments and how these are regularly reviewed and fed back to staff. <b>WJ agreed to feedback further to Governors at the next meeting.</b></p>	
12	Governor visits - ED <b>6.45pm - 6.50pm</b>	<p>To note any questions arising or any actions required/undertaken following Governor visits since last meeting.</p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	
13	Governor Training - All <b>6.55pm - 7.05pm</b>	<p>Receive updates on any training completed and discuss future requirements.</p> <ul style="list-style-type: none"> <li>• Governor training took place, as discussed under item 2 above.</li> </ul>	
14	Policies - All <b>7.05pm - 7.15pm</b>	<p>To discuss/adopt policies where relevant:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attendance</a> - new paragraph added regarding collection of pupils at the end of the school day - section 7.</li> <li>• <a href="#">Anti bullying</a> and <a href="#">Safeguarding</a> - reviewed to include KCSIE reference to Peer on Peer Abuse, and recent <a href="#">Sexual violence and sexual harassment between children in schools and colleges Advice for governing bodies Sept 2017</a></li> <li>• <a href="#">Prevent</a> - reviewed - no changes made</li> </ul> <p>It was agreed that SLT would review all Behaviour related policies at their meeting on 26th March. These policies will be brought to the Summer Term meeting.</p>	<b>TC to upload to approved policies to website.</b>
15	Any other business - All <b>7.15pm</b>	<p><a href="#">Link to live document.</a></p> <p><b><u>Linking of Governors to subjects</u></b></p> <p>A brief discussion took place during Governor training. It was agreed Governors visits should be shaped around monitoring of the School Improvement Plan. Linking was agreed:</p> <ul style="list-style-type: none"> <li>• STEM governor (Science/DT/Maths/Computing) - MH</li> <li>• Humanities (Geog/History/RE) - TOK</li> <li>• English &amp; Arts (Art/Music/English) - ED</li> <li>• PE &amp; Outdoor Learning (inc Wildlife Project) - NMR</li> <li>• Early Years - KW</li> </ul> <p><b>KW reported to Governors that she had found the learning walk really useful being able to see different year groups and subjects taught. KW</b></p>	<b>MF to explore SIP categories/dates/opportunities each term.</b>

		<p><b>recognised how visits of this type can link directly back to the SIP.</b></p> <p><b><u>Charging for extra curricular clubs</u></b></p> <p>WJ explained how charges were broken down.</p> <ul style="list-style-type: none"> <li>• Clubs where there is a direct cost, i.e. an external provider such as Premier Sport run the club are chargeable.</li> <li>• Kit Car Club - no charge as this is run by a teacher, voluntarily and a grant is received for the kit car. .</li> <li>• Art Club - chargeable as resources need to be paid for.</li> <li>• Instrumental lessons - chargeable as direct costs from County Music Service.</li> <li>• Voluntary donations are requested for clubs which are run by volunteers or funded from the school budget.</li> </ul>	<p><b>HQ to produce summary of donations received for extra curricular clubs.</b></p>
16	Date and time of next meeting	<p>Tuesday 20th March 2018, 5.00pm</p> <ul style="list-style-type: none"> <li>• Subject leader presentations - Emma King - Science.</li> </ul>	

**Meeting closed: 19:50**