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# SIDEGATE PRIMARY SCHOOL

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## Local Governing Body

20th March 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.

**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
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### Attendees

<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent</b>
Ed Dewson	Trust (Chair of Governors)	Present

Natasha Moreno-Roberts	Parent (Vice Chair of Governors)	Apologies
Matthew Ferrier	Associate	Present
Mary Hallett	Trust	Present
Danny Howden	Staff	Present
Wendy James	Headteacher	Present
Tim O'Keefe	Parent	Present
Helen Quantrill	Associate	Present
Heather Valentine	Staff	Present
Karen Wesley	Trust	Present
Steve Wildon	Trust	Apologies

## Sidegate Primary School Local Governing Body

### AGENDA ITEMS / MINUTES / ACTIONS

20th March 2018 - 5.30pm

[Governing Body Reference Key Documents](#)

Phase/Subject Leader Presentation - Due to Parents' Consultations, this item will be moved to the next meeting

	Agenda Items	Items Discussed	Actions to be taken
1	Attendees and Apologies - All <b>5.30pm - 5.35pm</b>	Apologies were received from SW.	
2	Minutes of Last Meeting and Matters Arising - All <b>5.35pm - 5.40pm</b>	The minutes and matters arising from the meeting held on 20th February 2018 were approved as accurate. <a href="https://docs.google.com/document/d/1s4qPusaf7QWjX9QBw9ZBrIM-XnMpskrTs8C3tQQAfH4/edit?usp=sharing">https://docs.google.com/document/d/1s4qPusaf7QWjX9QBw9ZBrIM-XnMpskrTs8C3tQQAfH4/edit?usp=sharing</a>  Items carried forward <b>MF to explore SIP categories/ dates/opportunities each term. <u>This item will be carried forward to the next meeting in April.</u></b>	
3	Pecuniary and other interests - All <b>5.40pm - 5.45pm</b>	Declaration of Pecuniary and Other Interests with regard to items on the agenda. <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	Trust Business - WJ <b>5.50pm - 6.00pm</b>	To receive any <a href="#">Trust Business Updates</a> .  <b>Paul Hamlyn Teacher Development Fund bid</b> WJ outlined the purpose of the Teacher Development Fund, to support delivery of effective arts-based teaching and learning opportunities in the primary classroom, and to embed learning through the arts in the curriculum. It aims to do this through supporting teachers and school leaders through cpd to develop the necessary skills, knowledge, confidence and experience. This had been brought to the schools attention by ALT	

		<p>and the bid needs to be in by Friday 23rd March. Each year they expect to make around five grants of up to £150,000 to partnerships of arts/cultural organisations and up to ten schools, who will work together for two academic years. WJ confirmed an application has been put together for further discussion before being submitted. Commitments to work with Sidegate have been made by Dance East, New Wolsey and Snape. Fixed costs are estimated at £5k (for artists going into school and release time for teachers). The cost per school is approximately £15k. WJ will project manage and will work with Arts Partners. There may be capacity within school utilising DH and Jane Ryder. This project will be a flagship for ALT schools, working alongside other schools.</p> <p>Governors recognised the success of the recent Wolsey Project, working with hard to reach families, allowing children and families to communicate better and raise expectations.</p>	
6	<p>Personnel - WJ 6.00pm - 6.15pm</p>	<ul style="list-style-type: none"> <li>● <b>Staffing structure - changes for 2018/19</b></li> </ul> <p><b>EYFS Teacher</b> - WJ reported that Jenny Springfield will be returning from maternity leave at the beginning of July to resume her position as EYFS Teacher. She has requested to work part time from September 2018 and the school are currently recruiting for job share for September. Discussions are taking place regarding teachers for 2018/19 but nothing has been agreed at present although conversations have been held with teachers and the majority are happy with their current commitments.</p> <p><b>SSC Class Teacher</b> - WJ explained that the school had recruited to this post but that the offer had been withdrawn following discussions with the candidate. The post had been re-advertised and a part time teacher with a strong skill set was recruited with an existing staff member to work alongside them. However, the candidate was offered the position but decided to decline. The position was therefore offered to the candidate who came second on both occasions. She has accepted the offer and is due to start beginning of the Summer term (16th April). <b>ED questioned if there were any training implications for the new staff member.</b> WJ confirmed the candidate has good SEN experience and will require further training on complex needs but that the school has good links with other SSC's to provide internal cpd.</p> <ul style="list-style-type: none"> <li>● <b>Feedback on staff wellbeing</b></li> </ul> <p>WJ spoke at the last meeting about staff feeling stressed. A staff meeting was held to discuss harmony within staff and staff were very receptive and positive. Discussions were held on "what is Sidegates' vision". There was lots of input from staff came up with a suggestion.</p> <ul style="list-style-type: none"> <li>● <b>Leading Active Learners project on school culture</b></li> </ul> <p>WJ outlined Teri Tanner's LAL project which focuses on school culture. Trust of each other is something which came up which TT is unpicking.</p> <ul style="list-style-type: none"> <li>● <b>Whole Class Marking Trial (suggestion from member of staff)</b></li> </ul> <p>The school are looking at a whole class marking trial once again. Rather than writing "next steps",</p>	

		<p>teachers will write an overview sheet with common errors, good modelling, edits/improvements and challenge tasks. This is currently being trialled by middle leaders. The sheet will be stuck into every book and teachers will be able to see the response from children. This will capture staff perceptions, ensuring this impacts positively on outcomes and progress but the school need to explore if this will work with both younger and older children. This is being trialled for maths, english, science and humanities and the school are looking to roll this out in September and provide good input to staff. The system will create independence. This may result in an addition to the Marking Policy. <b>MCH acknowledged this can be a challenge for children, ensuring parents are aware too. She advocated the system from her previous experience and explained how their maths department use this, using highlighters and some have dialogues too. MCH likes flexibility and it is a positive how the students receive feedback.</b></p> <ul style="list-style-type: none"> <li>• <b>Updated suggestions for “<a href="#">Vision</a>”</b></li> </ul> <p>WJ explained how the Sidegate Values and aims were written quite some time ago and when discussing the “Vision” for the school, we tried to encapsulate who we are and what we stand for. <b>Safe vulnerability (staff suggestion)</b> is about how it is ok to say things are not going well. WJ invited Governors thoughts on the “Vision”.</p> <p><b>MCH liked the strapline. KW, liked lifelong “everyone”. KW questioned whether staff feel this at the moment.</b> DH explained how staff know what the school does but it can be difficult to articulate this with words. WJ explained how the vast majority want the best for children and opportunities.</p> <p><b>ED questioned how this differentiates from other schools and what makes Sidegate different from other schools.</b> MF explained it is about opportunity and creativity. Staff talked a lot about excellence (other schools use this) and tried to think about individuals and individual success within a learning community. This was shared with middle leaders who were positive and said “it is what we already do”.. WJ explained how they have seen many examples of things not happening and how the vision must be meaningful. HV spoke about how visitors always recognise the opportunities when they walk through the school. Facebook also shows children across all elements, not just sporting successes. It was also noted how important it is to keep the Sidegate Learning Gang who are linked to the values/aims ensuring these are mapped across the whole school.</p> <p><b>DH agreed to explore a “song for Sidegate”.</b></p>	<p><b>DH to explore a “song for Sidegate”.</b></p>
7	<p>Finance - HQ <b>6.10pm - 6.20pm</b></p>	<p>Action from previous meeting - 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.</p> <ul style="list-style-type: none"> <li>• <b>Budget: month end</b></li> </ul> <p>HQ reported the school are continuing to be frugal.</p>	

		<ul style="list-style-type: none"> <li>● <b>Budget: projections (if available), inc Review of Support Staff pay -implications</b> The figures have factored in a potential support staff pay rise (an additional £8,600 from April to August for support staff). This will be reviewed when looking more in depth at the budget. The current budget is on track and is looking at a year end surplus. The are anticipated cost rises in the next financial year attributed to teachers pay/pension/utilities etc.</li> </ul> <p><b>MCH questioned if there has been an impact with the new funding formula.</b> HQ explained how IDACI bands (Income Deprivation Affecting Children Index) are not in our favour, neither is the Age weighted pupil unit (AWPU) funding. HTN will be brought in line but there are no advantages. Pupil Premium remains the same but our pupil numbers are down.</p> <p><b>Lettings Charges</b> - These have been explored and will be presented for approval at the next meeting.</p> <p><b>HV questioned when will implications be known about impact for pay rises.</b> WJ confirmed there is no date at this stage as we are awaiting the unions outcomes. The school budget needs to balance. Teachers have been asked to utilise parental support on trips as opposed to taking paid staff. There is a need to plan better within year groups, to fully utilise support staff available. WJ recognised this impacts on wellbeing. <b>ED acknowledged how this is also about efficiency.</b></p> <p><b>ED asked for an explanation on curriculum costs and the autism workshops which generated an income.</b> HQ confirmed these were cost neutral and only an admin fee has been charged.</p> <p>HQ highlighted there has been a saving on teacher salaries with the absence of an SSC teacher but next month the budget will factor in those new staff members.</p> <p><b>KW questioned whether ALT have had any comments on the budget.</b> HQ confirmed there are no concerns.</p> <p><b>Charges for trips/activities</b> WJ spoke about when parents are asked to contribute smaller amounts for trips/activities (i.e. £1.50) and how less families pay compared to those where there is a larger amount. Should we consider asking for pot up front to cover these smaller amounts, (suggested £10) then costs can be deducted on an 'as and when required basis'. HQ confirmed this is an option which Parentmail are looking into.</p> <p><b>HV felt that as a parent, it is quite time consuming to logon and is easier to pay with cash.</b></p> <p>Questions which need to be explored further -</p> <ul style="list-style-type: none"> <li>● Why are parents not paying?</li> <li>● Affordability?</li> <li>● Ease of access?</li> </ul>	<p><b>TC to promote Parentmail App.</b></p>
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8	Governor visits - ED <b>6.20pm - 6.25pm</b>	To note any questions arising or any actions required/undertaken following Governor visits since last meeting.	
9	Governor Training - All <b>6.20pm - 6.25pm</b>	<p>HQ attended a finance meeting with other ALT schools. HQ mentioned that bids and funding was discussed. Bob Dool had arranged a conference for Governors to discuss funding opportunities..</p> <p>WJ acknowledged that ALT would support the school for substantial projects. For example, Sidegate hire facilities for football clubs and would there be any merit in exploring a facility for the school which would benefit the school and community, i.e. an astroturf pitch which in hand would create income generation for the school. <b>ED agreed to discuss this further with NMR.</b></p> <p><b>Note below agenda item for Training Focus meeting 22nd May:</b></p> <ul style="list-style-type: none"> <li>• <b>Grant bids/funding</b> - WJ to invite Jim Brown, External Funding Officer from Suffolk County Council to attend for a short half an hour discussion on 22nd May to discuss funding bids etc. Jim Brown's <a href="#">Presentation notes</a> from SWISS governor training that WJ attended.</li> <li>• <b>Special Educational Needs and Disabilities (SEND)</b> - Categories, Funding (including High Tariff Needs), Interventions, etc.</li> <li>• <b>NGA Training Module: <i>Holding to account: Knowing your organisation-the effective governance of SEND</i></b> - "This two hour session covers both the requirement to comply with guidance and the practicalities of holding the school to account for the performance of pupils with SEND."</li> </ul>	<b>ED to discuss bid funding with NMR.</b>
10	Safeguarding - KW <b>6.25pm - 6.35pm</b>	<p>KW met with SH end of February to look through SG self assessment tool (best practice). SH evidenced categories. Actions highlighted below.</p> <p>Note: <a href="#">Early Help</a> offer</p> <p>Note: E Safety Policy to be reviewed along with the Acceptable Use agreement to work in line with GDPR May 2018 - ALT Compliance Officer is working across schools to support with this. Meeting for Governors on GDPR in May.</p> <p>Note: SEND Policy - reviewed in Dec 2016. <b>This is in place.</b></p> <p>For Governor Action: Safer Recruitment Training for Governors. NGA Online training module <i>Holding to account: Knowing your organisation-safer recruitment</i></p> <p><b>WJ completed NSPCC SRT and recommended Governors complete the NGA online module. TC to circulate link to KW with action to complete. KW/TC to meet to audit SCR.</b></p> <ul style="list-style-type: none"> <li>• <b>Pupil safety - lunchtimes &amp; <a href="#">MDSA provision</a></b></li> </ul>	

		<p><b>KW noted an incident which had happened at lunchtime, injuries resulted in a visits to hospital. KW questioned whether this was attributable to MDSA staffing, lack of supervision.</b> WJ confirmed this was not and the injuries sustained were not related to the child not being supervised. WJ is aware there is an issue over recruiting and retaining MDSA's (see link above on current provision). Alongside these MDSA's there are also 1:1 TA's to support specific children. All EYFS TA's are paid until 12 noon to supervise in dining hall. It was recognised that staff sickness can have an impact on numbers.</p> <p><b>ED questioned at what point would numbers drop to to reach a trigger point.</b> DH explained if this happened a member of SLT would cover and currently MF already covers Thurs/Frid.</p> <p><b>HV questioned about the reliability of those staff members on casual contracts and the impact this has.</b> HQ confirmed this can impact. WJ recognised that some MDSA's prefer casual contracts with flexibility to take holiday etc but also noted that if they work regular days this would deem their contracts no longer casual.</p>	
11	Teaching, Learning & Curriculum Update 6.35pm - 6.45pm	<ul style="list-style-type: none"> <li>• <b>This term's monitoring - findings and next steps</b> Not finalised yet. EYFS to be carried out next week. <b>Carry forward to discussion at next meeting on 24th April.</b></li> <li>• <b>Yvonne Hunter ALT Hub Lead for Ipswich.</b> Yvonne visited for a review visit on 18th February. The findings fit with the school improvement plan and current school strategies. <b>TC to share report with Governors.</b></li> </ul> <p><b><u>Please read in advance of next meeting. Awaiting SACRE review.</u></b> <b>Note agenda item for 24th April:</b></p> <ul style="list-style-type: none"> <li>• <b>RE - syllabus/curriculum/policy/legal requirements</b> Please read the following prior to the meeting, so that an informed discussion can be had: Sidegate RE <a href="#">web pages</a> NATRE <a href="#">Legal Requirements</a> Suffolk SACRE are currently reviewing their curriculum, when this is published, we will review ours and the school <a href="#">RE Policy</a>. Sidegate meets the Gold RE Quality Mark criteria.</li> </ul>	<p><b>Monitoring to be discussed at next meeting.</b></p> <p><b>TC to share YH's report with Governors and invite YH to a future meeting.</b></p>
12	Policies - All 6.45pm - 7.00pm	<p><b>Policy/procedures for review.</b></p> <ul style="list-style-type: none"> <li>• Discuss: how we coped with "Beast from the East" - evaluation and any actions for review of school procedures:</li> <li>• <a href="#">Severe Weather Procedures</a> Severe Weather info for parents on <a href="#">website</a> <a href="#">WJ's Snow Evaluation</a></li> </ul> <p><b>ED asked what procedures were in place for bad weather.</b> WJ shared the policies and procedures (see links above) which are published on the school website. Following the "Beast from</p>	

		East" a snow evaluation was prepared. The communications worked very well and there was good feedback from parents. <b>TOK said how much the children enjoyed playing in snow. HV confirmed the information was clear.</b> WJ spoke about the balance of the safety of staff/pupils/parents and the impact on closures with parents staff. Governors recognised the great work and support by all staff helping clear snow.	
13	Any other business - All <b>7.00pm -</b>	No items for discussion.	
14	Date and time of next meeting	<b>Tuesday 24th April 2018 (data focus and subject leader presentations) 5.00pm start</b> <a href="https://docs.google.com/document/d/1uk6gz13tnQH5zjNcwr8A1H-VVB9LHs5HKFbbCojRZ3g/edit?usp=sharing">https://docs.google.com/document/d/1uk6gz13tnQH5zjNcwr8A1H-VVB9LHs5HKFbbCojRZ3g/edit?usp=sharing</a>	

Meeting closed 19:12.