

**Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held at the Ark on Monday 24<sup>th</sup> June 2019 at 4pm**

**Present**

Rhian Jones – Headteacher  
Lee Jowett – Local Governor (Chair)  
Jo Webb – Parent Governor  
Sharmen Rahman – Parent Governor  
Neil Thorpe – Staff Governor

**In attendance**

Nazma Hamid – Associate Local Governor  
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 Mrs Hind.

**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. Minutes of the Last Meeting – 13<sup>th</sup> May 2019**

The minutes of the meeting held on the 18<sup>th</sup> March 2019 had been previously circulated to all governors and were noted.

**4. Matters Arising from the Minutes**

Item 7 Matters Arising

- Ms Webb would send a copy of the safer recruitment training certificate to the school.

**ACTION: JW**

- The health and safety visit had been rearranged for Monday 1<sup>st</sup> July

Item 9 School Library

- Mr Jowett and Ms Webb reported that they had met and also received information from the school. Mr Jowett explained that there were 2 different bids – Awards for All and Foyles Trust. He took the governing board through the bids. Mr Jowett would provide an update on the bids at the first meeting in the autumn term.

**ACTION: LJ**

Item 11b Governing Body Roles and Responsibilities

- Mr Jowett had contacted Prof John re sports premium visit and would follow this up.

**ACTION: LJ**

***Cllr Sharmen Rahman joined the meeting***

Item 16 Finance

Mr Bott reported that he had contacted District Heating and now had a contact at the LA. He stated that he had also requested the invoices for Highfields Primary. Mr Bott reported that all invoices were sent over which totalled approximately £9000. He explained that the budget for this had been reserved from the last financial year. Mr Bott informed the board that the LA had agreed to send a quarterly invoice going forward and he would chase this if it did not happen. He stated that he had also confirmed with the LA that the readings were actual and not estimated.

#### **5. Headteacher's Report inc H & S report & School Improvement Plan (SIP)**

The Headteacher's report had been previously circulated to the governing board. Ms Jones had requested questions prior to the meeting and the following had been submitted:

**Q1 (JW): Some of the issues remain the same from our previous discussion (observations on gender balance, differential attainment by ethnic group at KS1 compared to attainment by end of KS2).**

*"They do but some of these issues are cohort specific and any gaps tend to close by the end of KS2. Initial analysis of the end of KS2 shows a slight gender gap with girls outperforming boys. However, both are well above national average. There are no significant attainment differences between ethnic groups.*

*In Foundation Stage, finalised data shows 61% at GLD with no gender difference.*

*Bangladeshi pupils are the lower performing ethnic group of significant size but their performance is comparable with 'all pupil' – 59%."*

**Q (JW): Do the Bangladeshi pupils come in lower and consequently have good progress?**

Ms Jones stated that it was all cohort specific.

**Q (JW): Were there socio economic reasons for the low baselines?**

Ms Jones stated that it was very much cohort dependent and it would be down to looking at the individual pupils. She stated that the Bangladeshi pupils came from varying backgrounds.

**Q2 (JW): The reasons for mobility/turbulence are really helpful additions to the report. I was interested in our discussion this morning that has looked at the mobility in a year from F2 to their current position (that might be out of interest to describe, although a full data report is not required).**

*"This varies year on year and hits some cohorts harder than others. The key points to track from are F2 and year 2 as these are key data collection points. Generally, the higher up the school you go, the less children there are who started in F2 or Year 2."*

Ms Jones explained that the three quarters to two thirds of pupils stayed to year 6. She stated that there had been a large amount of mobility in year 6 with more than 20 arrivals and leavers in the 7 years of the cohort (41 core pupils from F2).

**Q3 (JW): I'd be interested in a commentary on how progress to increasing greater depth/exceeding is working across the school. I'm aware this has been a target for a while and the KS1 and KS2 results suggest there is a positive shift, but is this more because of respective cohorts?**

*"It is a mixture. There are weaker cohorts where there are not as many children operating at greater depth. However, internal data shows there are increasing numbers of children at*

*greater depth in reading and maths across the school – 25% or higher in all year groups apart from year 1 and year 3. Year 3 had 15% at the end of year 2 and now have 17% - an increase despite turbulence. The greater focus on guided and shared reading has had an impact and the introduction of reciprocal reading is also beginning to have an impact on the children's ability to understand the deeper meaning of texts. In maths, Maths no Problem strategies are well embedded and we are seeing the impact of this with the older children now. There is a very positive picture of sustained improvement and consistent standards at greater depth for the future in reading and maths.*

*In writing, performance at greater depth remains lower than reading and maths, although this is also a national picture at KS2. In year 6 the proportion at the higher standard is 19%, an increase on last year. Other year groups are between 12% (year 1) and 20% (year 4). These are all higher than the previous year. The changes to teaching writing are beginning to have an impact."*

**Q (JW): What do you think the Ofsted judgement would be on attainment and progress based on the data?**

Ms Jones stated that it would be dependent on what they think GLD should be. She highlighted that KS1 and KS2 were at National or above, but Foundation Stage data was below National.

**Q4 (JW): I note the figures for SEN – the governing body have discussed this previously but always worth flagging up.**

*"These are having a particular impact in year 1 and will most likely mean a slight dip in KS1 results next year."*

**Q5 (JW): Has there been any increase on safeguarding/pastoral responsibilities this year?**

Mrs Cooper stated that there had as there was an increased onus on schools to do more for families in relation to this area. She stated that currently there were more families in school involved with social services and Early Help than ever before. Mrs Cooper outlined the processes in place in relation to Early Help and the concern that pupils may slip through the net if the parents did not agree to Early Help support. The governing board discussed the benefit of the Deputy Headteacher being the Designated Safeguarding Lead in terms of monitoring and being able to support out of class.

**Q6 (JW): What impact will the new curriculum have on planning in the school?**

Ms Jones explained that they were tweaking what they had curriculum to ensure they had a clear, broad and balanced curriculum and that all topics were engaging. She explained that it was currently going through a review and receiving feedback from staff and children. Ms Jones stated that the key thing was the progression through years 1 to 6 and ensuring that the national objectives and skills were there. She stated that they were building a progression map and trying to make it really clear what particular skills looked like and to map them into topics. Mrs Cooper added that teachers would always tweak previous plans to suit the cohort.

It was agreed to arrange a separate session on the curriculum for the board, which would also include the safeguarding training session for the academic year. A date in late September would be arranged.

**ACTION: LJ/RJ**

The following was also highlighted from the report:

- Science PSQM was very positive.

- The number of Looked After Children was now 3
- Staffing for 2019/2020. It was noted that teachers had moved into different year groups and all were all positive and excited with the moves.

### **School improvement Plan**

The up to date school improvement plan had been circulated to the governing body. Ms Jones stated that those points marked in blue had been deferred. She suggested that a session was arranged for governors to look at the priorities as had been done the previous year.

## **6. Governing Body Business**

### **a. Training and Development**

There had been no training carried out since the last meeting. A review of training would take place in September.

***ACTION: Agenda Item***

Mrs Cooper drew governor's attention to the governor RSE briefing arranged at City Hall. Cllr Rahman reported that she had booked onto the briefing.

### **b. Governor Roles and Responsibilities**

This would be discussed at the next meeting.

***ACTION: Agenda Item***

## **7. Review of Policies, Procedures and Publications**

There were no policies to bring to the governing board.

## **8. Health and Safety**

The Health and Safety report had been previously circulated to the local governing board.

### ***Q (LJ): Had the fire risk assessments for the other buildings been arranged?***

Mr Bott explained that he had been in contact and the officer who carried out the assessment has since left the company without submitting the reports, so it would all need to be re-done.

## **9. Governor Recruitment**

### **a. Parent and staff governor recruitment**

Ms Jones reported that the parent governor election was in process and 3 eligible nominations had been received so a ballot would be carried out. She stated that the staff governor election was also now in process.

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Mr Jowett thanked all Cllr Raman, Ms Webb and Mr Thorpe for their work on the governing body over the last couple of years, including visits, attendance at meetings and the challenge/questions.

## **10. Staffing**

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

Ms Jones reported that a teacher retiring at the end of the summer term had a TLR. She stated that she wanted to offer the TLR 2A as a phase leader with the responsibility for reading/English to work alongside the phase leader for writing/English leader. The governing board agreed.

Ms Jones informed the governing board that the school were part of the oracy project (Voice 21) next year, which would be a 2-3-year project. She stated that she would provide more information in the autumn term. Ms Jones explained that she was considering offering a temporary TLR for the project, however it may also become part of the English responsibility. Ms Jones stated that Highfields Primary had started the project last year and it had been very positive, however it was a long-term solution.

### **11. Safeguarding**

Safeguarding had been discussed during the Headteacher's report item. Mr Jowett would arrange a date to visit to complete the Safeguarding report.

***ACTION: LJ***

### **12. Leicester, Leicestershire and Rutland Multiagency Referral Forms**

The change to the forms outlined in the LA briefing paper was noted by the board. Mrs Cooper explained the new forms and highlighted that it was an onerous process.

### **13. Financial Matters**

#### **a. Year End Budget Figures**

Mr Bott reported that that the budget presented at the last meeting would be presented to the Trust board this week.

The final CFR report had been agreed and signed by Ms Jones. Mr Bott reported that the final carry forward was £473,000 (including capital). Mr Jowett signed off the CFR report.

### **14. Attenborough Learning Trust**

Governors received the following updates on the work of the Trust:

- The SENCo group had met and were looking at the pupil needs in all schools, skills across the schools, interventions, types of SEN children and what was working well.
- Ms Jones reported that they were taking on an SEND TA from Uplands Infant School.
- The assessment group had met.
- Governors were taken through the work of the ICT group. Mr Bott explained that the other 3 schools were in the process of moving to a different broadband provider and this was being negotiated. Ms Jones stated that they had arranged a 1-year extension to their current provider, which worked well for the school for all 3 sites.

#### ***Q (JW): What was the scale of saving for 3 schools?***

Mr Bott explained that they were still negotiating.

- Mr Bott stated that they were looking at supply agencies. Ms Webb queried the use of supply in the other Trust schools. Mr Bott stated that it was low at the other schools and absence was covered internally or by a bank of their own supply teachers.
- Mrs Cooper reported that the attendance group would start soon, which would share practice across the Trust. Ms Jones stated that attendance was a Trust-wide issue. Mrs Cooper stated that they would look at how best to use EWO time and also look to have Trust-wide policies.
- Mr Jowett reported that he had been appointed to the Trust resource/finance committee.
- Ms Jones reported that she had attended the standards committee. She explained that she would attend 1 a year as a Headteacher representative. Ms Jones reported that the committee provided strong challenge in regard to the data.

**Q (JW): Was the Trust-structure providing more challenge than would have come through the LA RAP?**

Ms Jones explained that it was a different type of challenge as they were reviewing across all 4 schools.

**Q (LJ): Do you feel like the Headteacher still runs their school?**

Ms Jones stated that she did. She highlighted that she was positive about next academic year with the changes in the curriculum, teachers moving round and the children's plans for the playground.

**Q (NT): Will the Trust talk to schools before making decisions?**

Mr Bott stated that they would start with the bigger contracts. He explained that the premises meetings would have 2 or 3 points on agenda to discuss and any changes would be clearly communicated, and schools consulted before any decision was made. Mr Bott explained that the main purpose of the groups was to review where all the schools were.

#### **15. Documents Received by the Chair of Governors**

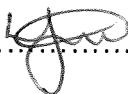
There were no documents received to bring to the governing board.

#### **16. Any Other Business**

Mr Jowett thanked Cllr Rahman for her time as a parent governor and the support she had given to the school.

#### **17. Date of Next Meetings**

- Monday 16 September 2019
- Monday 21 October 2019 (first day back after half term)
- Monday 18 November 2019
- Monday 16 December 2019
- Monday 10 February 2020
- Monday 16 March 2020
- Monday 11 May 2020
- Monday 22 June 2020

Signed .....  ..... 16<sup>th</sup> September 2019