

**Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Monday 19<sup>th</sup> November 2018 at 4pm.**

**Present**

Lee Jowett – Co-opted Governor (Chair)  
Robert John – Co-opted Governor  
Jo Webb – Parent Governor  
Neil Thorpe – Staff Governor  
Susan Hind – Authority Governor  
Rhian Jones – Headteacher

**In Attendance**

Jenny Bosworth – Associate Member  
Penny Cooper – Deputy Headteacher  
Robyn Cooper – Clerk to Governors

**1. Apologies for Absence**

Apologies were received and accepted from Nazma Hamid.

*Clerk's Note – Apologies were received from Sharmen Rahman after the meeting*

**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. Register of Interests**

Outstanding annual declaration of business and personal interests were completed and co-signed by the Chair of Governors. It was noted that these should be kept in school for audit purposes. It was noted that Sharmen Rahman needed to complete a form for this academic year.

***ACTION: SR/Clerk***

**4. Confirmation of the Minutes of the Last Meeting – 17<sup>th</sup> September 2018**

The minutes of the meeting held on the 17<sup>th</sup> September 2018 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 7 Matters Arising

- Mr Jowett still needed to seek clarification on the funding criteria from the Virtual Schools Team.

***ACTION: LJ***

- Mr Jowett reported that he was still waiting for the science report from Mrs Rahman and would chase this.

***ACTION: SR/LJ***

- Ms Jones reported that she had reviewed the number of first aid incidents and the data was similar to the previous year.

## Item 11 Governing Body Business

### Action Plan

- Mr Jowett still needed to send copies of the actions plan to Ms Jones to be uploaded onto the website.

**ACTION: LJ/RJ**

### Training and Development

- Mr Jowett would circulate the list of training opportunities.

**ACTION: LJ**

### Governor Link Roles

- Mr Jowett would recirculate the list of governor link roles.

**ACTION: LJ**

## **6. Governing Body Business**

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

Ms Webb attended the whole staff safeguarding training delivered by the LA safeguarding in education team. She encouraged people to attend future sessions. Mr Jowett would check if other schools in the Trust have their staff training scheduled in the near future and ask whether Sparkenhoe governors could attend.

**ACTION: LJ**

## **7. Health and Safety**

Ms Jones stated that there was nothing to bring to this meeting. Ms Webb queried whether the results of the staff stress survey were available. Ms Jones stated that they would be included in the Headteacher's report to come to the December FGB meeting.

**ACTION: RJ**

## **8. Safeguarding Update**

Mrs Cooper reported that the school had received the revised model policy from the LA, which had been personalised to the school. A copy of the policy was circulated to the governing body which included changes from the LA highlighted in yellow and changes from the school highlighted in blue. Mrs Cooper took the governing body through the changes to the policy following the new Keeping Children Safe in Education including the emphasis on peer on peer abuse, homelessness and the link to issues with Universal Credit, gang and youth violence and online safety. Mrs Cooper informed the governing body that the NSPCC had offered to deliver some sessions with pupils on keeping safe. She explained that she had contacted the NSPCC as part of the renewal of the anti-bullying award. Mrs Cooper also highlighted that the Whistleblowing Policy was attached as part of the policy.

### ***Q (LJ): Had the dates been updated on the Whistleblowing Policy?***

Ms Jones stated that the school review dates would be amended but the other dates were the LA review dates.

### ***Q (LJ): Do the school buy into the support from the safeguarding in education team?***

Ms Jones stated that she did not think it was traded as it was part of the schools Extranet and schools paid to attend training/buy training in.

The governing body agreed the revised Safeguarding Policy (including the Whistleblowing policy).

Governors confirmed that they had read part 1 of the new Keeping Children Safe in Education document.

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

### **a) Pay Committee terms of reference**

The pay committee had reviewed and agreed the terms of reference with no changes. The governing body agreed the terms of reference for the pay committee.

Mr Jowett reported that the pay committee had met on the 29<sup>th</sup> October 2018 and reviewed, scrutinised and agreed the recommendations from Ms Jones.

The pay committee also had reviewed and agreed the pay policy.

### **b) Safeguarding**

The safeguarding policy had been agreed under item 8.

### **c) Code of conduct**

The Code of conduct was agreed by the governing body.

### **d) Whistleblowing Policy**

The Whistleblowing Policy had been agreed under item 8.

### **e) Appraisal Policy**

The Appraisal Policy was agreed by the governing body.

### **f) Capability Policy**

The Capability Policy was agreed by the governing body.

### **g) Disciplinary Policy**

The Disciplinary Policy was agreed by the governing body.

### **h) Grievance Policy**

The Grievance Policy was agreed by the governing body.

### **i) Charging Policy**

Ms Jones stated that she had revised the charging policy using the DfE guidance. She highlighted that using the guidance, the wording on the section on residential visits stated that the cost included a charge for board and lodging and a contribution towards transport and activities as it would be 50% in school time. Ms Jones explained that only those eligible for FSM and not all Pupil Premium pupils were entitled to the remission of charges for board and lodging. She stated that this would need to be considered in relation to costings for residential visits going forward. Mrs Cooper highlighted that they did provide families flexibility in terms of payments for trips and visits.

### ***Q (JW): Were Looked After Children entitled to the remission of charges?***

Ms Jones explained that Looked After Children were exempt from the charges for music tuition taught by peripatetic music teachers, otherwise it would depend on the individual circumstances of the carer.

### ***Q (LJ): Do you track how much a parent was asked to contribute over a year period?***

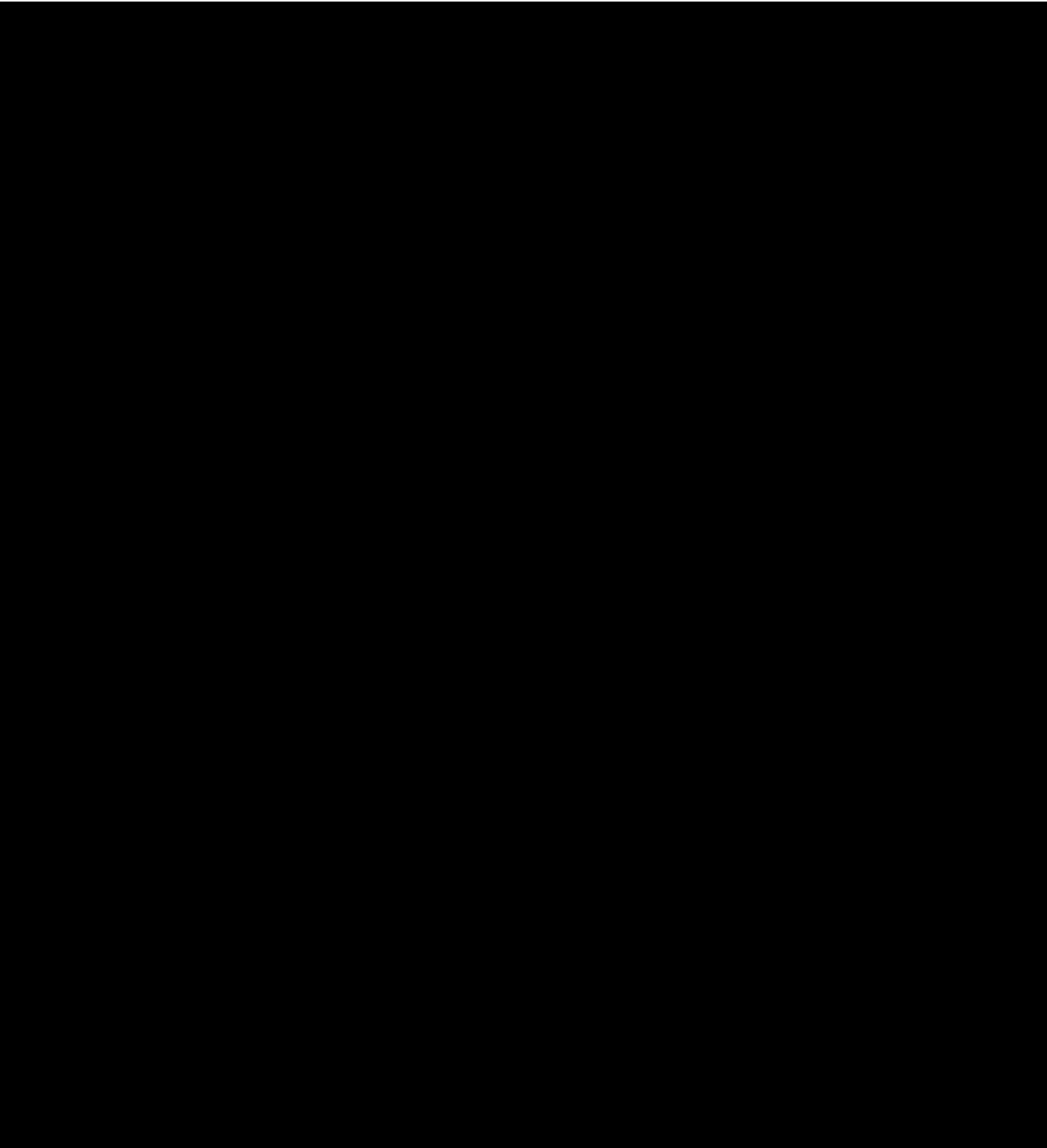
Ms Jones stated that the majority of parents contributed to everything. Ms Webb stated that the charges were not high. Mrs Cooper highlighted that they did offer the option of paying in instalments.

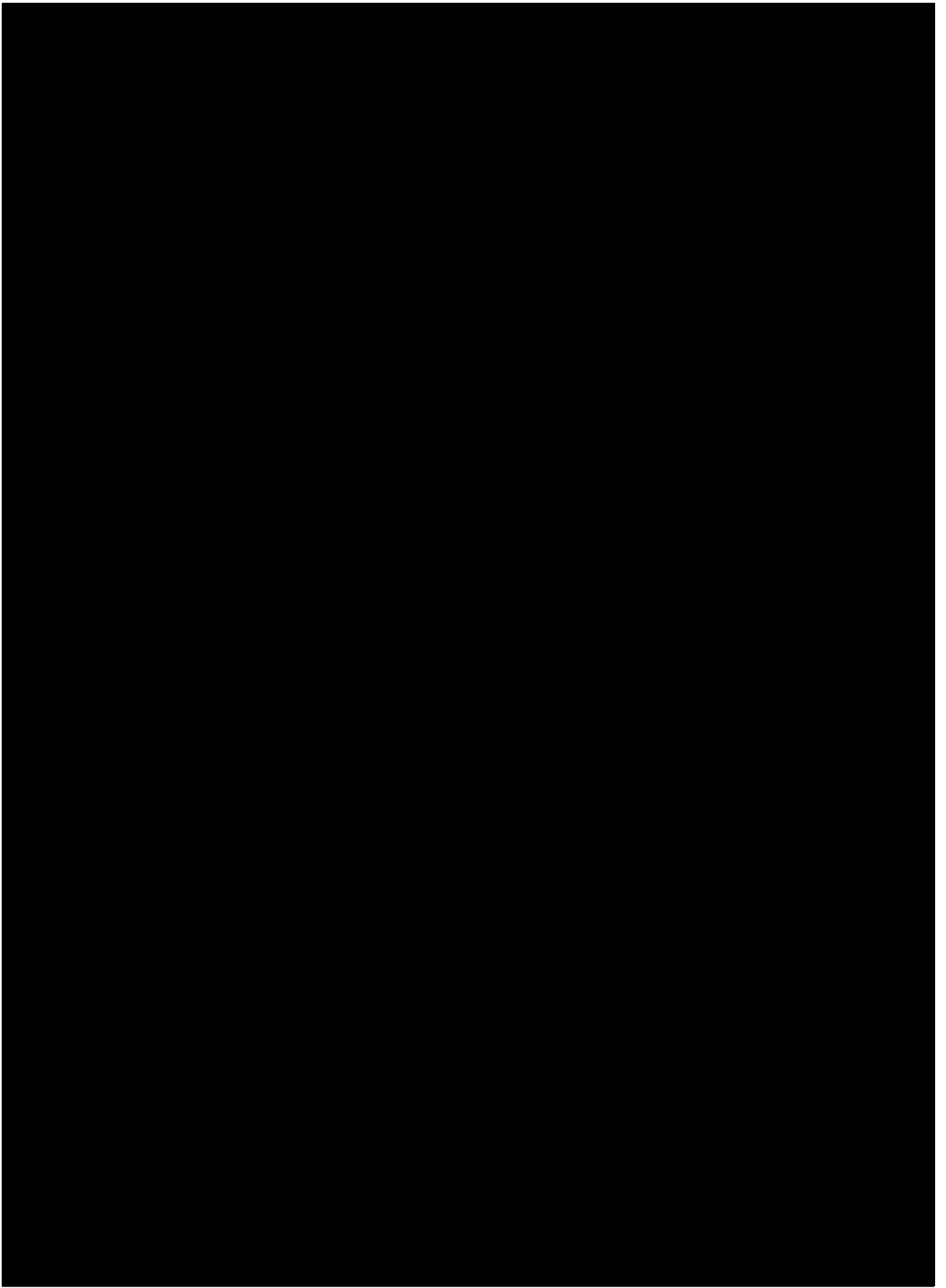
The policy would be published on the website.

The governing body agreed the charging policy.

**Parent Code of Conduct**

Ms Jones stated that this was a new policy for the school adopted from a model version on the schools' extranet. She explained that she had recently had to speak to a parent following a small conduct issue, so it would be helpful to have something in place. The governing body agreed to adopt the parent code of conduct.





## 11. School Improvement plan

The school improvement plan had been circulated to the governing body. Mr Jowett suggested meeting Ms Jones and putting together a schedule of link visits and subject leader presentations. He stated that they would arrange this, so it could be shared at the December FGB Meeting.

**ACTION: RJ/LJ**

**Q (LJ): Do any of the actions need additional funding to go forward?**

Ms Jones stated no.

**Q (JW): Was the shorter plan helpful in practice?**

Ms Jones stated yes, particularly as the annual monitoring and evaluation activities are now not included.

**Q (JW): Had the plan been shared across the school?**

Ms Jones stated that it had been shared with middle leaders and would be shared at a future staff meeting. She explained that some of the sections of the plan had come from the subject leader plans and discussions with the subject leaders.

**Q (JW): Had the targets been incorporated into performance management?**

Ms Jones confirmed that they had.

The governing body agreed that the plan was very user friendly.

**Q (JW): Was there anyone in school who did not engage?**

Ms Jones stated no and even when a subject was not a priority they were still involved. She informed the governing body that they were working with staff on action planning work and self-evaluation.

## 12. Finance

### a. Outturn statement

The outturn had been previously circulated to the governing body. Ms Jones took the governing body through the outturn.

**Q (JW): What was the picture on numbers on roll?**

Ms Jones stated that the numbers had dropped slightly and there was space in year 2. She stated that they had been told that there was a waiting list, but no children had been allocated. She also highlighted that there were some leavers anticipated in December as students' university courses came to an end.

**Q (JW): Was there a risk to year 2 in terms of SATs?**

Mrs Cooper stated that this would depend on whether the students were coming from an existing city school or from overseas.

**Q (JW): Were numbers positive for Foundation Stage applications?**

Ms Jones stated that they were oversubscribed with twice as many applications as places.

The governing body agreed the outturn.

#### **b. Budget monitoring report**

The budget monitoring report had been previously circulated to the governing body.

#### ***Q (JW): Did the maternity leave cover arrangements impact on the staffing budget?***

Ms Jones explained that a current part time teacher was moving from 3 to 5 days to cover the maternity leave which resulted in a small saving. Mrs Cooper also highlighted that this was a better arrangement for the pupils as the member of staff was known to them.

#### ***Q (JW): Had the school reduced the supply costs?***

Ms Jones stated yes and that there had been no supply for sickness absence used this term. She explained that the supply used for SEN support was high. Ms Webb asked whether this was due to the increased SEN in F2. Ms Jones stated yes and highlighted that the pupils were not moving to special school because there were no places.

The governing body agreed the budget monitoring report.

#### **Virement**

Ms Jones had circulated the virement document. She explained that when they did the original budget plan it did not include the TAs (SEN 1:1 TAs) appointed in the summer but did not start until October. Ms Jones reported that £21,500 was moved out of contingency into E301. The governing body agreed to the virement and it was signed off by the Chair.

#### **13. Triad work**

The triad report had been circulated to the governing body. Ms Jones invited questions from the governing body:

#### ***Q (JW): On the data sheet, were the judgements of 2 in Teaching, Learning and Assessment and Early Years based on data?***

Ms Jones stated yes, they were based purely on data.

#### ***Q (JW): How did you come to judge Leadership and Management as outstanding?***

Ms Jones explained that this was based on good outcomes for pupils, the work and delegation to the middle leaders (phase and subject leaders) and the spread of accountability across the school.

#### ***Q (JW): How did you come to judge Personal Development, Behaviour and Welfare as outstanding?***

Ms Jones stated it was from monitoring behaviour around school and pupils were on task and had outstanding attitudes to learning. She stated that reports of bullying were rare but when they were reported the records show incidents are dealt with quickly and there had been no repeat issues. Ms Jones stated that incidences of poor behaviour were low. She stated that action taken in relation to the SEN register were timely and robust and safeguarding records were robust and the SLT followed up concerns and actions effectively.

**Q (JW): Where was attendance covered in the judgements?**

Ms Jones stated that it came under personal development, behaviour and welfare. Mrs Cooper stated that the school's attendance this academic year was 97.2% as of 16<sup>th</sup> November.

The governing body discussed the work of the triad and the concern as to whether it provided enough challenge. Ms Jones highlighted that it was good to work with other Headteachers and schools, but they would need to consider whether they continued with the system going forward.

**14. Headteacher's Appraisal**

The Headteacher's appraisal had been undertaken by Prof John. Ms Webb and Mr Jowett.

**15. Redundant ICT equipment for disposal**

A list of equipment for disposal had been circulated to the governing body. Ms Jones took the governing body through the list. Mrs Cooper explained that the ICT company had a contract with a disposal firm who would ensure it was disposed of appropriately. The governing body agreed to the disposal.

**16. Documents Received by the Chair of Governors**

- Matters Arising newsletter

**17. Any Other Business**

- Ms Webb would circulate a UNHCR report on austerity for information
- Mr Thorpe suggested that a full staff training session on working at heights should be carried out

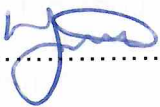
**18. Date of Next Meetings**

- Monday 17<sup>th</sup> December 2018
- Monday 11<sup>th</sup> February 2019
- Monday 18<sup>th</sup> March 2019
- Monday 13<sup>th</sup> May 2019
- Monday 24<sup>th</sup> June 2019

**Additional dates**

\*\*Monday 28 January 2019 – All governing body ratification meeting (Attenborough Learning Trust) 16.30-19.30 at Highfields Primary School\*\*

The meeting closed at 5:45pm

Signed .....  ..... 17<sup>th</sup> December 2018