



23/11/2021

## Minutes

### Local Governing Board; St Stephens Community Academy Tuesday 23<sup>rd</sup> November 2021 at 5.30pm at St Stephens School

#### 1. Welcome and Apologies

**Present:** Joan Heaton (Chair), Kathy Walsh, Paul Dickens, Sophie Hughes, Martin Cornish, Melisa Holden, Maura Furber (Head Teacher)

**Apologies:** Sue Tierney (Vice)

**In attendance:** Toni Martin (Governance Officer)

It was noted that Lesley Jones (Parent Governor) and Robyn Iveson-Mills (Parent Governor) have resigned due to a change in work and personal circumstances.

#### 2. New Governors

The following new governors were appointed to the Board and thanked for volunteering for this role:

Paul Dickens – Co-opted

Sophie Hughes – Co-opted

Martin Cornish – Board appointed Parent Governor

Melisa Holden – Board appointed Parent Governor

#### 3. Declarations of Interest Relevant to this Agenda

None relevant to agenda. Governors handed in annual declarations.

#### 4. Chair Election

Note that Joan Heaton was elected Chair at the very end of the summer term due to previous Chair stepping down. As per the An Daras Articles of Association, the Chair is re-elected annually and this will be done in the Autumn term 2022.

#### 5. Governor Administration

All governors agreed to abide by the Code of Conduct.

All governors have seen KCSiE and have noted the changes in 2021.

TM explained the Cyclical Plan and the Governor Role Document.

#### 6. Confirm Minutes of LGB Summer Meeting (1<sup>st</sup> July 2021) and Matters Arising

- Working group to discuss data from 1<sup>st</sup> July, improvement, SEF, top 3 risks and PPG (JH, LV, RI-M, ST) *see item 14*
- Complete monitoring visits. *See item 14*

Decision made to accept the minutes as a true and accurate record of the meeting and the Chair signed a copy.

## 7. Confidential Matters

A confidential safeguarding matter was discussed and recorded in the confidential minutes.

## 8. Headteacher Report

The Head teacher's report was circulated prior to the meeting and will now be shared with the new governors for information as part of their induction. **What "KPIs" or targets is the school required to achieve for the children?** The process of national attainment, progress measures and moderation were discussed in detail.

Staff absence was discussed. **As the insurance does not cover support staff, is there any way of measuring the impact of that?** MF explained the issue with covering support staff that are off work and the well-being of other staff needing to cover. **Action: Raise with the RSS committee and report back (TM)**

**Is the funding allocated to the school such as PPG, PE and catch up planned out appropriately?**

The allocation of, planning of and measuring the impact of the various funding allocations was explained. **When the impact of expenditure is assessed, is this done against other schools in the trust?** Where appropriate, but the use of PPG funding is quite personal to the needs of the children in a particular school.

It was noted that although covid numbers are very low in the school, there are many other genuine coughs, colds and illnesses that are keeping children at home and they are receiving learning to complete at home remotely. **Do you think the remote learning option is now here to stay as it has been shown that it can be done?** This was discussed and the emotional pressures involved with remote learning at home and the safeguarding issues surrounding the lockdowns were discussed, and how this has had a knock-on impact down the line with well-being. The preference will always be to have the children in school.

## 9. Improvement Plan

The improvement plan was discussed briefly and will be monitored by all governors. The priorities are:

- Raise standards in core subjects of reading and writing
- Implement EYFS framework
- Outdoor active learning linked to key life skills and TIS for well-being & mental health
- TIS training and emotional well-being of pupils
- Capabilities curriculum including foundation subjects/assessment and middle leader development

## 10. School Top 3 Risks

School top 3 risks:

- (1) Good level of development in the foundation year and failure to implement new EYFS framework
- (2) Curriculum offer to impact on progress and attainment
- (3) Improving progress and attainment in the core subjects

MF noted the internal audit process and results of the internal audit in the summer term.

## 11. Cyber Security

TM explained the external cyber security audit and accreditation. Also noted the use of governor emails and sharepoint.

## 12. Safeguarding / Health & Safety

KCSiE issued to staff and governors. No issues to report. It was noted that a bid is currently being prepared to be submitted, to replace the current boundary fence height and secure the gates and entrances to the site.

## 13. Attendance/Discipline/Behaviour/Exclusions

Attendance has been good, less for genuine winter type illnesses. Covid levels have been low. Behaviour on the whole has been good. The governors discussed some of the behavioural issues and agreed that the protection of the Head, staff and other children are a consideration when serious behavioural issues arise. There has been one temporary suspension and no permanent exclusions.

## 14. Governor Monitoring & Training

Working group to discuss data from 1<sup>st</sup> July, improvement, SEF, top 3 risks and PPG (JH, LV, RI-M, ST) *Working group was changed to a meeting between MF and JH due to illness or resignation of other governors, combined with another visit.*

### Monitoring visits:

- SEND (LV) – detailed visit completed, no report due to LV resignation
- Maths (LV) – detailed visit completed, no report due to LV resignation
- Meet with AN to discuss safeguarding in July (ST). Complete
- 15 Jul – Performance management meeting with Trust CEO and Headteacher (JH) completed followed by a walk around the school and an update on school matters required as Chair.
- 28 Sep – Cyber Security Audit (JH) completed. Proposal to add cyber security to LGB agenda as regular item – this is already being done from trust level downwards. Any actions from the audit will be monitored.
- Chair's meeting with Head on 17 Nov 21 to discuss incident that occurred at school.
- Chair's meeting with Trust CEO; feedback was given on potential Ofsted inspection, curriculum, early reading skills, staffing levels and illness, funding for tutoring, bids for premises work, cyber security audit, woodland skills centre, trust policies, safeguarding training for governors, school improvement plan, trust/school risk register and the Vision into Practice 5 year plan. It was noted that mini buses will be looked at for transporting children to the Woodland skills centre. A governor made a plea to consider hybrid or electric options.

### Agree governor lead roles:

Kathy Walsh – Stakeholders

Sue Tierney – EYFS, Whistleblowing (Vice)

Joan Heaton – Improvement (Chair)

Melisa Holden – SEND/PPG

Martin Cornish – Data, PE

Paul Dickens – Safeguarding, Behaviour, Attendance

Sophie Hughes – SH including pupil voice, Well-being, Information (Data Protection)

All governors will monitor the curriculum and improvement plan.

### Agree monitoring and working group for next term:

**Working group to cover a brief on capabilities curriculum and visible learning Wednesday 26<sup>th</sup> January at 2pm** plan to hold in person but joining remotely will be possible if arranged in advance

- **Safeguarding visit and meet with Claire Paul (PD)**
- **SEND visit with SENDCO and Kathy Walsh (MH)** Booked for Wednesday 12<sup>th</sup> January 2022 at 1.30pm
- **Visit with Headteacher to discuss data; current and predicted & view the PE plan (MC)**

#### **Governor Training**

Chair's Training 2 Nov (JH)

Safeguarding for Governors (MH, PD)

Prevent (PD)

#### **15. Policies**

TM explained the statutory policy cycle for the 7 statutory school level policies and that they are all in date. Safeguarding and admissions on an annual cycle, Accessibility plan on 3 yearly and the remainder will also be reviewed on a 3 yearly basis. Behaviour policy was approved.

#### **16. Admissions Policy**

Policy for 23-24 approved by governors and will now await Trust Board to determine all school policies in February 2022.

#### **17. Any Other Business**

Governors discussed dates for various upcoming Christmas activities.

TM noted the requirement for DBS for new governors and Claire Paul, Safeguarding Manager will liaise regarding this. **Action: new Governors**

**Action: Governor passes and lanyards for the governors (MF)**

#### **18. DONM**

Date of next meeting is provisionally Wednesday 30<sup>th</sup> March 2022 at 5.30pm

Meeting closed at 8.30pm

TJH Martin

ADMAT Governance Officer

#### **Distribution List:**

J. Heaton – Co-opted Governor (Chair) K. Walsh – Staff Governor S. Tierney – Co-opted Governor P. Dickens – Co-opted Governor S. Hughes – Co-opted Governor	M. Cornish – Parent Governor M. Holden – Parent Governor M. Furber – Head Teacher W. Hermon – Executive Head/CEO G. Barriball – Chair of the Board
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AWAITING APPROVAL AT NEXT MEETING