

LYDGATE JUNIOR SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
HELD ON 12 MARCH 2020**

Present: Maureen Neill (Chairperson); Toyin Aderiye;
Mark Alexander; Julie Farrell; Rosemary Fletcher;
Simon Hamilton; Andrew Hogg;
Jacqui Hoole; Stuart Jones (Headteacher);
Marelize Joubert; David Kyffin; Alix Wall.

Associates:

In Attendance: Julie Child (Clerk to the Governors)

Governors' core responsibilities:

1. ensuring clarity of vision, ethos and strategic direction of the school
2. holding the headteacher to account for the educational performance of the school and its pupils
3. overseeing the financial performance of the school and making sure its money is well spent

1. Apologies for Absence

Apologies for absence were accepted from and received from John Hague and Carina Kemp.

2. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.

3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

Resolved: That the minutes of the meeting held on 14 November 2019 be approved and signed.

Matters arising from the minutes

3.1 **Item 4.2 – Space for extra-curricular activities** – the Headteacher updated governors around the pressure on space for After School clubs and how this is being addressed.

3.2 **Item 4.3 – Operation Encompass** – the Headteacher said the school had received one contact as part of this safeguarding initiative, commenting on how effectively the system operates.

ACTION

3.3 **Item 5.8 – Customer Commitments** – the Headteacher informed governors he has used the school blog and the Newsletter to communicate the school’s Customer Commitments to parents and this will be formally adopted with parents post Easter.

3.4 **Item 5.9 – Withdrawing children from elements of the curriculum** – the Headteacher said Sheffield are drawing up a citywide RSE curriculum and the scheme of work will be circulated to parents once it is received. The Headteacher explained the consultation which has been carried out across the city as part of drawing up the curriculum and letters explaining all this will be sent out to parents in the summer term once they are received from Learn Sheffield.

3.5 **Item 5.11 – Review of the Complaints Policy** – the Headteacher said as a result of a complaint received it had been suggested the school carries out a review of the its Complaints Policy.

The Headteacher explained that the school had responded to a ‘concern’ expressed by a parent as the word complaint had not been used. Governors discussed the need for clear differentiation around terminology and for there to be clarity in the Policy around the process for lodging a formal complaint.

Governors asked the Headteacher to work on a revision of the wording in the Policy to ensure clarity.

Headteacher

3.6 **Item 12 – Record of governor training** – the Headteacher confirmed Lucie Clack is now maintaining the record of training undertaken by governors and governors were reminded to contact Lucie to inform her of any training they had undertaken.

3.7 **Item 13 – printed copy of Sheffield Governor Newsletter** – the Headteacher confirmed this is available for consideration under item 10 of tonight’s agenda.

3.8 **Item 14 – Governor visits to school** – Simon Hamilton, in his role as SEN governor spoke of his visit to school to look at SEN provision and reported on what he had experienced.

Simon outlined his thoughts on SENCO provision at the school and governors discussed whether it is appropriate and sufficient and what the benefits of additional provision might be.

The Headteacher said increasingly schools are supporting each other and spoke of the joint working which takes place between SENCOs across the S10 Partnership schools.

Governors recognised that this is a capacity issue and agreed the Resources Committee will explore this point in more depth and feed back to the next meeting of the Full Governing Board in the summer term.

Resources Committee

4. **Headteacher's Report**

Governors had received the Headteacher's Report prior to the meeting for their scrutiny and noted the revised format. The Headteacher expanded on particular items and invited governors' questions.

4.1 Height and weight check (Y6)

The Headteacher informed governors of the results of the check, saying 21.5% of pupils fall into the category of overweight/obese and highlighted the correlation between this figure and the percentage of children school has difficulty in engaging in any form of sporting activity.

Governors asked whether this figure shows an increase in the level of overweight/obese pupils and the Headteacher said the figure had been 25% at the last check and the figure is well below the Local Authority and national averages.

4.2 **Staffing**

The Headteacher outlined how staffing has been reorganised so that pupils have better continuity of teachers and support staff throughout the day. The Headteacher said the high number of part time staff does cause organisational issues and explained how the school is working towards more full time teachers.

A governor asked whether the school is mapping class journeys in order to identify if having a number of different teachers during the week has a detrimental impact on children's learning and the Headteacher confirmed this analysis does take place, adding that the Year 6 results would not indicate it causes a marked problem for the pupils at Lydgate Juniors.

The Headteacher spoke of the benefit of having four classes in a year group and how this allows staff to share good practice and the steps taken by the school for staff to be able to work together.

The Headteacher said the rise in staff absence since the last meeting is due to two long term absences.

4.3 **Curriculum**

The Headteacher outlined how Curriculum Leaders in school are working to develop and implement a new curriculum so that the requirements of the new Ofsted framework are met.

The Headteacher said to support with this the Curriculum Leaders attend subject network meetings and outlined how this contributes to their professional development.

4.4 Data

Governors discussed the data and the significant gap between the data for girls and boys. The Deputy Headteacher said she would question the accuracy of some of the data and outlined her reasons why.

The Headteacher said the children arrive from Key Stage 1 with a gender gap but the data would suggest that the school is not managing to close the gap and outlined the initiatives being adopted currently around boys reading and writing.

Governors asked whether there is any evidence to suggest the gender of the teacher is influential on boys attainment and the Headteacher said there is nothing to suggest it is a factor.

Governors asked whether parents are encouraged to support children's reading at home and the Headteacher confirmed they are.

The Deputy Headteacher spoke of the benefits of staff being experienced in assessment and not being over cautious. The Deputy Headteacher said the PITA (Point in Time Assessment) is due to be done tomorrow and school will then be in a better position to analyse the data.

5. Committees : matters arising from the circulated Minutes

Governors confirmed the receipt of the Minutes from committees and it was agreed that in future the Minutes from meetings will be circulated as soon as they have been agreed as an accurate reflection of the meeting.

Governors agreed a protocol of contacting the Chairs of Committees should they require further information or clarification on any point and the Chairs will report back on any contact regarding the Minutes at the Full Governing Board meetings.

6. Review of the School Improvement Plan/Self Evaluation Form

The Headteacher said the content of the Self Evaluation Form is currently being worked on by the Senior Leadership Team and explained how it needs to mirror the Inspection Framework.

The Chair said this will be an agenda item for the next meeting.

Summer term
agenda item

7. Review Governing Board membership and governor end of term dates

The Clerk informed the Board there are currently 3 Co-opted Governor vacancies and no terms of office due to end during the remainder of this

academic year.

Governors recognised the advantage of being able to move parent governors to a co-opted vacancy but agreed three vacancies is too many.

Governors discussed any identified skills gaps from their skills audit and recognised these have been filled by the new parent governors.

Governors said it would be good to have a governor with educational expertise who is entirely independent of the school and the Headteacher said he would try and identify an individual willing to fill this role. The Clerk said she would ask Governor Support if they have any prospective governors who would meet this requirement.

Clerk

8. Review of the meeting – how has the governing board fulfilled the three core functions for which it is responsible?

The Chair said governors challenge through the committee meetings, particularly around the financial performance of the school and governors considered they had challenged at this meeting particularly around SENCO provision and the educational performance of the school.

9. Review of Learn Sheffield Governor Training Options 2019-20

Governors were encouraged to access training through Learn Sheffield and to inform school of any training undertaken and the Chair asked governors to consider if there were any areas where a whole governing board training session would be beneficial.

All governors

Governors reported on e-learning undertaken on e-safety, mental health and SEN.

10. To consider the Sheffield Governor Newsletter

The Newsletter is emailed out to all governors from the Governor Support team at the beginning of each term and governors said they do not find the e-mailed version as user friendly as the paper copies received in the past. The Headteacher said he would ensure paper copies are available to governors at the Full Governing Board meetings.

Headteacher

11. Date and Time of the Next Meeting

Resolved: That the next meeting be held on 9 July 2020 at 7 p.m.

12. Any Other Urgent Business

12.1 Coronavirus – Covid-19

Concerning the Coronavirus situation the Headteacher said the DfE and Sheffield City Council keep the school informed on a daily basis via email.

The Headteacher confirmed that any advice is followed and said the school is also building awareness of how best to have a continued teaching input for children at home.

The Headteacher said the school has done crisis planning on vulnerabilities and detailed to governors what these are.

12.2 CPoms

A governor asked why the school does not use CPoms to record any safeguarding concerns and the Headteacher responded and went on to explain how the school records any safeguarding concerns, saying all the recording is currently paper based.

A governor asked how this information is kept secure and the Headteacher responded, confirming that only the designated Safeguarding team have access to these records.

Meeting closed at 8. 40 p.m.