

**Local Governing Body Meeting
Tuesday 27th April 2021 at 1.00pm (Virtual)
Minutes**

Present:

Beverley Burrows	Headteacher
Matt Whitehead	Executive Headteacher
Lee Jamieson	(Chair) Co-opted Governor
Sam Collins	Parent Governor
Janet Hodgson	Parent Governor
Ruth Gent	Foundation Governor
Rev A Stanton	Foundation Governor
Rev A Mitchell	Foundation Governor

Amanda Lancashire Member of staff

Apologies: None

Members of staff presenting:

Tracey Moffatt	Member of Staff
Amy Jones	Member of Staff

In attendance

Danielle Wood Clerk

Any text in red bold italics represents a Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

1. Welcome, Introductions & Opening Prayer

- The opening prayer was led by Rev A Stanton.

Apologies for Absence: Mrs K Dean

2. Declaration of Non/Pecuniary Interest

- There were no declarations made.

3. Presentations – Art, DT, Computing

Art – Mrs B Burrows

(The Headteacher would present on behalf of the Art Co-Ordinator as it was a non-working day for the member of staff)

Governors were advised that all curriculum overviews were available to review on the school website.

The Headteacher explained that the Art topics have been created to link with other subject areas. Assessment sheets have been added to the back of children's books for teachers to sign and date when objectives have been met and these can be tracked.

The Headteacher advised that Art activities were set during lockdown whilst children were learning remotely.

Art topics in early years are linked to the prime areas.

Governors heard that the Art curriculum topics are progressive and provide opportunities for children to revisit topics at different times.

The next step is for the subject leader to complete a pupil voice survey, review books and complete a staff questionnaire.

Rev Stanton commented on how exciting the plans for Art sound and added that there is a lot of artwork in the church which would be of interest and a visit could be arranged. The Headteacher agreed that this would also link with Religious Education.

Q – Mr M Whitehead – Clearly articulated range and variety of media children are involved with including artists and methods. Is there a clear development of skills and are staff able to articulate this? The Headteacher referred to the explanation of the review and cycle outlined and a document was shared showing the plans.

Q – Mr M Whitehead– Do the plans progressively build on units and look at a particular skill? The Headteacher confirmed that teachers can see each year group and the context that skills are taught.

Design & Technology – Ms Tracey Moffatt

Ms Moffatt explained that all children have Design & Technology assessment sheets and teachers record when objectives are met.

Governors heard that in early years Design & Technology is assessed through expressive arts and design and the data is reported each half term.

Ms Moffatt advised that years 1 – 6 have Design and Technology days' timetabled and this allows children the opportunity to be immersed in the topic. During the autumn term all years completed 1 Design and Technology cycle.

Ms Moffatt read aloud the actions carried out to date and the impact as detailed in the circulated report.

Governors were referred to the next steps listed.

Q – Is there a balance between computer activities and manual activities? Ms Moffatt replied that the planning that she has reviewed includes more practical activities however computer based activities would be considered as a next step.

Q – Mr M Whitehead – It is great to hear about the clear teaching sequence and links to evaluations and clear development of skills and assessment from teachers. Do you look at famous engineers and do children have the opportunity to disassemble items before assembling them? The Headteacher replied that the plans would be uploaded to GovernorHub and explained that the plan is similar to the Art plan.

Mr M Whitehead stated that it needs to be explicit that Design and Technology includes famous designers and disassembly as it is clearly included.

Q – Is there a way to include women's roles in Design and Technology, specifically as more recently women developed the vaccine for Covid-19? Mrs Moffatt agreed that this was something that could be looked at.

Ms Moffat was thanked for her presentation.

1:30pm Ms Moffatt left the meeting

Computing – Ms Amy Jones

1:32pm Ms A Jones in attendance

Ms Jones read aloud her report which was available for governors on GovernorHub.

A governor commented that it sounds like a lot to learn for students and staff, with coding introducing a new language and lots of areas you are working towards. Ms Barlow agreed and advised that she is responding to members of staff comments and planning in training and preparation packs to support them.

The Headteacher explained that the scheme supports members of staff by providing scaffolding for lessons and pre prepared plans.

Q – How did students respond when they had to return to the crash courses in coding? Ms Barlow replied that students really enjoy coding and would be happy to do lots of the work.

Q – Mr M Whitehead – Your enthusiasm comes across and is clearly having an impact on the children. What programme do Purple Mash use for coding? Ms Barlow replied that they use a version of Scratch and Logo and lower year groups use the Coding Bot.

1:45pm Ms Barlow left the meeting

4. Approval of minutes of Previous Meeting held 03.03.21

The minutes of the meeting held on 03.03.21 were approved and the Clerk agreed to add the Chairs electronic signature.

5. Matters Arising

- ACTION: The Headteacher requested that the details of the RSE curriculum also be shared with governors for their feedback.

The Headteacher explained that members of staff have reviewed Jigsaw curriculum and how it approaches relationships and sex education. Consideration has been given to what should be included and what areas were considered to be more appropriate for older children. A staff meeting would be held on 6th May 2021 at 3:30pm to look at the language that would be used in the lessons for each year group. The Chair and Rev A Stanton were invited to attend the meeting.

1:45pm Mrs S Collins in attendance

Governors were invited to attend the following meetings that would be taking place in school with leaders:

11th May 2021, Review of first steps linked with English and International Early Years Education

20th May 2021, Mathematics

- ACTION: The Headteacher agreed to email a copy of the writing that is next to the Belonging, Believing and Becoming tree to be uploaded to GovernorHub.

ACTION

6. Headteacher Report including

- Covid Risk Assessment and safety protocols update
- Plans for “catch-up” and remote learning plans (if needed)

The Headteacher advised that there were no changes to report. Teachers continue to face challenges with providing remote learning for children at home and teaching children in school.

- Vulnerable children and safeguarding

The Headteacher reported that she had met with Rev A Stanton and the documents that were discussed were shared with governors. The school has four Encompass trained members of staff.

The Headteacher reported 1 hate incident and this was followed up in the class.

Governors were referred to the Safeguarding Audit and Safeguarding Action Plan that were circulated on GovernorHub ahead of the meeting.

The meeting proceeded to discuss upcoming Safeguarding training opportunities and the Executive Headteacher advised that training can be purchased. The Clerk agreed to advise of any training that was available through the local authority.

- Admissions update

The Headteacher reported an increase in numbers to 311. The number of children who are expected to join the school in September was 31 and this was lower than the previous year. Governors noted that this would have implications for the Reception and Early Years class plans for next year.

- Attendance

The Headteacher explained that attendance has been impacted by Covid-19 as the school was instructed to use a different code to report Covid-19 absences, however children that

attended part time during lockdown have had an impact on the figures as explained by the Headteacher.

➤ Catch up Curriculum

The Headteacher reported that the Third Space Learning was going to cost less than expected at around £16,000. The Headteacher would be observing reading interventions in KS1 and phonics books would be purchased along with books for older children in years 5 and 6.

➤ Governing Board Development

Governors were advised that a staff governor election was currently being held.

The Chair notified governors of a resignation he had received from Mrs G Davenport, Co-opted governor.

Vacancies on the governing board were discussed.

The Clerk agreed to check the constitution details that she has for the Local Governing Board.

ACTION

The meeting proceeded to discuss the Governing Board Development Plan and agreed that a meeting be held on Wednesday 19th May 2021 at 10am to discuss this further.

Ofsted training for governors dates to be shared by the Headteacher.

ACTION

Governors proceeded to discuss opportunities for them to attend a walk around school. The Headteacher suggested that governors be invited to attend the next Local Governing Board meeting in school.

Mrs R Gent advertised a Diocesan event on 30th June 2021 which governors were invited to attend.

➤ Confidential Item

Confidential Appendix I

Q – This is the second time you have reported low nursery numbers and parents removing children from the school, what is the reputation of the school like locally?

The Headteacher explained that there are lots of happy families attending the school, the reported issues relate to 3 out of 311 children attending the school. Governors were advised that nursery numbers have increased.

Mr Whitehead explained that he had been speaking to Mr Paul Good, Chair of the Trust, about pupil numbers as other schools within the Trust are experiencing a reduction in nursery numbers and reception numbers. Mr Whitehead advised that the Headteacher has been considering ways in which the Early Years can be a unit and avoid the need to employ an additional teacher to accommodate an extra child.

Mr Whitehead advised that Mr P Good had suggested that the Local Authority be contacted to enquire about the predicted pupil numbers for future years as there may have been a

reduction in the birth rate. Consideration may be given to reducing the Pupil Admission Numbers (PAN) to 30.

Mr Whitehead highlighted that private nurseries remained open during the pandemic and this has impacted on parent's decisions when choosing a nursery.

The Headteacher added that this is the first year since she joined the school that the school has had an Easter intake.

Finally, the Headteacher presented data to the meeting and highlighted how it shows pupils progress.

7. Behaviour and safety of pupils (Safeguarding) – update

Discussed in item 6.

8. Executive Headteacher updates

The Executive Headteacher advised that he has written a letter on behalf of the Trust to update the school community on the plans to resume celebration events such as assemblies in church and leaving parties once the current guidelines allow. The safety of the school community is paramount and events will only resume once it is considered to be safe to do so.

Moving on the Executive Headteacher spoke about a review of reading journals that he was a part of in school. He commented on how impressed he was by the format, quality and detailed discussions about the books. Governors were advised that children in year 1 will be following the consistent approach to reading throughout their time at the school and this will be noticeable when they reach year 6.

Budget Update

The updated budget had been circulated to governors ahead of the meeting on GovernorHub.

The Executive Headteacher reported that the revised budget includes a £60,000 increase in staffing costs and this was due to cover for staff absence due to Covid-19 related absences. Staffing was currently running at 62.3% with the target 58.8%.

Governors heard that the income has slightly reduced as the school is awaiting a Pupil Premium payment and other income. The school has currently spent £23,000 more than the income received.

The Executive Headteacher explained that the budget includes money to pay for roofing work that will be completed during the Whitsun holidays. When this is paid the deficit will be higher. The current forecast was a deficit budget of £37,000 however this is likely to increase.

The Executive Headteacher explained that £150,000 was carried into the year and with careful budget management there will be £100,000 to carry into next year.

Confidential Appendix II

The Executive Headteacher advised that the Headteacher and all members of staff are working hard to ensure children have all the resources that they need whilst carefully managing the budget.

The meeting heard that the budget for next year is currently being drafted with the aim to present a balanced budget as the budget should not be supported by the carry forward.

The Headteacher explained that the school has a number of experienced teachers who are on higher salaries than newer teachers, however the high quality consistent teaching that they bring is invaluable. The Executive Headteacher agreed.

9. Wellbeing – whole school community

The Headteacher reported that the school secured funding for low income families that are not eligible for free school meals or pupil premium grant. The school identified families who would benefit from the grant and they each received £75 to support with food and bills. 27 families benefitted from the grant.

The Chair discussed how he is looking at ways to embed a culture of wellbeing within school and advised that he has reviewed resources on The Key including examples from other schools.

The Headteacher advised that the school is looking to arrange a wellbeing scavenger hunt for children.

Mrs R Gent advised that the Diocese are providing peer support network events that would link with the ethos of the school and support members of staff.

10. Governing Body Matters including:

➤ Any training (online) undertaken:

Janet Hodgson reported that she had attended a number of training courses which were listed on her GovernorHub profile.

Ruth Gent reported that she attended New Governors in Church Schools Training

➤ Link Governor Report

Mrs R Gent highlighted an item in the latest Diocese newsletter regarding Christian distinctiveness.

11. Policy approval

- **AUP Parents 2020**
- **AUP Pupils 2020**
- **AUP Staff 2021**
- **Critical Incidents Guidelines**
- **Medical Conditions in Schools Policy**
- **Online Safety Policy- new**
- **Recruitment and Selection Model Policy and Procedures - updated**

- **Safeguarding Schools – updated**
- **St Elisabeth’s Managing Allegations Policies - LA**
- **Behaviour Policy**

One of the governors commented that they are aware of a policy that St Thomas’ CE Primary School in Stockport have which is a more church distinctive policy. Examples were shared and Mr Whitehead agreed to source a copy of the behaviour policy and highlight any areas that could be incorporated into the school policy.

ACTION

Policies were circulated to governors ahead of the meeting and duly APPROVED by the governing board.

Q – The references made to non-verbal cues, are children able to interpret them? The Headteacher explained that class teachers know the children well and use a range of non-verbal cues which the children respond to.

Q – Does the Recruitment Policy include wider advertisement to attract a diverse range of candidates? The Headteacher explained that the policy was a standard policy received from HR and all job vacancies are advertised widely.

Mrs Gent stated that the school must consider the community that it is based within and extra steps may be needed to make job advertisements more accessible. Black Lives Matter and reports of institutional racism encourages schools to take extra steps to broaden the recruitment searches.

Mr Whitehead agreed and commented that this is a Trust wide focus and will be something that is considered by Trustees.

Q – The Headteacher asked Mrs Gent if the Diocese have produced any policies. Mrs Gent replied that policies will be published for governance and recruitment and diversity. The Diocese has also set up a racism Trust group. The Headteacher welcomed any templates that could support the school with applications.

Q – Does the school record ethnicity of applications received? The Headteacher replied that candidates include this information however it is not something that is reviewed when applications are considered.

Q – Do you think extra consideration to candidate’s ethnicity should be made? The Headteacher replied that the main focus is to find the best practitioner for the school however it could be a consideration.

12. AOB

13. Date & Times of future meetings:

Monday 21st June 2021, 4pm (*Please note change to meeting date*)

14. Closing Prayer

Governors said Grace at the close of the meeting.

Signed..... Date.....
Mr L Jamieson (Chair)

Meeting closed at 3:00pm

Summary of actions

- ACTION: The Headteacher agreed to email a copy of the writing that is next to the Belonging, Believing and Becoming tree to be uploaded to GovernorHub.
- ACTION: The Clerk agreed to check the constitution details that she has for the Local Governing Board.
- ACTION: Ofsted training for governors dates to be shared by the Headteacher.
- ACTION: One of the governors commented that they are aware of a policy that St Thomas' CE Primary School in Stockport have which is a more church distinctive policy. Examples were shared and Mr Whitehead agreed to source a copy of the behaviour policy and highlight any areas that could be incorporated into the school policy.