

**Local Governing Body Meeting
Wednesday 3rd March 2021 at 4.00pm (Virtual)
Minutes**

Present:

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

Apologies: None

Members of staff presenting:

Mrs A Lancashire and Ms M Jones, Mathematics
Ms E Jewhurst, History
Ms N Hague, PSHE
Ms J Millen, Writing
Mr I Tune, Geography

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: There were no apologies for absence as all governors were present.

Apologies for early departure were received and accepted from Rev A Mitchell.

2. Declaration of Non/Pecuniary Interest

- There were no declarations made.

3. Presentations – PSHE Lead, Writing Lead, History, Geography, Mathematics

Mathematics, Mrs A Lancashire and Ms M Jones

A report was presented to the meeting to be discussed.

Governors were advised that the teaching of maths incorporates a recovery curriculum that is being monitored. The current data shows that children are working below their age related expectations due to lockdown, however there is evidence of progress being made.

Governors heard that there are some children who have not made progress and strategic meetings would be held this week with the Headteacher and teachers to discuss individual cases and how to ensure the children make progress.

Ms M Jones proceeded to read her report aloud to the meeting.

Mr D Godfrey had delivered training for teachers and support staff around the Concrete, Pictorial and Abstract (CPA) approach and this has increased confidence in delivering the maths programme.

The actions that have been carried out to date were listed and read aloud to the meeting.

Mrs A Lancashire moved on to discuss Third Space Learning. The school purchased the package in response to feedback from members of staff about children needing the option to practice maths in a fun way at home and at school.

Third Space Learning provides personalised learning for each child, with years 2 and 6 currently accessing the programme. The initial plan was for the programme to be introduced in school however due to the recent lockdown the programme has been delivered at home. The school received 26 laptops from the Department for Education (DfE) and priority was given to children in years 2 and 6. Headphones were also provided from Third Space Learning.

Mrs Lancashire reported that the uptake for the programme has increased weekly and this has been very positive to see.

Governors heard that the school has received mixed feedback from parents, with some parents reporting that their children have been unable to understand the tutors and they have refused to follow the tuition as they explained that it was causing additional pressure for the family. The school accepted this as wellbeing of pupils and families is the priority during the current period of home learning.

Mrs Lancashire explained that the feedback was shared with Third Space Learning as some children have only accessed the lessons once due to the issues raised by parents regarding difficulties understanding the tutors. Third Space learning have agreed to credit the school for the lessons that children have missed.

Mrs Lancashire advised that she would be holding a telephone meeting with Third Space on Monday and that she would enquire about the length of the contract that the school has signed up to. Governors heard that a class has been observed participating in a lesson today whilst in school and the children were enjoying the activities and talking about their work. Mrs Lancashire agreed to discuss the programme with other teachers to find out their opinions.

The Headteacher explained that the school may need to take some time to follow the programme in school being led by teachers.

The next steps were listed and read aloud to the meeting.

Q – I am delighted to hear about the positive observations made whilst children were accessing the programme in school, and the number of children accessing during lockdown was also positive. Years 2 and 6 are currently benefitting from the programme which is being funded by the Covid-19 catch up fund, are there any plans to support years 1 and 5 who will be completing national tests next year? The Headteacher replied that the programme has been purchased for one year initially and if it is successful then it can be introduced to other year groups.

Ms Jones explained that discussions have taken place regarding the extension of the programme to years 1 and 5. The school currently has Whiterose maths resources which the year groups would be able to access.

Q – Some of the issues raised by parents about the language of tutors is a concern as it is not the first time you have raised issues about diversity and the lack of diversity in the local area. Are there any plans to include diversity across subjects? The Headteacher explained that the Religious Education curriculum covers a variety of religions and the school encourages children to discuss their religions and values. The school has recorded no hate incidents since the last meeting. The Headteacher stated that children are influenced by things outside of school and the school will continue to promote the importance of all children becoming responsible citizens. Mr Whitehead highlighted how this is promoted by the Multi Academy Trust ethos belonging, believing and becoming.

Governors discussed the benefit of allowing teachers time to deliver the programme in school and share their feedback on the engagement.

4:30pm Ms Jones and Mrs Lancashire left the meeting

Q – The report states that we are awaiting 75% discount for vulnerable pupils accessing the programme, has this been received? Yes.

4:30pm Ms Jewhurst joined the meeting

History, Ms E Jewhurst

Ms Jewhurst read aloud her report.

Q – What resources have members of staff asked for? Maps of the local area. The Headteacher advised that there is a free website that can be used to access maps.

Q – Have we included visits to local historical sites where possible? Yes we will be looking at including more visits when restrictions are lifted.

The Headteacher reported that there was a trip booked for the year 5 children to visit Tatton Park as part of their Vikings topic however this was cancelled due to Covid-19 restrictions.

Governors were advised that the curriculum overview documents had been uploaded to the school website, with writing standards a focus in all subjects. Knowledge organisers were also available including vocabulary lists.

Q – February was LGBTQ+ history month, has the school planned anything for this? There has been no specific activities for this however it is something that the school would look

to incorporate.

The Headteacher explained that there are larger considerations around the incorporation of LGBTQ+ education into the curriculum and the church was welcomed to support with this.

4:40pm Ms E Jewhurst left the meeting

Personal, Social, Health Education (PSHE), Ms N Hague

4:44pm Ms N Hague in attendance

Ms N Hague read aloud from a report that she had produced.

Governors heard that teachers continue to use the Jigsaw scheme that the school introduced in October.

Ms N Hague and the Headteacher had attended a virtual meeting with members of staff from other schools in the trust to discuss Relationships and Sex Education (RSE). Ms Hague stated that the main thing that she took from the meeting was the importance of ensuring that members of staff feel comfortable with the lessons and that parents are involved and understand what their children are learning.

Governors were advised that parents would have the option to withdraw their child from RSE lessons unless the lesson is part of science education. Feedback would be received from teachers about the curriculum and this would then be presented to parents for feedback.

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

ACTION

The Headteacher referred to the reference made to the LGBTQ+ week and advised that the school has welcomed Rev A Stanton's involvement with the curriculum planning as families would appreciate this. Governors noted that the school must prepare children for society.

Governors were advised that the school would be considering the terminology used in RSE lessons for each year group and consulting with members of staff and parents to ensure that an agreement is reached.

Mr Whitehead commented positively about the schools approach as teachers must feel comfortable with what they are teaching and the school must ensure that children are prepared for the society that they live in.

Q – How much guidance is available to support teaching staff with the conversations that the lessons will open up with children and what resources are available? Also, the Headteacher suggested that an area in the year 4 curriculum was not appropriate and do you agree Ms Hague? The Jigsaw scheme that the school uses is scripted and all of the resources that teachers need are provided. Support would be available for teachers from the school nurse and this would be reassuring for some teachers. Ms Hague agreed with the Headteacher regarding her comments about some of the terminology being inappropriate for the year group it is intended for.

The Headteacher highlighted the importance of ensuring that the school promote positive relationships and different family organisations.

Governors heard that a decision would be made about how questions that children raise are addressed, as there could be a question box for children to post their questions into and then teachers can respond. It may also be appropriate for some questions to be responded to on an individual basis.

Ms Hague explained that previously the school has asked children to write down any questions that they may have before the lesson and they would then be covered.

The Headteacher welcomed governor's thoughts and feedback.

Q – Are there any plans for parental workshops to support parents who do not feel confident discussing RSE with their children? Yes, Ms T Cross, Health and Wellbeing School Co-ordinator, has delivered workshops in the past and it may be possible to host an event virtually.

5:10pm Ms N Hague left the meeting

Writing, Ms J Millen

5:11pm Ms J Millen in attendance

Ms Millen reported that a high percentage of children were not working at their age related expectations in December, however the progress made was significant. Meetings have been held to discuss pupils that have not made the required progress and actions will be put in place.

Ms Millen discussed the difficulty for teachers moderating writing and shared details of moderation activities that have taken place in school whilst ensuring that covid-19 restriction measures are adhered to.

The Headteacher agreed that moderation of writing is difficult and advised that the writing assessment grids that Ms Millen has produced can be used to ensure the same standard of writing is expected across the curriculum.

5:23pm Ms J Millen left the meeting

Whilst waiting for the next presentation, the Chair shared pictures of the displays within school including the Belonging, Believing and Becoming tree.

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

Geography, Mr Ian Tune

5:25pm Mr I Tune in attendance

Mr I Tune read aloud a report that he had produced.

The Headteacher explained that the Geography curriculum was rewritten last summer to allocate specific programmes of study to specific year groups at specific times of the year. The subject overviews allow all teachers to see clear progression of skills. Mr Tune added that they

show links between year groups as children progress through the school.

Mr Tune explained that the outcome of the staff voice was that members of staff wanted the subject to be brought to life. Covid-19 restrictions have prevented some plans going ahead, however as they ease it is hoped that activities can be arranged.

5:41pm Rev A Mitchell left the meeting

Q – Are there plans to learn about local heritage sites? Yes, the children were excited to learn about St Elisabeth's church.

Rev A Stanton was thanked for producing assemblies for the school to present.

Q – As forest school is unable to go ahead at the moment, are there any plans to develop some of the school grounds into a forest school area? Also, will year 6 children be attending a residential trip? The Headteacher explained that children attend forest school from year 2 onwards however this has not been possible due to Covid-19. The school is currently developing a forest area on the school grounds and this will support with building relationships and resilience.

Governors heard that when the Headteacher joined the school she was keen to introduce residential trip opportunities and the plans were being made for a one night stay in year 4 at Linock Clough, a sailing day for year 5 and year 6 were able to attend a trip to Robin Wood last year before lockdown.

5:50pm Mr I Tune left the meeting

4. Approval of minutes of Previous Meeting held 02.02.21

The minutes of the meeting held on 02.02.21 were approved and the Clerk agreed to add the Chairs electronic signature.

Q – Do all governors have access to the National Governance Association (NGA) website? Yes. The Chair advised that there was useful information and updates for governors regarding the reopening of schools.

Rev A Stanton and Mrs R Gent were thanked for contributing towards discussions regarding the school ethos and preparing the school for the next SIAMS visit.

5. Matters Arising

There were no matters arising.

6. Headteachers Report including

- Covid Risk Assessment and safety protocols update
- Re-opening of school on 8th March 2021
- Admissions update and numbers of children in school at present
- Plans for "catch-up" and remote learning plans (if needed)
- Vulnerable children and safeguarding

The Headteacher's report was circulated to governors ahead of the meeting.

Covid-19 risk assessments and guidelines had also been circulated to governors as the school would be returning to the plans made for the September return to school when children return

after the recent lockdown.

Governors noted the positive feedback from parents in the parental questionnaire, with 51 replies in total and some parents sending cake into school to thank members of staff which has meant a lot.

The safeguarding data had been updated and the Headteacher explained that this continues to be a significant part of teacher's jobs. When children return to school members of staff will have the opportunity to monitor them more closely to highlight any vulnerability.

An update on staff absence was provided as the Headteacher highlighted the challenges faced and the impact staff absence has had on the school budget.

The Headteacher reported 303 pupils on roll and this included nursery children.

Governors heard details of the coding systems in place to mark when a child was absent due to Covid-19 and how the codes would not affect children's overall attendance. If a child is expected to attend school and they do not attend due to other circumstances then this does impact on their overall attendance. The Headteacher confirmed that the school continues to monitor attendance.

The meeting proceeded to discuss the curriculum.

The Headteacher reported that the year one phonics screening had taken place and 76% of children passed which was very positive. Historically 79/80% of pupils pass the screening.

Governors heard that one to one discussions have taken place with members of staff and the Headteacher to review monitoring that had taken place during the autumn term and to provide updates on any outstanding actions.

Confidential Appendix I

The meeting moved on to discuss the data that was shared.

The Headteacher referred to the nursery data and highlighted the reading data and the high number of children that have made accelerated progress. Additional support would be in place for children that are not making the required progress.

Accelerated progress in nursery children writing was also highlighted.

The Headteacher expressed the importance of the progress data as the children joined the school with low baseline data.

The meeting moved on to discuss the mixed year 3 and 4 class. The Headteacher explained that there are a number of SEND pupils and this will contribute to the percentage of children working below the expected level. Governors heard that there is a focus on ensuring that children make additional progress and children have been identified for focussed support.

A parent governor commented that their experience of remote learning has been very positive and they thanked Miss Moffatt for her support.

Governors were advised that the focus action plans would be monitored by the Senior Leadership Team and discussed during subject leader reviews.

Finally, governors were referred to the admissions data included in the report and the Headteacher advised that it was lower than previous years but this would be confirmed at the end of march. The impact on the school budget would be reviewed.

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

Included in item 6.

8. Executive Headteacher updates

The Executive Headteacher took the opportunity to thank members of staff for the remote learning that they have delivered and the support they have provided to families at home and in school.

The budget report was circulated to governors ahead of the meeting.

The Executive Headteacher explained that over £20,000 in year surplus was predicted. This has reduced since the last update due to additional costs related to Covid-19 including staff absence cover, additional cleaning and additional staffing for bubbles.

Governors were referred to the RAG rating and noted that staffing costs was red at over 45% at the end of January compared to the 42% predicted.

The Executive Headteacher explained that the £52,000 surplus included £70,000 which would be spent on the new school roof. The predicted deficit budget was around £20,000 in year and this was predicted to increase to between £30,000 and £40,000 depending on staffing costs.

The school had a carry forward budget from last year and this was due to prudent budgeting, this equated to around 7%. Governors heard that as this was over 4% the school was not eligible for any Covid-19 grants.

Q – The budget has been carefully managed by the School Business Manager for many years and it is disappointing that the school will not receive any support for Covid-19 costs this year. The carry forward budget will support the budget this year and will the budget balance next year? The school cannot continue to rely on the carry forward budget to balance the in-year budget as it will eventually run out. At the end of this month the indicative annual grant contribution would be received and I will be working with the Headteacher, School Business Manager and Chief Finance Officer to set a balanced budget next year.

Mr Whitehead explained that this year the incremental pay increases for staff were higher than expected and the message from the government is that there would now be a public sector pay freeze, however trade unions are not in agreement with this.

The Headteacher explained that as the school is part of the Trust they are required to pay a percentage of the Executive Headteacher's salary and the Finance Officer salary. St Elisabeth's and St Wilfrid's pay a quarter of this amount and on review the school receives £20,000 less than St Wilfrid's. The Headteacher stated that this seems disproportionate as Stockport schools also receive less funding per pupil compared to Manchester schools. The Headteacher has requested that this be reviewed.

The Executive Headteacher confirmed that he would be working with the Chief Finance Officer to find a fair way based on pupil numbers to divide the costs.

The Headteacher clarified that this was not a criticism but rather an observation.

9. Wellbeing – whole school community

Governors noted that Mr L Jamieson was the Wellbeing Governor.

Mr Jamieson reported that he had attended school on Friday to complete a Health and Safety inspection and took the opportunity to check in with members of staff. The feedback he received was generally positive with some members of staff expressing concerns about transmission of the virus with more children in school.

The Headteacher advised that last week was named wellbeing week for members of staff, and staff were invited to participate in an activity where names were selected at random and they then had to spend the week looking after that person without them finding out.

Governors noted that the increasing number of safeguarding incidents are affecting members of staff and half term was a welcome break.

A variety of wellbeing resources had been shared on GovernorHub for governors to access and review.

10. Governing Body Matters including:

➤ Any training (online) undertaken:

Ms J Hodgson, New Governor Training and SEND Training

➤ Link Governor Report

The Headteacher referred governors to the end of her Headteacher's report where she highlighted the need for the new Governing Board Development plan to be produced.

Mrs R Gent suggested that succession planning be considered and more specifically the diversity of the governing board and ways that this could be improved.

The Headteacher offered her support with producing the Governing Board Development Plan and asked governors to consider if they feel able to articulate where the school is up to and if they understand the curriculum that is being taught and the data.

The Chair referred to a document listing 12 key questions that governors should know in preparation for an Ofsted visit.

11. Policy approval

➤ Admissions Arrangements

Governors were advised that the admissions arrangements remain the same as Stockport Local Authority as the school is Voluntary Aided (VA) rather than Voluntary Controlled (VC) and there is no requirement for church attendance.

12. AOB

13. Date & Times of future meetings:

Tuesday 27th April 2021 at 1pm Art, DT and Computing
Wednesday 30th June 2021, 4pm

14. Closing Prayer

Governors said Grace at the close of the meeting.

Signed..... Date.....

Mr L Jamieson (Chair)

Meeting closed at 6:45pm

Summary of actions

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