

**Local Governing Body Meeting
Wednesday 11th November 2020 at 4.00pm (Virtual)
Minutes**

Present:

Beverley Burrows	Headteacher
Lee Jamieson	(Chair) Co-opted Governor
Gemma Davenport	Co-opted Governor
Rev A Mitchell	Foundation Governor
Sam Collins	Parent Governor
Kate Dean	Foundation Governor
Ruth Gent	Foundation Governor
Rev A Stanton	Foundation Governor
Rev A Mitchell	Foundation Governor

Apologies:

Matt Whitehead	Executive Headteacher
Debbie Bradley	Staff Governor

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.

The meeting convened at 4:08pm

1. Welcome, Introductions & Opening Prayer

- Governors were welcomed to the meeting. The opening prayer was led by Rev A Stanton.

2. Apologies for Absence

- Apologies for absence were received by Mr M Whitehead and Mrs D Bradley and accepted by the governing board.
- Apologies for early departure were received by Rev A Mitchell and accepted by the governing board.

3. Declaration of Non/Pecuniary Interest

- There were no declarations made.

4. Election of Vice-Chairperson

It was noted that Rev A Stanton had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Mr L Jamieson and seconded by Mrs B Burrows, and unanimously RESOLVED that Rev A Stanton be elected Vice-Chair for the agreed term.

5. Presentations – Science; EYFS; Reading; Phonics

Phonics - Mrs N Hague

Mrs Hague produced a report ahead of the meeting and this was circulated to governors.

Mrs Hague read aloud her report to the meeting.

The Headteacher explained the developments that have taken place in classroom environments to support with phonics.

Governors were advised that the predicted data for the phonics screening assessment this year was lower than the previous year's results which were 79% and 80%.

The Headteacher explained how the different phonics phases are taught in each year group.

Q – How much of an issue is it for the school that only a small number of children achieved the baseline assessment? There are a lot of gaps in learning for the cohort, the cohort also experienced instability whilst in reception.

Q – What would you normally expect the baseline data to be for year 1, as it is reported as only 5% passing this year? Mrs Hague, this would usually be higher. We are currently working to fill the gaps in learning.

4:30pm Mrs S Collins in attendance

The Headteacher explained that Mrs Hague had completed an assessment whilst the children were in reception and the results were positive suggesting that quality first teaching was having an impact. The year one cohort have unfortunately missed a lot of learning.

Q – Could the school send resources home for parental support? Mrs Hague, we have sent packs home and circulated resources on ParentMail. The Phonics home school reading books will also help.

Q – Do you think parents would be able to use the resources sent home? The Headteacher, phonemes were sent home over the summer and we shared details for websites that parents could access to play games with their children. Different ideas have been shared with parents and reading books have been sent home.

Mrs Hague was thanked for her presentation and she left the meeting.

Reading - Mrs Jo Millen

Mrs Millen produced a report ahead of the meeting and this was circulated to governors.

Mrs Millen read aloud her report to the meeting.

The Headteacher explained how the school is looking at writing in all subject areas and reported that the overall standard of writing is improving.

Q – How do you feel about the amount of time required for children to catch up? Mrs Millen, there are always going to be children that have been more effected than others by Covid-19 and the lockdown. If children have completed all of the work set during the summer term then there will still be missed learning as they have not had teachers input. Then there are children who did not engage with any of the home learning.

Mrs Millen stated that when the year 6 cohort returned the first few weeks were challenging, however improvements were soon noticeable. Governors heard that there is also a group of able pupils in year 6 who are being supported.

Q – Are you finding that the level of differentiation in pupil's abilities is significantly more than usual? Mrs Millen, I am an advocate for 'keep up and not catch up'. Intervention and differentiation comes from teachers working with the pupils.

Mrs J Millen was thanked for her report and presentation.

EYFS – Miss Ruth Bankier

Miss Bankier produced a report ahead of the meeting and this was circulated to governors.

Miss Bankier read aloud her report to the meeting.

The Headteacher provided an explanation of the Prime Areas and how these are the key focus.

Q – Have you got prior experience working in EYFS? Miss Bankier, I have worked in reception at a previous school however this is the first time have taken on the role of EYFS Lead.

Governors commented positively about the work that Miss Bankier is undertaking in EYFS. The Headteacher added that Miss Bankier is very passionate about child centred activities and learning.

Q – Would the school have been able to secure the funding for the Speech and Language Therapist without the support of the academy? This is the same amount that we have spent in previous years and is funded by the pupil premium grant.

Science - Mrs Harriett Iveson

Mrs Iveson produced a report ahead of the meeting and this was circulated to governors.

Mrs Iveson read aloud her report to the meeting.

Q – Is the data based on Age Related Expectations? Mrs Iveson confirmed that it was. The Headteacher added that the school would be reviewing how some subjects are assessed as during a book look last year it was evident that the data had not accounted for the children not accessing the full curriculum in science. The science curriculum has been reviewed during the summer term.

Q – What does KLO stand for? Key Learning Objectives

Q – The report states that coverage of science is sporadic, is this a result of the focus planning tool or other factors? Mrs Iveson, I do put a lot of it down to the focus planning tool

as the school has been using this for a long time and this is no longer providing the curriculum coverage. It has some nice ideas but curriculum coverage has been lost.

Q – Are teachers more engaged with the new planning tool? Mrs Iveson, the work is more focused and scientific and this is evident in children's books.

The Headteacher stated that the school focus has been on English and mathematics and science became a focus but this was just before lockdown.

The Headteacher explained the schedule in place for teaching science, history and geography.

Q – It was suggested that the assessment data was optimistic, how is this assessed? Mrs Iveson, this is based on class teachers assessments and has revealed a requirement to reassess this process.

Q – Would this explain why there is such different data from year groups? Mrs Iveson explained that this would be reviewed as it has highlighted that something is not working.

Q – As part of the planning work has any moderation been taken into consideration and how this will be standardised? Moderation in key stages has worked well previously and will be something to consider moving forward.

The Headteacher explained that in English and Maths there are checklists which include expectations for each year group. Evidence must be observed three times before a child is considered to be secure. Something similar would be beneficial in all subject areas.

Q – You mentioned meeting leaders in other schools, did you find this beneficial? Mrs Iveson, yes it was useful to look at children's books.

The Chair suggested that meetings with other school leaders continue using a virtual platform such as Microsoft Teams.

Governors thanked Mrs Iveson and commented that it all sounds very positive.

Mrs Iveson left the meeting.

The Chair commented that the subject leaders and Senior Leadership Team are doing an amazing job. He added that leaders are being realistic about the data and this will support the school with moving forwards.

6. Minutes of Strategic Meeting held 6th October 2020

The Minutes of the previous Strategic Meeting held 6th October 2020 were approved as a true and accurate record.

- ACTION: Mrs R Gent agreed to email some useful resources from the Diocese to support with British Values work. This was completed.
- ACTION: Mrs R Gent invited governors to attend training provided by the Diocese for new governors to Church of England Schools. The training would take place online via Zoom. Mrs Gent agreed to share the link to the training. This was completed.

The Chair confirmed that he attended school and presented a lesson to the children about railway safety.

7. Minutes of Previous Meeting held 6th October 2020 & matters arising

The Minutes of the previous Local Governing Board Meeting held 6th October 2020 were approved as a true and accurate record.

- ACTION: The Headteacher agreed to add new governors to ParentMail so they had access to school communications. This was completed.

8. Headteacher's Report including

- Covid update
- Staffing issues update
- Pupil attendance
- SDP priorities for 2020/21
- SEF update

The Headteacher's report had been circulated to governors ahead of the meeting with updates highlighted.

Risk assessments have been reviewed and would be circulated to all governors.

ACTION

The Headteacher updated governors on the measures in place at the school to manage Covid-19 restrictions.

Governors heard about the staffing challenges the school has faced and the Headteacher reported that since September the school has spent £8,000 on supply cover costs. The Headteacher proceeded to provide a staffing update.

Q – Are you finding that there is supply staff availability? Yes there is availability. The Headteacher referred governors to previous discussions where it was agreed that Teaching Assistant Level 3 members of staff were changed to cover supervisors and this helps to minimise the movement around school.

Confidential Appendix I

The Headteacher contacted a supply agency and they were able to supply a HLTA with teaching experience to cover lessons and this will support with the unpredictable future.

The Headteacher moved on to explain the procedures in place to minimise movement during lunch time in the school hall.

Governors heard that remote learning continues to be challenge, with the school working hard to engage parents and children. The Headteacher provided details of the home learning resources being accessed including White Rose Maths, packs are also being delivered to families who are unable to access the online learning.

The Headteacher reported that the school has acquired 5 laptops from the DfE funding and this was a lot less than the 26 expected. Other schools are in a similar position. The School Business Manager was exploring the option of purchasing Kindle Fire Tablets as links can be added for families to access the remote learning resources. AVA have also agreed to set the Kindle Fire Tablets up so they are ready to use.

Governors agreed that this would be a good alternative for families who do not have access to the required technology.

Safeguarding

The Headteacher confirmed that a meeting was scheduled to take place tomorrow with the Safeguarding Team in school and Rev A Stanton, Safeguarding Governor, would be notified of any actions.

Admissions

The Headteacher reported that there was currently 295 children on roll. The pupil numbers for the January nursery intake were still unknown.

Attendance

The Headteacher reported that since September 83 children have had Covid related absences. The school has a different code to track these absences, however this was a significant amount of absence.

Governors heard that Pupil Premium children were amongst the children who have been absent and if they are unable to access home learning this has a significant impact on their learning.

17:52 Rev A Mitchell left the meeting

The Headteacher advised that the school would be receiving around £21,000 from the Covid-19 catch up fund and this is calculated based on pupil numbers. The school had purchased phonics resources and Cracking Comprehension.

Third Space Learning was due to commence this half term however this will now be postponed to next half term for years 2 and 6. The Headteacher explained that she is hoping for a reduction in the charge as the school may be able to reduce the contribution for disadvantaged pupils to 25%.

The Headteacher was thanked for her report.

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

10. Executive Headteacher updates

The Executive Headteacher had provided an update to be shared by the Chair.

The Chair had attended a Trust Finance Meeting on Monday and concerns were shared regarding the impact of Covid-19 on the budget as schools are required to purchase additional resources. The Chief Finance Officer was asked to add a column to the school budgets for schools to report on Covid-19 related expenditure to highlight the additional costs as the government may request this information in the future.

The Chair reported that the school budget is in a positive position and the final balance will be dependent on the impact of staffing due to Covid-19.

Confidential Appendix II

Q – Can the budget documents be circulated to governors? Yes they will be circulated.

Finally, the Chair reported that the School Business Manager was being supported by the Chief Finance officer and the budget was being managed well.

11. Governing Body Matters including:

- Any training (online) undertaken

Rev A Mitchell attended training provided by the Diocese and the feedback was positive.

Mrs R Gent agreed to share details of any future training opportunities that the Diocese offers.

The Headteacher, Rev A Stanton and Mr L Jamieson attended SIAMMS training.

Q – Can the PowerPoint presentation from the SIAMS training be circulated? Mrs R Gent agreed to share.

ACTION

- Link Governor Report

The Headteacher agreed to amend the Governor Visits Form for governors to complete when they hold meetings with their link departments.

ACTION

12. Policy approval

The Headteacher advised that she would be meeting with the School Business Manager to review the policy schedule.

Mrs R Gent advised that a model policy for children's mental wellbeing has been produced by the Mental Wellbeing Co-Ordinator at the Diocese. Mrs Gent agreed to send the policy to the Headteacher for consideration.

ACTION

The Chair added that there are some useful links on the NGA website related to wellbeing.

13. AOB

- **Term Dates Consultation 2022/23**

The Headteacher explained that she had discussed the school calendar with Mr M Whitehead and how this compares to other schools in the Trust. The school currently has two weeks holiday in May and other schools in the trust have one week.

The Headteacher agreed to consult with parents and members or staff about the possibility of changing the Whitsun holiday to one week in line with other schools in the Trust. The change would come into effect in 2022/23.

ACTION

- **Inset Days December 2020**

The Headteacher explained that during the half term holidays in October, she was on call along with Mrs A Lancashire to manage any track and trace required if a positive Covid-19 case was identified in the school community.

The Headteacher explained the timelines and process for managing track and trace at school.

The school would be required to follow the same process during the Christmas holidays, and in response to this there is a consultation live at the moment for schools seeking approval to close for inset days on Monday 21st December and Tuesday 22nd December as this would prevent members of staff being required to manage track and trace in the holidays.

Governors discussed the proposal, the Chair and Executive Headteacher were in favour of the additional inset days.

Governors APPROVED the additional inset days on Monday 21st December and Tuesday 22nd December subject to the approval of Unions and the Local Authority.

14. Date & Times of future meetings:

Wednesday 13th January 2021, 1pm *History and Geography Lead to present and Maths Lead*

Wednesday 3rd March 2021 at 4pm *PSHE Lead and Writing Lead to present*

Tuesday 27th April 2021 at 1pm

Wednesday 30th June 2021, 4pm

Governors spoke positively about the subject leader presentations.

Governors expressed their appreciation to the Headteacher and highlighted the requirement to ensure that she was able to have time away from the current demands in school.

15. Closing Prayer

Governors said Grace at the close of the meeting.

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

Mr L Jamieson (Chair)

Meeting closed at 6:26pm

Summary of actions

- ACTION: Risk assessments have been reviewed and would be circulated to all governors.
- ACTION: Mrs R Gent agreed to share the PowerPoint presentation from the SIAMS training.
- ACTION: The Headteacher agreed to amend the Governor Visits Form for governors to complete when they hold meetings with their link departments.
- ACTION: Mrs R Gent advised that a model policy for children's mental wellbeing has been produced by the Mental Wellbeing Co-Ordinator at the Diocese. Mrs Gent agreed to send the policy to the Headteacher for consideration.
- ACTION: The Headteacher agreed to consult with parents and members or staff about the possibility of changing the Whitsun holiday to one week in line with other schools in the Trust. The change would come into effect in 2022/23.