



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 20th July 2020 @ 5.00pm

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| Present: | Mr Stephen Chamberlain (Chair) | Trust CEO & Interim Chair | SCh |
| | Mrs Claire Claydon | Headteacher | CC |
| | Mrs Emma Clifton | Trust | EC |
| | Ms Samantha Collins | Parent | SC |
| | Mrs Nicola Griffiths | Trust | NG |
| | Ms Lisa Wood | Parent | LW |
| | Mr Jon Wynne | Trust | JW |
| Apologies: | None | | |
| In Attendance: | Mrs Liz Talbot | Clerk | LT |
| | Hannah Cagney | Deputy Headteacher | HC |
| | Ms Vicki Martin | Business Manager | VM |
| | Mrs Louise Hughes | Acting Assistant Headteacher | LH |

| No. | Item | Explanation | Who | When |
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| 1. | Apologies/Welcomes/Resignations | | | |
| | No apologies were received although NG was not present at the start of the meeting. | | | |
| | Membership: The following changes were reported: | | | |
| | <p>SCh welcomed and thanked everyone for being available for this meeting and advised of the following changes:</p> <p><u>New Chair of Governors</u> A new Chair of Governors has been appointed and has sent apologies that she is unable to be here today but will be with us from September. All Governors should have seen the short biography which she circulated earlier. SCh noted that the new Chair is very experienced and is happy for any of the Governors to contact her prior to the next meeting.</p> <p><u>New Parent & Trust Governor appointments</u> SCh formally welcomed the new Trust Governor, JW and new Parent Governor, LW. JW is currently completing the DBS paperwork and LT will check progress in due course. It was noted that there is now a Trust Governor vacancy as explained below.</p> <p><u>Vice Chair resignation</u> SCh noted that Pat has resigned as the Vice Chair and as a Governor for personal reasons. He has written to personally thank her for her service to the school and suggested that it would be nice if the Governors and Head also thanked her in writing. The Governors agreed with this so he will draft something with CC and circulate it for approval before sending.</p> | | | |

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| | SCh also acknowledged the need to appoint a new Vice Chair and asked that any interested party should email him in preparation for an appointment in September. | | |
| | <p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Satisfactory completion of DBS for JW to be confirmed. Recruitment to Trust Governor vacancy is required. Interest in Vice Chair position to be raised via email to SCh prior to next meeting. | <p>LT</p> <p>SCh</p> <p>All</p> | <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> |
| 2. | Pecuniary and other interests | | |
| | <p>There were no declared interests relevant to this meeting.</p> <p>LT advised that she will be sending out new declaration forms in preparation for the new academic year when the minutes of this meeting are circulated.</p> | | |
| | <p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> New Declaration of Interest forms to be circulated with Minutes. | LT | ASAP |
| 3. | Confirmation of previous minutes | | |
| | The minutes of the previous FGB meeting held on 3rd February 2020 were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required. Additionally, the minutes of the Update Meeting held on 26th May 2020 were agreed as a true and accurate record of the meeting with no additional updates required. | | |
| | Matters Arising from 3rd February 2020 | | |
| | <p>The following matters arising updates were noted:</p> <p>Trust Governor & Parent Governor Recruitment – This is covered under Item 1 of this agenda.</p> <p>Science & English Link Visit – These visits were completed and the reports filed in the Governor Link Visits Folder.</p> <p>Link Visit dates added to schedule – This has been completed and the up to date schedule is in the folder of documents for this meeting.</p> <p>Pupil Questions for link visits - SCh noted that SC had worked with James Chester on a list of questions and SC confirmed that the write up of this is with him. SCh advised that this needs to be revisited, starting with Governors agreeing an Ofsted type questionnaire that can be put out to all pupils and then followed up with particular areas of concern e.g. where pupils feel safe/not safe. There was some discussion about when the last Parent Questionnaire was completed and SCh suggested we should bring the two items together and plan as an activity for the Autumn term, if things go to plan with the return of all pupils.</p> <p>Graphs from electronic overview of teaching to be shared in July – SCh advised that this action is no longer relevant.</p> <p>Dave Baker to attend March FGB meeting – CC advised she spoke to James Chester about this and he intended to update on whether it would be himself or Dave but that meeting didn't happen owing to lockdown. SCh advised the Trust still intends to provide this support to the school in preparation for Ofsted and have had a meeting with the Headship Team and will keep working with the school on that. There will also be specific training available for the areas you wish take up as Link Governors.</p> | | |

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| | <p>Updates to Lettings and Health & Safety Policies - This is covered under Item 10 of this agenda.</p> <p>All other Matters Arising are covered in this agenda or completed prior to this meeting.</p> <p>NG joined the meeting at this point and apologised for late attendance owing to another meeting running over.</p> | | |
| | <p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Pupil Questionnaire and Parent Questionnaire to be devised, agreed by Governors and completed in Autumn Term. | All | 30/11/20 |
| | <p>Matters Arising from 26th May 2020</p> <p>There were no Matters Arising from this meeting.</p> | | |
| 4. | <p>Trust Business & Chair's Actions</p> <p>SCh advised that he had no Chairs Actions to share at this meeting.</p> <p>The following Trust Business was shared with Governors:</p> <ul style="list-style-type: none"> ● Next round of Risk Assessments are with the Trust Board who are responsible for signing them off. ● The Trust have prioritised the update of the Gusford ITC link into ALT. Initially will focus on ensuring the firewalls etc are compliant and brought into the Trust's ITC safeguarding network. | | |
| 5. | <p>Headteacher's Report [Standing Item]</p> <p>CC had circulated a copy of the Coronavirus Headteacher's Report and summarised what wasn't covered at the May meeting as follows:</p> <p><u>Coronavirus Update</u></p> <ul style="list-style-type: none"> ● The rota's provided by HC have been the key to success to ensure a skeleton staff. Initially a high number of Key Worker children and some vulnerable children and then had requests for attendance of more vulnerable children after Easter. ● Big increase in June which meant moving from 3 to 5 bubbles. The rotas then stopped as needed to get all available staff into school to run Year group bubbles. ● High take up for Year 6 but Year 1 and Reception were initially low take up, increasing gradually. ● Remote learning – detailed how this started and moved to change. CC shared a report showing hard data which she will circulate after the meeting and summarised as follows: <ul style="list-style-type: none"> ○ Since launching the App across the school 304 children have completed challenges. ○ Learning by questions in KS2 shows an average number of 15.5 children answering each question. ○ 31,083 responses to the different questions and average number of responses per child is 1954. ○ Some children take photos of their work and upload to google classrooms. ○ Not all children going on Google classrooms will submit work but the number who have is detailed. ○ Number of children emailing teachers is also detailed. ○ Learning by questions is really popular with Year 4. ○ New pilot organised by ALT called Maths Whizz which has gone out to Year 5 children and will run as a pilot over Summer holidays. 21 children logged on in the first week. Does a baseline assessment and then pitches | | |

their activities at their levels to help fill gaps and will provide data which will help to fine tune Maths teaching from Autumn Term.

- o Will also be following the new White Rose report highlighting gaps and what has been missed in the Summer.
- o Data on the use of Tapestry for home learning which shows fairly good take up.

JW asked if the school are happy with a 50% (304 out of 600 pupils) take up of the App? CC noted that some families don't have the devices and this didn't all work on phones. Having launched this at May half term she is quite happy with this. Times table rock stars had high take up from start with year groups who had used in school and is not shown in the report. 50% of other Year groups did also use this without having looked at in school.

SCh noted that the combination of work being sent home and access online was a big step forward for families on home learning. Most importantly from a Trust point of view is how helpful the data will be in preparing for next year.

SCh advised that he had received and responded to a complaint from a parent who had been quite happy with the response.

Parent governors acknowledged that the Google classroom took some getting used to but the structure and resources were very helpful. They felt like the children were much more engaged in communication with the school and were grateful to the school for providing this whilst acknowledging that there was a delay in it being available.

NG acknowledged that the statistics were very positive and the level of engagement was impressive and asked if Gusford had received any government funding for IT. CC confirmed that there had been funding for Google classroom and the Trust had organised the training. However, there was no funding received for devices and they have some children who would definitely be eligible. This has been discussed with Social Workers and the Local Authority.

SCh advised that the Trust have put Gusford in to bid for hubs and these have just arrived. He also explained that the Trust are picking up the start-up costs for Gusford which are approximately £19K. This provides what the Trust are aiming to do for all their schools so that if there is a local lockdown for any reason, they will have the online platform in place. Additionally, the Trust have a virtual school where resources are created for sharing with any school in the Trust. The Trust have invested £50K+ in an upgraded virtual learning environment.

JW asked what information CC has around cleaning regimes? CC advised that VM has had to do a lot of work with the cleaning staff around the expectation and what is in the guidance. They also had a company in to do a deep clean at the end of May half-term and they will be returning to do this again at the end of August after the building work is completed. The cleaning team will also be doing additional hours.

JW asked if they will clean every day? CC explained that they have a clean as you go policy with staff. All staff wipe down between groups and high touch areas. All staff are supporting this and cleaners are then in every day to do the thorough cleaning of the important areas.

CC then summarised what building work is taking place as follows:

- ALT have organised this big project replacing pipework and heaters including radiators and air heaters.
- Will impact on all classrooms and all areas.
- Will have to drain down the whole water system and install temporary water supplies over the Summer.
- 6-week project starting this Wednesday right through to the date the cleaners come in.
- Will be more economic and controllable.

JW asked if the asbestos checks have been done for this work? and CC confirmed this. He also offered his assistance if there are any issues which CC was grateful for. SCh advised that they have asked the contractors to have contingency plans prepared so that if there are any problems, these will not delay the children's return to school.

Plans for September

- Controls in place since June will continue with Class bubbles and Year group bubbles when staggering start times, break times, lunch times and leaving times. When outside will segregate the classes.
- Complicated rota is being produced by HC and they will be using every possible entrance to the school.
- Will be keeping parents outside the school gate.
- Biggest risk is around adults mixing so ensuring social distancing with staff.

Safeguarding

- 109 new concerns raised since 23rd March.
- 3 Multi Agency Referral Forms were completed which might require child protection action.

LW asked how 109 new concerns in this period compares to normal? CC advised that she has not made a comparison but it is something that she could do in the future. She added that there have been a lot more domestic violence notifications come through. HC highlighted that a lot of Social Workers have not been in school, so the FET Team have been dealing with most of this and have had to refer them on without the assistance of a Social Worker. SCh noted that the Trust have seen a lot more of this issue during lockdown and are expecting that some children who were previously vulnerable may become referrals in September. They believe that the level of referrals currently is just the tip of the iceberg but conversely some children have had some great experiences with their families in this time.

SCh suggested it is useful for governors to have a general presentation on safeguarding so if anyone wants an online module, they can email SCh and he will send it. SCh will also share a general education acronyms dictionary with Governors next term.

SEF & School Development Plan

SCh explained that the Self Evaluation form (SEF) is no longer a requirement for Ofsted but definitely a necessary document as it is a good starting point for dialogue when talking to Inspectors. It is also an important document for Governors as any Inspector would expect you to know what is in the SEF and what is in the School Development Plan. SCh explained further what makes a good SEF document and good School Development Plan (SDP) and explained how these are thoroughly reviewed and questioned by the Trust. He also explained how governors should use what is in these documents to draw out searching questions

CC will be working on the feedback from the Trust who will expect to see the re-draft of the documents in September. Heads will be asked to provide a one-page summary of the SDP for Governors. SCh noted that this should be a living document.

CC noted that it is a different format for the SDP this year and advised that she plans to have this document on the website going forwards. SCh agrees that the parents should be able to see what the leadership believe are priorities for the school.

Governors discussed methods of improving communication with parents and how this could be addressed in the SDP. It was also suggested that some of this information could be provided in newsletters for Parents as they are more likely to see it there, than go on the website.

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| | LW volunteered to work with CC on a Communications strategy, as this is partially her working background and this was agreed as a way forward. | | |
| | <p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Requests for a general Safeguarding Presentation to be sent to SCh by email. ● A general educational acronyms dictionary to be circulated to Governors. ● One-page summary of SDP to be provided for Governors by next meeting. ● SDP to be published on school website. ● LW & CC to work together on producing a Communications strategy. | <p>All</p> <p>SCh</p> <p>CC</p> <p>CC</p> <p>LW/CC</p> | <p>ASAP</p> <p>ASAP</p> <p>30/11/20</p> <p>05/10/20</p> <p>ASAP</p> |
| 6. | Budget [Standing Item] | | |
| | <p><u>2019/20 Budget</u></p> <p>VM provided a copy of the July 2020 Budget Report for Governors and summarised as follows whilst sharing her screen:</p> <ul style="list-style-type: none"> ● Explained that she must complete a Month End report and a Business Management Report each month and this results in the completion of the ALT spreadsheet. ● One of the tabs is for the Governors Report which is prepared monthly and shared at the meetings. ● The last three columns are the most important: Budget full year; Forecast at end of year and Variances. In the Variances column green is good and red is disappointing. ● Section for Income at top and Expenses at bottom. <p>SCh noted that the method for funding schools uses a different financial year period to the usual April to April financial year and ends on 31st of August. He also explained the General Annual Grant (GAG) funding which is based purely on pupil numbers and Age Weighted Pupil Unit (AWPU) calculation, so that the AWPU multiplied by the number of pupils equals the GAG for each year. Today's announcement was that the AWPU has gone up for both Secondary and Primary schools. There is additional funding e.g. Pupil premium which are very restrictive funds.</p> <p><u>JW asked why the income is shown as a minus figure and expenses as positive figures?</u> VM and SCh explained that this is just how the Central Government reports work and we must comply with this.</p> <p>VM continued to summarise as follows:</p> <ul style="list-style-type: none"> ● Other grants include additional Ipswich Opportunities Area (IOA) funding for training. ● Special Educational Needs (SEN) Funding - have had some changes to pupil needs during the year and a new child part way through the year created later income as this is calculated termly. ● Nursery funding from Suffolk CC based on nursery numbers and is termly funding so can increase when increase in numbers later in the year as was the case this year for Gusford. ● Catering shows a loss of income owing to COVID shutdown and no pupil dinner money. ● Trip income is offset by expenditure as can't predict what this will be. ● No other real changes since budget set. <p><u>SC asked if the GAG funding and Nursery funding is reviewed termly?</u> VM explained that this is an annual figure taken from the census figures in the previous October and January. SCh explained about this being lag funding based on previous year's census which can be an issue when there is a rising role or declining role.</p> | | |

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| | <ul style="list-style-type: none"> ● On expenditure side there is a slight saving on staffing costs owing to reduction in hours on some contracts. ● Agency costs have gone up for sickness cover, absences and reduced hours. <p><u>SC noted that by reducing permanent staff hours and covering by agency staff they will be impacting on relationships with children and asked if there is a plan to recruit permanent staff to cover this?</u> VM advised not but will be taking this into account in planning for September. VM added that they use a very good agency and use and the agency member they use most is well known to the school.</p> <p><u>JW asked if there is a management policy for change of contract and if there is a set time when staff can change their contract?</u> CC confirmed that there are set resignation dates for teachers which are at the end of terms and with both of these staff they managed to negotiate reduced hours contracts instead of losing them totally so retained their experience.</p> <p><u>NG asked if the school have received income for any furloughing staff?</u> VM explained that they did not have to furlough as the staff were already funded by government in the Annual Grant. SCh noted that where there are in house catering staff there has been some staff furloughed.</p> <p>VM continued with summary as follows:</p> <ul style="list-style-type: none"> ● Consumer goods savings i.e. exercise books etc as children not in class and reduction in catering costs. ● Spent a lot on IT for the new servers, laptops and broadband provision. ● Overall summary forecast is a negative for the year but the carry forward from previous years covers this. Forecast carry forward for next year is £520k and will be needed for next year. <p><u>2020/21 Budget Projection</u></p> <p>VM provided a copy of the 3-Year projection Budget Summary Report for Governors and summarised as follows whilst sharing her screen:</p> <ul style="list-style-type: none"> ● 3 years projected and some commentary added to explain. ● Total school allocation will increase because of the increase in the AWPU rate even though numbers down. ● Pupil premium numbers reduced resulting in £9K decrease on last year but can make sure that parents put in their requests for Free School Meals (FSM) when appropriate. <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p> | | |
| 7. | School Visits & Link Governor Reports [Standing Item] | | |
| | <p><u>Governor Visit Protocol & Future Link Options</u></p> <p>SCh noted that some are new to the governing body and on 7th July they discussed looking at governor strengths and the need to do a skills audit. This still needs progressing and will help with recruitment of another Trust Governor.</p> <p>SCh acknowledged that currently governors are attached to subject areas and asked how CC would like to approach this going forwards. CC would like to link to the SDP and the Ofsted areas e.g. a Quality of Education Governor(s) overseeing achievement and curriculum, but can't easily fit the statutory areas into that so governors might end up with 2 areas to cover so this needs further consideration.</p> <p>SCh would like governors to say how they would like to do this and their areas of interest. He explained that it must work for governors in order to be effective.</p> <p>SC stated she is happy to be linked up to the Finance side based on her skillset and equally has an interest in the education side and getting into the school to see the children and teachers working together. SCh sees this fitting with the Quality of</p> | | |

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| | <p>Education and Curriculum which is a big area. There is also the Behaviour and Wellbeing aspect which encompasses the Safeguarding area.</p> <p>There was further discussion about the possible methods of doing this whilst ensuring the statutory areas are covered. To conclude, it was agreed that SCh would come up with some models for this with suggested names against areas and then governors can make a final decision in the first meeting in October. SCh Will join the governing body for their October meeting and in the meantime would like governors to email him with an idea of the areas they are interested in.</p> <p>SCh added that the models would also include supporting toolkits under each area e.g. for Behaviour – a questionnaire that could be completed and results reviewed. He acknowledged that Curriculum is more complex and a more challenging conversation.</p> <p>SC asked if this will could come out earlier than September and SCh advised he will aim for next week or so and is happy for Governors to get together to discuss this.</p> <p>NG noted that she wants what she does to be meaningful and have an impact not just a tick list exercise. She would like to be involved in the Quality of Education and Leadership and Management areas as she is doing and NPQH so would link up well. SCh added that pairing up can be very helpful and NG noted that the Head must be happy with arrangements made as it must work for her too.</p> <p><u>JW noted that he liked the idea of pairing up for this and asked if there a defined list of areas to cover?</u> SCh confirmed that there is a list of Statutory links but the rest is up to the Governing body and school to agree.</p> | | |
| | <p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Skills matrix for Governors to be produced. ● Governors to advise of their areas of interest in relation to link governor responsibilities and visits. ● Models to be produced for governing body member link responsibilities and link visits, including supporting toolkits. To enable decisions to be made at first meeting of new year. | <p>SCh</p> <p>All</p> <p>SCh/ CC</p> | <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> |
| <p>8.</p> | <p>Safeguarding [Standing Item]</p> | | |
| | <p>This has been covered under Item 5.</p> | | |
| <p>9.</p> | <p>Health and Safety [Standing Item]</p> | | |
| | <p>Nothing new to share.</p> | | |
| <p>10.</p> | <p>Policies and Papers for Acknowledgement/Approval</p> | | |
| | <p><u>Website Compliance Report</u> – SCh explained that ALT has a compliance officer who will has reviewed the website and highlighted areas for action which have mainly been dealt with now.</p> <p>VM noted that all the policies detailed are the same as last year.</p> <p><u>Lettings Policy</u> – <u>LW noted that the Lettings and Charging policies don't mention anything about COVID 19 and the impact on cleaning with regard to this.</u> CC confirmed that she had picked this up in the risk assessment and they will therefore not do any letting in the first term because of this and may need to review again in light of any COVID 19 required changes.</p> | | |

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| | <p>Attendance Policy – CC noted that she needs to add a paragraph to this policy, which she shared with Governors. This is to reference the pandemic and implementing DfE policies and guidelines. NG noted that this policy gives reference to Governors responsibilities and asked if this is usually stated in a policy. SCh advised it is not a trust edict but CC noted that there is a level of data that governors need to look at which is usually included in the meetings, so this is why the statement is included in the policy.</p> <p>Health & Safety Policy</p> <p>Behaviour Policy</p> <p>Charging Policy</p> <p>Marking Policy</p> <p>Governors were happy to approve all these revised policies.</p> | | |
| 11. | Governor Critical Friends | | |
| | <p>The following achievements and hard work were acknowledged by Governors:</p> <ul style="list-style-type: none"> • SCh thanked, on behalf of all Governors, the Headship Team and all staff for all their work in these difficult circumstances. • SCh advised that this is VM’s last meeting as she is off to pastures new and he wanted to thank her for all her hard work, especially during the lockdown and on behalf of the Trust to wish her well for the future. | | |
| 12. | Any Other Business | | |
| | <ul style="list-style-type: none"> • LT advised the provisional dates for next year and asked if these are okay. There were no objections so these will be fixed for now. SC raised the issue of whether these dates fit with the specific items that need to be raised/covered in a year and SCh explained that these will be fine for that as there are 2 dates per term as necessary. SCh added that he wants to work with the new Chair, CC and LT to produce a work plan for the year to structure which meetings should cover which topics etc and help with planning for meetings and planning link visits. • SCh thanked all, on behalf of the Trust, for being Governors and thanked new and experienced governors for attending the training with Maureen. He requested that governors ask if more is needed and he wished all a healthy and safe summer. | | |
| | <p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • A work plan for the year to structure Governing Body meetings will be produced. | SCh/ CC/LT/ Chair | ASAP |
| 13. | Date and Time of next meeting | | |
| | The next Full Governing Body Meeting has been arranged for Monday 5th October 2020 @ 5.00pm and the expectation is that this will be face to face. | | |

The meeting closed at 7pm.

Minutes Agreed:

Name:

Signature:

Date: