

**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE AUTUMN TERM MEETING OF THE GOVERNING BOARD**

**HELD VIRTUALLY ON 8 DECEMBER 2020**

**PRESENT: Mr Nick Whitbread Parent – in the Chair**

**Mrs Sarah Blake Staff**

**Mrs Jackie Brook Co-opted**

**Mr John Cesarz Co-opted**

**Mr Matt Hartley Parent**

**Mr Arron Leech Co-opted**

**Ms Jenny Ross Parent**

**Ms Taf Sharif Authority**

**Mr Wayne Williams Co-opted**

**Mrs Deborah Brown Headteacher**

**IN ATTENDANCE: Mrs Rachel Lees Clerk to the Governing Board**

Due to the coronavirus (Covid-19) pandemic the meeting had been arranged virtually via Zoom Pro.

**PROCEDURAL**

**1 Welcome**

1.1 Welcome and Confidentiality Reminder

The Chair welcomed governors to the virtual meeting, hosted by the Headteacher using Zoom Pro, and reminded them of the confidential nature of the discussions taking place.

1.2 Apologies for Absence

Mr Barry, Parent governor, was not present but apologies had not been received. Governors were reminded that governor attendance information would be included on the school website.

1.3 Declaration of Pecuniary/Business/Personal/Conflict of Interest

Governors completed the updated Register of Pecuniary/Business/Personal/Conflict of Interest form which was circulated by the Clerk prior to the meeting. The signed forms would be retained by the school. Governors present at the meeting confirmed they had no pecuniary or personal interest in the items on the agenda, save for the declarations below.

RESOLVED: That the following declaration of pecuniary/personal interest are noted:

* Mr Simon Barry - Parent
* Mrs Sarah Blake – Teacher
* Mrs Jackie Brook – Employed at Buckton Vale Primary School
* Mr Matt Hartley – Parent and Director of Moon15 Ltd
* Mr Arron Leech – Director of Party Palace Enterprise Ltd
* Mrs Jenny Ross - Parent
* Ms Taf Sharif - Councillor TMBC and Director/Trustee of Homestart
* Mr Wayne Williams – Owner of Tameside Sports Coaching

**2 Governing Board Membership**

2.1 Forthcoming end of term of office

The term of office for Mr Hartley, Parent governor, had expired on 29 November 2020. Advice from the DfE stated that any term of office for a parent governor whose term of office was coming to an end could be extended during the coronavirus outbreak if “the governing board decide whether to take a pragmatic approach to the timing of governor elections during the outbreak and continue to function with vacancies where necessary and practical.” The Chair proposed that Mr Hartley’s term of office be extended for one year, to allow for the school to arrange a parent governor election at the end of the school year.

RESOLVED: To extend Mr Matt Hartley’s appointment as Parent governor from 29 November 2020

to 28 November 2021

**3 Minutes of the previous Governing Board meeting**

3.1 Confirmation of minutes of the Governing Board meeting held on 16 September 2020

RESOLVED: To confirm that the minutes of the virtual summer term Governing Board meeting

held on 16 September 2020 are a true and correct record

3.2 Matters Arising

The Clerk referred governors to the table on page 9 of the minutes. The Headteacher confirmed that all matters arising had been completed.

**4 Minutes of the autumn term Committee meetings**

Governors confirmed receipt of Committee minutes and had no further questions.

4.1 Curriculum and Standards Committee – 11 November 2020

4.1.1 Monitoring Schedule

The monitoring schedule provided a monthly cycle of what the SLT (senior leadership team) and external leaders (including the Governing Board) would be doing. The Headteacher provided an example of the SLT looking at maths books as maths practice had been adapted with workbooks and a video if bubbles closed down. The SLT had worked out strategies to look at books in accordance with Covid-19 guidance.

*Mr Leech arrived at 17:10*

Staff had to work out different ways of monitoring books so the new monitoring schedule was very important. Mrs Quinn and Mrs Woodhouse would look at greater depth (GD) in writing and reading this week and the Headteacher asked why children were so behind with writing during the pandemic. DfE information talked about losing basic skills during the pandemic which was the case at Buckton Vale so staff had some work to do to get those basic skills embedded, using the Covid catch-up funding. The SLT had discussed the best way of using the funding and its use and impact would be reported at the spring term Governing Board meeting. The Headteacher had created a catch-up premium pro forma in conjunction with other Tameside head teachers and thanked Mrs Rimmer, head teacher of St Anne’s Denton, who shared the format of their PP (pupil premium) report which Buckton Vale had now adopted. In January 2021, some teachers would invite small groups of children to after school clubs for specific interventions. Headteachers had received information that those teachers who were teaching after school could be paid from the catch-up funding. Mrs Blake was already providing Hot Maths sessions on Friday mornings.

4.1.2 Covid catch-up funding

Governors were referred to paragraph 6 of the Curriculum and Standards Committee meeting held on 11 November 2020 in relation to catch-up funding. The Headteacher was looking at potential supply teachers for extra sessions as she was very concerned about KS1, particularly in writing and phonics, because Y1 children had missed a lot of critical phonics work in Reception. She wanted KS1 children to have one to one teaching for phonics, maths and writing at least one day per week. Mrs Lister and Mrs Graystone were working in KS1 with Mrs Oldham joining Mrs Lister on a job share from January. Mrs Oldham was running one to one ReadWrite Inc and SEND sessions, but another teacher was needed for maths and writing interventions. However, this depended on costs and available funding. School had also purchased resources with catch-up funding, including more Ace dictionaries for specific groups of children including those with dyslexia and SEND.

The Headteacher discussed plans for after school clubs and possibly Third Space maths which Mrs Blake noted was very expensive, costing £1,600 for one child for a year. It was used for children who were significantly behind on a one to one basis with a tutor. The programme was designed to focus on gaps highlighted following assessment and had a very good reputation for catching up children who were struggling. The issue at Buckton Vale was that there were too many children who were behind and the funding of £13,000 was not enough. School needed to show high impact at low cost.

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| Q | Is Third Space maths delivered at school or at home? |
| A | It will probably be delivered at school. Sessions are short, about 20 minutes. We will have to closely monitor it to check impact and that will be within the monitoring schedule. We need rigorous teaching. |

RESOLVED: That the Headteacher will present the Covid-19 catch up funding report at the spring

term meeting

4.2 Finance, Personnel and Premises Committee – 23 November 2020

4.3 Covid-19 Oversight Panel – 29 September, 13 October, 3 November and 17 November 2020

4.4 Pay Committee – 23 October 2020

4.5 Headteacher’s Performance Review Panel – 3 November 2020

**SCHOOL PERFORMANCE AND STANDARDS**

**5 Headteacher’s Report**

The Chair asked the Headteacher to highlight relevant sections of her Report:

5.1 Updated Development Plan

5.2 Updated Partnership Plan

5.3 Updated Recovery Curriculum

The Development and Partnership Plans were usually reviewed in the autumn term and the SLT had been reviewing and RAG-rating the Recovery Curriculum. They had made significant changes to the rationale at the beginning of the documents following the Headteacher and Mrs Quinn’s engagement with a number of webinars provided by Optimus Education. The rationale now included information relating to pastoral care and wellbeing. The Headteacher had also worked with Mrs Callaghan, head teacher at Wild Bank Community Primary School, to share information on reports.

The Headteacher informed governors that almost 100% of disadvantaged children remained significant disadvantaged during lockdown. This was due to poverty, lack of access to IT and disengagement. Those children would be monitored closely and staff would look at PP and catch up funding for specific interventions.

5.4 GDPR Update

The current DPO was not value for money and therefore the SBMs had researched alternatives and had shortlisted a Stockport-based DPO.

5.5 Data

Phonics

Y2 children had not been able to take the phonics test in summer 2020 and the government had decided to test them in autumn 2020. Mrs Woodhouse had assessed phonics: in September, 23% of children were on track to achieve phonics and this had increased to almost 90% following testing in early December. The Headteacher stated that the phonics success was down to the hard work of the KS1 team. Governors congratulated KS1 staff on their success.

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| Q | How was that increase from 23% to 90% achieved? |
| A | We are a ReadWrite Inc school and we were able to rapidly catch up, including changing small groupings daily and repetitive teaching. In the October half term, children were assessed and those not on track received intensive one to one support from Mrs Oldham and Mrs Woodhouse. There was a clear team teach approach. |
| A | Phonics is critical: it is the building block for reading, writing and maths. The children who did not meet the phonics standard are all on the SEND register. |

At the end of October, 64% of Y1 children were on track to achieve the phonics test which was an increase from 22% in September. Those Y1 children had missed a lot of work in Reception. Staff tested children monthly and expected an increase.

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| Q | Can we receive data visually, as we have in the past? |
| A | We need to have the opportunity to transfer the data to a table and that will be presented at the spring term meeting. We have had Educater as an assessment tool which has been a disaster. Staff do not like it because they have to input everything twice and it is unduly complicated whereas we wanted to simplify things.  The curriculum for Reception has changed significantly with new early learning statements. Mrs Lister had gone on training in September but the Reception baseline data was not ready so she and Mr Phoenix had to set up paper-based assessments. We need to change our assessment tool because Educater has let us down and we need to get out of the contract. |
| Q | Is school having to pay staff for extra hours to get the data recorded? Is that a breach of contract? |
| A | We do not have whole school rigour of assessment and staff are having to come up with their own forms. |
| Q | Have you asked other head teachers if they have the same problems with Educater? |
| A | I will do some research. I have contacted Legal for advice. |

Y2 Predicted

Predicted data for Y2, following interventions discussed above, was as follows:

* Maths – 82% ARE
* Reading – 82% ARE
* Writing – 67% ARE

In relation to the prediction for writing, the Headteacher explained that handwriting had regressed over lockdown. School had purchased additional handwriting resources, changed books and included handwriting in the curriculum on a daily basis. There were a lot of inconsistencies in handwriting across school and spelling and grammar was also an issue.

Government guidance on assessment and reporting arrangements for EY, KS1 and KS2 was available at : Standards and Testing Agency - GOV.UK (www.gov.uk)

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| Q | Is the data going to be shared with parents? Can we get comparable data from Tameside or the Mossley Partnership? |
| A | I do not know whether it would be of benefit. The government will not publish data linked to tests for this year but I expect head teachers in the partnership will share. We will be looking at national data for 2019. |
| A | We cannot use Covid as an excuse but we have other challenges, including financial challenges. We do not have the money to do what we want to do. |

Y6 Predicted

* Maths – 85% ARE
* Reading – 76% ARE
* Writing – 78% ARE

The Headteacher referred to writing in Y6 (67%) being significantly below national but by Y6 being on track (78%) which was due to quality first, rigorous teaching. Governors were reminded that one child was equivalent to 2.2%.

Combined (maths/reading/writing) was predicted as 72%. The Headteacher was looking at supply teachers for upper and lower KS2 but this was challenging as they would need to get to know the children within a limited amount of time.

RESOLVED: That the Headteacher will present data at the spring term Governing Board meeting

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| Q | How are SEND children being assessed and how are they being tracked? They have specific personal targets. |
| A | They are all scheduled for review in the first week back after Christmas. Mrs Quinn will be working with Louise McCluskey to change the paperwork for SEND children before meeting with parents under Covid guidelines. |
| A | In terms of assessment for SEND, if a child was not achieved ARE then they could be working towards ARE. Parents were informed if their child was working towards ARE, at ARE or GD which meant that they were accessing the curriculum. If a child was on the SEND register, they would probably not be accessing year group learning for that subject. However, any child not working towards ARE were not necessarily SEND. |
| Q | When SEND parents have quarterly meetings, the children have specific personal targets which are not related to academic learning. How are staff observing whilst adhering to Covid guidance? |
| A | Mrs McCluskey observes them under Covid guidance. We have external teams coming into school (speech and language, occupational health, hearing, eyesight) but the educational psychologists (EP) are not coming in. We have challenged that decision because we cannot wait for EPs and it slows down EHCPs. When a child is significantly behind their peers, say two years, we assess them for an EHCP.We have discussed the most critical cases with the EP and Mrs McCluskey believes we can still do assessments for those children. We are also looking at PIVAT scores for children who cannot be assessed against ARE. |

The Headteacher was waiting for confirmation of an appointment with Tim Bowman to discuss the falling role, increase in SEND and financial issues. SEND was currently at 18% and staff were anticipating an increase to 25% with 50% SEND in one class. Those children had specific learning needs and needed support to help them achieve which was extremely difficult given the financial position that Buckton Vale was in.

5.6 Term Dates 2021-22 including INSET

The Headteacher would circulate term dates and five INSET days to governors for their comments as soon as they were available.

RESOLVED: To defer the approval of term/holiday dates 2021-22 to the spring term meeting

**ACCOUNTABILITY AND MONITORING**

**6 Review and Approval of Reports to Governing Board**

6.1 Committee Structure

The draft Committee Structure had been circulated with the agenda. Governors were appointed to special responsibilities in accordance with their expertise and interests. Governors were keen to follow a link class through school and agreed to contact the class via Zoom. The Headteacher would prepare a schedule for the week beginning 22 March 2021 which would be circulated to governors along with their class links.

RESOLVED: (a) To appoint Committee members and special responsibility governors as

detailed in Appendix 1 to these minutes

(b) To email governors with class links and data and time for spring term Zoom

meeting with their linked class

6.2 Terms of Reference of Committees

The Terms of Reference of the Finance, Personnel and Premises (including Pay) Committee had been reviewed at the meeting held on 23 November 2020. No changes were recommended. The Terms of Reference of the Curriculum and Standards Committee had been reviewed at the meeting on 11 November 2020; no changes were recommended.

RESOLVED: To approve Terms of Reference of the Finance, Personnel and Premises (including

Pay) Committee; and Curriculum and Standards Committee.

6.3 Code of Conduct

The updated Code of Conduct included reference to the requirement for schools to publish information about governors’ business interests on the school website and details of any relationships between staff and governors. Governors agreed to adhere to the Code with the Chair signing the document on behalf of the Governing Board, which would be retained by the School Business Manager.

RESOLVED: To adopt the Code of Conduct

6.4 Governing Board Year Planner

The revised Year Planner had been circulated prior to the meeting and would be used to inform termly Governing Board and Committee agendas together with items specific to Buckton Vale Primary School agreed by the Chair and Headteacher which would be included by the Clerk.

6.5 Financial Year Planner

The Financial Year Planner had been revised by Governor Services in conjunction with Tameside’s Finance Department. The Planner would be used to inform the termly agenda for the Finance, Personnel and Premises Committee meeting.

6.6 To consider publication of the annual governance statement on the school website, including

governors’ attendance at meetings over the preceding 12 month period

The Chair had drafted his report, which would be published as the annual governance statement, prior to the meeting. He thanked governors for their attendance and support and was pleased that all meetings had been quorate.

RESOLVED: To approve the governance statement

6.7 Governors’ attendance at meetings for the 2019-20 academic year

Mrs Brook would record governor attendance at meetings for the 2019-20 academic year. The Chair reminded governors to check their pen portraits on the governor section of the school website and asked new governors to provide a photograph and paragraph by 18 December 2020.

6.8 Review and Approval of statutory and non-statutory Policies and Documents

The following policies were identified by the Headteacher as requiring annual approval:

6.8.1 Pay Policy 2020

The model Pay Policy was not available at the time of the meeting and was therefore deferred to the spring term.

RESOLVED: To defer approval of the Pay Policy to the spring term meeting

6.8.2 EYFS Policy

RESOLVED: To approve the EYFS Policy

**10 Confirmation of Governing Board and Committee meeting dates**

RESOLVED: To note the following dates for spring term 2021:

Covid-19 Oversight Panel – Tuesday 12 January 2021 at 4:00 pm

Curiculum and Standards Committee - Wednesday 10 February 2021 at 5:00 pm

Finance, Personnel and Premises Committee – Monday 1 March 2021 at 9:00 am

Governing Board – Wednesday 10 March 2021 at 5:00 pm

**11 Any Other Business**

11.1 Safeguarding

Mrs Sharif had completed safeguarding training and commented that vulnerable children were most at risk of non Covid-related attendance. The Headteacher acknowledged that it was a Tameside-wide problem but she was not legally allowed to request evidence of test results. Some families were on attendance plans.

11.2 Year 1

Mrs Lister had asked governors’ for permission to return the Y1 tables to their positions pre-Covid. Governors discussed the rationale and agreed as the change was within guidance. The Headteacher confirmed that the risk assessment would be adapted.

11.3 National Governors’ Association (NGA)

A governor had emailed the NGA link to governors as school had purchased NGA Gold membership.

[enquiries@nga.org.uk](mailto:enquiries@nga.org.uk). She encouraged governors to access the website for advice and training.

11.4 Donations

The Headteacher was grateful to the local community for providing donations to 44 Buckton Vale families who needed support. Stalybridge Celtic Juniors were also thanked for donating toys.

Finally, the Chair thanked the Headteacher and all the staff for the amazing events that they had arranged for the children. The Headteacher had received emailed from parents thanking staff for their work in making the Christmas season special.

There being no further items for discussion, the meeting closed with a final reminder that the discussions which had taken place were confidential.

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| *Meeting details* |  |
| *Time started* | *1700* |
| *Time finished* | *1845* |

**ACTIONS ARISING FOLLOWING THE VIRTUAL GOVERNING BOARD MEETING HELD ON 8 DECEMBER 2020**

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| **Min** | **Resp** | **Action** | **Audience** |
| 2.1 | SBM | Parent governor election | Summer 2021 |
| 4.1.1 | HT | Email monitoring schedule to GB | - |
| 4.1.2 | HT | Present covid catch up impact report | Spring 2021 |
| 5.5 | HT | Present data | Spring 2021 |
| 5.6 | Chair | Agree school term/holiday/INSET dates 2021-22 | Spring 2021 |
| 6.1 | J Brook | Email governors with class links and Zoom date | = |
| 6.7 | J Brook | Record governor attendance on school website | - |
| 6.8.1 | Clerk | Model Pay Policy 2020 | Spring 2021 |
| 10 | GB | Note date of spring term meetings |  |

**APPENDIX 1**

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| **BUCKTON VALE PRIMARY SCHOOL**  **GOVERNING BOARD RESPONSIBILITIES 2020-21** | | |
| Chair  *(until autumn term 2021)* | Nick Whitbread | |
| Vice-Chair  *(until autumn term 2021)* | Matt Hartley | |
| Training Link Governor | Governors to disseminate information and send report to Clerk | |
| Safeguarding Governor | Nicholas Whitbread *(Deborah Brown)* | |
| Inclusion Governor  (SEN, LAC, Young Carers) | Jenny Ross *(Kelly Quinn/David Phoenix)* | |
| Pupil Premium Link Governor  Covid Catch-up Premium Link Governor | Arron Leech *(Deborah Brown)* | |
| Mental Health and Wellbeing Governor | Simon Barry *(Kelly Quinn)* | |
| Health and Safety Link Governor | Matthew Hartley | |
| Attendance Link Governor | John Cesarz *(Joanne Cherry)* | |
| Educational Visits Governor | Sarah Blake and John Cesarz | |
| **Curriculum & Standards Committee**  (all governors invited) | Governors: | Headteacher, Sarah Blake, Arron Leech, Jenny Ross, **Tafheen Sharif ,** Wayne Williams |
| Quorum: | 3 |
| Associate: | Adele Knott |
| **Finance, Personnel and Premises Committee including Pay**  (all governors invited) | Governors: | Headteacher, Simon Barry, John Cesarz, **Matthew Hartley,** Arron Leech, Nick Whitbread |
| In attendance: | Carol Roberts, School Business Manager  Jason Marsden, Caretaker |
| Quorum: | 3 |
| **Covid-19 Oversight Panel**  (all governors invited) | Governors: | Headteacher  Governing Board  **Nick Whitbread (Chair of Governing Board)**  Matt Hartley (Health and Safety link)  Arron Leech (Finance link)  Jenny Ross (SEND link)  Sarah Blake (Staff rep) |
| Quorum: | 3 |
| Associate: | Kelly Quinn & David Phoenix (SENDCO) |

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| **Class Link Governors**  **2020/21**  ***(governors to follow Class through school)*** | Reception  Year 1  Year1/2  Year 2  Year 3  Year 3/4  Year 4  Year 5  Year 5/6  Year 6 | Dawn Lister & David Phoenix  Jacky Brand  Adam Booth  Hannah Woodhouse  Amy Whittaker  Alison McQuillian & Julia Crowther  Sarah Blake Kate Ingram  Mark Payne  Kelly Quinn | *To be appointed in spring term 2021* |

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| Pay Appeals Committee | Governors: | Any three eligible governors |
| Quorum: | 3 |
| Complaints Committee  (Parental complaints) | Governors: | Simon Barry, Matt Hartley +1 |
| Reserves: | Any other eligible governor |
| Quorum: | 3 |
| Pupil Discipline Committee (Pupil Exclusions) | Governors: | Any three eligible governors |
| Reserves: | Any other eligible governor |
| Quorum: | 3 |
| Appointed Governors for Headteacher Performance Review | Governors: | Matt Hartley, Jenny Ross, Tafheen Sharif, Nick Whitbread |
| Quorum: | 2 |
| External SIO: | Carol Thomas |

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| **STAFFING COMMITTEES** | | |
| Suspension  Committee | Governors: | Any available governor – with the exception of staff governors |
| Quorum: | 3 |
| Discipline and Grievance Committee | Governors: | Any available governor – with the exception of staff governors |
| Quorum: | 3 |
| Discipline and Grievance Appeal Committee | Governors: | Any other governor not on the original Discipline and Grievance Committee |
| Quorum: | 3 |
| Appointments Committee (Teaching and Support Staff) | Governors: | Chair and/or Vice Chair, Headteacher + 1 other Governor as available in rotation *(with at least one governor training in safeguarding)* |
| Quorum: | 3 |