



LOCAL GOVERNING BODY MEETING

TUESDAY 8 MARCH 2022

MINUTES

Present: Mr T Abbs, Head Teacher
Mrs J Parke, Chair
Mr T Jones
Mrs V Mudge
Mrs R Wilderspin

Apologies: None

Item No.	
1.	<p>Welcome J Parke opened the meeting by welcoming the governors.</p>
2.	<p>Approval of Minutes of Previous Meeting – 23.11.21 The minutes of the meeting held on 23 November 2021 had been read and approved as a true record. All agreed.</p>
3.	<p>Matters Arising:</p> <ul style="list-style-type: none"> (a) <u>School to provide governors with a full set of data re: phonics, reading, writing and maths, including pupil premium breakdown:</u> This had been circulated to governors. (b) <u>School to include with current <i>pupil premium statement those activities that address challenge 4 – pupil wellbeing, mental health and safeguarding:</i></u> This had been included. (c) <u>School to confirm the recent recommended actions re: website compliance have taken place:</u> This was confirmed. (d) <u>Head teacher to 'on-board' governors to The National College in order to access further training opportunities:</u> This has been done but governors are yet to access any courses. R Wilderspin will attend the NCL safeguarding course. (e) <u>Head teacher to update governors at the next meeting on the planned transition model for pupils changing classes next academic year:</u> A transition model cannot be confirmed at this stage. The head has been looking at different class structures to accommodate the increasing numbers in September 2022 and a possible fourth class. He is considering the best way to compliment the curriculum as well as looking at pupils needs. The school should hear about growth funding from the Local Authority within the next month or so. It was agreed that the head would inform governors once confirmation has been received as an extraordinary meeting will need to be convened. (f) <u>The school to carry out a parent and staff survey in the Spring Term:</u> This is on the agenda to discuss. The head has postponed the staff survey as two substantive teaching assistants are currently off sick. He will issue the survey once they are back in school. (g) <u>The Head teacher to keep the governing body updated on developments regarding growth funding with the possibility that the Chair of Governors may convene an extraordinary meeting of the governing body:</u> Discussed at 3(e). (h) <u>The Head Teacher to pass on a note of thanks to all staff for their continued hard work, commitment and dedication to the children of Earith Primary:</u> The head teacher had done this. <p>Action: R Wilderspin to attend safeguarding training via the National College. Action: Head to update GB re: transition model once staffing is confirmed for 2022-23. Action: Head to update on progress of Growth Funding application with possible extraordinary GB meeting to discuss organisation of classrooms within the school building. Action: School to complete a staff survey by the end of the academic year.</p>
4.	<p>Governors' Reports:</p> <ul style="list-style-type: none"> (a) <u>Quality of Education:</u> J Parke had met with the Curriculum Lead, Jill Nicholls, held learning conversations with pupils in all classes and completed a learning walk. J Parke reported that the curriculum is progressing well and key concepts are being introduced in Science. The subject

leaders are given release time to evaluate and look at improvements for their subjects. This time is important as each teacher leads a number of subjects. The children can talk about their learning and there is evidence in their books. Next steps were also agreed, such as making sure there is enough evidence of the pupils' work, especially in Reception and Year 1, with the use of floor books with photos of completed work. Also looked at the use of resources especially around making use of their actual surroundings and location instead of hypothetical places to make their learning more real. J Parke had also had discussions around data, looked at tutoring and ensuring pupil premium children were prioritised in terms of interventions.

- (b) **Single Central Record:** T Jones had met with the SBM to look at the school's Single Central Record. The record was up-to-date.
- (c) **Attendance:** R Wilderspin had met with the Head and SBM to discuss attendance. The levels of COVID in Cygnets class and staff absences had been challenging for the school in first half of the spring term. The school had been liaising closely with the local authority and the Trust about attendance levels and had put measures in place over and above expectations. Head reported that levels of attendance are now slowly improving. The governors had been impressed that the school had managed to stay open and maintain a sense of normality, even when struggling with staffing levels.
- (d) **SEND:** V Mudge had met with the head to discuss the vulnerable pupil register. They also discussed the recovery premium and how this will benefit the pupils. The head was asked how a vulnerable pupil is defined by the school. The head explained that a vulnerable pupil is anyone with a behavioural problem, is at risk of exclusion or has been excluded, has any identified form of special education needs, young carer, safeguarding concerns, attendance concerns or English as an Additional Language and anything the school feels makes them vulnerable. 52% of our school population are on the vulnerable list. The head was asked if parents are aware that their child is considered vulnerable. The head confirmed that if the child has SEN or has been excluded the parents will be aware but sometimes it is just to monitor a particular child. The list is monitored termly and on the whole it stays consistent but pupils can come off. The head was asked if the number of vulnerable pupils is due to COVID. He confirmed that COVID has had an effect on increasing numbers. There was a discussion about the provision of arts and music in school. J Parke will, within her report on Quality of Education, feedback on the curriculum provision for Art and Design and Music. The head was asked about the visit from Simon Bainbridge to look at SEN provision. The head confirmed that it was an informal visit where they looked at the policy and discussed current provision. He spoke highly of the work the school is doing.
- (e) **Safeguarding:** R Wilderspin had met with the DSL, Mrs Matthews. She had asked how priorities were decided in school around 'rough play' in particular. She had informed her that a staff meeting had discussed the issue and decided a zero tolerance around rough play. This was followed by an assembly to inform pupils and finally a monitoring and evaluation. She felt that there is a very clear process in place. She felt there were some really good examples of how the school keeps the children safe. R Wilderspin would like to be involved in the pupil voice and will feedback to GB on pupil voice outcomes. She also informed the governors that Mrs Matthews will be sending out regular bulletins to staff during the school year to keep their awareness and training up-to-date.

Action: Joy Parke, within her report on Quality of Education, to feed back on the curriculum provision for Art and Design and Music.

Action: R Wilderspin, within her safeguarding report, to feed back on pupil voice outcomes.

5.

Headteacher's Report:

- (a) **Budget:** The head reported that with the high levels of staff absence due to COVID and 2 full-time teaching assistants being absent, without the number of part-time members of staff covering we would have struggled to stay open. The cost to the budget with these absences will probably be around £2,500-£3,000 which has an impact on our carry forward.
- (b) **Attendance:** As reported earlier attendance is improving with two families in particular improving their attendance following school's intervention.
- (c) **Pupil Premium:** The head highlighted the above expected progress in-year so far.
- (d) **SEND:** The head reported above expected progress in-year so far. He also highlighted the impact the impact the 6 EHCP pupils have on the school. A possible 3 EHCPs pupils maybe leaving by the end of the year which may impact on staffing and funding. The head has 2 EHCPs in progress.
- (e) **Exclusions:** The head was asked about the number of exclusions this year and whether meeting these individual children's needs have been impacted because of COVID and irregularity of staff. The head confirmed there had been 10 exclusions for 2 pupils in-year (1 – 9, 1-1) both EHCP pupils, both looking to move to specialist provision. He confirmed the school is doing the best it can to meet their needs but for one pupil in particular the inconsistency with staffing has had an impact.

	<p>(f) <u>Safeguarding</u>: The Head highlighted the increased number of logs of concerns this year. This is partly due to Mrs Mathews in her role as DSL highlighting awareness, but also due to the school's significant need with vulnerability. He also informed governors that the school is responding to any questions the children may have around what is happening in Ukraine in an age appropriate way. The children had lots of questions and these have been tackled to allay any concerns. The school uses Newsround which is age appropriate 6-10 years but is only shown when appropriate.</p> <p>(g) <u>Recovery Premium</u>: This is funding for disadvantaged pupils. Groups have been strategically picked from every year group 1-6. Mrs Matthews is running the tutoring groups. The head was asked if this included children who have been disadvantaged due to COVID. He confirmed the funding is primarily for pupil premium pupils but the school can include pupils that have been disadvantaged due to COVID.</p>
6.	<p>Parent Survey:</p> <p>(a) The survey results were overall very positive.</p> <p>(b) The head was asked if he was pleased with the amount of people who had responded. He had been very pleased. 45% of parents had responded.</p> <p>(c) J Parke stated that it shows the strength and openness of the relationship between the parents and leadership of the school.</p> <p>(d) The head was asked how he would be responding to parents about the survey. He confirmed he is putting a general statement in the newsletter saying how much we value their feedback and action would be taken on the useful comments and communicated back to the parents over the coming weeks.</p>
7.	<p>School Development Plan:</p> <p>(a) <u>Leadership and Management</u>: The head reported that there is a RAG rated system in place. He reported that leadership and management is effective. He feels subject leaders do not resource share and champion their subjects well. They have accessed some courses. Governing body is effective.</p> <p>(b) The head was asked if he could highlight the SMART outcome on the SDP. He can include this.</p> <p>(c) <u>Quality of Education</u>: The head was asked if writing is an area which needs highlighting. He said it will continue to be a key part of the SDP. He also informed governors that the marking policy had been reviewed and updated. It is easier to implement.:</p> <p>Action: Head to include rag-rating of SMART outcomes within next update of SDP.</p>
8.	<p>Governor Training Update: Already covered in 3(d)</p>
9.	<p>Any Other Business:</p> <p>(a) <u>Mental Health Policy</u>: this is currently being written and will be circulated to governors.</p> <p>(b) <u>Staffing</u>: governor asked how the staffing would look next year. The head confirmed that it was too soon to confirm the staffing without knowing about growth funding. The head is mindful of staffing for next year and the priority in finalising the school classes.</p> <p>(c) <u>Data Report</u>: The head was asked to explain the grades in the data report. He explained the levels and the progress made. Governors asked if they could be informed about what is being done for the more able pupils in school. Head will provide a narrative of the school provision for those pupils who are working above age-related expectations. The head was asked how the children feel about the testing which takes place in the school. The head says it is part of their normal school life and are used to being assessed. Some parents are informed if tests are taking place to help the children with their anxiety.</p> <p>(d) R Wilderspin wondered how we could capture how the pupils feel about what the school does for them. Head suggested she could work on this with Mrs Matthews.</p> <p>Action: Head will provide a narrative of the school provision for those pupils who are working above age-related expectations.</p>
11.	<p>Summary of agreed actions and next steps:</p> <ul style="list-style-type: none"> • R Wilderspin to attend safeguarding training via the National College • Head to update GB re: transition model once staffing is confirmed for 2022-23. • Head to update on progress with Growth Funding application with possible extraordinary GB meeting to discuss organisation of classrooms within the school building. • School to complete a staff survey by the end of the academic year. • J Parke, within her report on Quality of Education, to feed back on the curriculum provision for Art and Design and Music. • R Wilderspin within her report on Safeguarding to feed back on pupil voice outcomes. Head will provide a narrative of the school provision for those pupils who are working above age-related expectations • Head to provide a narrative for governors of the school provision for those pupils who are working above age-related expectations.

	<ul style="list-style-type: none">• Head to include rag-rating of SMART outcomes within next update of the SDP.
12.	Date of Next Meeting: Wednesday 13 July 2022 at 9:45