



LOCAL GOVERNING BODY MEETING

TUESDAY 23 NOVEMBER 2021

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 T Jones opened the meeting by welcoming the governors.</p>
2.	<p>Election of Chair V Mudge proposed J Parke as Chair, seconded by B Wilderspin. All agreed.</p>
3.	<p>Governor Reports:</p> <p>(a) <u>Pupil Premium:</u></p> <p>(i) J Parke had discussed the Pupil Premium Statement with T Abbs and the key challenges have been identified. The spending decisions are based on supporting the pupils' wellbeing as well as their academic development. It also addresses the wider understanding of the disadvantage pupils especially in the current climate where COVID which has resulted in additional challenges.</p> <p>(ii) the impact of this will be evident in the data such as in reaching expected levels at the end of early years, phonics levels and the end of KS2. Governors will also be looking at attendance of PP pupils and pupil conversations.</p> <p>(iii) Gov asked for clarity on when these targets should be achieved as it states three years in the statement. T Abbs confirmed that the targets are set for the end of the academic year but consideration into the future needs to be given.</p> <p>(iv) T Abbs was challenged about item no. 4 (wellbeing, mental health and safeguarding) as there are no activities indicated. T Abbs confirmed that there are lots of activities which will improve wellbeing such as reading for pleasure, attendance, work around the growth mindset. The document will be amended to reflect this.</p> <p>(b) <u>Quality of Education:</u></p> <p>(i) J Parke had recently conducted a learning walk during lunchtime. She was impressed by, not only the space the grounds offer, but the provision. There are a number of different activities addressing different pupils' needs. Staff are well engaged making it feel a safe environment.</p> <p>(ii) She met with the Early Years teacher to look, in particular, at the journey of an Earith pupil from Reception through to Year 6, ensuring needs are met and there is challenge. Good progress has been made with the curriculum particularly around the mixed aged classes. J Parke will be meeting again in early December.</p> <p>(iii) There is an associate leader, from Ravensmere who will be working with J Nicholls on early years outside provision and mixed age class once a term.</p> <p>(c) <u>Single Central Record:</u> T Jones has looked at the SCR with T Abbs to check for consistency, for any gaps, for clarity on some entries. Any anomalies were corrected and queries answered. T Jones will visit again in December.</p>

- (d) SEND:
- (i) V Mudge has visited three times to learn processes and to do a learning walk. She met with SEND pupils and experienced how some of them approach their learning in school and where their safe spaces are.
 - (ii) There was a discussion on SEND pupils and it was noted that a huge amount of work supporting these pupils is taking place with multiple outside agency involvement which is all having an impact of these pupils' access to learning.
 - (iii) It was noted also the effect of this workload is having on T Abbs' health and wellbeing while he is trying to work to support a particular pupil and finding a suitable TA to support him.
- (e) Attendance:
- (i) R Wilderspin had met with T Abbs and D Rudwick to discuss attendance. She highlighted that a high proportion of the PP pupils' attendance falls into the less than 90% category. COVID has also had an impact on attendance with possible higher levels of absence.
 - (ii) T Jones challenged T Abbs about whether promoting good attendance still had a positive impact on the pupils. T Abbs confirmed that pupils enjoy receiving the attendance cup each week and the hall display showing the winners.
 - (iii) R Wilderspin also noted the school recognises improved attendance. It was noted that the head sends out a personal letter each term to those at 100% ad to encourage good attendance throughout the year.
 - (iv) A couple of soft letters re: dropping attendance are being sent out this week and a penalty notice applied for a family who are on a parent contract.
 - (v) Only one COVID case in school at the moment. Pre-School is currently closed due to COVID. T Abbs reported that COVID cases are dropping in the county by approximately 250.
- (f) Safeguarding: R Wilderspin had met with T Abbs and S Matthews, DSL in school, to discuss safeguarding. She noted that the school are working hard to keep the children safe with good reporting and training in place. She would like an opportunity to speak to the children about how safe they feel and if they know what to do if they are concerned. She would also like an opportunity to capture all the safeguarding strategies the school has in place.

Action: School to provide governors with full set of data re: phonics, Reading, Writing and Maths for next meeting including pupil premium breakdown

Action: School to include within current pupil premium statement those activities that address challenge 4 – pupil wellbeing, mental health and safeguarding

4.

Attendance Report

- (a) T Abbs reported that 2020-2021 attendance was at 96.12%, this academic year as at October attendance is at 92.46%. The DFE has not released data for academic years 2020-2021 because of COVID and attendance is monitored on a daily basis. National for October was between 90.6% and 92.3%, so Earith was slightly above.
- (b) Attendance has been low due to COVID with 18 pupils testing positive – 75% of those in Fenland Class, 25% spread across the rest of the school.
- (c) We are in an enhance area and there are measures in place to mitigate risks but to keep the school open and everyone safe. We have no parents on site. Essential visitors are allowed to support curriculum.
- (d) CO2 monitors have been delivered and installed in the classrooms. Levels can now be monitored and ventilation maintained.
- (e) T Abbs was challenged about the rise of persistent absenteeism to 30% and whether this was due to COVID. He confirmed that this was mainly due to two families – one where the school is pursuing a penalty and the other family refusing attendance due to concerns over COVID. The latter family is now attending so this percentage should improve.
- (f) Average number of pupils off with COVID is between 2-6 pupils. Only 1 pupil off with COVID at present. Our peak of absence was in October.
- (g) There are home learning opportunities in place if a child is absent due to COVID but still well enough to do school work. This is a legal requirement. There is a Home Learning Policy. There is feedback from the teacher when a pupil is learning online.

5.	<p>Safeguarding Update</p> <p>We have had a website compliancy check from the Trust. It has flagged that the school is reasonable with a couple of actions: LGB to agree to the new safeguarding policy, the Designated Safeguard Lead and Prevent lead names need correcting and names in the E-Safety policy need updating. These had not been done prior to the check as T Abbs was in the process of handing over to S Matthews who has just completed her DSL training.</p> <p>Action: school to confirm the recent recommended actions re: website compliance have taken place</p>
6.	<p>Governor Training Update</p> <ul style="list-style-type: none"> (a) J Parke has attended Trust safeguarding online. (b) R Wilderspin has completed the safeguarding training on the ALT Institute. Also completed KCSI and Prevent via Handsam. (c) V Mudge attended (d) T Jones had completed the Basic Safeguarding training. (e) T Abbs reminded governors about courses on ALT Institute. He also recommended The National College for further training opportunities. Governors will be sent an email for enrolment. (f) T Abbs confirmed that staff are evidencing impact of their training on their CPD grids which are updated monthly. <p>Action: Head teacher to 'on-board' governors to The National College in order to access further training opportunities</p>
7.	<p>SEND Update</p> <ul style="list-style-type: none"> (a) Covered in V Mudge's report. (b) T Abbs reported that there is a new EHCP in school with 5 EHCPs in total, which is significantly above the national average. This new EHCP is only part funded. T Abbs plans to strengthen the support in Bandy Class using existing staff by increasing the hours of one member of staff and using another member of staff to lead interventions. (c) T Abbs was asked why this EHCP is only part funded. He explained they can come with no funding, part-funding or full. The school still has to fund the first £6000 of any EHCP. (d) He informed governors that he would like to open the swimming pool at the start of the summer term. One of the teaching assistants if a qualified swimming coach and may be able to lead on the swimming lessons. (e) T Abbs reported that there had been one successful annual review for a child in Year 1. It will be key for his 1:1 to move up with him to Year 2. T Abbs was asked if it is possible for another TA to shadow for this role. The school would always work towards this. (f) T Abbs informed the governors that they are looking at transition for pupils and how this will work next year – possibly being in their new class for the last week of term. This may depend on Growth Funding and a possible extra class. (g) T Abbs informed governors that documentation is now shared through TEAMS for 'share, plan, review' and this is working well. (h) There are three school councils now – Core Values, Eco and Teaching and Learning. T Abbs has met once with each of the councils this term. These councils are made up of a wide representation of pupils across the school. Teaching and Learning Council looks at what life is like in lessons and about teaching and learning; Core Value looks at behaviour and provision in school, they talked about the outdoor gym. They are also keen on an outdoor reading gazebo. (i) Two pupils on EHCPs are attending Breakfast Club. This has impacted very positively on their learning. (j) Rapid Phonics is being lead by a TA to support pupils with their reading in Year 2-4. This has impacted their reading age by an average of 8 months since September. Other TAs are being upskilled to teach phonics as well. (k) One pupil is attending alternative provision at Farm Club in St Ives. This is meeting his sensory needs and learning is being extended at school. (l) 14 pupils will be attending Voice in a Million in Wembly next March. These include an EHCP and PP pupils. Governors appreciated how inclusive this event is. (m) T Abbs was asked what the CPD offer around SEND is for the staff. He reported that they are encourage to access ALT, they had done recent training on Rapid Phonics as well as observing phonics teaching. There is also NCL available.

	<p>(n) The governors asked what the feedback TA had had from TAS about the CPD offer. He reported that one TA felt the ALT Institute could be more in-depth but content was good. He had had positive feedback about rapid phonics.</p> <p>Action: Head teacher to update governors at the next meeting on the planned transition model for pupils changes classes next academic year</p>
8.	<p>Head Teacher's Report</p> <p>(a) Focus on School Development Plan.</p> <p>(b) T Abbs was asked about the Subject Leaders action plans. This was rag rated red as subject leaders had not yet self-evaluated their subject areas. Action plans have been written and work stated on pupil work studies. They have not started their deep dive monitoring.</p> <p>(c) The governors asked when a survey was last carried out. T Abbs reported that an in-depth one was carried out in May. It was agreed to carry out a parent and staff survey next term.</p> <p>(d) Ills are up-to-date.</p> <p>(e) Next staff meeting will be supporting and challenging each other on their particular subjects e.g. maths, English, music, PSCH, Science and PE. These subjects have been chosen as there may be an opportunity for a deep dive with Ofsted.</p> <p>(f) Ofsted are sent the rag rated version of the SDP and the SEF (School Evaluation). The governors asked T Abbs where the school would rate with Ofsted. He felt the school could be rated 'good'. The SEF is referenced to the SDP.</p> <p>Action: the school to carry out a parent and staff survey in the spring term</p>
9.	<p>For Consideration and Approval</p> <p>(a) <u>Site Specific Sheet</u>: Prop by J Parke, second by T Abbs. All agreed.</p> <p>(b) <u>Budget for 2021-2022 (approved by Trust Board)</u>: Proposed by R Wilderspin, seconded by V Mudge. All agreed. T Abbs commented that the predicted carry-forward to 2022-23 is around £2,500. The budget is tight but the school works creatively with FOES and applying for grants with some success. We have recently received £4,500 from a local group. We get maximum impact from the money spent in school. T Jones noted the £22,000 deficit in three years times, although this is always the worst-case scenario. Next big project is an outdoor reading shed. The school is also looking into getting some chickens, rearing them from chicks, feeding them with kitchen waste and upcycling the old shed into a coop for next Spring. This will really engage the children.</p> <p>(c) <u>Health and Safety Policy</u>: Proposed by T Jones, seconded by J Parke. All agreed.</p> <p>(d) <u>Safeguarding and Child Care Policy</u>: Proposed by R Wilderspin, seconded by J Parke. All agreed.</p> <p>(e) <u>Staff Expenses Policy</u>: Proposed by J Parke, seconded by V Mudge. All agreed.</p> <p>(f) <u>Supporting Pupils with Medical Needs Policy</u>: Proposed by T Jones, seconded by V Mudge. All agreed.</p> <p>(g) <u>Hirings and Lettings Policy</u>: Proposed by T Jones, seconded by J Parke. All Agreed. T Abbs was asked if the school hall is ever hired. He confirmed it was not, but he had offered the use of the playing fields to local community groups free of charge. He will be submitting a regular report to the village magazine where this will be promoted. It will be fully risk assessed.</p>
10.	<p>Any Other Business</p> <p>(a) <u>Homework Offer</u> – R Wilderspin asked T Abbs how many children are engaging with the virtual learning platforms at home. He reported that more children are using it but not as many as the school would like and it always tends to be the same children who engage. These platforms are reinforcing basic skills, which has the most impact in school in particular in spelling.</p> <p>Action: The Headteacher 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.</p> <p>Action: 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 School</p>

11.	<p>Summary of agreed actions and next steps</p> <ul style="list-style-type: none"> • School to provide governors with full set of data re Phonics, Reading, Writing and Maths for next meeting including pupil premium breakdown • School to include within current pupil premium statement those activities that address challenge 4 – Pupil wellbeing, mental health & safeguarding • School to confirm the recent recommended actions re website compliance have taken place • Headteacher to 'onboard' governors to <i>The National College</i> in order to access further training opportunities • Headteacher to update governors at the next meeting on the planned transition model for pupils changes classes next academic year • The school to carry out a parent and staff survey in the spring term • The Headteacher to keep the governing body updated on developments regarding growth funding with the possibility that the Chair of Governor may convene an extraordinary meeting of the Governing Body • The Headteacher to pass on a note of thanks to all staff for their continued hard work, commitment and dedication of the children at Earith Primary School.
12.	<p>Date of Next Meeting Tuesday 8 March 2022 at 9:45</p>