



Education & Standards Committee Meeting

Wednesday 10th November 2021 at 1.00pm
At The Federation of Boldmere Schools

Present: Mrs N Arkinstall (Co-opted) (NA) Chair
Mr Greg Bloom (Co-opted) (GB)
Mr Carl Glasgow (Executive Head Teacher) (EHT)
Miss Ema Jackson (Staff) (EJ)
Mrs Samantha Kenny (Co-opted Head of Infants) (SK)
Mrs Karen Welch (Co-opted Acting Head of Juniors) (KW)
Ms Laura Shergold (Parent Governor) (LS)
Mrs Christine Engers (Co-opted) (CE)
Ms Holly Birkett (Associate) (HB)

In Attendance: Ms Cordell O'Neill (Clerk) (CO)

Apologies: Mr Jeremy Merckel (Co-opted) (JM) Apologies

Item:	Agenda Items:	Action by:												
1.	Welcome and Apologies The Chair welcomed governors to the meeting, apologies were received and accepted from Jeremy Merckel.													
2.	Declarations of Interest The Chair asked members if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared.													
3.	Urgent Additional Items There were no items to be discussed.													
4.	Minutes of the Previous Meeting and matters arising of 23rd June 2021 Governors referred to the minutes of the previous meeting held on 23 rd June 2021 having being previously circulated. <i>It was,</i> AGREED: as a true and accurate record and would be signed by the Chair at the next available opportunity. A signed copy would be uploaded to GovernorHub. Matters Arising <table border="1"><thead><tr><th>Item</th><th>Action</th><th>Outcome</th></tr></thead><tbody><tr><td>Item 4</td><td>Minutes of the E&C Committee 3rd March 2021 to be signed by the Chair</td><td>Completed in the meeting on 10.11.21</td></tr><tr><td>Item 7</td><td>Review budget plan and spends</td><td>Completed</td></tr><tr><td>Item 10</td><td>BIB spends for outside space to be approved</td><td>Completed</td></tr></tbody></table>	Item	Action	Outcome	Item 4	Minutes of the E&C Committee 3 rd March 2021 to be signed by the Chair	Completed in the meeting on 10.11.21	Item 7	Review budget plan and spends	Completed	Item 10	BIB spends for outside space to be approved	Completed	Chair
Item	Action	Outcome												
Item 4	Minutes of the E&C Committee 3 rd March 2021 to be signed by the Chair	Completed in the meeting on 10.11.21												
Item 7	Review budget plan and spends	Completed												
Item 10	BIB spends for outside space to be approved	Completed												

Chair's signature: _____ Date: _____

	Item 11	Receive report from School Improvement Advisor/external advisor at FGB	No report to be submitted - Closed	Governors
	Item 14	Data Drops to be shared in the autumn term.	Agenda	
	Item 17	Governors to complete online training with HAYS Online Education	Majority completed, remind governors to complete	
	Item 19	Agree with PTA ideas for thanking staff	Completed	
	Item 19	Email of "thanks" sent to all staff	Completed	
5.	Chairs business, actions and correspondence The Chair reported regularly meetings were taking place with the Inclusions Lead and the feedback was positive. The SEN offer had been prepared and parents were invited to attend and review the offer, week of 15 th November 2021.			
6.	Membership Update The Clerk confirmed there were no membership updates to advice.			
7.	Head of School Reports The Head of Infants and Head of Juniors referred to the reports having been previously circulated. The key points and questions were recorded: Infants <ul style="list-style-type: none"> • There were currently 272 children on roll in the main school, 46 in the Nursery and 9 in Boldmere Inclusion Base (BIB). • 2 positive cases of COVID 19. The school was waiting on three staff cases to be confirmed. • A decision was made to only use Google classrooms for the children tested positive and the policy had changed to reflect. • Virtual parents evening was effective and successful. A disadvantage was raised, parents were not visiting the school and reviewing the pupil's books. It was decided to hold a separate open day session to celebrate good news/workshops and review the books. <p><i>Governors suggested parents completed a survey to establish their views on virtual parent's evenings. A governor suggested sharing this discussion at FGB.</i> The clerk agreed to share other schools surveys.</p> <ul style="list-style-type: none"> • Wellbeing team meetings continued fortnightly and monitored children and staff, identifying appropriate interventions and support as required. • All teachers had been double jabbed and some eligible for boosters. Majority of TA's had been double jabbed and some eligible for booster. 			Clerk

Chair's signature: _____ Date: _____

A governor asked if the school encouraged staff to be fully vaccinated. The SLT supported individuals own circumstances and personal circumstances. The school were confident they had done all they could to encourage staff to be fully vaccinated.

- The AHT had started their maternity leave, the new Acting Assistant was doing a great job and facing new challenges.
- Lesson drops had taken place to monitor phonics teaching, phonics and reading was high priority on the School Improvement plan.
- School led tutoring was a government grant with a 75% subsidy for children whose learning had been disrupted by COVID-19. Tracking the progress of the children would be important and reported to the DfES at the end of the academic year.
- A staff member in Reception was relocating and requested to reduce to two days from January – the school was currently recruiting one long term supply teachers to backfill the position via a supply route.
- A supply teacher had commenced 3 days a week, who was an experienced teacher.
- Baseline data was shared, due to the staggered start in Nursery and the importance of the prime areas of learning, children were baselined against those areas only, as they started in Nursery. Therefore, the data was based on Baseline assessments in Target Tracker on 22/10/2021.

The data presented was lower and the school believed covid had made an impact to the results, following a governor's question.

Governors asked if the parents got informed about the baseline data. SK confirmed neither parents nor the school got informed about baseline data.

A governor asked how the staff found the new baseline procedures.

SK confirmed the staff completed the new baseline procedures and carried out the internal requirements. **The data would form part of the official results for the school and communicated to parents via parents evening, following a governors question.**

- Further staffing moves were shared with governors in more detail.
- Year one data was presented and the EHT reported on gaps in phonics that were identified and interventions that were put in place to support.
- An extra TA was recruited in year one to support on catch up.
- Year 2, an overstaffing of a teacher to carry out interventions and catch up.
- An extra one to one support had been recruited to support a child in year 2.
- Year 2 were working incredibly hard to catch up. Next week was year 2 phonics tests.

A governor asked about the expected predictions from the phonics tests in year 2. Intensive phonics teaching was reported in year 2 and the school staff were confident that the expected prediction data would be positive.

A governor asked if there would be Greater Depth data.

It was confirmed how the pupils had not been assessed on all subjects to enable the review of greater depth data. The school was confident there would be some greater depth pupils.

Chair's signature: _____ Date: _____

<p><i>The EHT encouraged the governors to access and compare the data from autumn to spring.</i></p> <p><i>A governor asked for clarification on the child not attending school, as highlighted in the report.</i> SK explained the situation and clarified the child was safe and receiving home-schooling. The child's family were awaiting the offer of a place in a closer school. The EHT confirmed all actions were recorded on CPOMS for a clear trail.</p> <p><i>A governor reported the Year 2 data highlighted, one class had reduced staffing resources and clarified if that was where the extra support was required.</i> It was confirmed that was correct.</p> <p><i>A governor clarified if the school would mix the children again.</i> SK reported the school had stopped mixing classes academically a few years ago.</p> <p><i>A governor asked how the school dealt with clashes of some children, if all remained together.</i></p> <p>SK confirmed there was positives and negatives of mixing the classes and that may return however not in discussions as yet.</p> <p><i>A governor highlighted the increase in Ethnic Minority children and asked if the school were making changes to reflect that.</i></p> <p><i>SK confirmed EAL was in place, however there was not as much funding for EAL.</i></p> <p><i>A governor raised the low representation of Ethnic Minority governors on the board and a discussion was had. The EHT reported the board had Associate Governors vacant. The Chair and EHT had reviewed the last recruitment round of Associate Governors and highlighted applicants to approach.</i> The Clerk confirmed there was support in recruiting governors through Governance Services in Birmingham. The EHT confirmed the board had their own approach and succession planning within the board.</p> <p><i>A governor clarified the attendance records.</i></p> <p>It was highlighted attendance for the first autumn half term 2021 was 95.3% based on 281 children, excluding Nursery (that included Covid19 related absence) and there had been 2 positive cases of COVID 19 to date in the infants. SK confirmed the children had been working hard to catch up in year 2.</p> <p><i>A Governor identified the SEN attendance and reminded the school to monitor the data.</i> The EHT reported on the SEN data and how some families decided for the safety of their own children to home school during the pandemic, which was reflected in the data.</p> <p><i>A discussion took place between governors on the rules of attending school with a positive case in the family.</i> Families were encouraged to seek support from family members to be sure their child attends school if others in the family were unwell, to be sure their child attends school. <i>A governor highlighted the news on the missing child.</i> The school confirmed the LA had been supportive and that situation was now closed.</p> <p>Juniors</p> <p>Year 6 attendance was reported as 20% lower due to the residential.</p> <p><i>A governor asked on reflection, would the school have still gone ahead with the residential.</i> The Leadership team was 100% sure the residential was worth it for both the children and the school. The parents had shared with the EHT how pleased they were the residential went ahead and agreed on the learning experience for the children.</p> <p>Whitemore Lakes residential was discussed between governors and the Senior Leadership Team. The following ideas were encouraged to take place moving forward to prevent the</p>	<p>Governors</p>
---	-------------------------

Chair's signature: _____

Date: _____

spread of covid at the same residential in February.

- Year 4 parents work together to source their own transport for so many children in each car (safely to the local residential) to prevent the spread by using coaches.
- All children encouraged to take lateral flow test prior to the residential.

The children that were not able to attend the residential had the same mirrored experience at school. ***It was confirmed Six children were not able to attend the residential, following a governor's question.***

A governor asked if more trips were planned moving forward.

KW confirmed trips were planned, such as: A trip to a Christmas Panto (Dear Santa) had been scheduled. Year four were planning their Christmas production, there would be 3 performances with a maximum of 30 per show, with 1 parent per household. ***The decisions had been made in collaboration with all schools in the local area. KS1 would continue to have the Nativity, however the Junior school would continue with their catching up and the decisions were all in line with other schools, following a governor's question.***

A governor highlighted previous work shops around maths and English that had taken place and asked if there were plans in place to continue.

it was confirmed the workshops would be displayed on the school website, for parents to view and obtain further information on how to support their children at home.

A governor asked if the school reception places were full.

It was confirmed by SLT they were full with a waiting list.

However it was confirmed, Nursery spaces had reduced, however the school expected that to rise from the intake of rising 3's.

Governors discussed nursery provisions to offer child care flexibility.

A governor asked for clarification on the 'Cloud' online for phonics and maths sessions and asked if they would be shared by videos. SK agreed to communicate with IT.

kW returned to the report and highlighted the following salient points:

- Staffing updates were shared in detail.
- Two TA's were advertised, due to year 4 requiring an additional teacher to support.
- Year 5 had a high number of SEN pupils, additional support was required to provide consistent support.
- An Office staff member was leaving Christmas, following 24 years of service to Boldmere Federation School. The school were currently recruiting for the role and the closing date was report as 23rd November 2021.

The school were hopeful there would be enough time to handover, following a governor's question.

The Governing Board thanked the staff that were leaving Boldmere Federation and wished them all the best.

- The EHT reported there would be a lot of staffing movements in January and the school would be pragmatic moving forward.
- Safeguarding, operation Encompass and all central records and medical training was up to date.
- Governors noted, the data drop in the juniors was carried out slightly later, staff

SK

Chair's signature: _____

Date: _____

	<p>were moderating the assessments, the current data was live and would change next week. Extensive progress meetings were in place, identifying the gaps and placing interventions to support.</p> <p>Intervention support was put in place in every year to support the pupils, following a governor's question.</p> <ul style="list-style-type: none"> • The junior school had moved to a new 'insight assessment system'. • Attendance was reported above 95% included 42 children between 94 and 95%. • With 13 positive cases which had impacted the school and significantly impacted the attendance. (Specifically year 6). • Holiday requests from pupils were discussed and it was confirmed each case was treated individually. • The school were working hard with persistently late pupils. <p>Governors reported the attendance percentages overall were positive, considering the pandemic.</p> <p>The committee members thanked staff for their reports and thanked the SLT for answering the challenging questions.</p>	
8.	<p>Curriculum Update</p> <p>The EHT confirmed pupils were offered a broad balanced and enriched curriculum. Lunchtime clubs, after school clubs and additional PE lessons had re-commenced. It was noted assessments from Autumn term would be a priority for core subjects.</p>	
9.	<p>Monitor School Improvement Plan and review progress</p> <p>The EHT advised the SIP had been reviewed throughout the year and had been a priority. The school was working towards the targets identified such as: Phonics, EYFS curriculum and wellbeing activities and introducing English as a second Language (EAL) were all outcomes from the SIP. The EHT added the Performance Management of all staff was linked to the SIP.</p> <p>A governor highlighted advice received from the external advisor, stating the SIP was a priority for Ofsted. SK confirmed the SIP and the SEF were a priority. It was decided to refresh the SEF and share with all governors prior to FGB in December.</p> <p>There were no further questions.</p> <p>The Chair of the Governing Board left the meeting at 2.35pm.</p>	Clerk/SLT
10.	<p>BIB update</p> <p>The EHT reported the following salient points:</p> <ul style="list-style-type: none"> • Successfully recruited 1 new members of staff for BIB who would be the new BIB Leader/Manager to commence from January. <p>The EHT explained how the structure would work with the appointment joining the leadership team, following a governor's question.</p> <ul style="list-style-type: none"> • The BIB was commissioned for 20 children, currently 18 children were on roll. • At least 6 referrals each week, were coming in and the EHT had to complete a 	

Chair's signature: _____ Date: _____

	<p>governing body response form on behalf of the Governing Board. 64 had been completed since last April. (Huge demand for spaces) and significantly impacted the education setting.</p> <ul style="list-style-type: none"> • The Terminology ‘Local provision for Local children for local places’, was highlighted. • New staff joined the BIB in September and settled in really well. • Following a commissioning meeting from September 2022, the BIB had been asked to take 24 pupils. The children would have a journey progression all the way through the school from start to finish. • Funding was available for all staff in place. • The BIB funding would be identified as a sole funding pot. • Outdoor play areas had been put in place in the summer. • There had been successful transition of children moving back into mainstream. <p><i>A governor asked if Ofsted were to visit, would they identify, having resources for Autism as favourable.</i> The EHT confirmed that would be monitored by the new member of staff in January. The new Leader would bring their expertise in that area to support.</p>	
11.	<p>Receive report from School Improvement Advisor/external advisor The EHT reported how Nicki Bell (NB) was working remotely with leaders. NB would provide a one page review on the outcomes.</p>	External Advisor
12.	<p>Review Quality of Teaching The EHT reported the following salient points:</p> <ul style="list-style-type: none"> • The SLT had rigorous monitoring in place, to review the quality of the teaching. • Pupil progress review meetings were in place. • No teachers were on capabilities and no teachers were on a support plan. <p><i>A governor asked if the subject leaders do pupil conferencing with their learning.</i> The SLT confirmed that was on the School Improvement plan this year. <i>A governor asked if they highlighted the lowest 20% of children and support their reading.</i> It was confirmed that was carried out. <i>Governors asked if subject leaders were allowed management time.</i> SK reported not every week, however, it was built into the month, when the teacher required the time they would be allowed.</p> <p>There were no further questions.</p>	
13.	<p>Review pupil progress/outcomes The Review of pupil progress and outcomes had been presented in the reports in item 7. There were no further questions.</p>	
14.	<p>Review expenditure and impact of Pupil Premium funding, PE & Sports Premium funding SK confirmed the school was using the school funding differently that year as recommended by the LA, changes would commence in January. The DFE had changed the reporting mechanism. The school would need to ensure they were using the new reported mechanism and adhere to DFE statutory guidance. The EHT reported how challenging it was keeping up to date on the changes and the level of accountability, for the amount of funding provided.</p>	

Chair’s signature: _____ Date: _____

15.	<p>Staff Mental Health</p> <p>SK reported on the challenging times they were under. SK relied on her leaders to maintain the good standards and delivery of quality of teaching whilst she dealt with operational matters. There had been wellbeing activities for the staff when they had time, all the staff were committed and wanted to do their best.</p> <p>KW reflected on the same challenging times within the Juniors and added how the staff were working with a full curriculum which was tough.</p> <p>The EHT reported that all members of staff had completed their performance management successfully.</p> <p>The EHT reported on a meeting with Pete Donovan, the new H & S link governor, to discuss the staff wellbeing. PD would be producing a staff questionnaire to send out to all staff to monitor their wellbeing.</p> <p>Governors noted the staff retention was good in school.</p> <p>Governors asked if Ofsted would become a threat to some staff, and cause concern if a potential visit. SK reported, constantly being threatened with Ofsted does make an impact, together with, covid challenges.</p> <p>The EHT commented the staff do not work as hard as they do just for Ofsted, they work that hard because they are committed.</p> <p>The Chair reported how important it was for the staff to support each other and in return build a strong unit.</p>	
16.	<p>Review and Approve Policies</p> <p>The following policies were circulated ahead of the meeting for consideration:</p> <ol style="list-style-type: none"> 1. BCC No platform policy - reported as a BCC model Policy and adapted to Boldmere Fed. 2. School Code of Conduct Both LA – reported as a BCC model Policy and adapted to Boldmere Fed. 3. SEN Information Report Sept 2021. <p>It was, agreed to APPROVE and ADOPT the above policies.</p>	
17.	<p>Governor training and visits</p> <p>Governors had visited the school today for class visits in each year group. It was reported by SK how difficult it was to plan today’s visits, without knowing which governors were attending. The Clerk would include the discussion of the visits at the next FGB meeting.</p>	Clerk
18.	<p>LA Circulars or Items for Information</p> <p>The following documents were circulated for governor’s information:</p> <ul style="list-style-type: none"> • Spotlight on Governance support • DPH Letter to parents <p>Governors welcomed the LA Information.</p>	
19.	<p>Any Other Business</p> <p>There was no further business to discuss.</p>	

Chair’s signature: _____ Date: _____

20.	Date and time of Next Meeting <ul style="list-style-type: none"> • Wednesday 9th February 2022 at 1pm – <i>face to face</i> 	
-----	---	--

ACTIONS:

Item No.	Action	By Who
4	Governors to complete the online training with HAYS online training.	All Governors
4	Email of “thanks” sent to all staff for the visits that took place on 10.11.21	Chair of E & S
7	Clerk to share ‘virtual parents evening surveys’ from other schools or links	Clerk
7	Add item on Virtual Parents evening with FGB	Clerk
7	Source IT advice on sharing videos etc. on Cloud	SK
9	Update the SEF and circulate for FGB December.	SLT/Clerk
11	Nicki Bell to report on the outcomes from her remote working with leaders.	External Advisor
17	Include the school tour discussion to the next FGB meeting.	Clerk

With There being no further business, the Chair closed the meeting at 3.05pm and thanked governors for their attendance.

Chair’s signature: _____ Date: _____