



Education and Standards Committee Minutes 18/11/2020

Virtual Meeting Wednesday, November 18, 2020 13:00 Chair: Nicola Arkinstall Clerk: Tina Taylor

FINAL: The minutes are confirmed and locked.

Dear Governors,

Please find attached the final agenda calling the Education and Standards Committee meeting on Wednesday 18th November at 1pm.

To enable effective use of time, may I request you to review the items and attachments to prepare for questions on the day.

In order to ensure that the meeting is quorate and can still go ahead, please can I ask that you notify me of any apologies as soon as possible.

Thank you

Governors Attending: >Nicola Arkinstall, Carl Glasgow, Ema Jackson, Suman McCartney, Samantha Kenny,

Governors Apologies: >Greg Bloom, Jeremy Merkel, Christina Engers, Nicola Silverwood

Non Governors Attending: >Holly Birkett, Karen Welch, Tina Taylor (Clerk)

Non Governors Apologies: >

Agenda Item 1 Welcome and Apologies

The meeting commenced at 1.00pm.

MINUTE

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Greg Bloom, Jeremy Merkel, Christina Engers, and Nicola Silverwood.

DECISION

Apologies accepted from GB, JM, CE, NS

Agenda Item 2 Declaration of Interests

MINUTE

There were no direct, indirect or pecuniary interests declared in the business to be discussed.

Agenda Item 3 Urgent additional items

MINUTE

There were no urgent additional items to be discussed.

Agenda Item 4 Approval of the minutes of the previous meeting and Matters Arising

The minutes of the previous meeting held on 12 February 2020, having been circulated in advance of the meeting, were agreed as accurate.

Matters arising

Item 5 - The EHT confirmed an update would be provided as part of the Head of Infants/Juniors reports.

Item 5 - The EHT advised peer-to-peer reviews had not taken place but provisions had been put into place to ensure it was being covered.

MINUTE

A governor highlighted the need to ensure a support network was in place for all staff and enquired if they could be done virtually. The EHT advised there were sufficient opportunities of communications in place which would continue virtually.

Following discussions to defer the allergies policy, the EHT confirmed the policy was already in place.

DECISION

Minutes of the Education and Standards Committee meeting of 12 February 2020 be taken as read, confirmed and signed as a true record.

CHALLENGE

To ensure a support network is in place, could peer-to-peer meetings take place virtually?

Agenda Item 5 Chair's business, actions and correspondence

The Chair advised as part of her role as the SEND Governor, she would offer any support required and suggested other lead governors to do the same.

MINUTE

Appointment of a BIB Teaching Assistant

The EHT advised of the appointment of the TA in the BIB and an update would be provided in item 15. SK would liaise with the Safeguarding governor once face to face meetings could recommence. It was noted due to the sensitivity of the data, information could not be shared electronically, and an update would be provided in the spring term. Governors were assured the single central records (SCR) were being updated and keeping in touch calls took place during lockdown. CE, SK and NA would meet to review how they were being monitored.

ACTION

Lead Governors to offer support to the school where required. SK to liaise with safeguarding governor once face to face meetings could commence. CE, SK and NA to meet to review the SCR. Update to be provided in the spring term.

Agenda Item 6 Head of Infants/Junior School Report

MINUTE

Having been circulated prior to the meeting for Governors consideration, the HOI and HOJ provided an update:

Head of Infants Report

SK advised assessments had been completed to assess children's learning and to review the curriculum, and confirmed teaching was sufficient.

Following a governor question, SK advised the "X" code was being used in relation to high attendance percentages as a result of Covid-19.

A governor enquired about staff wellbeing, SK advised feedback received was staff felt there was no end in sight, but recognised there had been no staff absences due to stress. She praised all staff for working together and noted staff were feeling tired due to giving up their breaks which made the day feel longer. SK advised wellbeing team meetings took place every 2 weeks.

A governor asked if the Friday half day closure for pupils had helped to respond to Covid-19, SK advised it had helped, and was essential to continue and allow staff to have face to face conversations at the end of the week to support their wellbeing.

Referring to the pupils who would not come to school due to parents anxiety, a governor enquired if it had improved, SK provided governors with an update and advised families were being reassured and supported, and pupils were encouraged to come in when they could.

Discussions took place relating to the strategy to improve behaviour for nursery pupils, SK noted additional staff had supported to help manage non-attendance and they were liaising with parents regarding poor behaviour. It was noted the behaviour policy had been updated to include nursery pupils which had been circulated to nursery parents. **Following a governor question**, SK advised the impact of the new strategies would take time and teachers were continuing to work with parents.

Referring to the Nuffield Early Language Intervention program SK advised TA's in reception would receive training to deliver it to pupils in the spring term. It was noted profiles at the end of the year would hopefully see an improvement in language.

Following a governor question that reception pupils were in one bubble, SK advised it was not possible to keep them in separate bubbles to enable to continue with the curriculum and use of outside areas.

A discussion took place relating to the baseline figures in Y1 and SK provided an explanation to them. SK advised pupils were being supported and class teachers were working with smaller groups outside of the classroom to prioritise catch up learning.

A discussion took place relating to writing in Y2 and SK advised the teacher was supporting pupils to ensure standards were met by the end of the year.

A governor asked if there were Y2 phonics predictions, SK advised due to the lockdown Y2 were unable to complete the phonics screening during the last summer term and would complete them at the start of December. It was noted pupils were able to redo them at the end of Y2 in the next summer term. Intervention groups had been set up to support pupils, and TA's were conducting phonics support. Phonics tests were being conducted w/c 30th November and outcome would be provided once completed. The EHT advised parents had been working hard with children to ensure they were prepared for phonics tests.

Head of Juniors Update

Following a governor question relating to the attendance percentage, KW provided governors with an update relating to reasons for absence and any areas of concern.

KW gave an update on staff wellbeing as a result of working through breaks, and advised staff felt the isolation of bubbles was hard, but the early closure on Friday's had been a support. It was noted the difficulties with other staff members being off and the pressures it put on staff, and general feedback was staff were tired.

The Chair noted monitoring had not been a priority and was justified. KW advised a light touch of reading had taken place and some training on book talk had been introduced and monitored. The outcome had been positive and consistent across all year groups.

The Chair asked if there were any incentives for staff, the EHT confirmed regular communication by email or face to face took place to check up on staff. Both HOS had individual meetings with staff. EJ advised Autumn 2 term saw an improvement to Autumn 1, staff felt supported, were able to express concerns, and felt they had the opportunities to make recommendations to change. It was noted staff felt trusted.

A governor asked if staff were being given extra time to upload work to google classrooms, SK confirmed teachers were not given extra time due to the bubble restrictions with allowing cover, and it was difficult to find a solution. SK advised in order to reduce workload, they were limiting the work being uploaded to google classrooms. KW provided feedback received from staff in Juniors and advised each year lead was given time out to plan before the christmas break. Discussions took place around recommendations on how they could find time to upload work, and ideas were shared.

A governor suggested sharing information to parents to confirm which activities were essential on google classrooms. SK shared content had been uploaded to share which tasks were essential for parent's information.

Following a governor question, KW advised a teacher had been put in place to assist with catch up support, and they were reviewing to see which tutors could be utilised for Phonics in Y3.

Discussions took place around absence and the impact on assessment and learning, maths assessments were discussed and KW confirmed there would be a focus on Y3, and pupil progress meetings would take place. KA also confirmed the challenges in juniors with not having a TA in all of the classes.

The Chair suggested a summary of the "positives" to be included in the report.

ACTION SK to provide phonics screen tests once completed.

DECISION Governors were happy to accept the update.

CHALLENGE

- Is the "X" code being used for non attendance that is covid related?
- How is staff wellbeing?
- Has the Friday early closure helped you to respond to the issues face with covid-19?
- Has attendance improved for pupils who did not come to school due to parents anxiety?
- What strategies have been put in place to resolve poor behaviour in nursery?
- Are reception pupils in one bubble so they are able to utilise the outside area?
- Are there any Y2 phonics predictions?
- What are the causes for the low percentage attendance levels for juniors?
- Are staff being given additional time to upload work to Google classrooms?
- Can you share information to parents about what are essential tasks on google classrooms?
- Could we have a summary of positives in the report?
- Are there any incentives for staff?

Agenda Item 7 ▶ Assessment Data

MINUTE Having been circulated prior to the meeting for Governors consideration, governors were happy with the data presented. The EHT gave an update on assessment data and how it would be impact on the students, and advised of the ongoing challenges faced by the school with staff absence.

DECISION Governors were happy to accept the update.

Agenda Item 8 ▶ Curriculum Update

MINUTE The EHT advised he was confident the curriculum being offered was excellent. He was disappointed peripatetic music could not be taught

currently due to the restrictions, and noted virtual teaching was not an option which had resulted in income loss. Discussions took place around other curriculum sport activities that are normally delivered during lunchtimes and after school which were not able to take pace due to the restrictions.

A governor asked if there had been a noticeable negative impact on the curriculum for finishing early on a Friday. EJ advised there were no negative impacts as lesson plans and objectives were being factored into teaching during the school day.

A governor asked if attendance was low on a Friday due to the early finish, the EHT advised attendance had not been affected. A discussion took place relating to the covid strategy and the potential for early closure to be long term, but noted a review from parents would be required.

DECISION Governors were happy to accept the update.

CHALLENGE **Has there been a negative impact on the curriculum for finishing early on a Friday?
Has attendance levels been low on a Friday due to the early finish?**

Agenda Item 9 ► **Monitor School Development Plans and review progress**

Having been circulated ahead of the meeting SK provided an overview to the format of the SIP for Infants.

A governor enquired to the support being provided for pupil's wellbeing. SK advised they would identify what the needs of the child were and allocate available members of staff to support them inside and outside of the classrooms, with either the Teacher or the TA's. They would continue to monitor the children and provide any additional support that was required.

MINUTE Following a discussion about whether there had been any noticeable changes to the quality of education in Infants and Juniors, **a governor recommended both reports could show a clear indication for future reports.**

KW advised governors they were behind in wellbeing meetings, and advised children had been linked to a mentor (linking through parents virtually). Designated TAs would work with children who were struggling to come into school.

ACTION KW to action the correlation of the action plan points, reading strategies and performance for maths in Y3
SIP for Juniors and Infants to show a clear indication of any changes to the quality of education.

DECISION Governors were happy to accept the update.

CHALLENGE **What support is being provided for children's wellbeing?
Are there any noticeable changes to the quality of education in Infants and Juniors?**

Agenda Item 10 ► **Review and update Self-Evaluation**

MINUTE The EHT advised the SEF had been updated in June 2020, and the outcomes had been used to identify the areas of the SIPs. He advised both SEFs have been updated and a verbal update was provided. A summary report (2-page review) of the SEF would be provided for future reference to be circulated at a later date.

The EHT gave thanks to SK and KW for their hard work and input completing the SEF.

ACTION Summary Report to be provided to governors.

Agenda Item 11 ► **Catch Up Funding Expenditure Plans**

MINUTE In a verbal update, the EHT advised each school had been allocated £80 catch up funding per child. Since pupils had returned in September, formative assessments had taken place to identify what interventions were required. He advised further interventions were needed for classes who had to self-isolate, and TA support had been withdrawn to allow the wellbeing of pupils to be supported. Teachers were in place to support allocated year groups, and the outcome for the application to the National Tutoring Programme was still outstanding. The EHT advised a parent who provided tutoring support had applied to support Maths and Phonics.

A governor enquired if there would be enough teacher support if Y6 were to complete their SATs, the EHT advised he was confident teachers were able to support SATs. He confirmed the school had increased a Teaching Assistants hours by 11 additional hours per week to cover the role of a HLTA to provide the support.

CHALLENGE **Will there be enough teacher support if Y6 complete their SATs?**

Agenda Item 12 ► **Autumn term monitoring reports/Lockdown & Schools**

MINUTE The EHT advised the Autumn Term Monitoring Reports were for information, and advised the quality and monitoring of teaching was still taking place.

Following a governor question, SK advised the weekly year group staff meetings were being conducted, which included meeting with the year leads. She confirmed meetings were virtual, however briefings took place in the school hall on a weekly basis, and were socially distanced.

CHALLENGE **Do the weekly year group staff meetings still take place?**

Agenda Item 13 ► **Review PPF and SPF expenditure and impact**

Having been circulated ahead of the meeting, the EHT advised the following:

Sports Premium Funding (SPF)

MINUTE The SPF information was on the school website and was available for governors' information. He advised the sports premium budget had a carry forward, and would go towards staffing costs who had supported the mental health and wellbeing groups (healthy body healthy minds), and would allow the underspend to be spent before the deadline.

Pupil Premium Funding (PPF)

The PPF was for information and Juniors would provide the same data going forwards. Feedback was provided to the report and governors were given the opportunity to provide feedback. The EHT advised the report would need to be updated to show where the allocation of money spent was being spent. SK advised the infants reports were on the school website for governors' information. **The Chair requested the reports monitored the impact on spending.**

ACTION PPF reports to monitor the impact on spending.

CHALLENGE Could the future reports be updated to monitor the impact on spending?

Agenda Item 14 ► **Safeguarding**

The EHT advised the Single Central Records (SCR) had been fully audited and gave thanks to Julie Goaley in Juniors and Debbie Dale in Infants who managed the SCR, noting the amount of work which had gone into it. Both SCRs had been externally audited by Ellen Osborne and showed there were no areas of concerns. SK would liaise with KW to provide additional guidance in carrying out the SCR audit process that she does for the infants, so the juniors also carried out the same practice.

MINUTE

The EHT advised all safeguarding training was up to date and was conducted on an annual basis on school training days. The KCSIE document had been filed with the school and was kept up to date in line with Covid-19 guidance.

Following a governor question, the EHT advised all action points from the report had been completed.

ACTION SK to liaise with KW to provide guidance setting up the SCR for Juniors.

Agenda Item 15 ► **Boldmere Inclusion Base/SEN update**

The EHT gave a verbal update as follows:

15 places had been commissioned by the LA and the BIB was full despite a number of referrals which had been received. The commission meeting had taken place and they were looking to extend places by September 2021. The school were waiting for confirmation of funding to go with the 5 places, including appointing a TA and Teacher to allow the BIB to have 3 classes. It was noted they were on track to achieve objectives.

MINUTE

Funding had been challenging and the SLA had shown the funding which should come into the BIB. It was noted they were £160,000 under funding but had received assurances they would be in receipt of it. The BIB was making a profit which would go back into the budget share. There were 8 pupils in EYFS, 3 members of staff and second TA (internal member of staff) were fully funded. It was noted the pupils had settled well, the BIB was functioning as 1 bubble due to 2 members of staff having to self-isolate, and a supply teacher had been provided to cover absence.

The EHT advised of the SALT (Speech and Language Therapist) who provided additional provide once a week to work with teachers and pupils in the BIB. The outdoor provision had not been delivered due to non-receipt of funding, and costs for a sensory room were taking place. He advised there had been no BIB provision in the mainstream transition due to bubbles.

Agenda Item 16 ► **Review Policies**

The EHT presented the following policies:

- Complaints Procedure
- Parents/Staff Home Learning
- Remote Learning Provision
- No Platform Policy

MINUTE

SK advised the Parents/Staff Home Learning policy was under constant review when bubbles closed and was being reissued to parents. Discussions took place around the policy and feedback received from parents regarding live lessons. SK shared concerns of potential safeguarding issues for teachers doing live lessons at home, and staff needed to be protected. After further discussions it was agreed to update the policy to include the safeguarding caveat.

ACTION Parents/Staff Home Learning policy to be updated to include safeguarding concerns.

DECISION Approval of the policies listed as presented.

Agenda Item 17 ► **Clerking Matters**

MINUTE There were no matters to be discussed.

Agenda Item 18 ► **Any Other Business**

MINUTE

The Chair gave thanks to all teachers and staff at the school for their hard work during the second lockdown, and recognised the support given to pupils who were self-isolating. The EHT shared children were a credit to their families, and showed great resilience.

A governor asked if a communication could be circulated to parents to detail the hard work that was going on within school.

ACTION JM to draft a communication for parents

CHALLENGE Could a communication be sent to parents to highlight the hard work that is going on at school by staff?

Agenda Item 19 ► **Date and Time of Next Meeting**

MINUTE

The date and time of the next Education and Standards committee meeting was confirmed as Wednesday 3rd February 2021 at 1.00pm

With there being no further items of business, the Chair thanked everyone for their attendance and contributions and closed the meeting at 3.15pm

Governor Agreed Actions set during this meeting: 0

Education and Standards Committee (Autumn 2020) dated: 18/11/2020

Minutes approved by Tina Taylor