



Item 4.

## Education & Standards Committee Meeting

Wednesday 30<sup>th</sup> November 2022 at 8.00am

**Present:**

Mr Carl Glasgow (Executive Head Teacher) (EHT)  
Mr Matt Sadler (Co-opted Head of Junior) (MS)) (HoJ)  
Ms Ema Jackson (Staff) (EJ)  
Mrs Samantha Kenny (Co-opted Head of Infants) (SK) (HoI)  
Ms Laura Shergold (Parent Governor) (LS)  
Mrs K Welch (Associate Governor) (KW)  
Ms Holly Birkett (Co-opted) (HB)  
Mrs N Arkinstall (Co-opted) (NA) Chair  
Ms T Whittier (Associate Governor) (TW)

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

**Apologies:** Ms Tara Morton (Associate) (TM)  
Mr Jeremy Merckel (Co-opted) (JM)

Item:	Agenda Items:	Action by
1.	<b>Welcome and Apologies</b> The Chair welcomed all governors and thanked them all for their attendance. Apologies were received and accepted from TM and JM.  Ms T Whittier was new to the governing board and the E & S Committee. Introductions were made and all members welcomed T Whittier to the Governing Board and Committee.	
2.	<b>Declarations of Interest</b> 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.	<b>Urgent Additional Items</b> Safeguarding Report to Govs – in recognition of Safeguarding Governor new to role would be discussed as AOB.	
4.	<b>Minutes of the Previous Meeting and matters arising of 23<sup>rd</sup> March 2022 following change made, 18<sup>th</sup> May 2022</b> Governors referred to the minutes of the previous meeting held on 23 <sup>rd</sup> March 2022, a change was made and re-circulated having been previously circulated. <i>It was,</i>  <b>AGREED:</b> as a true and accurate record and signed by the Chair at the meeting. The signed copy was handed to the EHT.  <b>Minutes of the Previous Meeting and matters arising of 18<sup>th</sup> May 2022</b> Governors referred to the minutes of the previous meeting held on 18 <sup>th</sup> May 2022, a change to Busy Bodies would be made and re-circulated having been previously	Clerk

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	<p>circulated. <i>It was,</i></p> <p><b>AGREED:</b> as a true and accurate record and signed by the Chair at the meeting. The signed copy was handed to the EHT.</p> <p><b>Matters Arising</b></p> <table><tr><th>Item No.</th><th>Action</th></tr><tr><td>4</td><td>Minutes from 23<sup>rd</sup> March were amended and re circulated.</td></tr><tr><td>6</td><td>GB members offered childcare support within Busy Bodies, to enable their availability at FGB/Committees - <b><i>Governors welcomed and had utilised the service</i></b></td></tr><tr><td>7</td><td>Investigate the number of siblings at nursery age, who had not applied for a place in nursery. <b><i>SK would be presenting further information at this meeting to all governors.</i></b></td></tr></table>	Item No.	Action	4	Minutes from 23 <sup>rd</sup> March were amended and re circulated.	6	GB members offered childcare support within Busy Bodies, to enable their availability at FGB/Committees - <b><i>Governors welcomed and had utilised the service</i></b>	7	Investigate the number of siblings at nursery age, who had not applied for a place in nursery. <b><i>SK would be presenting further information at this meeting to all governors.</i></b>	
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5.	<p><b>Chairs business, actions, and correspondence</b></p> <p>The Chair of E &amp; S reported on her visit to the BIB, the BIB report was detailed, was shared with governors, and reported a positive environment of teaching and learning.</p> <p>There were no further questions</p>									
6.	<p><b>Head of School updates</b></p> <p><u>Infants Update</u></p> <p>The Hol reported on the following salient points from the Infants update that was circulated to all governors: -</p> <ul style="list-style-type: none"><li>• The reception and Nursery cohort had proven challenging with behaviour and low social skills, a lot more SEN support and extra support staff were required.</li><li>• The children were responsive to areas such as phonics.</li><li>• Positive emails from the reception open day.</li><li>• Well being garden opened by the PTA had been positive and a lovely addition to the school.</li><li>• Parent representation meetings were continuing, and a meeting was scheduled for 30.11.22.</li><li>• Violin and Cello lessons had commenced. Early stages, however nice to have music in school.</li><li>• Due to financial pressures and staff absences, the school were trying to cover in-house as much as possible.</li><li>• Low nursery numbers was discussed at the last meetings, the cohort of 27 children was reported, which was half the amount the school could offer, that was a financial clawback to the school of £35k, the school contacted the LA, it was agreed the school could increase individual children's hours, as long as the school do not increase over the current pan, or equivalent to 26 full time places. Parents/carers of existing Nursery children were contacted and asked if they would be interested in increasing their children's hours if eligible, 8/10 families were interested and that would generate more income and charge for lunchtimes, of an extra £5 per day, which would enable the school to recruit a lunchtime worker, specifically to support Nursery.</li></ul>									

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- The above would result in approx. 26 Full time places filled in the morning and approx. Down by 4 for the afternoon at the time of reporting.
- There had been a change to the nursery staff, moved around staff and the current position was successful, the right people were now in the right areas within school. This would be trialled, and plans would be put in place by September 23.

***Governors reported a twofold benefit, to the education side and the children in school on increased hours would benefit with experience and learning in school, in return that would support the families.***

***A governor raised her own experiences with a Private Nursery provider and referred to charging for teaching phonics. SLT were surprised that was taking place, however additional teaching in music would be an option.***

***A governor raised the data captured in the report on 'Ethnic minority children' and asked why that was captured in the Infants report and not the Juniors report.***

The HoI clarified how the report always added the data for Ethnic Minority Children and the information was used for many external requirements, such as, Census and tracking for the DfE, also attendance representation was monitored.

The EHT reported the data was used for category of groups and the groups were always identified for the census, Pupil Premium and representation. Other example groups were detailed, and other staff members commented in terms of the curriculum.

The HoI, agreed it was captured for the census, however not included in the Junior report

***An observation was made for school meals and how that should read 'free school meals', in the fourth bullet point down. It was confirmed that equated to 9.5% of the children.***

***A governor asked if the open morning visitors had the opportunity to visit the Junior school as well as the infants, as felt it was important to view both schools. HoI agreed the parents whom asked to visit both schools would be accommodated. The Chair felt it was important for parents and families to visit both schools.***

***The report highlighted five children had left the school and a governor asked for the reasons. The HoI confirmed that was due to moving house and out of the areas.***

***Governors asked as there was a low birth rate, had the school expanded wider, and had that had an impact on nursery numbers.***

The HoI, confirmed the school feel it was due to a legacy from covid and how the children were not ready to socially mix and engage and were starting from scratch. The legacy had resulted in many children behind from a Nurturing perspective.

***A governor asked if the school had returned to mixed classes. It was confirmed at this stage the school had not, however it had been discussed and may be suggested.***

***A governor asked if there had been conversations with local nurseries about the challenges encountered with children.***

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	<p>It was reported how it was not highlighted at that stage; it was a generic theme that would occur during the unprecedented times. If it was challenged now then the school and nurseries would be able to work together, for a better outcome. <i>The EHT suggested raising that at the parent forum.</i> The HoJ felt there was potential to do that, and it was decided to discuss this at DLP District Locality Programme.</p> <p><i>A governor shared her thoughts to the member of staff that had been off for compassionate leave and asked how she was.</i></p> <p>The HoJ confirmed she had returned to work following 3 weeks leave, supply was used to cover this absence for 9 out of the 15 days. However, she has now returned, and the school was supporting the member of staff.</p> <p><b>Juniors Update</b></p> <p>HoJ presented the following salient points from the HoJ report.</p> <ul style="list-style-type: none"> <li>• Pupil learning progress, where it was highlighted, that reading was strong, a recent reading intervention in school was discussed called 'Reading fluency intervention', every Wednesday during assembly time, these children will remain focusing on reading fluency. Good CPD for staff and the monitoring highlighted a success.</li> <li>• Writing was another priority, around extended writing, core skills required, Covid legacy was discussed and the lack of basic skills and attention to detail.</li> <li>• Maths, a huge sign of improvement, progress had been positive through reflection in the books. Greater depths were having the chance to apply fluency commented EJ. Maths workshops were taking place and receiving good feedback.</li> <li>• Additional support had been in place in year 6, and that had been rolled out across all year groups, to offer additional group support and would continue.</li> <li>• Data drop would be collated and included in the end of term reports to families.</li> <li>• EJ reported on the year 6 SATS mock, they were the 2<sup>nd</sup>, reading was looking strong, 24% greater depth, maths was an identified area of focus for improvement, which was expected, EGPS was looking strong. It was noted how there were several EAL children in the cohort, which would make an impact to the results. The EHT shared how the test had been completed 5 months earlier than what would normally be an end of year test. So this would obviously impact upon the outcomes being reported.</li> <li>• The year 6 SATS date would be changed due to the coronation taking place now on Monday 8<sup>th</sup> May 23 and would be changed to Tuesday 9<sup>th</sup> May 2023. The school may also be used as a Polling stations the week before.</li> <li>• Behaviour – the school track the number of stage 3 concerns and as part of the CPD staff had been trained on tracking the numbers, in result, the numbers had increased, which was to be expected.</li> <li>• Attendance data was detailed, comparisons were highlighted between Pupil Premium and non-PP, 94.4% for PP, which was good as the national was 91%. PP children that cause concern were well known to the school and that supported the data.</li> <li>• Persistent absence, there were 44 children on the list, fast tracking process was discussed, legal actions to be taken by LA was detailed.</li> <li>• Involvement of LA and legal actions were the last measures. School Attendance</li> </ul>	HoJ
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Review meetings (SARM) were being led by the HoJ and the Learning Mentor  
***A governor asked if that was the first-time legal action was discussed.***  
***HoJ replied how it had happened previously, early help was in place, following a governor's question. It was reported how two families were affected, following a governor's question.***

Exclusions – previous reports were always 0 exclusions, there were two suspensions which was a temporary exclusion. ***Governors asked if behaviour interventions had been put in place.*** The HoJ agreed there was on going support and had an impact with the child and parents. At times it was necessary to bring in additional support to support as and when required.

Staffing – staff absence was challenging, 36 .5 teacher days absence and 30 days support staff absences. Covered internally and was having an impact to all staff. The school was following LA procedures around managing staff absence and they felt it was all part of Covid legacy and hoping for improvements in January.

Staff Morale was discussed, work had been carried out, EJ reported how she had emailed all staff for feedback on their wellbeing, staff feedback was discussed and the amount of cover expected of them had an impact particularly on the SLT. Other planned intervention work had to be paused and staff commented on how long was that sustainable for. One member of staff had surgery and returned the next day when they really should have been resting, however they were committed in their roles. The increase to EAL children had an impact to teacher's workload, translating lessons in two different languages was lengthy. Potential Ofsted visits also impacts negatively upon the staff morale.

***Sam Kenny Hol, left the meeting at 9.00am for other commitments in school.***

Ofsted discussion took place and how the school was currently graded outstanding, but this outcome of the previous inspection was over 11 years ago and a lot has changed since then, including the Inspection Framework which is a lot more challenging than ever before.

***A governor shared how SLT had provided governors with guidance and support for the potential visit of Ofsted, however, parents may also need support to understand what the outcome may be.***

SLT agreed and shared there was a parent representative meeting scheduled and would be discussed there, the next steps would likely be posted on social media sites by the respective parent reps. ***Governors asked if the staff felt prepared.*** The HoJ confirmed his concerns over time, due to staffing issues and validation was required for the next steps, some teachers had not experienced Ofsted.

The Clerk confirmed how she had shared an OFSTED questionnaire from the 'key' that could be shared to governors.

***Governors raised the two staff highlighted in the report, subject to frequent short-term absence and are the procedures in place.*** HOJ confirmed the school was following all LA procedures with return-to-work meetings and tracking the attendance and the support from occupational health.

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7.	<p><b><i>School Improvement Plan Monitoring Cycle</i></b></p> <p>The EHT had shared documents for information and shared how the monitoring cycle feeds into the school improvement plan, which had been rag rated. In terms of the monitoring, it was rigorous, and staff were aware of when that was taking place and both schools were working towards the same monitoring cycle, which was an ongoing process.</p> <p><b><i>Governors commented how comprehensive the reports were and great to rag rate as the governors can see the progress.</i></b></p> <p><b><i>A governor highlighted the personal developments and audit outcomes and highlighted the demographics of the children and their cultures and asked what the school were doing differently to support.</i></b></p> <p>The HoJ confirmed how SLT were reviewing the perceptions and changing in cultures in school and explained how that would take time, however the school was wholly invested and understood the importance. Anything concerning would be highlighted, and training would take place.</p> <p>The EHT confirmed, in terms of the information used to inform the above, the school would utilise Education Endowment Funds research. They would use several EAL projects, that were proven projects to increase staff CPD, to support the staff and then the children.</p> <p>From a staff point of view, they were professional and it was about knowing their children and their cultures and beliefs and showing diversity representation, from books and assemblies, music choices, wall displays and speaking with the pupils. The audit was the baseline communication in school.</p> <p>There were no further questions.</p> <p><b><i>Governors thanked both the HoJ and HoJ for their reports and supporting information. Governors were thanked for their challenging questions.</i></b></p>	
8.	<p><b><i>BIB update (SEND Governor Visit – BIB 18/11)</i></b></p> <p>A report from the BIB had been shared on GovernorHub for governors to review. The Chair had also visited the BIB and highlighted earlier the positivity of the environment at the BIB. Photos had been displayed of the newly developed sensory room, which had moved forward. Makaton signing on the twitter was good to see, which was also included in assembly and lanyards across the whole school.</p> <p>EJ shared a member of staff had moved to the BIB, integration with the school was also moving forward. Staff and children were integrating well.</p> <p>The EHT reported on the fluidity across both schools and identification of children that would benefit from the support and both schools and the BIB were working together to expose the children and make sure the SEN children have the same opportunities as our mainstream children. Very pleased with the appointment of the BIB manager. Financially a lot of money had been spent on the BIB for the BIB to offer the excellence it does.</p>	

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	<b><i>Governors commented on the comprehensive report and thanked the BIB for the information.</i></b>	
9.	<p><b>Receive report from School Improvement Plan Advisor/External Advisor</b> The EHT shared the BIB and junior report from the external advisor in advance of the meeting.</p> <p>Josie Leese the external advisor would be invited into school to carry out CPD development. Continuously reviewing the quality of teaching and learning and making sure the children have been exposed to the correct curriculum and assessment procedures and teachers are following.</p> <p>HoJ reported, they had asked the external advisor to review areas they were concerned about or observed as a concern to validate the next steps was the focus on the reports. Curriculum was a key area to focus on however the delivery of teaching was also been reviewed.</p> <p>There were no further questions.</p>	
10.	<p><b>Parent Survey feedback</b> The parent survey feedback would be circulated in preparation for the discussions at the next meeting.</p>	
11.	<p><b>Review of IDSR of academic Year 2021/2022</b> The EHT reported no news was good news. No items were highlighted on the IDSR and that was positive.</p> <p><b><i>A Governors raised the comments on EAL attendance at the junior school, the overall absence of EAL was the highest at 20%, which was a red flag.</i></b></p> <p>EJ reported on the scenario of a child that returned home during covid and had difficulties in returning to the UK. The school had the details to justify.</p> <p>The HoJ would capture in the SEF.</p>	HoJ
12.	<p><b>Review National Tuition Strategy</b> The EHT reported how the National Tuition Strategy was set to continue and allocated additional funds would be used to support identified pupils in the schools. It was highlighted how some of the funding would be clawed back in juniors and the school was unsure why. The HoJ would investigate with the DfE for reasons. Additional tuition took place at school, the infants was different as a member of supply staff was utilised to carry out the identified interventions. The Junior tutoring of children took place mainly after school, and they carried out a 15-week plan. This would also be in place in the new year</p> <p><b><i>A governor asked if the school noticed an impact from last year's interventions.</i></b> The HoJ and EHT agreed an impact was made and that was highlighted in the progress of the results and that was captured.</p>	

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13.	<p><b>SEND information report – 2022/2023 update and SEND profile update</b></p> <p>The EHT reported how the SEND provision in school was always a changing picture. The report demonstrated how the SEND provision in school was significant and SEND children had the same opportunities as all children.</p> <p><i>There were no further questions and governors welcomed the information shared.</i></p>	
14.	<p><b>Staff Mental Health</b></p> <p>The EHT reported the school was returning to normal, Covid and other associated illnesses was still in the community and delivered pressures to the staffing and SLT.</p> <p>There were no further questions.</p>	
15.	<p><b>Review and Approve Policies</b></p> <p>The following policies were circulated ahead of the meeting for consideration:</p> <ul style="list-style-type: none"> <li>a) Behaviour Policy</li> <li>b) No Platform for extremism, which was a LA Policy, so no changes had been made, apart from appendix of additional pages relating to tracking and visitors in school, prior to their visits the policy would be shared.</li> <li>c) Anti-Bullying Policy, <i>there was a change highlighted by governors, AVA should be changed to ABA.</i></li> </ul> <p>It was, agreed to <b>APPROVE</b> and <b>ADOPT</b> the above policies</p>	HoJ
16.	<p><b>Governor training and visits</b></p> <p>There was a Governors visit scheduled after this meeting focusing on Ofsted.</p>	
17.	<p><b>LA Circulars or Items for Information</b></p> <p>The following documents were circulated for governor's information:</p> <ul style="list-style-type: none"> <li>• Equalities</li> <li>• Ofsted Key Forms</li> </ul> <p>Governors welcomed the LA Information.</p>	
18.	<p><b>Any Other Business</b></p> <p>The Safeguarding report had been circulated to all governors. Future versions had been changed with the new Safeguarding Governors details, Holly Birkett.</p> <p>After the meeting, the Clerk and Holly Birkett, had discussions over training in safeguarding and the Clerk shared a course scheduled in January with SIPS education.</p> <p>Holly Birkett would step back from Early years to focus on her role as Safeguarding governor.</p> <p>There were no further questions.</p>	HB
19.	<p><b>Date and time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• E &amp; S 15<sup>th</sup> March 2022, followed by a governors visit.</li> <li>• FGB 13<sup>th</sup> December 2022</li> </ul>	

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**ACTIONS:**

Item No.	Action	By Whom
6	Review working with nurseries to offer feedback	HoI
12	To capture the story of the child returning home during covid in the SEF	HoJ
15	Make the necessary change to the policy as highlighted AVA/ABA	HoJ
18	HB to source the safeguarding governor training	HB

With there being no further business, the Chair closed the meeting at 9.30a.m. and thanked governors for their attendance and challenging questions.

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