



# Gusford Primary School

The *Active Learning* Trust

*"Together we believe, learn and achieve"*

Minutes of Meeting of Full Governing Body held (Via Zoom) on 18<sup>th</sup> July 2022 @ 5.00pm

<b>Members:</b>	Mrs Emma Clifton	Trust	<b>EC</b>
	Mrs Samantha Collins	Parent	<b>SC</b>
	Mr Jonathan Eddy	Trust	<b>JE</b>
	Mrs Nicola Griffiths	Trust	<b>NG</b>
	Mrs Heather Madsen	Executive Head	<b>HM</b>
	Mrs Jenny Milsom	Chair	<b>JM</b>
	Mr Maninder Sohi	Trust	<b>MS</b>
	Ms Lisa Wood	Parent	<b>LW</b>
	Mr Jon Wynne	Trust	<b>JW</b>

<b>Apologies:</b>	Mrs Pippa Wake	Head of School	<b>PW</b>
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<b>In Attendance:</b>	Mrs Liz Talbot	Clerk	<b>LT</b>
	Mrs Carmen Hopkins	Deputy Head	<b>CH</b>

No.	Item	Explanation	Who	When
<b>1.</b>	<b>Apologies/Welcomes/Resignations</b>			
		<b>JM</b> welcomed everyone and thanked them for their attendance today. There were apologies received from <b>PW</b> who was not well enough to attend today. Consent to absence was given.		
		<b>Membership:</b> The following changes were reported:		
		<b>EC</b> advised of her decision to resign as a Governor and confirmed that this will take effect following today's meeting. <b>JM</b> sincerely thanked <b>EC</b> , on behalf of all Gusford Governors, for her 6 years of service on the Governing Body.  As mentioned in the last meeting, <b>JM</b> confirmed that Andrew Robinson, the Head of Stoke School was interested in joining the Governing Body and has now agreed to join the Governing Body from the October 2022 meeting.  <b>CH</b> joined the meeting at this point.		
<b>2.</b>	<b>Pecuniary and other interests</b>			
		There were no declared interests relevant to this meeting.		
<b>3.</b>	<b>AOB for end of Meeting</b>			
		There were no items raised for consideration under Item 12 of this agenda.		

4.	<b>Trust Business &amp; Chair's Actions</b>		
	<p><b>JM</b> advised of the following Trust Business:</p> <p><b>ALT Governor briefing</b> – A number of Governing Body members attended and agreed that they were reassured that they didn't learn anything new but felt the aim was for the Trust to find out what Governors wanted in future sessions.</p> <p><b>CEO recruitment</b> – <b>JM</b> advised in agreement with <b>HM</b> that the interviews will be taking place on 6<sup>th</sup> and 7<sup>th</sup> October with the aim that the new CEO will start next Easter.</p> <p>There were no Chair's Actions to share at this meeting.</p>		
5.	<b>Confirmation of previous minutes</b>		
	The minutes of the previous FGB meeting held on <b>13<sup>th</sup> June 2022</b> were reviewed and all Governors were happy that the minutes were a true and accurate record of the meeting with no additional updates required and could be signed off by the Chair.		
	<b>Matters Arising from 13<sup>th</sup> June 2022</b>		
	<p>The following matters arising updates were noted:</p> <p><b>Declaration of Interests Form</b> – Declaration Form received from <b>MS</b>. New forms will be required from all Governors for the new Academic year.</p> <p><b>Online Safeguarding Training</b> – All evidence now received. <b>MS</b> needs to complete all the Safeguarding training but owing to the timing will wait for next Academic Year's training to be arranged.</p> <p><b>Health &amp; Safety Link Visit</b> – <b>JM</b> to arrange for the next academic year.</p> <p><b>Link Visit Reports</b> - <b>JM</b> noted that a number of link visit reports are waiting for authorisation by <b>CH</b> so she has asked that they are authorised in time for the next meeting.</p> <p><b>JM</b> apologised that she has not had time to produce a report following her Safeguarding visit but she will produce this, for it to be authorised by the next meeting.</p> <p><b>JE</b> noted how very impressed he was with what he saw in school during his recent visit, including improved behaviour and the generally positive atmosphere.</p> <p><b>Schedule of Link visits</b> - Covered under Agenda Item 8.</p> <p><b>Governor Meet &amp; Greet event</b> - Will be planned for the next academic year.</p> <p><b>Early Years Foundation Stage Policy 2021/22</b> – Covered under Agenda Item 11.</p> <p><b>Schedule of Meeting dates for 2022/23</b> – All Governors confirmed that they were happy with the proposed dates for next year's meetings.</p> <p><b>All other Matters Arising were completed prior to this meeting.</b></p>		

	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>● All Safeguarding training to be completed by MS in next Academic Year cycle.</li> <li>● H &amp; S Link visit to be arranged for next academic year.</li> <li>● All outstanding Link visit reports to be included in the papers for the next meeting.</li> <li>● Governor Meet &amp; Greet event to be planned for next academic year.</li> </ul>	<p>MS JM All PW/JM</p>	<p>03/10/22 03/10/22 03/10/22 Nov 2022</p>
6.	<p><b>Headteacher's Report [Standing Item]</b></p>		
	<p><b>PW</b> shared her report with governors in advance of the meeting date and in her absence, <b>HW</b> was asked by <b>JM</b> to provide Governors with any updates and then take any questions as follows:</p> <p><b><u>Admissions</u></b></p> <p>Nothing to add to content in the written Report.</p> <p><b><u>Staffing</u></b></p> <ul style="list-style-type: none"> <li>● Appointed a Business Manager who will start on 1<sup>st</sup> September. Very good appointment who has experience of HR, Health &amp; Safety, managing staff and dealing with conflict. Main area for development is the finance side which they believe will be easily picked up.</li> <li>● Interviews took place for a Site Manager again today and regrettably the candidate was not strong enough so no appointment was made. This will have to go back out for interview and they have asked the Trust to approve advertising at a higher salary grade, as they believe this is currently limiting the response.</li> <li>● Teaching Assistant (TA) posts have been advertised twice with very little response and applicants with very mixed experience. Appointed one candidate today on a fixed term contract and will advertise again. Previously advertised on the Trust preferred site so will now be looking at advertising in the local press and the Times Educational Supplement.</li> <li>● Advertised for a Higher-Level Teaching Assistant (HLTA) but no applicants.</li> <li>● The aim is to have enough TA's to allow for one per class.</li> <li>● A number of new staff recruited – several ECT 2's will continue their training over the next year and have been assigned a mentor already.</li> <li>● Developing the Key stage work and planning Key stage meetings which will have a senior leader present to ensure the required standards are being aimed for.</li> <li>● Three Sports Coaches appointed to train also as HLTA's which is a financially sound decision.</li> <li>● From September an after-school club will be run by every teacher and coach which will be available to all children and free to parents.</li> <li>● Part-time Administrator is retiring and a TA in school has asked to train up to do that role. They will have to advertise if the post becomes a permanent position.</li> </ul> <p><b>JM</b> noted for future reference, her concern about staff being named in the report.</p> <p><b><u>JM acknowledged the good news of the Business Manager appointment and asked if the appointment is fixed term or permanent.</u></b> <b>HM</b> confirmed the post is fixed term with the chance to become permanent following the probation period.</p>		

**NG asked if the HLTA's recruitment is designed to help the increasing number of SEND students** and **HM** advised that this is not the case but explained that the SENDco has had her class teaching responsibility removed for next year and they have put together a training programme for all Support Staff which includes a targeted work session with two Local Authority representatives. This session will cover understanding and supporting SEND in a mainstream environment, understanding a range of issues including Autism, ADHD, Foetal Alcohol Syndrome, Adverse Childhood Experiences (ACE's) and behaviour management and will be provided to all Support staff. Each staff member will then be expected to do some interventions at some time. Currently only one child in the school has a named support staff member in their EHCP, for their one-to-one support. Each support staff member will then link their interventions to a new programme for full monitoring of all interventions and this will be fed back to SLT.

**JM asked about the Staff survey** and was advised that they will issue the Trust Wellbeing survey in September.

### **Attendance**

- Attendance and persistent absence – government released a document in which they identified three key areas linked to lockdown to explain why children are not attending school. The first was children's anxiety post lockdown, another was their parents' anxiety sending children back to school and the third was children not being confident because they feel they are so behind. We will be looking at this more in the new term.
- Lots of first day calling is going on and letters being sent out. However, those below the statutory age are more difficult to follow up on but there is still concern about their future attendance after the age of 5 years.

**JM noted her concern about the number of those with attendance issues who are on free school meals and asked if there is any way to target this group.** **CH** noted that the Family Engagement Team (FET) work closely with these children and Breakfast club has really helped with this.

**JM asked how many attend Breakfast Club** and was informed that there are 35 children attending.

### **Behaviour/Mental Health/Wellbeing/Safety**

**JM noted the data showing a reduction in the number of exclusions and asked why this has improved.** **CH** advised that there is a lot more targeted support with staff and the implementation of the Wellbeing plans has helped to provide bespoke plans for the individual child. Staff being trained and supported by the Leadership team to implement this.

The one permanent exclusion has helped to settle the behaviour in one class.

**HM** added that the leadership presence has also helped to deal with issues as soon as they arise. They have introduced the 'Purple Form System' which is working well, informing the Leadership team immediately and enabling teachers to continue to teach.

**JM noted with regard to any data in the report e.g. attendance data, that it would be useful to have national data comparisons to help it mean anything to Governors.** **HM** clarified, with regard to attendance, that the national average is currently 90% and **CH** agreed to include comparison data in future reports.

### **Health & Safety**

Nothing to add to content in the written Report.

### **Premises**

**JM asked what is happening about CCTV.** HM confirmed that The CCTV has been priced up and will be installed by the IT Support when parts have been received.

HM also advised of the following Premises updates:

- Smart boards purchase has been approved and they are being installed.
- A visit took place today with a company who provide the swipe card entry system but the school are waiting for the 3 quotes process to be completed on this.
- Changing boundary fencing where damaged and possibly adding a 6ft barrier at front of school near to the car park.
- Swimming pool quotes received and hoping to have filled in and flattened for a new play area. Issue with getting contractors available to complete this work when required. Have received 3 quotes which range considerably so The Trust is looking at this but warned that if this does not happen in the next 6 weeks, the school will have to replace the fencing around the pool.

JW noted that the lower quote is what he would expect it to cost and he would like to come in to look at this as he has possible connections who could look at doing the demolition work.

JM suggested and all agreed that this should wait until September. JW will then liaise with the new Business Manager.

### **SEND**

- Had an SEN review from The Trust and paid for an Education Psychologist to come in to do some assessments at a quicker pace.

### **Quality of Teaching & Learning**

**NG asked if any staff are on improvement plans or capability.** HM confirmed that some of those who are now leavers were, and there are still some remaining staff who have been on improvement programmes and are on track but being monitored. All staff have a monitoring folder in their classrooms and members of the Leadership team drop in regularly to monitor and provide feedback immediately.

- White Rose Maths teaching inconsistencies are also being addressed and they have purchased the books to assist with this instead of the need to print worksheets. This also helps when monitoring the teaching through drop-ins.

HM believes that they now have the staff who are there because they are committed to the job at Gusford.

### **End of Year Data - Year 6 SAT's & Year 2 SAT's & Teacher Assessment**

- There has been a national issue around the marking of the SATS. Many papers have been sent back to be re-marked because they have been marked incorrectly and/or been counted up incorrectly. Within Gusford a few have been sent back and if the marks are increased this will also have a significant positive effect on the overall combined mark.
- Results are as expected but not at a level we would like and need to improve. Plans are in place to improve the causes which are linked to lockdown, poor teaching and other issues which are currently being worked on.

- Book looks show quality of work is very strong and is comparative to the other schools in the Trust. How the year 6's did the SATs, without a lot of practice may have also affected results so there are plans to change this for next year.
- Phonics is 64%, where nationally it was around 80% (although the National figures are not confirmed until Autumn).
- The year groups most affected by lockdown are KS1 and Year 3, who had no KS1 teaching as they only had one term in Year 1 and one term in Year 2 so they missed a major part of their learning. Year 2 missed out on a large part of their Reception year and Year 1 and Year 1 missed out on their Early Years. Acknowledged that when compared to National this is still lower than we want.
- Read, Write Inc was replaced just before October by Little Wandle but this was not used correctly until Easter this year. Materials needed buying so considering all of these issues the children have done pretty well in the circumstances and should do much better next year.

**JM** acknowledged the problems but noted her confidence in the changes that have been made and that they are going to move in the right direction now.

**HM** added that the good thing about the Little Wandle phonics programme now is that it is being rigorously reviewed 6 weekly and with the consistent monitoring that is now happening, they believe it has every chance of being successful. Through this monitoring it is easier to identify problems early.

- Library completely reviewed and ordered thousands of pounds of books following research on the type of books each age range should have and the 100 top books in each age range.
- In September there is a Teaching Staff training day which is a full day on teaching of spelling, punctuation and grammar, writing, consistency and what we expect to see in books. Also covered will be the importance of how resources are used and how everything will be monitored. **HM** believes this is a very good plan going forwards and is already in progress.
- EYFS team is a really strongly staffed new team now.
- Had £50K of equipment approved and will be delivered on 2<sup>nd</sup> August and classes will then be set up ready for September.
- Huge amount of painting will be undertaken in the break and new smartboards in school which will all have an impact for quality of Teaching and learning outcomes.

**NG** noted that the SAT's results were similar to expected results and asked if the expectations were set too low. **HM** confirmed that the results were in line with expected which were based on the Pixl tests which are completed at set times and results are uploaded and compared nationally which shows where your percentages lie. Results of this exercise show if on track and breakdown on where the concerns and worries are, right down to the individual child. Also provides links to resources which specifically address any issue raised. Now that the Behaviour and attendance issues are under control the opportunity is there for the school Leaders to focus on the teaching, including identifying issues through the Pixl results.

Staff are now very positive and recognising that they are being encouraged to actually teach and leave the school leaders to deal with the bureaucracy. Should therefore see a real improvement in outcomes.

**NG** noted how really encouraging it is to hear the positive plans going forwards and thanked the team for their work on this.

**JM** noted that she visited Red Oak and was able to feel the energy and enthusiasm there which she really wants to feel at Gusford and has been reassured by **HM** that

this will happen. **JM** also noted that **HM** is happy for any Governor to also visit Red oak and **SC** confirmed she would definitely want to participate in this.

**JE** noted that the Headteacher Report is very good for reporting what has been happening but would be even better if the positive commentary on actions taking place and plans for the future was also included. **JM** agreed, noting that the safeguarding element of the report is very good at showing what is happening and what has been put in place to address the issues and added that Governors need to know everything, good or bad and the plans to address these things.

**HM** acknowledged this and agreed to work with **PW** on this for future reports.

On behalf of all Governors, **JM** thanked **PW**, **HM** and **CH** for all the work they are doing to put the school on track for the future.

#### Leadership

Nothing to add to content in the written Report.

#### Safeguarding

**NG** asked with regard to safeguarding what they are doing to proactively support the children, as preventative measures, before issues arise. **HM** highlighted the whole range of clubs that are provided, the resources being sent home to parents, the nurture room, the one-to-one support for children and families.

**NG** asked if they think these have an impact on reducing the number of safeguarding issues arising. **HM** explained that there is some impact but new families and new issues arise constantly. Recently there have been some very serious concerns raised and those involved can be very vocal in seeking action but with confidentiality being necessary it can make it a difficult balancing act when reassuring parents that actions are being taken. However, the team are so strong and everything is logged consistently. **CH** is currently also looking at the link between safeguarding and attendance issues.

**CH** also noted that when case study meetings are held, lessons learnt are shared with staff across the whole school to proactively address.

**NG** noted that Parent conduct seems to be a significant concern recently and asked if the school has a Parental Behaviour Policy.

**HM** noted there have been particular issues with some parents recently being abusive to individual staff and The Trust have supported the school with this. Parents do not always recognise that disputes between children are for the school to address and try to resolve with the children, not seeking to apportion blame or escalate to a parental dispute.

**NG** noted that it is good to hear the Trust intervenes when it gets to this stage.

#### School Improvement Plan

**MS** asked about the status of the School Improvement Plan now and **HM** advised that they are working on this and will update for the new Academic year. **HM** added that following on from the data, they need to add something around the Spelling, Grammar and Punctuation plans for improved outcomes and the same for reading with regard to monitoring and assessment.

**MS** agreed that he is keen to see what has been discussed today included in the Plan.

**JM** asked to see the updated plan at the next FGB Meeting scheduled for October.

**HM** agreed and added that she hopes to have a full SEF for the next meeting too.

#### Website Audit

The school are planning for a whole revamp of the website.

	<p><b><u>Sports Premium Report</u></b> The Sports Premium Plan is being worked on now and will be on the website for the end of July.</p> <p><b>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</b></p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>• To liaise with the new Business Manager to arrange a visit regarding the swimming pool demolition.</li> <li>• Head of School Report to include issues and actions being taken or plans for actions to be taken to address the issues.</li> <li>• Updated School Improvement Plan and SEF to be shared at next meeting.</li> </ul>	<p><b>JW</b></p> <p><b>PW/HM</b></p> <p><b>PW/HM</b></p>	<p><b>Sept 22</b></p> <p><b>03/10/22</b></p> <p><b>03/10/22</b></p>
<b>7.</b>	<b>Business Manager's Report [Standing Item]</b>		
	Covered in Head of School Report above – Item 6.		
<b>8.</b>	<b>School Visits &amp; Link Governor Reports [Standing Item]</b>		
	<p>The following Visits have taken place and reports been shared since the last meeting:</p> <p><b><u>Safeguarding Visit (JM)</u></b> <b>JM</b> confirmed this outstanding report will be available for the next meeting.</p> <p><b><u>Quality of Education Report (SC &amp; EC)</u></b> <b>SC</b> confirmed this outstanding report will be available for the next meeting.</p> <p><b><u>Pupil Premium Report (SC)</u></b> <b>SC</b> confirmed this outstanding report will be available for the next meeting.</p> <p><b><u>Behaviour Report (JE)</u></b> Awaiting authorisation by <b>CH</b> before sharing.</p> <p><b><u>SEND Visit Report (JE)</u></b> Awaiting authorisation by <b>CH</b> before sharing.</p> <p><b>LW</b> confirmed she has an outstanding Early Years link visit report which will also be available for the next meeting.</p> <p><b>SC</b> highlighted the need to review the Link Roles owing to changes on the Governing Body and <b>JM</b> agreed to initially look at this with <b>PW</b>.</p> <p><b><u>Schedule of Governor Link Visits 2022/23</u></b> <b>JM</b> noted that Governors do need the school to contact governors to plan these visits and she will work on producing the 2022/23 Visit Plan with <b>HM</b> for <b>LT</b> to circulate as soon as it is available.</p> <p><b>HM</b> suggested a visit by <b>SC</b> for a book look would be good a week before the next meeting so that a report could be produced for the next meeting. <b>SC</b> agreed to liaise with <b>HM</b> to arrange this.</p> <p><b>CH</b> suggested a Behaviour visit before the next meeting would also be good and will liaise with <b>JE &amp; JW</b> for this.</p>		



	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>All outstanding Link Visit Reports to be available at next meeting.</li> <li>Schedule of Link Visits 2022/23 to be produced and shared with all Governors.</li> <li>Book Look visit to be completed one week before next meeting.</li> <li>Behaviour Visit to be completed before next meeting.</li> </ul>	<p>JM/SC/ CH/LW</p> <p>JM/HM/ LT</p> <p>SC</p> <p>JE/JW</p>	<p>03/10/22</p> <p>ASAP</p> <p>03/10/22</p> <p>03/10/22</p>
<b>9.</b>	<b>Safeguarding [Standing Item]</b>		
	As detailed under Safeguarding section of Headteacher's Report (Item 6).		
<b>10.</b>	<b>Communications</b>		
	Nothing to share at this meeting.		
<b>11.</b>	<b>Policies and Papers for Acknowledgement/Approval</b>		
	<b>Early Years Foundation Stage Policy 2021/22</b> – HM explained that they have taken the policy from Red Oak as the basis of the Gusford policy. However, the Head of Early Years and the Deputy Head who is an Early Years specialist, wish to be involved in the review of this policy so it has been agreed to delay Governor review and approval until the next meeting. JM noted that this is not a statutory policy.		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>Early Years Foundation Stage Policy 2021/22 to be reviewed/acknowledged at next meeting.</li> </ul>	PW/HM	03/10/22
<b>12.</b>	<b>Any Other Business</b>		
	<ul style="list-style-type: none"> <li>HM noted that PW goes on maternity leave from 21<sup>st</sup> October 2022.</li> <li>JM thanked all governors for their commitment over the last year and HM acknowledged that Governors are volunteer roles and the school is grateful for the interest of the Governing Body and for their support.</li> <li><b>Support Staff Pay Award</b> - An anonymised summary of the recommended 1<sup>st</sup> April 2022 incremental progressions for those eligible as a result of successful performance reviews was provided for a committee of Governors to review and authorise. JM, JE and MS reviewed the information outside of the meeting and approved all for payment.</li> </ul>		
<b>13.</b>	<b>Date and Time of next meeting</b>		
	The next Full Governing Body Meeting has been arranged for:  <b>Monday 3<sup>rd</sup> October 2022 @ 5.00pm.</b>		

The meeting closed at 6.30 pm.

**Minutes Agreed – Jenny Milsom (Chair of Governors)**

Signature:

Date: