



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 21st March 2022 @ 5.00pm

Members:	Mrs Charlotte Jewell	Interim Headteacher	CJ
	Mrs Emma Clifton	Trust	EC
	Mrs Samantha Collins	Parent	SC
	Mr Jonathan Eddy	Trust	JE
	Mrs Nicola Griffiths	Trust	NG
	Mrs Jenny Milsom	Chair	JM
	Mr Maninder Sohi	Trust	MS
	Ms Lisa Wood	Parent	LW
	Mr Jon Wynne	Trust	JW

In Attendance:	Mrs Liz Talbot	Clerk	LT
	Mrs Kerry Hawes	Business Manager	KH

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
	<p>JM welcomed everyone and thanked them for their attendance today.</p> <p>There were no apologies received from members today but JM advised that NG may be a little late to arrive.</p>			
	Membership: The following changes were reported:			
	JM introduced MS as the new Trust Governor who has joined the Governing Body and was attending his first meeting today and everyone introduced themselves to him.			
2.	Pecuniary and other interests			
	<p>There were no declared interests relevant to this meeting.</p> <p>LT advised MS that he needs to complete his Declaration of Interests Form and send it to her at his earliest opportunity.</p>			
	<u>Actions Agreed</u>			
	<ul style="list-style-type: none"> Declaration of Interests Form to be completed. 		MS	ASAP
3.	AOB for end of Meeting			
	<p>The following items were raised for consideration under Item 12 of this agenda:</p> <ul style="list-style-type: none"> Feedback from parent's evening - LW. HR issue – SC. 			

4.	Trust Business & Chair's Actions		
	JM advised that there was no Trust Business or Chairs Actions to share at this meeting.		
5.	Confirmation of previous minutes		
	The minutes of the previous FGB meeting held on 24th January 2022 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.		
	Matters Arising from 24th January 2022		
	<p>The following matters arising updates were noted:</p> <p>Funding statement – KH confirmed that she had not sent this out yet and will do so as soon as possible.</p> <p>Online Safeguarding Training – JW needs to complete the Handsam Safeguarding Children online training module. KH added that the Deputy Head (CH) will be resending the KCSIE element to NG for sign off. MS will now also have to complete all the Safeguarding training (Safeguarding and Prevent modules plus KCSIE Reading).</p> <p>Health & Safety Link Visit – JM advised that this visit will now take place when the accurate audit report has been received by the school.</p> <p>Link Visit Report - SC & EC noted that they have still to submit their Quality of Education visit report.</p> <p>Link Visit Schedule – CJ advised that the school are happy to work with the schedule provided earlier.</p> <p>All other Matters Arising were completed prior to this meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Example of funding statement to be sent to all Governors. ● Evidence of completion of three elements of the Safeguarding training to be provided by three Governors. ● H & S Link visit to be arranged. ● Quality of Education link visit report to be completed and circulated. 	<p>KH</p> <p>JW/NG/MS</p> <p>JM</p> <p>SC/EC</p>	<p>ASAP</p> <p>ASAP</p> <p>09/05/22</p> <p>09/05/22</p>
6.	Headteacher's Report [Standing Item]		
	<p>NG arrived at the meeting.</p> <p>CJ shared her report with governors in advance of the meeting and summarised as follows:</p> <p><u>Executive Summary</u></p> <ul style="list-style-type: none"> ● Completed a lot of work around behaviour. ● Overhauled the Year 1 provision and discovered that a lot of children have missed Reception or Nursery resulting in a lack of interaction so they have not made good quality friendships. ● Still teaching the Year 1 curriculum but adding opportunities to work as a team to help them to socialise. Included role play and developed the outside area to help. 		

<ul style="list-style-type: none"> • There are 5 key children in school who need alternative provision and are on part-time timetables. Conversations with the inclusion service are also taking place. • Appointed 3 new Learning Support Assistants (LSA's) to start after Easter. Will train them to support with some of those individuals. • Setting up training for LSA's during the school day around behaviour support. LSA's assist across the school and don't belong to a particular class. <p><u>JE asked about how the funding for the children who need an alternative provision is managed.</u> KH & JM explained that the children's funding may be transferred to the alternative provision.</p> <p>CJ acknowledged that the children need to have the provision which they require to thrive but she always hopes to avoid the need for permanent exclusion. CJ added that it is also about the safety of all the children.</p> <p>JM acknowledged that they have to consider the impact on other children's learning.</p> <ul style="list-style-type: none"> • There is a push on refurbishment which has been highlighted by what the data dashboard shows for the percentage of funding spent on this so far. • Years 5/6 corridor and classrooms will be refurbished over the Easter break. • They are considering how the surroundings feel for children who you are teaching to respect their equipment. <p><u>JW asked if Condition Improvement Fund (CIF) bids could be considered</u> and KH advised that they have a large carry forward that has to be significantly used first.</p> <p>JM agreed that she is not comfortable with too large a carry forward when there are things that need to be done.</p> <p>SC noted that she hears parent comments regarding the condition of the school site and LW has heard the ceilings mentioned, in particular being wooden and dark.</p> <p>CJ agreed that the colours on the walls and blinds make a difference too.</p> <p><u>SC asked, with regard to the refurbishment costs, why they are not coming out of the Capital</u> and KH explained that those have to be large scale projects like the roof or Server system for example.</p> <p>KH added that when the Bungalow renovations are completed it will be used for the community.</p> <ul style="list-style-type: none"> • A big curriculum review took place with the ALT Director of Education, Executive Head and Deputy Head (PW). They met with subject Leads to be supportive and to find out where they are placed with this task. Very positive outcome and Maths came out particularly well. The Subject Leaders now have some really strong actions detailed. • Pro-active in moving forwards including deploying a Supply Teacher two days per week to keep the momentum going on this. • When Quality of Education (QofE) visit by Governors takes place it will be nice to look at this curriculum work. SC and EC will do that and other Governors will look forward to seeing the Report. • Art conversations were really good and languages the same. • They need to start celebrating it more. • Early Years provision came out well and some great things have happened since Christmas. However, this area was highlighted in both of the most recent Ofsted inspections and still concerned that it is not good enough yet. • Transferred £50K to early years to develop outdoor area, which includes recruiting Early Excellence to design the classroom layout and recommend resources which are needed. • Replacing interactive whiteboards but waiting until layout is planned. 		
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- On 30th March ESP are coming in to look at development of outdoor areas.
- Some work has been done already e.g., zoning of areas is clearer with resources available every day.
- Everyone understands the fine deadline with this and the impending Ofsted visit. The team are working very hard on this.
- Phonics has been reviewed and they are continuing to use Little Wandle following a meeting with staff and the Deputy Head (CH) involved in monitoring.
- The aim is to achieve the right curriculum for their children and ensuring that the teachers are not feeling overwhelmed.

SC asked if the staff have now had the training which they needed on how to use Little Wandle and **CJ** confirmed that they all had, but noted this training was an online video so CH has also been watching the teachers teach and picking up issues to resolve. They will be putting phonics into the training for the LSA's.

SC noted that previously there was a parents' session for teaching them how to use phonics to help their children with home teaching/reading and **CJ** acknowledged this, advising that all curriculum pages on the website have been updated and this includes phonics videos.

SC asked if a communication would go out to parents to highlight this and **KH** confirmed that she will address this.

Admissions

JE noted that 11 children have left the school and asked if they know why.

CJ responded that this is usually the families moving from the area and added that more children have joined than left so the roll has increased to 607.

Attendance

- Big issue at the moment.
- Covid has had a huge impact with some children's attendance being as low as 52%.
- Overhauled the process for highlighting low attendance. Now send a letter to parents if attendance hits 94.9% to make them aware that this is dropping.

JE asked if they have seen any comparison data for other schools and **CJ** confirmed this, advising the data is definitely similar.

- Holiday request forms have definitely increased. These absences are unauthorised unless the child is from a serving military family and they are actually going on holiday or there is an SEN need where travelling in the busy time is impossible, or the resort is catering for SEN at that time. If the child's attendance is below 98% the family will be fined. Some requests have been for rearranged holidays owing to Covid where the original holiday was booked in school holiday time.

JW noted it is also possible that it is just cheaper to pay the fine than go in the busy time and **CJ** acknowledged this, noting that it is disruptive to all children when the teacher has to cover areas again that some have missed.

JM noted that there have been Press articles highlighting national attendance which is normally 95% but currently 87% so this is a nationwide issue.

CJ noted that they are also sending letters out to parents/guardians of non-statutory school age children to make them aware of the rules.

CJ highlighted that they are looking at the 26 children who have the worst attendance and investigating whether or not they are progressing academically as expected.

Persistent Absence

- There was some discussion around what is classed as persistent absence and whether this has increased significantly.
- **CJ** highlighted that the report is not correct as the data included the nursery children.
- **CJ** explained the green/red chart in the Report, clarifying that when attendance is below 89% the child is added to the sheet and is monitored. Green means improving week on week.

NG asked about the letters process and **CJ** explained, adding that starting earlier with the first letter hopefully prevents the attendance of some getting worse.

JM noted that the calculation in the attendance charts does not add up and an explanation for governors would be helpful when this is the case. **CJ** will double check them as they would have come off SIMS.

JM asked with regards to SEN children, how we are doing with their progression.

CJ advised that she is working with the SENDCo on this, adding that there are more children on the register now as they are being identified better. Today they discussed the need to ensure that the advice being provided on referral is being implemented immediately. They are working with teachers around highlighting what support should be provided for SEN.

JE asked if Ofsted are likely to approve of how this is being handled and **CJ** clarified that as long as the actions are producing results this would be approved.

SC asked if CJ is seeing these actions in class and **CJ** confirmed this.

CJ added that they need to upskill some staff who have not worked with children with these needs before.

SC asked if the newly identified children are new children or those who have been here a while. **CJ** explained that some children have been impacted by the time off for Covid etc. and they have been identifying issues with the quieter children.

Safeguarding & CIC

JM noted the concerns from 8th March are at 288 and asked if there are any comparisons to consider. **CJ** explained that the comparison will be significantly different owing to the lockdown.

JM noted that the Parental conduct data has increased and presumes this is not good conduct. **CJ** explained that this is behaviour seen around the children and reflects concerns reported of witnessed behaviour of parents. **CJ** added that staff are very aware of their requirement to report what they see.

Curriculum

Covered in the Executive Summary above.

Health & Safety

- Handsam Report is not correct and has been sent back for amendments.

JM noted that the report shows days lost by staff for Covid have gone down.

CJ advised this has changed since the report was written and was actually a major issue today with 3 staff absent with Covid and 2 potentially with Covid.

Additionally, it is impossible to source Supply teachers now.

- Guidance will change again on 1st April and they will then have a further problem when no free tests are available.

JM asked for clarification on personal absence and **KH** explained that this is emergency medical appointments or the child is absent for illness.

	<p>Premises</p> <p>JM asked if there will be a brochure to promote the Bungalow and KH advised that this is her intention, adding she is keen to help the school to become the school of choice in the area again.</p> <ul style="list-style-type: none"> • Contractors are due to come in to work on the outside space. • The Hall floor resurfacing is really good quality and new chairs and tables have been ordered. • Quotes have been sought for the Year 5/6 corridor renovations. • Site has been neglected so hedge trimming is more significant and costly. This is more like tree cutting than hedge trimming to get them to a manageable height. <p>SC noted that the driveway to the nursery needs work. KH agreed with this and highlighted the car park too. There is an issue of ownership of the driveway with Brookside Nursery.</p> <p>Staffing</p> <ul style="list-style-type: none"> • Advertised for a Sports Instructor who will also cover running clubs and break clubs. The contract will include PD days. • Advertised for an HLTA to commence as soon as possible. • Hoping to use ITFC after Easter break to provide clubs and work with specific children. • Meeting today to provide dance and drama with specialist. • Sports Premium funding will allow for significant provision. <p>School Improvement Plan</p> <p>This is still being rewritten.</p> <p>JM referred CJ back to the last meeting and asked if she is still concerned about the Leadership and middle leadership working together. CJ confirmed that she is still working on this but it is improving.</p> <ul style="list-style-type: none"> • Early Careers teacher training has been useful as the Trust holds the training at Gusford for ECT1's. • Working with individual Year Leaders has been very good, Year 2 and Year 6 in particular. Funding for boosters (approx. 40 children in that group), Book Club, Story Writing and Maths Games Club. <p>JM asked where we are with the Gusford Curriculum and CJ advised they are starting in all Year groups from Summer.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
7.	<p>Business Manager's Report [Standing Item]</p>		
	<p>KH provided her reports in advance of this meeting, highlighting, and taking questions as follows:</p> <p>Budget Monitoring Report</p> <ul style="list-style-type: none"> • Bungalow renovations have cost a lot. • Spending more on Supply teaching. • Looking at budget setting for next year and aware of increases in maintenance, catering, NI etc. <p>JW asked where the energy contracts sit and was advised that they are ALT central contracts.</p> <p>JM asked how much was spent on Supply teaching before Covid and KH advised not much at all.</p>		

	<p>CJ noted her awareness that as the Interim Head she can't make decisions on big spends.</p> <p>JW asked about planning permission for change of use of bungalow and KH confirmed they have received this.</p> <p>JM highlighted that the number on roll hasn't grown and KH clarified that when she has the numbers for the new Reception, she will then start to look at staffing going forwards. KH added that she also needs to look at the nursery feasibility study. Governors discussed the PAN and acknowledged that school cannot alter the PAN. KH advised they are also being careful with recruitment to make use of any natural loss when appropriate.</p> <p>KH noted that Support Staff PMR's are currently taking place.</p> <p>EC asked if cost of living increases have been built into the budget and KH confirmed this.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
8.	School Visits & Link Governor Reports [Standing Item]		
	<p>The following Visits have taken place and reports been shared since the last meeting:</p> <p><u>Safeguarding Visit (JM)</u></p> <p>JM noted that she subsequently audited the Single Central Record (SCR) which she acknowledged is managed very well.</p> <p>CJ highlighted an issue with responses from the council not coming very quickly. One example took 2 months to receive. JM offered to communicate with a contact she has at the council, on behalf of the governors, regarding this matter.</p> <p><u>H & S Visit</u></p> <p>H&S Audit Report was only received on Friday and was found to be an inaccurate reflection of the visit so this is currently being returned for revision. The visit will take place once the correct report is received.</p> <p><u>Quality of Education & Pupil Premium Visit (SC/EC)</u></p> <p>The Report is still to be completed and circulated as detailed in Item 5 Matters Arising. SC advised she will be completing another visit in April.</p> <p>JE & JW advised that they have completed another link visit so they also have a report to complete and circulate.</p> <p>LW has an Early Years visit arranged for tomorrow.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Link Visit Report to be completed and circulated. • Early Years Visit Report to be completed and circulated. 	<p>JE/JW</p> <p>LW</p>	<p>09/05/22</p> <p>09/05/22</p>
9.	Safeguarding [Standing Item]		
	As detailed under Safeguarding section of Headteacher's Report (Item 6).		

<p>10. Communications</p>	<p>JM noted the need to be aware of the published Ofsted Report for Brookside Nursery and ensuring that it is clear they are not linked to Gusford CP.</p> <p>LW noted that the Google classroom app details staff and who has access to year group/cohort etc and the previous Headteacher is still listed. KH confirmed that she will resolve this.</p> <p>KH noted that the communication regarding the swimming pool has been sent out and seems to have been accepted favourably by Parents. This area will become an exciting new outdoor learning environment.</p>		
<p>11. Policies and Papers for Acknowledgement/Approval</p>	<ul style="list-style-type: none"> • Early Years Foundation Stage Policy 2021/22 - Will be reviewed at the next meeting. • Anti-Bullying Policy 2021/22 - Will be reviewed at the next meeting. <p>There were no policies to acknowledge/approve at this meeting.</p>		
<p>12. Any Other Business</p>	<p>Parents evening – LW highlighted some negative feedback from parents as follows:</p> <ul style="list-style-type: none"> • The booking process and problem of being unable to book with the specific teacher if they are a Cover teacher. • Screen didn't work for 1.5 mins out of 7 mins. • Hoping for face-to-face parents evening going forwards. <p>CJ confirmed that they will offer some virtual but hope for mainly face to face.</p> <ul style="list-style-type: none"> • Online approach from staff not always professional. <p>CJ acknowledged the problems need addressing whilst highlighting the restricted time available for this.</p> <p>SC noted that being unable to see the child's work is also a frustrating factor. There was further discussion around the Parents evening issue and methods of communicating with Parents and CJ made it clear that any parent can make a request to speak to teacher at any time.</p> <p>NG asked if the school has a Gusford Parent app and CJ advised not, so she will send information about this to CJ to consider.</p> <p>JM asked how often Parent surveys are completed and CJ advised she was aware recently of only completion of Parentview just before Ofsted visit. JM is keen for a general parent survey using Survey monkey and sent out on email to be considered.</p> <p>KH advised that they are in the process of revamping the website and setting up a school Facebook page.</p> <p>JW highlighted his pleasure at his recent visit to the school with JE at which he felt the school atmosphere was much more positive and welcoming and he wanted to thank CJ for this.</p> <p>The Parent Governors added that positive parent comments have also been received.</p> <p>JE asked if the Headship role was being advertised yet and this seemed unclear, although JM believed it had to be advertised by mid-April. She will look into this to report back at the next meeting.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		

13.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for: Monday 9th May 2022 @ 5.00pm.		

The meeting closed at **7.20 pm**

Minutes Agreed:

Name:

Signature:

Date: