



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 12th July 2021 @ 5.00pm

Members:	Mrs Claire Claydon	Headteacher	CC
	Mrs Emma Clifton	Trust	EC
	Mrs Samantha Collins	Parent	SC
	Mr Jonathan Eddy	Trust	JE
	Mrs Jenny Milsom	Chair	JM
	Ms Lisa Wood	Parent	LW
	Mr Jon Wynne	Trust	JW
Apologies:	Mrs Nicola Griffiths	Trust	NG
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Mrs Hannah Cagney	Deputy Head	HC
	Mrs Kerry Hawes	Business Manager	KH
	Mrs Christine Holmes	Assistant Head (Lead DSL)	CH
	Mrs Carmen Hopkins	Deputy Head (from Sept 2021)	CaH
	Ms Pippa Coleman	SENDCO (from Sept 2021)	PC

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
		Apologies were received from NG and consent to absence given. All other Governors were in attendance. JM welcomed everyone and thanked them for their attendance in person today. The incoming Deputy Head and SENCO were introduced to the Governing Body who also introduced themselves. They will commence in role from September 2021. Following these introductions CaH and PC left the meeting.		
		Membership: The following changes were reported:		
		There were no changes to report at this meeting.		
2.	Pecuniary and other interests			
		There were no declared interests relevant to this meeting.		
3.	AOB for end of Meeting			
		It was agreed that there were no additional AOB items to add under Item 12 of this agenda. JM explained that the Guest Speaker was stood down owing to the quantity of items for discussion and will now attend at the start of the next Academic year.		

4.	<p>Confirmation of previous minutes</p> <p>The minutes of the previous FGB meeting held on 24th May 2021 were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required.</p> <p>Matters Arising from 24th May 2021</p> <p>The following matters arising updates were noted:</p> <p>Staff Survey/Questionnaire - Covered under Item 9 on this agenda.</p> <p>Trust Action Plan to be shared with Governors – CC clarified that the plan was written by her and approved by the Trust. This is covered under Item 9 on this agenda.</p> <p>Online Safeguarding Training – All Governors agreed to complete this over the Summer and before the next meeting.</p> <p>SEND online Training – JW & JE agreed to also complete this training over the Summer and before the next meeting.</p> <p>Governing Body meetings Work plan for the year – LT apologised that she has not completed this yet but will have it to share at the first meeting of the new Academic year.</p> <p>Strapline/Vision Statement – JM advised this will now be considered for a future meeting.</p> <p>Pupil Premium (PP) Allocation for Education Visit Co-Ordinator – HC clarified that this relates to the residential trip allocation but owing to the restrictions this didn't take place and the allocation will now roll forward to next year.</p> <p><u>JM asked if the PP rules allow for this to be rolled forward</u> and HC confirmed this.</p> <p><u>SC asked if this could be used for any Year group</u> and CC confirmed this, adding it was likely to be Year 4 and Year 6.</p> <p><u>JW asked if some children will have missed out on a trip</u> and CC confirmed this.</p> <p><u>JM asked where they go for these trips</u> and CC explained that this varies but is often Norfolk for the younger children and Year 6 have an extra night slightly further away.</p> <p>Pupil Data comparisons - Covered under Item 6 on this agenda.</p> <p>Report on Nursery Visit - Covered under Item 10 on this agenda.</p> <p>Report on classroom Visit - Covered under Item 10 on this agenda.</p> <p>Quality of Education visit – Covered under Item 10 on this agenda. JM noted that SC completed this visit on her own this time.</p> <p>Behaviour and Transition visit – Date to be arranged. CC suggested that CaH and PC will arrange this with JE & JW for the new Academic year.</p> <p>SC noted that when she completed the Quality of Education visit last week, scheduling of future dates for herself and NG to complete these visits were discussed across the next Academic year, fitting in with the timing of FGB meetings but are yet to be fixed.</p> <p>Governors agreed that a schedule for the whole year is ideal and CC agreed to ask CaH and PC to contact governors to arrange this.</p> <p>Chair's visit - Covered under Item 10 on this agenda.</p>		
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	<p>Monitoring & Evaluation protocol – CC explained that this is not now being amended as the authors felt it wasn't appropriate to add in mention of capability etc into a monitoring protocol, as there are already separate ALT policies to cover this.</p> <p>JM clarified that they wanted it to be clear in the protocol when the Capability policy would be invoked and HC advised this is clear.</p> <p>Governors asked if the flow diagram in this policy includes a plan of approach for Link Governor visits and JM confirmed that she would like to discuss this with CC in her one-to-one meeting tomorrow. CC noted that the school would usually suggest some appropriate questions.</p> <p>JW raised the issue of Policies generally needing to protect the children and empower the school. He was concerned that the policies may not always enable them to do what they need to resolve an issue e.g. Anti-Bullying policy.</p> <p>JM asked whether CC felt that the policies didn't hinder her but allowed her to <u>make decisions as necessary</u> and CC confirmed this, adding that the policy is a back-up and only referred to when formal correspondence is invoked.</p> <p>Governors discussed the need to deal with issues early on to initially avoid formal procedures where possible but understood the need to invoke a policy. CC agreed that a lot can be resolved informally and is resolved this way.</p> <p>JM noted her perception that the Trust is quite hands off and supports individuality of schools. CC agreed with this adding that they are also responsive when support is needed.</p> <p>JW referred to bullying issues and asked how the school are showing that they are capable of dealing with these issues. For example, is there a follow up communication planned with all parents regarding a recent incident, explaining how the issue has been dealt with.</p> <p>JM suggested that CC should make it clear in the next communication with Parents, that they have full Governing Body support for implementing this policy, in particular in relation to parental behaviour.</p> <p>CH advised that they are already arranging for PCSO team to come in and speak to the children again.</p> <p>Online Safety Policy – Covered under Item 6 on this agenda.</p> <p>All other Matters Arising were completed prior to this meeting or carried forward to future meetings as planned.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Online Safeguarding Training package to be completed by all Governors. ● JE & JW to complete the SEND online training. ● Governing Body Work Plan to be completed for new Academic year and shared at the first meeting of the year. ● Behaviour & Transition Link visit to be arranged. ● Annual Link Visit Schedule to be planned and produced. ● Governing Body support for staff implementing anti-bullying strategy, in particular in relation to Parental behaviour to be included in next Parental communication. 	<p>All</p> <p>JE/JW</p> <p>LT</p> <p>CaH/PC /JE/JW</p> <p>CaH/PC</p> <p>CC</p>	<p>04/10/21</p> <p>04/10/21</p> <p>04/10/21</p> <p>04/10/21</p> <p>04/10/21</p> <p>ASAP</p>

5.	<p>Trust Business & Chair's Actions</p> <p><u>Feedback from Suffolk Chairs' Meeting</u></p> <p>JM advised that although the meeting was useful, there was nothing of significance to share.</p>		
6.	<p>Deputy Heads Reports</p>		
	<p>Reports which had been provided prior to the meeting were reviewed on an overhead screen and HC summarised as follows:</p> <p><u>Pupil Data comparisons</u></p> <ul style="list-style-type: none"> • Data report changed and using a new tracking system. • Context for school and trend for school shown. • Significant difference in the number of Year 1 girls compared to boys. • Higher number of SEN children in Year 2 and Year 6 but Year 4 have a higher number of Education Health Care Plans (EHCP). EHCP's can take up to 2 years to come through. • Absence rates – Year 6 have the highest rate which is the normal trend. <p><u>JM asked if this gives the national average rate for absence</u> and HC confirmed that this is included on a different page and will be current in every Heads Report.</p> <p>Reading</p> <ul style="list-style-type: none"> • No statutory assessments to compare with except 2019 data and some internal data for last spring. • Year 5 have most positive outcome owing to staff expectation through lockdown that they should focus on reading. • Year 1 continued with phonics provision through lockdown and when returned, owing to phonics screening, the interventions were actioned quickly. • Next year the Vipers approach will continue across the whole school with strict monitoring of consistency. <p>Reading - SEND</p> <ul style="list-style-type: none"> • Year 4 high number needing focus on learning behaviour that are not on the SEN register. • Year 6 have 13 children on SEN support and 4 EHCP with absence for one being very high. <p><u>JM referred to the table showing the number on track in green and asked how this is determined against expectation and is it the system which judges.</u> HC confirmed that the system is clever enough to identify who is on the cusp of achieving after data drops go through and can track the children so they become focus for interventions. HC added that they can look at what is stopping the children meeting progress targets and look at whether they fall into groups e.g. PP etc. The document goes to the teacher for the start of term.</p> <p><u>JW asked do you have a target that you aim for</u> and CC explained that targets and forecasts are set with the Trust. <u>JW asked if we can see the targets</u> and HC clarified that previously targets were included in this report but they are not included now owing to the impact of lockdown.</p> <p><u>JM asked what have the Trust decided we are measuring against</u> and HC confirmed nothing, just against PiXL tests results.</p>		

JM noted that for next year everyone will be benchmarking against 2019 again and **HC** confirmed this.

JW asked if they only report once a year and **HC** clarified that for Years 4 and 6, they report 3 times a year to the Trust and Governing Body.

Writing

- Year 2 and Year 1 have been working on an integrated writing curriculum to include spelling, punctuation and grammar (SPAG) skills.
- Year 5 are in a strong position - bubbles in school created good environment for some children who appreciated smaller groups.
- Quantity and quality of writing improved.

SC asked if this is a model you could use going forward and **HC** explained that interventions have been using smaller groups to work in this way. **CC** noted however that they won't have the staffing to allow this going forward but hope to have a HLTA in each year group.

Writing - SEND

- 4 EHCP includes one Year 6 who is educated off site but still counts in data. Alternative provision but stay on roll.
- 3 pupils have been allocated special provision for their Secondary education and one child's attendance is 28% which impacts data severely - Part time timetable implemented but still not attending.

JM asked if staff have ownership of their data. **HC** confirmed that they are gaining a better understanding of the data.

LW asked if they can look at this themselves and **HC** confirmed this but noted she does the national comparisons and goes through this with them on whole school data and directs them on moderation or sharing skills.

JW asked if this data can be used for appraisals etc and **CC** confirmed that she can break down the data class by class and does use this for triangulation.

Maths

- Teacher training has taken place to identify the core knowledge that pupils need to have mastered by the end of each year group.
- Consistent provision across the school will continue.

Maths - SEND

- Year 2 have 2 children in greater depth.
- Really positive picture with At or Above levels.

JE asked if Ofsted will look at this data and **CC** clarified that Ofsted don't look at internal data just external.

JM asked if the Secondary schools see this data and **CC** explained that individual assessment reports are provided.

JE asked which Secondary schools do the children go to and **CC** confirmed that this varies.

JM asked if they capture destination data as this would be useful to see and **CC** agreed to provide this at the next meeting.

EYFS

- Significant drop in GLD.
- Stronger and weaker areas are shown.

	<ul style="list-style-type: none"> • Impact from lockdown on progress. • Maths is a huge issue and there will be actions next year. • Phonics outcomes lower than previously but children taken out of school twice. • Must be following a statutory scheme by 2022. • Review to take place. • Autumn COVID catch up score was 80% pass which was very positive. <p>Sports Premium Report</p> <ul style="list-style-type: none"> • Expected to write and publish report by the end of July. • Had to do things differently in a COVID year i.e. online classes and fitness videos. • After school clubs for bubbles. • Some funding/spending does roll over to next year. • Equipment to buy some received some on order. • Sports association memberships reduced this year but will roll over. • Spend a chunk on costs of sports coaches but not allowed to spend on PPA. • Opportunity to use some funding next year to work in partnership with Ipswich Town FC in expanding extra-curricular activities. • HLTA's will have an after-school club responsibility. • Working towards the platinum award including inter school competitions when possible. • No swimming this year owing to COVID circumstances. <p>SC acknowledged that after school clubs are usually oversubscribed so this would be positive. CC noted that she expects to run these in year groups for now.</p> <p>JW asked if parents are asked for a financial contribution for these clubs and CC confirmed that they are usually free unless the school has brought in an outside provider.</p> <p>LW asked if there is a lot that has to come out of the general budget and CC confirmed the figure was not significant this year.</p> <p>Online safety policy</p> <p>Governors were happy to approve the revised Policy.</p>		
	<p>Actions Agreed</p> <ul style="list-style-type: none"> • Destination data to be shared at next FGB Meeting. 	CC	04/10/21
7.	Business Manager's Report [Standing Item]		
	<p>KH provided her Business Manager's Report and the 2020/21 Budget Report prior to the meeting for Governors to read and she presented the 2021/22 Budget at the meeting. KH summarised as follows:</p> <p>Budget Monitoring Report</p> <ul style="list-style-type: none"> • Budget for 2021/22 has gone to the Trust Board and been approved. • The restructure has put us in a much stronger position including a reduced impact on the carry forward reserves, so they are looking at where best to use the reserves with regard to premises maintenance. • In summary next year looks very good, year 2 okay but year 3 will be difficult owing to the drop in pupil numbers. <p>LW noted that it is difficult to read the budget report when it is included in the Business Manager's Report as a screen shot so KH agreed to send this as a separate document in future.</p>		

JM confirmed that she would like the whole budget summary to be sent to governors in future and **KH** agreed to this request.

JM noted that they will need to start looking at plans for year 3 during next year in order to be prepared.

CC referred to the number of applications for places this year and is aware that 78 have been confirmed but there are late applicants who have been told they will be able to come to Gusford. She added that there appears to be a backlog on late applications at Suffolk County Council, 5 of which were approved this week.

KH acknowledged the need to capture this information at the earliest opportunity in September and the importance of getting marketing working next year.

JM asked who in school takes responsibility for marketing and **KH** confirmed her belief that it is her responsibility. **JM** believes that this is something that could be done within the Administrative Team including responsibility for the website. **KH** confirmed that within the restructure document it was confirmed that this would be the responsibility of the Administration Team.

SC suggested that social media presence seems to be key with the competition. **CC** noted that within her plan for next year each Year Group Leader has an area of responsibility for social media presence. Governors acknowledged that a "Good" Ofsted inspection outcome will be a significant factor in attracting parents.

EC asked if they have an idea at what point the school would need more staff if they attracted more applications for places and **CC** noted that they have not increased the PAN so this issue would not arise. **KH** added that many of the new staff have been recruited on fixed term contracts for now as a precaution.

HR

- Details for new starters and leavers provided.
- Interviewing for HLTA's and Admin Assistant this week.

Staff Absence Comparison Data

- Data provided up to May 2021.
- Average attendance without long term absences is 98% and with is 95%.

JM asked if the school subscribes to the Key as there is benchmark data on there and **KH** clarified that the data on the Key is annual data only and she will be able to provide comparison data from next year, as she will have this year's data to compare to.

JW asked if the school do back to work interviews and **KH** confirmed this, adding that the responsibility for these will move to line managers from next year.

SC asked in relation to the leavers and starters whether she was correct in her understanding that a sports coach and commando joes staff member are being replaced with an outdoor HLTA only. **CC** clarified that they still have a sports coach plus an HLTA per Year group.

SC asked if they are a teacher down and **CC** clarified that they had to recruit one teacher and pull one redundancy.

SC asked if they have been doing exit interviews and **KH** confirmed that her assistant has been arranging for questionnaires to be completed and they will then analyse them when they have them all.

	<p>Premises Update and H & S Update</p> <ul style="list-style-type: none"> • Fire and Intruder alarm on schedule to be replaced in the summer break, linked to a monitoring company from September. The Trust are paying for this item. • EYFS outdoor area will be made safe around the tree. • Money to be put aside for new staff suggestions. • Internal painting of reception and front office. • A maintenance schedule is to be set up going forward. Considering how much it would cost to get contractors in to complete the decoration refresh and then have the Site Manager maintain. <p>JE asked how the Trust decides what they will pay for and CC acknowledged that a lot has been done by them recently but this is usually more significant jobs. CC added that they must be mindful that only 4% is paid to the Trust out of total income.</p> <ul style="list-style-type: none"> • Fire drill completed without advance notice and this went well but they had one child on crutches so this delayed everyone a little. <p>JM asked what is happening about the swimming pool. KH confirmed that she will be doing a feasibility study in the Autumn to look at what it would cost to put right and maintain, how much use it would get and what they could do with the area if they removed it.</p> <p>EC asked who would fund what replaces it and CC confirmed this will be the school's responsibility and the cost will be included in the feasibility study.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
	<p>Actions Agreed</p> <ul style="list-style-type: none"> • Whole Budget report to be provided as a separate report for all meetings in future. 	KH	04/10/21
8.	Safeguarding [Standing Item]		
	<p>Safeguarding Policy</p> <p>Initial revisions shared previously but KCSIE was published last week so further amendments have been added which are linked to this update and summarised by CH below:</p> <ul style="list-style-type: none"> • Roles and Responsibilities clarified. • New statement about verbal and non-verbal disclosures. • More highlighted areas under Child criminal exploitation. • Peer on peer abuse is a big focus and child on child not necessarily the same age. • Chat groups – which has been an issue. • ‘Sexting’ – latest government research has highlighted that this terminology is not used by children. • Never making children ashamed of sharing e.g. may already be in an intimate relationship so making clear this is never the child's fault. • Supporting child perpetrator to help with their future. • Recording all incidents on My Concern so we are paperless. • Anti-bullying policy - always try to pursue the reconciliation route unless inappropriate. • Online safety - Definition of online abuse now 4 areas with 4th being online gambling/phishing. • Mental health concerns to be highlighted with DSL as well as Mental Health Team. 		

	<ul style="list-style-type: none"> Allegations against workforce include responsibility for supply teachers. <p>Will be removing Appendix A as all documents are on My Concern. The condensed version of Part 1 of KCSIE will be shared with all staff in school. The guidance suggests that only certain staff need to read this but CH would prefer that all, except cleaning staff who are only in school when the children are not, must read this.</p> <p>CH proposes that this policy is approved now in preparation for implementation from September as it includes details for the new Deputy Head as responsible DSL. Governors approved this Policy.</p> <p>The Governing Body took the opportunity to say goodbye to CH and HC and thank them for all their hard work to date. Flowers were presented and they were wished all the best for the future.</p> <p>KH, CH & HC left the meeting at this point.</p>		
9.	Headteacher's Report [Standing Item]		
	<p>CC provided her written report for Governors prior to the meeting and commented on key points as follows:</p> <ul style="list-style-type: none"> Suffolk Police did attend to speak with all Year 5 & 6 children to talk about knife crime and keeping safe. A green non-uniform day was held to raise awareness of hearing loss and to fundraise for the Ipswich Deaf Children's Society. An article about this event was published in the Ipswich Star. A later non-uniform day was held in return for themed donations to the FoG raffle which will be held later in the term. Ipswich MP Tom Hunt visited the school and met the anti-bullying ambassadors. There was also a Radio interview with anti-bullying ambassadors. Sports week was completed earlier this month with only Year 2 being unable to compete at this time so they are holding theirs this week. There will be an online Gusford Gallery for artwork which would traditionally have been exhibited at the Open Evening and this artwork will then be displayed in the classrooms ready for the new year. It has been useful to have the new leadership team staff attending the school for three full days this term in preparation for September and to have looked at the EYFS review with CaH too. <p>Number on Roll</p> <ul style="list-style-type: none"> Total of 596 which shows a growth of 10 since Census. Reception is stable on 90 and have people waiting for places. 23% of pupils have Free School Meals (FSM) entitlement. 179 Pupils are entitled to Pupil Premium (PP) and 18 Service children are entitled to a reduced rate of PP. Number of Pupils with English as an additional language (EAL) is detailed in the report and is below the national average. Most widely spoken languages now are Kurdish, Polish and Romanian where previously this was Portuguese. Number of children with Special Educational Needs (SEN) is detailed in the report and CC noted that the new SENDCo would like to tidy up the primary categories to ensure consistency when allocating categories. <p>LW queried whether this was a standardised list of categories and CC explained that only four are standard, adding that the categories are taken from the SEN register so</p>		

they need to tidy this up all round. CC also clarified that a lot of children on the SEN register come under multiple categories but are only listed under their primary issue.

Exclusions

- Information provided up to April 2021.
- No permanent exclusions in Autumn or Spring Terms.
- SEN status of excluded pupils also provided in report.

JW suggested that highlighting the SEN status of excluded pupils may indicate we are looking for excuses as to the reason for exclusion but CC explained that this is highlighted to ensure support is being provided appropriately and because they are supposed to make efforts not to exclude children on the SEN register.

JW asked if the fixed term exclusions are owing to physical and mental assaults and CC confirmed they are more for physical aggression but can be for a pattern of mental aggression too.

SC asked if CC has the option to instigate a permanent exclusion for non-physical abuse and CC clarified that this is possible but it's about the evidence and patterns of abuse, including online bullying, adding that investigating incidents fully is the key.

JW and JE noted that on a visit they found that children don't consider Teachers the safe adult to speak to and asked if CC could look into some way of improving this. CC advised that when she has spoken to the children, they do name a Teaching Assistant first because their perception is that the Teacher is too busy. When looking at safeguarding data it is clear that the children are making regular disclosures to teachers. CC added that CaH will be doing some work on back to basics and recording everything etc.

SC noted the need to encourage children to report everything and CC noted in reply that the Ambassador scheme has helped with this.

SC noted that in the previous meeting CC talked about not having enough Year Group leaders following the restructure and the possibility of training to help with this. What is the situation now? CC confirmed that they were successful in recruiting to all Year Group roles through a part time recruitment.

Attendance Data

- For week ending 11th June Gusford attendance was 94.1% and for week ending 28th May it was 94.4%.
- The National average was 95.1% on 10th June and 93.7% on 27th May.
- For week ending 2nd July Gusford attendance was 93.8%.

Staff Survey Results

Report provided and Governor comment included above.

Please refer to Part B Confidential Minutes for further discussion in relation to this item.

10.	School Visits & Link Governor Reports [Standing Item]		
	<p>The following virtual Visits/Meetings have taken place and reports been shared since the last meeting:</p> <p>Governors acknowledged that the reports had been read and actions will be looked at by the school.</p>		

	<p><u>Nursery Link Visit (LW)</u></p> <ul style="list-style-type: none"> • LW noted that there was concern that the Nursery staff weren't always clear who to go to with requests for budget spend. • Governors discussed having a noticeboard advertising the Nursery more prominently. <p><u>Classroom Visit (SC/LW)</u></p> <ul style="list-style-type: none"> • Governors acknowledged that this would work much better face to face and in a smaller group. <p><u>Chair's Visit (JM)</u></p> <ul style="list-style-type: none"> • There was nothing highlighted for discussion from this report. <p>As detailed under Item 4 of these minutes, School staff will contact the Link governors to arrange visits at appropriate times of the year.</p> <p>EC acknowledged that another H & S visit needs to be organised.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • H & S Link Visit to be arranged. 	EC	04/10/21
11.	Policies and Papers for Acknowledgement/Approval		
	<p>CC summarised the changes made to the policies as follows:</p> <p><u>EYFS (Early Years Foundation Stage) policy</u></p> <ul style="list-style-type: none"> • Update to very old policy and will need looking at again for October meeting. • Main changes so far are referring to other policies which have already been updated. <p>Governors were happy to approve these intermediate changes to the Policy.</p>		
12.	Any Other Business		
	<p><u>Governor's Strapline/Vision Statement</u> Postponed until the next meeting.</p> <p><u>2021/22 Meeting Schedule</u> There was some discussion about how we can make the meetings quicker with no real conclusion, as Governors are keen to help the school improve and therefore need the opportunity to discuss all these areas fully.</p> <p>The Schedule for next year was agreed.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Governors' strapline/vision statement to be discussed at the next FGB meeting. 	All	04/10/21
13.	Date and Time of next meeting		
	<p>The next Full Governing Body Meeting has been arranged for:</p> <p style="text-align: center;">Monday 4th October 2021 @ 5.00pm.</p>		

The meeting closed at **9.25pm**.

Minutes Agreed:

Name:

Signature:

Date: