



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 22nd November 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 Nicola Griffiths	Trust	NG
	Mrs Jenny Milsom	Chair	JM
	Ms Lisa Wood	Parent	LW
	Mr Jon Wynne	Trust	JW
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Mrs Kerry Hawes	Business Manager	KH
	Mrs Carmen Hopkins	Deputy Head	CH

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
	<p>JM welcomed everyone and thanked them for their attendance today.</p> <p>No apologies were received however, NG and EC were not in attendance at the start of the meeting.</p>			
	Membership: The following changes were reported:			
	There were no changes to report at this meeting.			
2.	Pecuniary and other interests			
	<p>There were no declared interests relevant to this meeting.</p> <p>New declaration forms have now been received by all Governors and a copy of the Register will be sent to CC after this meeting for publishing on the school website.</p>			
	<u>Actions Agreed</u>			
	<ul style="list-style-type: none"> Register of Interests to be sent to CC for the school website. 		LT	ASAP
3.	AOB for end of Meeting			
	There were no additional AOB items to add under Item 11 of this agenda except that which SC had raised in an email yesterday.			

4.	Confirmation of previous minutes		
	<p>The minutes of the previous FGB meeting held on 4th October 2021 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.</p> <p>EC arrived at this point.</p>		
	Matters Arising from 4th October 2021		
	<p>The following matters arising updates were noted:</p> <p>Declaration of Interests – Covered under Item 2 on this agenda.</p> <p>Online Safeguarding Training – CC clarified that all Governors need to have either attended the ALT online Safeguarding training on 28th September or 5th October or completed the HandSam Safeguarding online module which CC has previously provided on request. All Governors also need to complete the KCSIE Part 1 & Part 2 reading module. This means that JW, JM & JE still need to complete the online module, NG needs to submit certificates to evidence attendance on equivalent course at her school, JW needs to complete the KCSIE reading and JM is also chasing for the video presentation for designated Safeguarding Governors which ALT are also providing but has not been made available yet.</p> <p>SEND Training – LT advised that the next available course with Schools Choice is May 2022 (cost to be confirmed) and asked if JE and JW would be interested in attending this. They confirmed and it was agreed that LT would send them the details and send KH the cost details.</p> <p>Governing Body meetings Work plan for the year –Approved by JM & CC and shared with all governors in the documents for this meeting.</p> <p>Behaviour and Transition Link visit and Annual Link Visit Schedule – Covered under Item 8 on this Agenda. CC noted that the SEND part of Behaviour & Transition Link visit was completed with JE and CH and the Behaviour part is now booked for Friday.</p> <p>Health & Safety Link Visit – JM clarified that EC has agreed to support SC with Quality of Education (QoE) as NG will not have capacity to be a link governor for now, so JM will be covering H & S and will now organise a visit with KH.</p> <p>Strapline/Vision Statement – JM advised that she has had one suggestion from JE and shared this with all Governors for comment.</p> <p>NG joined the meeting at this point.</p> <p>“Supporting Educational Excellence” was approved by all Governors as their strapline/vision statement going forwards.</p> <p>Catch-up Fund spending plan update – Covered under Item 7 on this agenda.</p> <p>Open event for Parents – Covered under Item 10 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"> • HandSam online Safeguarding Training package, KCSIE and Designated Safeguarding Governor ALT training to be completed by some Governors. • Details of Schools choice SEND training to be sent to JE & JW for them to confirm availability before LT books them onto it and cost details to be sent to KH. • H & S Link visit to be arranged. 	<p>JE/JW/ JM/NG</p> <p>LT</p> <p>JM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
5.	<p>Trust Business & Chair's Actions</p> <p>JM advised that there was no new business or actions to share at this meeting other than updating Governors on the Trust's plans with regard to Carr Street.</p>		
6.	<p>Headteacher's Report [Standing Item]</p> <p>CC shared her report with governors in advance of the meeting and summarised as follows:</p> <p><u>Successes</u></p> <ul style="list-style-type: none"> • After school clubs are back and there is a broadened range available, for example Performing Arts, Book Club and Art Club and there is a good take up. • Successful 'Hello yellow' non-uniform day which raised over £400. • Supported Children in Need. • Monitoring – included examples from Year Leaders in report for Governors to see what that looks like. <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Staff absence is a real challenge including overspending on the Supply budget. • Mainly colds, Covid and chest infections plus a large number are being booked in for surgery which was delayed previously owing to Covid. • Have HLTA's so not a financial concern but TA absence is harder to cover. • Specialist TA support cover has been sought and unable to cover and some days they call agencies and can't get supply teacher cover. • Teacher's tired and think this is owing to Covid additional work. Numbers of Covid cases have gone up too. • Challenging behaviour from small number of children affecting staff morale. <p><u>Key Statistics</u></p> <ul style="list-style-type: none"> • Percentage of disadvantaged children has increased owing to change in catchment area but this does mean that we have more Pupil Premium (PP) money. • 'Ever 6 FSM' figure is 31.4% and the National figure is 22.4%. This is children entitled to Free school meals at any time in the previous 6 years. <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Last report noted big change to guidance for X code, regarding Covid position and children treated separately to attendance data. Now only have X code if waiting for result or family member result. Positive test result now impacts on child's attendance and impacts on school data. • National data comparison on 21st October was 90.6% and ours was 91.7% and for the week of 14th October the National was 92.3% and Gusford was 91.9%. • Covid cases chart included in report – communication to parents regarding this has improved including additional guidance from Suffolk CC. • LFT now recommended daily where a family member has a positive test and a PCR test on day 5. 		

NG noted that it looks like a third of the year group have been affected in Year 6 and asked if there was any particular reason for this. CC explained that there were a couple of children picked up as positive on PCR tests owing to family members having tested positive and then lots of parents heard this and tested their asymptomatic children and found a lot of positive LFT tests, so more testing is the reason for higher numbers.

SC asked if the number is now levelling off after the half term break and CC confirmed this, adding that they are now on low single figure positive tests daily.

SC noted that other schools are reintroducing bubbles and asked if this is being directed or individual school choice which may be considered at Gusford. CC believes this depends on the situation in each school and is based on guidance received. CC noted that following a review of the risk assessment, without specific guidance to do so, she had decided to stop assemblies as they involve 3 year groups mixing but she has no plans to bring back bubbles at this stage.

JM asked for elaboration on ALT support provided when they have visited. CC clarified that they had received support from an Associate Leader who is a Curriculum Development Specialist. She has come in some days this term and supported a number of Subject Leaders to go through their action plans to ensure robustness. Additionally, the CEO and Director of Education visited. The School Improvement Partner has had at least weekly contact with them, including three face to face visits and some online meetings.

CC advised that the Director of Education will be coming in to work with the Deputy Head and do some direct work with Subject leaders.

JM asked about the ALT conference and CC confirmed that it was a useful day adding that it was the first time they had got together in a long time, so a lot of Trust updates were provided as well as a focus on curriculum. They had a presentation about diversity in relation to broadening children's experiences and learnt about some training packages the Trust has bought into with the National College that she was unaware of and will check if there is a Governor element.

CC noted the extracts from the monitoring, including the behaviour summary which she had included in the report.

Questions from Governors

NG asked when the monitoring and evaluation actions are arrived at, how these are fed back to the teaching staff. CC confirmed that the Year Leader will feed back to their teams and some things will be shared in staff briefings for all Year Leaders. This is also used for quality assurance in SLT meetings.

NG asked for an explanation regarding the data for SEN status of excluded pupils, in particular the 8 shown under pupils with no SEN support. CC explained that this is 8 sessions and is extracted from the Census report.

NG asked if 8 is quite a lot and CC confirmed this, adding that they have had more exclusions because of behaviour.

SC referred back to the statement about a small number of pupils having Fixed term exclusions and asked how the Behaviour policy is applied to take these to the next level of permanent exclusion. CC explained that most of the exclusions are for physical incidents with staff or a child and one was for bringing in an inappropriate item.

SC asked about the baseline for Reception and how that compares with last year.

CC noted that CH will be sharing this later but added that this is a completely different baseline.

SC noted the reintroduction of early morning booster groups for Year 6 and asked what the take-up was like. CC confirmed that she is very pleased with the regular attendance she is seeing. SC asked if this offer would move to other children in the year group and CC confirmed that this will take place following the results of PiXL tests just completed.

LW asked how things were going for CC now that she has the new SLT in place. CC noted that there are some things that she is still covering as the new staff have other priorities at this stage but that will improve. She is supporting new SENCO with prioritisation and two FET members will be off so she will have to cover the DSL caseload for 1.5 weeks to allow CH to focus on behaviour and early years.

LW asked when CC thought she would be able to get to working only on her responsibilities. CC clarified that she is managing at present without missing anything but does see the situation improving soon and has seen improvements within the school.

JM asked who does the induction for new SLT staff? CC clarified that the school do it. JM asked what it looks like for a new staff member and KH explained that she is currently trying to push back a lot of this to the Line Managers as their responsibility after she has done a basic induction. KH noted that there isn't a trust wide process.

JM asked if CC is responsible for the inductions for PC and CH and CC confirmed this adding that she has also found a mentor for PC for support (SENCO from Sidegate). PW, although not new to the school is new to her role as Deputy, and is also needing some support from CC, a mentor has been arranged by the Trust for PW (DHT from Hillside)

New Reception Baseline

JM noted that the draft work plan referred to monitoring target setting and CC explained that the Trust are taking a different view on assessment at the moment.

JM raised her concern about why the school would not still be setting targets for children regardless of what changes the Trust are making and she is worried that we would want the children and their parents to know what their targets are by now. JM is very concerned if whatever the Trust are doing means that Teachers are not setting targets for children when we are about to get to Christmas.

CC explained that traditionally target setting would look at what a child achieved in Year 2 and then predict what they are likely to achieve in Year 6 but because of 2 years of Covid it's more complicated than that and involves working with each individual child, using PiXL papers and the question level analysis to do gap filling and provide ongoing fluid targets.

JM asked if currently a Child or Parent would know what their target is. CC explained that it is more about what they need to work on next rather than working towards an expected end target.

JM noted her understanding about the lack of 2 years data but would expect the school to know what an individual child should be aspiring to and would expect this to be written down somewhere.

NG agreed that for her school they have an aspirational target grade and JM noted that this is what she would expect, so is this something that she should be raising with the Trust? SC agreed that she would expect children to know if they are expected to achieve the age related or above.

CC confirmed that individually they would have a target rather than looking at a percentage of age group.

SC suggested they must have their own target levels, looking at where they were at last data set and where they are now. CC reiterated that this was more individual. **JM explained her concern that as a Governing Body we need some idea for the Year groups or a school aggregated figure so that if asked we have an understanding of the profile of the school.**

NG noted the need for a catch up to bridge the gap caused by the Covid absence and **SC agreed there is a need to have data to show the gap and progression made.**

CC acknowledged that this is 'right time' data which was shared in the Summer.

JM noted that she would expect to have the data to show where the children are aspiring to as well as 'right time data' and is worried that we don't have that if inspected tomorrow.

CC noted that there has been a lot of discussion about the fact that data is not driving inspections as much and JM agreed that they are spending less time on data but she is still concerned that as Governors they need to know where the school are and is surprised that the Trust are not concerned about this.

CC noted that the School Improvement Partner is coming in again this week so she will discuss this further with her.

SC asked for Governors to be sent an update email on this.

CC shared her screen and CH summarised the new Early Years Baseline as follows:

- Overview - the cohort is stronger than in the last couple of years.
- They have spent time at home with Parents and in nursery.
- Speaking and listening is far stronger and being around parents more, is possibly the reason for this.
- Weaker area is Reading and Writing.
- Working on Speaking and Listening.
- Identifying children who are not where they should be and monitoring closely as well as in Pupil Progress Meetings.
- Ensuring opportunities for smaller sessions with smaller groups.
- Self and healthcare changed to managing health.
- All in line with expectations.

NG asked about the whole cohort data and what the range is and CH advised that they have 2 equivalent classes and one significantly lower level.

School Improvement Plan

CC shared her screen and summarised as follows:

- PW & CC met today to go through the Plan.
- QoE – More actions are now green. Some success criteria will be the overarching outcome.
- Curriculum – Success criteria met so far with Art and Design. English and Maths are booked in for this week. Will all be done by the end of the Year.
- Teaching – Subject Leaders have reviewed and left monitoring amber as ongoing.

JW asked if every Subject Leader will be able to produce their subject curriculum soon. CC explained that it will vary.

JW asked if this varies, how do you ensure that the quality is good? CC advised that PW has the overall view of the staff meetings and CC reassured that they were really good quality so far.

JW noted that it would be good to see and CC confirmed that she is happy to arrange this in the future.

- Sequence of learning – All done reviews need to do the joint learning walk for subject planning.

<ul style="list-style-type: none"> • A lot more Pupil voice this year and the pupils are finding it easier to talk about their learning. • Monitoring and interventions in red and now starting to talk about how the interventions should be managed. Booked in for Year Leaders. • Assessment data is meaningful. <p>JM noted the first bullet point regarding teachers regularly checking and asked if this is okay to be amber when unable to set targets. CC explained that this is more about the progression of learning.</p> <ul style="list-style-type: none"> • Monthly achievement meetings held and learning marked. <p>JW asked if they have minutes of the achievement meetings and CC confirmed this adding that they are sent to SLT so they should be able to track children.</p> <p>NG asked if they are tracking the gaps in the present and CC confirmed this.</p> <p>NG asked if they normally have live data and predicted data. CC confirmed this adding that they have more of the live data currently and pre-covid would have had predicted data. NG asked if interventions are based on the live data and CC confirmed this.</p> <p>JM asked who in the SLT has the overview of the data and CC confirmed that this is a shared task between PW, CH, and CC.</p> <p>JM asked who would have sole overview in the future and CC confirmed that she would.</p> <ul style="list-style-type: none"> • SEN training first meeting and purchased software. • CH doing some work around behaviour - consistency and approach, setting expectations and having monitoring in place. • SEND monitoring is lagging. • 7 whole class phonics – when new scheme fully in place. • Pastoral care – getting provisions. • Emotional surveys done at start and to do at end. • Leadership and management schedule in place and completed training on back to work interviews and psychological management. • Whole school monitoring schedule in place and working well now. • Outdoor area - lots done but still waiting for some items ordered in July. <p>LW asked for the SIP to be provided prior to the meeting in future as it is hard to follow without preview time. CC agreed to this.</p> <p>LW asked how CC feels about the progress on the SIP at this stage. CC felt they had made positive progress except for the SEND area but understandable owing to new SENCO recently in post.</p> <p>JM asked if Ofsted inspection in December or January, as a leadership team what do you feel the grade would be. CC believes they have shifted a long way in terms of curriculum development and Subject Leaders being able to speak about their subject. CC concluded they would be top end of Requires Improvement and low end of Good.</p> <p>JM asked what is the most significant area to work on now and CC responded the SEND area and how effectively they are using staff.</p> <p>There was some discussion around having more quantitative targets in the Plan in future.</p> <p>JM noted that having some data as evidence of success is a key requirement for the Governing Body and although understandable that this is difficult at this time, the Governors would expect this for next year. JM and CC agreed to discuss further how the SIP can be presented in future, outside of this meeting.</p> <p>JM highlighted the need to change some staff names in the SIP for the new staff.</p>		
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	<p><u>Pupil Premium Plan</u></p> <ul style="list-style-type: none"> • This Plan needs to be published by 31st December 2021. • CC explained that she prepared this report this time and advised that this would be a responsibility for CH going forwards. • Statistics for non-pupil and pupil show a wider gap between Year 2 and Year 6. CC confirmed that the National picture is showing the impact of Covid on disadvantaged group is greater but they have funding to use to deal with this. Governors were happy to approve this Plan and happy that there are some very good ideas included. <p>NG noted this was a very thorough plan.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Update on target setting plans to be sent to Governors by email following discussion with Associate Leader. • Curriculum documents to be shared with Governors at a future meeting. • SIP to be provided prior to the meeting for Governors to preview. 	<p>CC</p> <p>CC</p> <p>CC</p>	<p>ASAP</p> <p>24/01/22</p> <p>24/01/22</p>
<p>7.</p>	<p>Business Manager's Report [Standing Item]</p>		
	<p>KH provided a report in advance of this meeting and summarised as follows:</p> <p><u>Budget Monitoring Report</u></p> <ul style="list-style-type: none"> • Rebase budget approved by the Trust and changes highlighted. JM clarified that the Governing Body don't have power to approve just acknowledge for adoption. <p>SC asked about the increased figure for the Grounds Contractor and KH explained that this relates to getting the site where it needs to be and not to do with the new Contractor.</p> <p>HR</p> <ul style="list-style-type: none"> • Staff absence has been higher for Covid and colds. • Expect cover costs to go over budget. <p>JM asked what falls into personal reasons for absence and KH advised childcare, medical appts etc.</p> <p>JW asked whether the increased emphasis on wellbeing has had a positive effect yet. KH responded that she doesn't feel the school has an absenteeism problem, rather the staff are coming in when not well and then absent for longer so she is encouraging line managers to advise on this.</p> <p><u>Premises Update and H & S Update</u></p> <ul style="list-style-type: none"> • CO2 monitors are still compliant with Health & Safety requirements. <p><u>Update on Catch-Up Spending plan</u></p> <ul style="list-style-type: none"> • On latest review considered the £14K which was unallocated and will now be used to recruit a Pastoral Support staff member. <p>JM asked if it is appropriate to use this for pay and KH confirmed this is acceptable when there is an identified need. KH added that this will be a Fixed-term appointment.</p>		

8.	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>Link Visit Plan CC advised that she will share this document with all after the meeting for their approval.</p> <p>Quality of Education Report (SC)</p> <ul style="list-style-type: none"> • Visit report provided and today looked at Maths books. • The difference between each visit was significant and today there was clear evidence in the books of requirements. • Comments received against each other's books was positive with some areas needing work but already identified by the Leaders. • Maths seems very secure and will look at science at a later date. <p>LW noted that she had completed an Early Years visit on 11th November and will circulate the report for the next meeting. LW added that this was her first meeting actually at the school, meeting the children and it made such a difference. She has two more booked already.</p> <p>JM confirmed that she met with 6 children in Year 5 & Year 4 who were delightful and able to talk to her about what they want to do in the future.</p>		
	<p>Actions Agreed</p> <ul style="list-style-type: none"> • Link Visit Plan to be shared with all Governors by email after this meeting. • Early Years Visit report to be circulated for the next FGB Meeting. 	<p>CC LW</p>	<p>ASAP 24/01/22</p>
9.	Safeguarding [Standing Item]		
	<p>Safeguarding Governor Report This report was circulated prior to the meeting. JM confirmed her attendance and completion of an audit of the Single Central Record (SCR) which only highlighted two staff where a confirmation letter that the DBS had been seen was required. KH added that one might now need redoing owing to age. JM confirmed that the SCR was up to date with files in order and thanked KH for this. JM also confirmed that she had met with CH and was pleased with the feedback which included them having gone through the actions from the last visit and confirming all completed except for the Job Description which they will be meeting with CH to go through.</p>		
10.	Communications		
	<p>Open Event Planning</p> <p>CC updated Governors, advising that this has become an Open Morning for Early Years to be held on Saturday 11th December from 10am for approximately one hour. JM asked if Governors are invited and CC welcomed their attendance, adding that it will be a 10am start to include classrooms and outdoor area. TA's and Teachers from Reception have also volunteered. CC asked Governors to let her know in advance if they will be attending.</p>		

	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Governors to advise Head if attending the Open Morning. 	All	ASAP
11.	Policies and Papers for Acknowledgement/Approval		
	<p>CC summarised the changes made to the policies as follows: <u>RSE Policy</u> There were no actual changes, just an update. Governors were happy to approve this policy.</p>		
12.	Any Other Business		
	<p>a) <u>Guest Speaker - Clive Paskell</u> JM advised that Clive will be attending the January meeting.</p> <p>b) <u>Pay Review Committee Meeting</u> JM advised that all recommendations were approved by the Pay Review Committee with a budget implication of £27,085.</p> <p><u>Questions from SC</u></p> <ul style="list-style-type: none"> • Availability of library – SC noted that money was spent on a computer system to turn this into a functioning library and books were bought but she has heard that several children have commented on not having a great book choice. This was raised at parents evening and SC was told that the library is not in use for pupils yet so she would like to understand why. CC explained that reading sessions are already being held there and some classes are sending children in to change their books but a miscommunication around this has been highlighted. <p>JM added that during her visit with the children they commented on not having more up to date books and if there was a series of books that often the one before or after was not available.</p> <p>CC confirmed that her and KH are aware of this issue and have some money allocated to resolve this.</p> <p>SC highlighted the Accelerated Readers Scheme and asked if Gusford has ever looked at using this. CC confirmed that she will ask CH to look into this.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Add guest speaker to the agenda for January meeting. 	LT	24/01/22
13.	Date and Time of next meeting		
	<p>The next Full Governing Body Meeting has been arranged for: Monday 24th January 2022 @ 5.00pm.</p>		

The meeting closed at **7.40 pm**

Minutes Agreed:

Name:

Signature:

Date: