



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 24th January 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 Jenny Milsom	Chair	JM
	Ms Lisa Wood	Parent	LW

Apologies:	Mrs Nicola Griffiths	Trust	NG
	Mr Jon Wynne	Trust	JW

In Attendance:	Mrs Liz Talbot	Clerk	LT
	Mrs Kerry Hawes	Business Manager	KH
	Mrs Heather Madsen	Executive Headteacher	HM
	Mr Clive Paskell	Trust Director of Finance & Operations	CP
	Nicki Mayne	Trust Finance Manager	NM

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
	<p>JM welcomed everyone and thanked them for their attendance today. Everyone introduced themselves to CJ.</p> <p>Apologies were received from NG and JW and consent to their absence was given.</p>			
	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			
	<p>The following items were raised for consideration under Item 13 of this agenda:</p> <ul style="list-style-type: none"> Update on communication regarding swimming pool and update on plans for Parents Evening - SC After school clubs and website updates following change of Headteacher – LW 			

4.	Guest Speaker – ALT Director of Finance & Operations – Clive Paskell		
	<p>Topic - Financial aspects of Trust decision making and the Governors’ role in respect of School Finance.</p> <p>CP shared a PowerPoint presentation which is included in and can be referred to from the folder of papers for this FGB meeting. The presentation was provided by CP and NM.</p> <p>The presentation covered: Regulations & Compliance, Reporting (Monthly & Annually), Budget Planning Cycle and Budget Planning Toolkit.</p> <p>Questions from Governors</p> <p>JM asked if there is a Trust agreed percentage ratio for staff costs to income and CP advised that there is no agreed ratio. There are however guides for the different sectors and approximately 75% is the expected figure but this can shift around.</p> <p>JM suggested that 75% is therefore the aim and CP explained that a benchmark toolkit is used to provide a better individual guide.</p> <p>KH will send out an example of the funding statement to all Governors.</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"> • An example of the funding statement to be sent to all Governors. 	KH	ASAP
5.	Trust Business & Chair’s Actions		
	<p>JM advised under Trust Business that the permanent Headteacher role will be advertised in April 2022 for a 1st September 2022 starting date. JM confirmed her support for this plan rather than rushing into it.</p> <p>JE asked what the process is and does the Chair of Governors get involved. JM confirmed that she will be involved. KH explained that this usually involves a Finance task; In-tray task; Interview and Assembly.</p> <p>There were no Chairs actions to share at this meeting.</p>		
6.	Confirmation of previous minutes		
	<p>The minutes of the previous FGB meeting held on 22nd November 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>		
	Matters Arising from 22nd November 2021		
	<p>The following matters arising updates were noted:</p> <p>Online Safeguarding Training – JW still needs to complete the KCSIE Part 1 & Part 2 reading module, JW, & JE still need to complete the ALT Basic Safeguarding training online module and JE, JW, SC & EC need to provide evidence of completion of the online Prevent training.</p> <p>SEND Training – JM confirmed that attendance on this course, which is two days, is</p>		

	<p>not statutory and therefore no Governors will be attending.</p> <p>Health & Safety Link Visit – JM advised that this visit would take place when the H & S Audit report is received by the school so that she can be involved in the review of this.</p> <p>Curriculum documents – JM and CJ agreed that it is not necessary to look at all of the plans individually under the new leadership arrangements and considering information provided in the Headteacher’s Report.</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"> • Evidence of completion of online Safeguarding Training package, KCSIE and Prevent training to be completed by some Governors. • H & S Link visit to be arranged. 	<p>JE/JW/ SC/EC</p> <p>JM</p>	<p>ASAP</p> <p>21/03/22</p>
<p>7.</p>	<p>Headteacher’s Report [Standing Item]</p>		
	<p>CJ shared her report with governors in advance of the meeting and summarised as follows: CJ noted that the report was written a week before the meeting and a lot has changed in that week.</p> <p><u>Executive Summary</u></p> <ul style="list-style-type: none"> • At start of term the PD day was presented by HM to look at what staff thought was working well and why they thought the school was not yet considered ‘Good’. • Key areas came out with no surprises – Behaviour, Presence of Leadership Team and Accountability. • A Behaviour review has now been completed which highlighted that it is not general behaviour of all but a small handful of extreme behaviour which needs a lot of support. • Introduced Wellbeing Plans to change the language around behaviour and try to understand why they are behaving this way and not just provide consequences. • Staff have not all been given the skills to support this. • They have introduced a Nurture group with a ‘Thrive’ teacher to work on adverse experiences and to help understand where the behaviour is coming from and give a consistent approach. • There were 25 rules in school so working with the School Council and the Deputy Head whose responsibilities include Behaviour to reduce this to 3, namely the Right to respect, the Right to learn and the Right to be safe. • Reviewing the Merit system and talking to staff about how to implement fairly. <p><u>JE asked if the problem behaviour was across all Year groups</u> and CJ clarified that it was mainly Year 6 and Year 3. CJ added that it has a lot to do with missing education.</p> <p><u>JM asked how many children are involved</u> and CJ clarified that there are a few in Year 3, Year 6 and Year 1.</p> <ul style="list-style-type: none"> • CJ explained that they will be working with the Anti-bullying Ambassadors set up by the FET team. <p><u>JM asked if they can be called something else as the name suggests there is a real problem</u> and CJ agreed to consider this, possibly Wellbeing Ambassadors.</p> <p><u>SC noted that it appears to be pockets of children according to social media</u> and CJ noted that in most cases it is more about having restorative conversations. She</p>		

added that the Deputy Head is working hard on perception and ensuring the process in place is clear and communication with parents is clear. Recognised that we have to be respectful and safe.

- Moving the Deputy offices around the school to improve presence.

SC and **LW** noted that they have heard that their children are seeing the Headteacher regularly.

CJ noted that the FET staff will be out and about more and there will be a lot of reviews over the Spring term.

- EYFS – **CJ** is very positive about what she has seen so far.

Admissions

- A few new admissions this term.

Attendance

- Dropped as Covid has gone up.
- 66 children and 10 adults absent this week.
- Moves them to Tier 3 but this makes not a lot of difference.

JM asked what happens in Tier 3 and **CJ** highlighted Bubbles (already in place); Hand sanitisers; Less face-to-face meetings and No visitors. **CJ** did a risk assessment and found this was already all in place. Parentmail was sent out asking for children to have an LFT before school, where possible but not enforced.

JM asked if those with positive tests are ill and was advised that they are not.

CJ noted that as long as there are staff who can be put in classes in bubbles, the school will not close.

JM asked how any other Trust schools are doing and **CJ** was aware of 8 teachers absent at Hillside.

LW asked how close to closing they are and **CJ** clarified that they will not close as long as it is a safe ratio of adults to children.

SC asked how close to going back to normal they are and **CJ** was hopeful they are at their peak.

CJ noted that she will be reminding staff and parents to adhere to Covid rules and advised that SLT are meeting every afternoon to sort out cover for the next day.

Safeguarding & CIC

- Working with FET team as she needs them to be working with more children.
- Not an extensive number of 'My Concerns'.
- Tightened induction process.

JM asked if they believe all concerns have been logged. **CJ** confirmed that she is in the process of reviewing the systems to ensure they are robust.

SC asked if she thinks there are concerns not being logged and **CJ** could only say that she doesn't know yet.

SEN

- Education, Health & Care Plans (EHCP's) being completed.
- Put new things in place but staff now absent.
- Deputy Head responsible for SEN is working with Sidegate CP's Assistant Head on SEN provision.

Behaviour

- 2 Fixed-term exclusions last week.

Pupil Premium Grant

- Pupil Premium strategy will be reviewed and revised slightly.

Curriculum

- Deputy Head responsible for Curriculum is working with all staff on their action plans.
- Jen Birch from Albert Pye School is working with Year Leaders on how they plan the progress on this.

Assessment

- Data from end of Autumn Term.
- Meeting with Year 6 staff to look at the Pupil Premium (PP) children because the return shows that no PP children will reach expected.
- EYFS data level is as expected.
- Phonics – **HM** and **CJ** do not know Little Wandle so will be reviewing this.

JM asked if there is potential that there would be more green (expected) on the chart and **CJ** disagreed as she is currently more concerned that the forecast is incorrect.

SC asked if she is concerned that this does not look achievable and **CJ** advised that they have just done a Pixl test last week which will give her an up-to-date idea of where they are working from.

Health & Safety

- 30 tasks down to 17.
- The bungalow project is on track for after half term. Will be used for PPA time, by ALT to do training and as another office.
- Report from H & S review is still outstanding and will be waiting for 10 days approximately.
- The Deputy Head and 2 FET staff will be providing full school Safeguarding training as should have been provided already. **HM** – is already investigating whether the Governors also need to attend this.

JM asked if they think the H & S audit went well. **KH** advised that nothing was a surprise.

Premises

- Premises walk undertaken by KH with the Site Manager including giving deadlines.
- Good carry forward in budget and keen to plan for using this towards classroom improvements which are overdue.
- Phone messages are going to be changed to adults.

Staffing

- Nothing to highlight in this report.

School Improvement Plan

- There are some areas that are white because these are areas that **CJ** is still to investigate but she is working on this.
- Will be working on Teachers actual planning too.
- Priority is staffing and then have capacity to look at Teaching and Phonics and Reading.
- Visits to classes have shown concern because of mixture of tools being used.
- Got a plan and working meticulously through this and holding people to account.
- Some are grateful for clear direction.
- Need to ensure understanding of what is being focused on.

	<p>HM acknowledged there are good quality teachers in the school who are committed staff and supportive so there is every opportunity to achieve 'Good' in the next 12 months.</p> <p>JM noted that the SIP needs amending for the change of staff.</p> <p>JM thanked CJ & HM on behalf of all Governors, for their honesty today as they have been very concerned about this.</p> <p>HM noted that the key here is that CJ is really committed to the school and a skilled communicator with staff, capable of addressing the issues being raised.</p> <p>CJ's priorities must be quick wins for Year 6 children and then 31% PP children who are not on track. Having to deal with behaviour incidents at the same time.</p> <p>HM noted that Staff are very impressed with level of direction and support being given and seem willing to make changes.</p> <p>CJ is very happy with HM support.</p> <p>Governors were comforted that CJ obviously knows what needs to be done.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
8.	<p>Business Manager's Report [Standing Item]</p>		
	<p>KH provided her reports in advance of this meeting and highlighted as follows:</p> <p><u>Budget Monitoring Report</u></p> <ul style="list-style-type: none"> • New online budget system - Report may change in the future. • A lot of overtime owing to covering staff absences but now there are no 'Supply' staff available. • Learning Support Assistant's will come in for PD days. • Short of Mid-Day Supervisors so LSA's helping out. <p>KH highlighted the need to use the carry forward to help achieve learning improvement targets and CJ highlighted the need for a Librarian to manage the library and also use this person for other appropriate things. KH added that the new IT support staff will have to look at the library system and CJ agreed with the need to purchase more books.</p> <p>JM acknowledged that in her link Visit the concern was raised about the book series' where books are missing. CJ acknowledged this, adding that it is a balancing act of getting funding right to bring reading to the forefront.</p> <p>JM asked if the IT Manager is dedicated to Gusford only and KH explained that he covers 3 schools and there is also an apprentice in each of the schools. Gusford's Apprentice is Cameron.</p> <p>JM noted the carry forward figure in the budget and KH advised that this will change because of fixed term staff and budget not yet fixed for next year.</p> <p>KH explained that The Trust don't like you to present pay and non-pay separately but she agreed pay and everything else can be shown separately for Governors.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
9.	<p>School Visits & Link Governor Reports [Standing Item]</p>		
	<p>The following Visits have taken place and reports been shared since the last meeting:</p> <p><u>Early Years Visit (LW)</u></p> <p>There was nothing to highlight from the report.</p>		

	<p><u>Quality of Education & Pupil Premium Visit (SC/EC)</u></p> <ul style="list-style-type: none"> • Visited at end of November and really pleased with Maths book look. • All years including SEN and everything they expected to see was in the books. • The report is to follow before the next meeting. <p>CJ acknowledged the importance of the Governor Visit Reports as evidence for Ofsted.</p> <p><u>Behaviour, PD & SEND (JE/JW)</u></p> <p>There was nothing to highlight from the report.</p> <p>There was some discussion about who arranges the visits and it was agreed that they need to be driven by the school. CJ agreed to look at the Visit Schedule and discuss with SLT.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • The Quality of Education & Pupil Premium Visit Report will be completed and circulated before the next meeting. • Visit Schedule to be discussed with SLT for arranging future visits. 	<p>SC/EC</p> <p>CJ</p>	<p>22/03/22</p> <p>ASAP</p>
10.	Safeguarding [Standing Item]		
	As detailed under Safeguarding section of Headteacher's Report (Item 7).		
11.	Communications		
	<ul style="list-style-type: none"> • Website needs updating – CJ and KH agreed some key things which need amending as soon as possible. • Need to send documents to KH initially for her to pass on as appropriate. • School Dog – CJ acknowledged that the Dog was important to some of the children so she is having to handle this carefully but reassured governors that other nurture strategies are being implemented. <p>JM voiced her concern that the key changes are urgent now and this was acknowledged.</p>		
12.	Policies and Papers for Acknowledgement/Approval		
	<ul style="list-style-type: none"> • Early Years Foundation Stage Policy 2021/22 - Will be reviewed at the next meeting. CJ noted that this only has to be reviewed every 5 years but she will look at for the next meeting. There will be some other policies that also need reviewing at the next meeting. <p>There were no policies to acknowledge/approve at this meeting.</p>		
13.	Any Other Business		
	<p>Communication to Parents regarding the Swimming pool – CJ will write something in the Newsletter about how the area will be used going forwards.</p> <p>SC asked when the area will be useable again and CJ advised that she can't predict that at this point.</p> <p>Parents Evening – CJ confirmed that the Parents Evening to be held before the Easter break will be virtual, based on current staffing levels but if it becomes possible to change that, she will do so.</p>		

	<p>School Website updates – This was discussed fully under Communications (Item 11) on this agenda.</p> <p>After School Clubs – <u>SC advised that this has been a topic on social media, adding that access to the after school clubs was released in the middle of the day making it not easily accessible when parents are working.</u> CJ explained that the problem arises because the form has to be released on Parentmail when someone is in school so it cannot be scheduled for release after school time. However, the Office team contacted all those who applied but did not get in last time, to ensure they were first on the list this time.</p> <p>There was some discussion around how many clubs there are and the possible providers to be approached. The school are keen to approach providers who can run their club at the school and they manage everything themselves.</p> <p>Governors agreed that more could be offered and communication with Parents about this could be improved. CJ agreed there was more they could do on this but there is a lot to look at and this will be considered further when the higher priority issues have been dealt with.</p>		
14.	Date and Time of next meeting		
	<p>The next Full Governing Body Meeting has been arranged for:</p> <p style="text-align: center;">Monday 21st March 2022 @ 5.00pm.</p>		

The meeting closed at **7.33 pm**

Minutes Agreed:

Name:

Signature:

Date: