



Full Governing Body Meeting: Tuesday 16 March 2021 at 6.30pm

Venue: Virtual Meeting

Present: Rev Craig Bentley (Rev CB) (Foundation Governor)
Mr Chris Granger (CG) (Parent Governor)
Mrs Rachel Hayes (RH) (Staff Governor)
Mrs Helen Loney (HL) (Parent Governor)
Mrs Jules Natlacen (JN) (Foundation Governor)
Mrs Rebecca Shiels (RS) (Co-opted Governor)
Mrs Claire Toone (CoG) (LA Governor) Chair
Mrs Andrea Walker (HT) (Head teacher)
Rev Angela Whittaker (Rev AW) (Foundation Governor) Vice Chair

In attendance: Mrs Hilary Wheatley (HW)
Ms Fiona Hadwin (AHT)

Clerk: Sarah Williamson (Clerk) (NYCC Clerking Service)

21/34 Welcome, Introductions and Chair's opening remarks

The Chair welcomed everyone to the meeting, particularly Mr Chris Granger new Parent Governor and Mrs Hilary Wheatley, who was in attendance.

21/35 Apologies

None

21/36 Governance

a) Appointment of Co-opted Governor

[At 6.33pm Mrs Wheatley left the meeting]

Governors discussed the proposal to appoint Mrs Wheatley, an experienced school governor with a background in primary education, as a Co-opted governor. Mrs Wheatley has been nominated to the local authority as a possible LA Governor when Mrs Toone's term of office ends in July 2021. **Governors unanimously agreed** to co-opt Mrs Wheatley with immediate effect.

[At 6.37pm Mrs Wheatley re-joined the meeting]

b) Election of Chair of Governors to note the end of the Chair's two-year period of office

Governors noted Mrs Toone's 2-year term of office as Chair ended on 5 March. Mrs Toone has previously made governors aware of her intention to step down as LA governor at the end of the academic year.

[Mrs Toone left the meeting at 6.40pm]

It was proposed that governors re-elect Mrs Toone as Chair until July 2021 to provide continuity and facilitate an effective handover. **Governors unanimously agreed** to re-elect Mrs Toone for a further 4 months.

Any governor interested in being nominated as Chair is invited to discuss the role further with Mrs Toone and the HT. Governors noted the Standing Orders state the Chair's term of office is usually 2 years. Succession has been a discussion item at preceding GB meetings



and Mrs Natlacen reiterated her offer to stand as Chair, with a caveat that she intends to stand down as a Foundation governor in July 2022. Governors thanked her for this offer.

Governors agreed the Election of a new Chair of Governors will be an agenda item at the June 2021 FGB meeting. **ACTION: Clerk**

[At 6.52pm Mrs Toone re-joined the meeting]

c) Staff Governor

The Chair informed governors that Mrs Hayes has handed in her resignation as Staff Governor from July 2021. The Clerk outlined the procedure for staff governor elections and will send the LA procedures to the HT. **ACTION: Clerk**

21/37 Identification of Confidential Items

Governors agreed some aspects of the Headteacher's Report and of item 14, *Staff and Headteacher Wellbeing* may include confidential details and as such they will be recorded in a separate confidential minute not available for public inspection.

21/38 Declarations of Interest

None

21/39 Approval of Minutes

The public minutes of the GB meeting held on 17 November 2020 were circulated in advance. **Governors unanimously agreed** they be accepted as an accurate record.

The confidential minutes of that meeting were also circulated. **All governors agreed** they were an accurate record. The Chair will sign and date copies of both sets of minutes to be filed in the school at the first available opportunity. **ACTION: Clerk**

A copy of the public minutes will be posted on the school's website. **ACTION: Head teacher**

21/40 Matters arising not covered elsewhere

a) (21/23b) Update on additional sink in Class 3

A new sink was installed in Class 3 in February half-term. This has made a positive difference to this classroom, especially to the school's risk-assessment during Covid-19. In future it will also be an asset for art, messy activity and science work.

21/41 Headteacher's Report

This was circulated in advance of the meeting. The length and level of detail of the report was discussed during the HT's Performance Management meeting with a view to reducing HT workload. The HT explained this report serves many purposes: it informs governors and forms part of the evidence for progress against the SDP. It is not possible to reduce the size of the report without creating additional work elsewhere.

The HT invited questions from governors on the report.

a) School Vision statement

The report now begins with 2 statements that are the biblical underpinning of the school's vision. All members of the school community need to be able to articulate this vision.



b) School Data

Why have pupils moved from the school? The HT briefly explained reasons for each move.

c) Staffing update

An updated staffing list was circulated with papers for the meeting.

The Forest School provider ceased work in January 2021. **Is there a replacement for Forest School?** The HT is exploring other possibilities to cover this provision for Y5 & Y6 Weds (pm) and the After School Club.

Further discussion of this item was recorded in a separate confidential minute.

d) Safeguarding, Health & Safety and Premises, including Risk Assessment review

Governors received copies of the revised Risk Assessment (RA) for re-opening on 8 March. All is in place and working well.

Has anything in the RA had to change since 8 March? There have been no changes. Routines are similar to those in September, but a new RA format was required by the LA. Children are used to the systems; staff are coping well.

Are Lateral Flow Device tests being used? Yes, twice weekly Sun/Weds evening, from 8 March when tests finally arrived. Tests are voluntary. The School Administrator is co-ordinating results. An alert system and the timing of tests enables arrangements to be made if there is a positive test and a bubble needs closing. The system is working well.

Is this work within the School Administrator's hours? Yes. The administrator works two half days in school during the week which gives some flexibility. Should any additional hours be accrued these will be claimed.

Are all staff aware of the wellbeing support available to them? Yes, and contact details for the Chair are available on the staff noticeboard. The AHT distributes fortnightly wellbeing information and staff undertook a wellbeing survey last term. Wellbeing is closely monitored and each staff bubble team is very supportive.

Should village parking issues mentioned in the HT Report be an agenda item? The Chair summarised a number of previous meetings held with the local MP, County representatives, local councillors, police, road safety officers and the Parish Council and explained that matters are currently on hold. Governors are looking to form a working group to meet with the Parish Council when restrictions allow.

Governors noted some congestion issues have been alleviated by the staggered start and finish times as part of the Covid RA.

One solution suggested by the PC to extend the car park is much more complex than it may appear as the surrounding land is consecrated. Rev Whittaker is keen to be involved in further discussions to help find a solution.

Governors agreed the working group will be: the Chair, Rev Whittaker and Mr Granger. Mr Granger will meet with Rev Whittaker to discuss the issues further. **ACTION: Mr Granger and Rev Whittaker**

e) SEND

With one exception, all pupils with SEN attended school during lockdown, receiving quality provision to meet their needs. The other child was unable to attend.

f) Pupil Achievement and Progress: assessments / learning recovery & catch-up

EYFS, Y1, KS1 and KS2 data was circulated with Progress Results for All Pupils in R – Y6



Autumn Term 2020 in advance of the meeting.

Governors noted the long-term picture is important because of the school's small cohorts.

Of those pupils reported as not achieving the Phonics tests were many disapplied? Yes, pupils with SEN were disapplied from the test which had to be taken in November. The Summer lockdown had an impact on regular phonics teaching therefore results were unsurprising. The results are anomalous with previous years. Phonics is now a focus for these children. There is a TA in each class and a lot of small group interventions are taking place with Year 2 children to help recovery.

Has there been an impact on writing? Yes, it is difficult for parents to support handwriting during remote learning. Writing is already a focus in the school development plan (SDP). The data shows fewer children are on track in writing at present; a shared experience across schools.

The HT explained the school's monitoring group which identifies children without defined SEN who need additional support. Numbers have grown from 22 in September to 49 in March. Governors noted this group contains children who are targeting greater depth for achievement but not currently reaching these individual targets, as well as those who had lower levels of engagement with remote learning. The monitoring group will receive targeted catch-up intervention as required.

Are there additional plans in place to help Year 5? Additional support is already targeted for this year group. All Y5 children were making expected progress in reading in November but a significant number were not on track in writing. All Y5 children need additional boosting in writing, whether to achieve expected levels of progress or greater depth. This is also the case for some children in Maths. The SEN children in the group are achieving the support identified in IPPs. The key is quality first teaching from an excellent teacher supported by interventions from TAs.

Governors discussed the HT's plans to replace a teacher who is leaving with a view to provide continuity and the best support for these children. Miss Harrison who currently teaches Y5 pupils each afternoon will take over in April, teaching Y5 and Y6 together each morning. Some additional PPA/SEN time will be provided through additional TA support in the afternoon.

Is this a permanent arrangement? No just for the summer term. There is money in budget for a split class Y5/Y6 next year. Miss Harrison would teach the Y5 children in Y6 next year.

g) SDP - Review of progress against 2020/21 priorities & alignment of new Governors to priority areas

Governors noted that despite the impact of Covid-19 progress continues to be made against all 5 priorities in the SDP.

Governors had no further questions to ask regarding the Headteacher's Report.

21/42 Governor Monitoring Visits

There have been no virtual monitoring visits or remote meets/discussions with linked staff since the last meeting, due to the Spring Term lockdown.

Governors now have log in details and instructions to set up virtual visits via the Governor Google Room. In the classwork section the headings include policies (for review); risk assessments; and SDP. There is the facility for governors to read and leave comments. Governors can also meet through the Meet facility. The Bursar will also have access to this area. An additional Google Classroom will be set up for monitoring visits that will enable



governors to meet with staff, who can screen share, share documents, pupils' work, results, data and planning as evidence.

Governors reviewed link responsibilities in the light of new appointments:

Priority 1 Wellbeing: RS and Rev CB and CG

Priority 2 Achievement at Greater Depth: CT and JN and HW

Priority 3 Vulnerability and SEN: JN and Rev AW (SEND governor)

Priority 4 Church School: HL, Rev CB and Rev AW

Priority 5 Delegated leadership: RS and CT and HL

Governors noted all monitoring visits are now overdue and should be completed before summer half term, in advance of the June FGB meeting. **ACTION: Governors**

Governors shared their general availability with the HT who, with the AHT will propose visit dates. **ACTION: Head teacher and Assistant Head teacher**

Governors will be required to write a monitoring report. The HT will share the format in advance of each meeting. **ACTION: Head teacher**

21/43 Policies for review

Updated policies for approval will be uploaded to the virtual Governor Room.

The HT and AHT will email governors, copied to the Clerk, to indicate when policies have been uploaded and the deadline for comments. Approval of all statutory policies will be recorded at FGB meetings. The HT will make clear which policies are based on LA templates. **ACTION: Head teacher and Assistant Head teacher**

21/44 Church School Self-evaluation (SEF)

A copy of the draft SEF (March 2021) was circulated in advance of the meeting alongside an annotated copy of the SIAMS schedule. Governors noted this was due for approval in the autumn term.

Governors noted a SIAMS inspection was due in October 2020. The previous inspection was in 2015 when the school was judged outstanding. The framework has changed significantly since the last inspection.

The SIAMS schedule has been highlighted to show areas in which the school is confidently achieving the criteria; those not highlighted are still being worked on or N/A.

The SEF contains:

- A summary overview and school details
- School's vision and values
- Section 1: reviews progress against the target set at the previous inspection (different cultures, faiths and diversity)
- Section 2: overview of how the school is meeting each of the 7 strands (stating reasons why the school is achieving each grade and then next steps)

The HT explained that due to Covid-19 it has not been possible to draw the SEF together in the usual way. This time the HT has drawn together much of the evidence and then discussed with staff, rather than staff working to draw the evidence together in groups. To make this a corporate agreed document governor input is required.

Diocesan Advisors who have visited since the last inspection have used the school as an example of best practice in terms of collective worship. The HT stated there is lots of evidence



to make the case for excellent.

There is no requirement for a SEF by Ofsted and the HT's performance management Advisor has endorsed the HT's proposal to create a single SEF for the school with alignment between the SIAMS and Ofsted frameworks. **Governors agreed unanimously** that in the interests of staff wellbeing the HT should only be required to produce a single SEF. The school will complete the Church School SEF only and the HT will also annotate the Ofsted evaluation schedule to show where criteria are met.

Governors agreed all members should be involved in discussion of the SIAMS SEF. To give the discussion the time required they will meet separately via Google Meeting Room on Tuesday 13 April at 6.30pm.

21/45 Governor Training

a) Feedback from any governor training undertaken

No governors have attended training since the last meeting. Training opportunities from the Diocese have been circulated to governors. Details of any LA training will be investigated and circulated to governors. **ACTION: Chair**

21/46 Governor membership

a) Succession Planning

See earlier discussion (21/36b)

b) Update on governor recruitment and vacancies: LA governor and 3 Co-opted governors

The HT has written to parents announcing governor appointments and advertising current vacancies. These are also listed on the school's website.

21/47 Head teacher & staff wellbeing

Governors resolved discussion of this item should be recorded in a separate confidential minute.

21/48 Correspondence

The latest Diocesan newsletter, containing training opportunities has been circulated.

21/49 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors considered:

- Succession planning, including the appointment of two new governors
- The comprehensive Head teacher's report
- The process for conducting future monitoring visits and policy reviews
- Action regarding governor training
- The wellbeing of staff and pupils
- How catch-up intervention is planned

21/50 Dates of future GB Meetings:

- SIAMS SEF Review: Tuesday 13 April at 6.30pm via Google Meet
- Finance Committee Meeting Tuesday 27 April 2021 at 1pm Mrs Natlacen to attend.
- FGB Meeting Tuesday 22 June at 6.30pm – the Bursar will be in attendance



Close The meeting closed at 9.38 pm and the Chair thanked all governors for their contribution.

Signed

(Chair)

Date:

Clerk Sarah Williamson