



Minutes of the Full Governing Body Meeting: Tuesday 17 November 2020 at 6.30pm

Venue: Virtual Meeting

Present: Rev Craig Bentley (Rev CB) (Foundation 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

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

21/18 Welcome, Introductions and Chair's opening remarks

The Chair welcomed everyone to the meeting.

21/19 Apologies

Apologies were received from Mrs Hadwin (AHT) who had been invited to attend. Mr Mitchell (Bursar) was expected to attend for the first part of the meeting, but did not and no apologies were received. **Governors agreed** to postpone the discussion of *item 7 Finance* until the end of the agenda to allow time for the Bursar to join the meeting if possible.

Governors noted the resignation of Ms Ireland (Parent Governor) with effect from 13 October 2020. The Chair has written on behalf of the GB to thank her for all her work in this role.

21/20 Confidential Items

No confidential items were identified at this stage in the meeting. **Governors agreed** should they arise, they will be recorded in a separate confidential minute not available for public inspection.

21/21 Declarations of Interest

None

21/22 Approval of Minutes

The public minutes of the GB meeting held on 29 September 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**



21/23 Matters arising

a) (21/8d) Progress on updating the school website, including contact details

The HT confirmed all contact details, including those relating to the Church, have been updated and thanked the School Administrator for this work. Governors noted progress is being made with other updates, but this is a significant undertaking.

b) (21/9d) Additional sink in Class 3

An initial quotation was received. Another one has been requested to include moving the interactive white board (IWB). The Class Teacher has requested any work be undertaken during the holidays to enable associated rearrangement of teaching space.

A further quotation will be obtained to locate the sink on a different wall, which may be less disruptive. Both options will be compared to consider the most effective solution. Governors noted current limitations on obtaining quotations as potential contractors may only enter school when children are not present.

ACTION: Head teacher

21/24 Head teacher's Report

The Head teacher's report was circulated in advance of the meeting.

a) School Data

Governors noted the attendance figures: 95.2%, just below the national figure for good attendance (96%) and the 'outstanding' figure the school is aiming for of 98%+.

Is there any guidance from the LA about Ofsted's response to attendance data during the pandemic?

The HT responded the school's attendance remains quite high. Contextually other schools are experiencing significant absence; it would not be possible for Ofsted to make meaningful comparisons at this time.

What action is being taken regarding punctuality and persistent absence?

The HT gave a summary of action taken, including ongoing monitoring, seeking advice from the LA and writing to parents, all of which have had a positive impact.

What does the acronym PP mean?

Pupil Premium. The HT explained the reasons a pupil may be in receipt of additional PP funding.

The census date has passed and the HT continues to receive enquiries for places. Mrs Natlacen offered to speak to prospective families if they would like to speak with a parent and governor. **ACTION: Head teacher**

b) Staffing update

An updated version of the staffing list was circulated with papers for the meeting. The HT outlined changes since September.



The Chair thanked the HT for flagging up wellbeing alerts in the HT's report to indicate additional pressures and the potential impact on staff.

Is there more the GB can do to support staff and Head teacher wellbeing at this time?

The HT explained the significant strain on staff at present. Governors noted:

- The children are responding very well to changes in routine; they are learning and making progress, for example the children in Reception have settled into their new school brilliantly despite not having had the normal transition and are making rapid progress.
- The long-term sustainability of bubbles is a concern, due to pressures on staff and staffing.
- There is a huge team spirit; even though staff are operating in separate bubbles they manage to sustain contact with each other.
- Some supply staffing has been required to keep bubbles open when staff are absent (e.g. illness, Covid-19 testing, isolating and associated childcare).
- Staff who are absent feel a personal pressure to be in school.
- There have been some additional extremely significant pressures on staff this term.

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

c) Leadership

Governors noted the leadership support time of the AHT has reduced to 0.2 fte.

Will the HT's additional advisory commitments ease in the spring term?

As discussed at the September GB meeting, the HT is continuing in her General Adviser role for the LA Learning Improvement Service. This is a 1 day/week commitment (Wednesdays) for the full year. In addition, the HT is supporting leadership in another local school (10 days this term and 5 days in the spring term). Although this is more than originally planned it is a lesser commitment than the previous year. It is an excellent professional development opportunity that the HT enjoys and ensures that the school is well-informed and keeps abreast of the latest developments.

In her NLE role, the HT continues to support 4 schools. This will be for a total of 20 days extending across the Autumn and Spring terms.

The HT gave an undertaking she will not undertake any further additional advisory work this academic year.

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

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

Matters related to safeguarding are recorded in a separate confidential minute.

Governors noted 2 more staff have been tested for Covid-19 since the circulation of the HT's report.



Is there a sufficient supply of supply teachers if needed?

The HT responded the school has a good relationship with a local teaching supply agency. Several of their staff are local to the school and efforts are made to use the same supply staff where possible for continuity, which works well.

So far it has not been necessary to close any bubbles. Should this be required the HT will contact governors immediately.

e) SEND

The school has 7 pupils with an Education Health Care Plan (EHCP); this is above the national average and a significant proportion for a small school. A new Teaching Assistant (TA) has been appointed.

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

f) Pupil Assessments / learning recovery & catch-up

Any Ofsted or SIAMS inspectors would look at the school's 2019 data (last officially reported national data) as measures of pupil achievement. The school's 2019 results were excellent and the school's internal assessment data for Spring 2020 was also good.

Teachers are about to commence the Phonics test, the only national test schools have definitely been told is happening. Schools have not yet received the SATs assessment booklets, suggesting final decisions have not been made on whether SATs are to continue as normal this year.

Internal Autumn term assessments are about to begin. Some dips and gaps in progress are anticipated but the data will be useful. The first tranche of the new Covid-19 Catch-up funding issued by the Government for this year has been received. Funding equates to 2 or 3 hours of TA provision weekly per class: 3 hours initially designated for Y6 and Y2 classes (who are our end of key stage assessment cohorts) and 2 hours for others. Staff have planned and already begun delivering interventions to identified groups.

Spare capacity of TA in Class 1 is being used for some Catch-up intervention. The Staff Governor commented this is already having an impact.

The HT outlined the DfE's national tutoring programme. Schools wishing to make use of additional tutoring are required to top up funding by 25%. The scheme has been considered carefully but the preference is to use in-house staff who know children and the school well. They can liaise directly with class teachers and it avoids additional people coming into school bubble during the Covid-19 situation. This is a similar approach to other schools locally.

g) SDP - Review of progress against 2020/21 priorities

The HT reported progress continues to be made towards key priorities this year despite the Covid-19 situation and is summarised in the HT's report.

Is a governor 'room' on Google classroom feasible?

The HT reported the Computing subject leader has already set it up. It is similar to



the spiritual space some governors have already seen. Governors discussed the practicalities of using virtual meetings to facilitate monitoring conversations and sharing uploaded documents and policies. Intermittent access could be given to staff for meetings. Governors will be sent an invitation to join. **ACTION: Head teacher**

Governors noted:

- The HT's report indicates a significant volume of progress against each priority.
- Wellbeing is a focus and priority. Education is being considered even more holistically; this is having a positive impact on behaviour.
- Children are responding well to the bubbles. Staff teams are encouraging children to work together in a positive, relaxed but focussed way. Very positive impact of new team this term in Class 3 was noted.
- During isolation and lockdown, staff have had more time to focus on subject leadership tasks. The Curriculum planning review is more advanced. Revised English and Maths curriculum planning is now in place. Next steps include further progress with the revised planning and assessment system for all foundation subjects.
- Staff meetings are operating very effectively online via the Google Staffroom.

21/25 Governor Monitoring Visits

a) Appointment of link governor for SEND and priority 3

Rev Whittaker agreed to be the link governor for SEND and Priority 3.

b) Monitoring Visits

Due to Covid-19 restrictions and demands, it has not yet been possible for governors to arrange any virtual monitoring or remote meets/discussions with linked staff. Governors discussed availability for meetings. The HT will circulate suggested dates and email necessary links. **ACTION: Head teacher**

c) (21/10) Standard monitoring form with prompts

The HT will circulate a form prior to any monitoring meetings. **ACTION: Head teacher**

21/26 Policies to review

a) (21/11) List of statutory policies and review schedule

The Clerk has provided a summary of DfE guidance regarding policies that require governor approval which will be circulated to all governors. **ACTION: Clerk**

The HT and AHT have begun policy reviews. Some draft policies will be uploaded to the virtual governor room on the school's learning platform. **ACTION: Head teacher**

b) (21/11) Virtual governor room on the school's learning platform

See 21/24 g above



21/27 Governor Training

a) Keeping Children Safe in Education (2020)

All governors confirmed they have read and understood this latest safeguarding guidance.

b) Feedback from any governor training undertaken

Governors observed there are many acronyms associated with education and inspection. The Clerk will circulate a guide. **ACTION: Clerk**

Rev Whittaker and Rev Bentley attended SIAMS inspection training led by the Diocese.

The training stressed the importance of the school's Vision and how it should permeate school life. It is essential that all members of the school community understand and can articulate the shared vision and that it is visible in school, on the website etc

Trainers also stressed that a SIAMS SEF should be a concise summary. The website is an important source of initial information gathering for inspectors.

The HT added the school's next SIAMS inspection is due as soon as inspections are resumed (last inspection was October 2015 and they usually take place every 5 years).

c) Leadership training

The Clerk circulated a Diocesan leaflet regarding leadership training. **ACTION: All governors**

21/28 Governor membership

a) (21/13) Succession Planning: Election of Co Vice-Chair

The Chair reiterated her intention to stand down in summer 2021. She wishes to be able to have an effective handover with any successor. Governors noted this will also create a vacancy for the role of LA governor. Governors noted that recruitment to the GB is a challenge for many schools at present.

Governors agreed that succession planning is urgent and must be revisited at the next GB meeting. **ACTION: Clerk**

b) Governor vacancies: Parent governor and 3 Co-opted governors

Governors agreed a Parent Governor election should take place before the end of term. The Clerk will source the latest procedures and templates for the Head teacher and School Administrator to process. **ACTION: Clerk and Head teacher**

Governors noted any new Co-opted governor could not be appointed until the next GB meeting in March.

Governors discussed governor recruitment. **It was agreed** that a message should go out via the school's social media group advising parents that a Parent governor election will take place and inviting any suggestions for potential co-opted governors. **ACTION: Mrs Natlacen**



21/29 Head teacher & staff well being

a) Update on Co-Headship recruitment

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

The AHT currently works two half days as leadership time but it is not always possible to protect these. Two members of staff have undertaken Designated Safeguarding Lead training so they can deputise on days/times when the HT and AHT are not in school, as required.

b) Staff wellbeing

Governors reiterated their offer to hold virtual meetings with staff.

21/30 Finance update & report from Finance Committee meeting

The minutes of the Finance Committee meeting held on 13 October 2020 were circulated with the agenda.

The Chair summarised the current position and governors noted:

- The school's financial position is positive. Some cost saving decisions were made, for example the reducing use of the school's text messaging service.
- The budget is balanced primarily because of the additional income from the HT's additional advisory work last year and this year.
- Most of this income will be held in the school fund as a contingency, to be transferred into the main budget if/when required.
- This funding will also be used for additional TA staffing to support bubbles, for example retaining the TA in Class 1 who is no longer required to for one-to-one support.
- Ongoing prudence is still required.

Governors agreed the importance of sharing financial information and minutes of the committee meetings with all governors.

21/31 Correspondence

a) Diocesan October newsletter has been circulated to all governors

21/32 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Support the focus on wellbeing of staff so they can in turn support children's progress and wellbeing
- Discussed practical measures for supporting wellbeing of the school community
- Advanced plans for the virtual monitoring of progress against the school's development priorities and for communicating with staff



- Considered succession planning for the role of Chair and for recruiting new governors
- Are aware of the school's financial position and considered ways in which catch-up funding is being used for intervention.

21/33 Dates of future GB Meetings:

- FGB Meeting Tuesday 16 March 2021 at 6.30pm
- Finance Committee Meeting Tuesday 27 April 2021 at 1pm
- FGB Meeting Tuesday 22 June at 6.30pm

Close The meeting closed at 9.04 pm and the Chair thanked all governors for their contribution.

Signed

(Chair)

Date:

Clerk Sarah Williamson