



Local Governing Board to The Learning Alliance

BLACK FIRS PRIMARY SCHOOL LGB

Online Meeting via Teams

MINUTES – Part I



Black Firs Primary School

Date: 25th February 2021 at 4.00pm

Present:

Prof. P Horrocks (Chair)
Mr P Hanks (Vice Chair) (PH)
Mr T Hassall (TH)
Mrs B Webb (BW)
Mr T Vandersteen (TV)
Mrs A Markin (AM)
Mrs S May (SM)

Absent: Mrs R Cam
Mr G Roche

In attendance:

Mr M Casserley (Headteacher)
Mr M Cladingbowl – TLA CEO
Mr D Twambley – TLA COO
Mrs N Phillips– TLA Director of Finance & Governance

Clerk: Mrs C Gritton

Administration

- 1. Welcome, Apologies and Confirmation of Quoracy** - The Chair welcomed everybody to the meeting. Apologies were received from Mr G Roche and the meeting was quorate.
- 2. Declarations of Interest** - There were no declarations of a personal or prejudicial nature.
- 3. Minutes of the previous meeting and matters arising** - The Minutes of the BFPS LGB meeting held on 26th November 2020, were approved as a true and correct record. **Matters Arising – A Governor asked whether the Governors’ DBS details had been provided to the Headteacher.** They have not been provided, as the TLA Executive will be renewing all TLA Governors’ DBS over the next few weeks and these will be stored centrally. DBS numbers will be updated on governor hub and the safeguarding software for school system, CPOMS will be able to remain properly updated.
 - 3.1 The **Action Plan** was updated as noted therein
- 4. Composition of LGB and New Appointments** - Governors were reminded that the Terms of Appointment of six of the nine Governors, expire in 2021. In order to allow for appointment planning, **Governors were asked to let the Chair know if they intend to step down upon the expiry of their term.** It was noted that staff governors are not mandatory in the LGB Terms of Reference and all appointment renewal requests will be ratified by the Trust Governance and Search Committee. The Parent Governor elections process is being reviewed by the Trust governance team. **ACTION:** Governors are to update their confirmations on governor hub as soon as possible (including an updated Keeping Children Safe in education (CSiE) document) and contact NP or the Clerk if they have any issues so doing. Thanks to those who have already updated their confirmations.

Strengthening Leadership, Collaboration and Governance

- 5. Matters for the Trust Board to share with the LGB** – Nothing to report
- 6. Finance Update**
 - 6.1 Due to the Covid-19 situation, financial outlook became uncertain and governor hub uploads of accounts were temporarily suspended. They are currently under review and monthly reporting, via governor hub, will begin shortly.
 - 6.2 As at period 5 (January) the in-year out-turn is showing a small surplus of c.£1,000 against a budget of c.£26,000. The reduction is largely due to loss of income around catering and wrap-around care.
 - 6.3 There have been some staff and non-pay costs’ savings, but curriculum costs have risen.
 - 6.4 The school has robust reserves of £147k; 15% of GAG and proposed reinvestment was discussed under Part 2 of this meeting.

6.5 For the 2021/2022 budget, discussions have been held with the Headteacher to review staffing and next year's funding allocations and governors will be updated at the summer term LGB meeting.

Governors received the Report

Improving Education and Opportunities

7. Covid-19 Update

7.1 Remote Education SEF for Primary – (SEF) was received.

7.1.1 The school has had higher attendance of 'key worker' children during this closure than previously. Pre-School attendance was low, but figures are now rising. All but one of the children with an Education Health Care Plan (EHCP) have attended school. The majority of parents have been very supportive of the schools' Covid-19 offering.

7.1.2 Teams meta-data is carefully analysed by all staff to assess where and for how long children are accessing remote learning and it has shown vast improvement in engagement recently, with the large majority of children engaged with online learning. All children without laptops have been offered use of one by the school.

7.1.3 Staff are committed, helpful and supportive of lateral flow testing, which has been carried out twice a week since January, with no positive test results reported. Vaccinations have been offered to and accepted by staff who do one-to-one teaching or support for vulnerable children, to encourage parents in their decision as to whether to send those vulnerable children into school.

7.1.4 SLT had a meeting about reopening this week. All staff are keen to return to school. **Governors asked whether vulnerable staff are returning to the classroom on 8th March.** The COO confirmed that no staff who are shielding will be returning to the classroom on 8th March. **Governors asked whether any additional staff had been identified as clinically vulnerable.** The Headteacher confirmed there had been no more identified.

7.1.5 The Headteacher reported that he has received a request from the Local Authority (LA) to again use the school as a polling station in May. Governors voiced concern about this use of the school given the Covid-19 safety considerations and were concerned that parents would not support this. The Headteacher is considering how this can be safely achieved and the LA have offered funding for additional cleaning.

7.1.6 Governors reviewed the remote education SEF as circulated with the agenda. The Headteacher noted that this is the Trust SEF; the school also has its own, work in progress SEF. The Chair and Headteacher had used the SEF to check the school provision against statutory requirements. Amber ratings had been used because until the children are back into the classroom, the full extent of the impact of remote learning cannot be known. The CEO advised that the trust directive is to focus on fewer, more impactful interventions, rather than many, less impactful ones

. The school had received positive social media feedback and the Headteacher was pleased with the parental feedback. The CEO added that generally, all TLA schools had done a great job during this difficult period and asked the Headteacher whether he was happy with the support the school received from the Trust. The Headteacher confirmed that the school has a strong team, good support network and has no concerns about support. The CEO thanked the Headteacher and staff for supporting the work needed.

7.1.6 Governors noted that remote teaching and school closures may affect staff wellbeing as some staff are working hard to do both jobs of remote teaching and live, face-to-face teaching in some circumstances. This topic had been discussed at the SLT meeting. Staff in school are doing one-to-one support for children both in the classroom and online, but there is less large-group teaching online, as this is not believed to be as effective.

7.2 The Remote Education Procedure (Appendix 3b) was noted. The Remote Learning Statement is on the school website and is updated as needed.

8. Strategic Vision

8.1.1 School Performance – Appendices 4a, 4b and 4c – Attainment does not appear as positive as hoped, but progress is reasonable. The Bookmark rag-rating system generates attainment scores and this is impacted as the children are not in school to enable the evidencing of bookmarking. Governors confirmed they understand this and will review the data and discuss further with the Headteacher. The CEO offered to

work with the governors and Headteacher to support those further discussions -the trust can provide standardised ways of presenting data, which Governors might find helpful, it was noted that centralised dashboards are planned.

The Headteacher reported that on return to school after the last closure, children settled in and quickly closed their gaps in learning, making good progress across the school. **ACTION:** The CEO, Chair and Headteacher will discuss how to best ensure a comprehensive view of the data, to ensure effective discussion and challenge around gap recognition and interventions.

8.1.2 Professional judgement about individuals in each cohort, informed the data in Appendix 4c (Attainment Data Autumn 20 – data up to December 2020). Yr6 Attainment is positive at 88% meeting or exceeding expectations in Writing, and similar figures for Maths. Across the board, the Headteacher is very pleased with the attainment levels. There are a few concerns around Yr3 Maths and Writing, but this year group has high SEN numbers and is a small, challenging cohort. These concerns inform areas for intervention and further support.

8.1.3 There are no concerns about Early Years data; attainment is broadly on track or slightly ahead of Age Related Expectations (ARE) for that cohort. Reception data is as expected and generally everybody is pleased with progression.

8.1.4 **The COO asked how those children below or meeting ARE map with the targets for those year groups and how they map against national data.** The Headteacher reported that no formal national data is available for SATS, making national mapping difficult. The table produced at Appendix 4c is based on the professional judgement of the teachers, who know the children, based on work done in school last term and evidence from bookmarks that term and they have an expectation about where the children should be, to be able to meet formal expectations at SATS stages in the summer. Staff are aware of Yr3 children who are below ARE and are targeting support to them. All children in school have been tracked and relevant interventions are in place to support them. Those under ARE, are making progress even if not meeting ARE. Some children attained a year in reading age during this period, due to one-to-one support. Two children have gone from one and half years' behind to now being on track to ARE and most children are back to where they need to be.

8.1.5 The CEO thanked the Headteacher for the useful data table and advised that as it is developed, it will be useful to put in national data too, to assist with working through progress values and what they mean for the end of year results. Finding a way for Governors to understand how the children are improving, is key, as is using the data to reflect on practice and how practice impacts on learning.

8.1.6 The COO noted the impactful interventions, particularly for those who had fallen behind and recommended that the Headteacher and staff consider which strategies led to positive change and how those strategies can be built into teaching and learning post-lockdown. The COO noted that there appears to be an emphasis on the lower-achieving children and recommended that the school consider how to stretch the more-able children and how to spread resources to meet all needs. The Headteacher explained that the school's ethos is for great quality first teaching, which is utilised to close the gaps. Staff identify those children who need additional support, through data analysis and team teaching enables small and one-to-one groups to do provide that support. This has been difficult during remote learning periods. The Chair agreed that the school should recognise that some strategies the school has utilised because of Covid-19, have been valuable in terms of teaching and learning and the school should consider how to best utilise those strategies going forward.

8.1.7 The Headteacher noted that parents have been more engaged in reaching out for support when needed so possible problems have been resolved before they became issues.

8.2 School Improvement Priorities (SIP) – Appendix 5

8.2.1 Governors have seen the development plan, but it is difficult for the cycle to continue until staff are back in school.

8.2.2 The hall curtains need either cleaning and fire-retarding (£2,580 quote) or replacing (£5,207 quote). It was suggested that the curtains could be removed and not replaced. It was later **agreed** that, given the circumstances of the Part 2 discussions, it would not be a prudent time to clean or replace the hall curtains. The COO advised a wider-picture view on spending.

8.2.3 An item noted by Ofsted as an area for development, is the school ICT network, which no longer adequately supports the infrastructure and there are concerns that the increased technology use the children have achieved during remote learning, cannot be maintained when they return to school as the system is not good enough to support their online learning needs in school. The school has considered a Bring Your Own Devices (BYOD) scheme. The COO advised caution when considering BYOD possibilities. The COO reported that the Trust is mindful of the time and work the Headteacher puts into maintaining the ICT system currently and is aware that there may not be capability or capacity to retain that level of maintenance at Headteacher level in future. The Trust is looking to move away from bespoke, individual school server-driven systems, to stronger platforms and cloud-based systems across the Trust as a whole and Trustees and the Trust Executive are looking into that.

ACTION: The COO and Headteacher will liaise to ascertain the curriculum needs, and what is required to deliver it and how to best do that.

9. Child Welfare and Safeguarding – The Chair and Headteacher have been liaising with the Trust about connectivity matters across the Trust.

Governors received the Report

Fostering Identity and Ethos

10. LGB Roles

10.1 and 10.2 Link Governor Update – **ACTION:** The Chair, CEO and Headteacher will meet to discuss Link Governor training with staff.

11. Local Matters – This item was taken at Part 2.

Date and Time of Next Meeting:

Wednesday 26th May 2021 at 4.30pm

Meeting Closed at 6.20pm

BFPS ACTIONS FROM THIS MEETING

AGENDA ITEM AND ACTION	By When	By Whom	Completed
4. Governors are to update their confirmations on Governor Hub as soon as possible (including an updated Keeping Children Safe in education document).	26/05/21	Governors	
8.1.1 The CEO, Chair and Headteacher will discuss how to best ensure an early view of the data, to ensure effective discussion and challenge around gap recognition and interventions.	26/05/21	CEO, Chair and HT	
8.2.3 The COO and Headteacher will liaise to ascertain what the curriculum needs to deliver and how to best do that with regard to ICT	26/05/21	COO and HT	
10. The Chair, CEO and Headteacher will meet to discuss Link Governor training with staff.	26/05/21	Chair, CEO and HT	

DATE AND TIME OF NEXT MEETING – Wednesday 26th May 2021 at 4.30pm

Minutes approved:

Date:.....