



## Virtual Full Governing Body Meeting Wednesday 16<sup>th</sup> March 2022 at 6.00pm

### Minutes

**KEY: Governor Challenge Governor Approval**

#### **Present**

S. Levy (Headteacher), M. Sargent (Chair), A. White, L. Holmes, P. Wilson, S. Bussey, R. Whitehouse-Jones, S. Nicholson, F. Rumball (arrived at 6.02pm)

#### **Also Present**

N. Dickson (Deputy Headteacher), O. Brook (Associate Member) and J. Harris (Clerk)

No	Agenda Item
1	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. Apologies were received and accepted from J. Mayo and A. Mortell (maternity leave).
2	<b>Declarations of Interest</b> There were no declarations of interest
3	<b>Agree Minutes of the last meeting held on the 19<sup>th</sup> of January 2022</b> A copy of the minutes had been shared prior to the meeting. <b>The minutes were agreed as a true record.</b> The Clerk was to arrange for the minutes agreed at meetings held virtually during the pandemic were to be printed off for signature by the Chair.
4	<b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"> <li>Minutes to be printed off and signed.</li> <li>Data training for governors to be done as part of the July full governing body meeting.</li> <li>Governor attendance information for meetings held in 2020/21 had been uploaded to the school website.</li> <li>All governors had confirmed that they had read and agreed to abide by the Code of Conduct.</li> <li>All governors had now confirmed that they had read keeping children safe in education guidance.</li> <li>All governors had now completed a declaration for 2021/22.</li> <li>S. Bussey had completed a health and safety visit prior to the Christmas break.</li> <li>The Clerk had separated the standing orders from the current combined document as it had been agreed to adopt the model code of conduct from the National Governance Association.</li> <li>The Headteacher would arrange for the STAR committee to speak to pupils at the next meeting which was likely to take place in person at the school.</li> <li>The Headteacher had checked the DBS details for all governors.</li> </ul> <b>(F. Rumball joined the meeting at this point)</b>

**Signed by.....**

**Chair of Governors**

**Agreed at Meeting 18.05.22**

	<ul style="list-style-type: none"> <li>• A governor asked if the Safeguarding and Family Engagement Officer was now back in work fulltime and this was confirmed.</li> </ul>
5	<p><b>Headteacher's Report</b></p> <p>Prior to the meeting the following documents had been shared to support this agenda item:-</p> <ul style="list-style-type: none"> <li>• A report from the Headteacher</li> <li>• A briefing paper on GDPR, Safeguarding and Behaviour CPD</li> <li>• Attendance data, with and without x code</li> <li>• A briefing paper on the School Improvement Plan</li> <li>• A briefing paper on Pupil Premium priorities</li> </ul> <p>The Headteacher explained that drop-ins had not resumed due to staff absences but she had started to carry out observations of teachers. Student teachers had returned from their second placement. <b>Governors asked how many students were at the school</b> and were told that there were 3.</p> <p>Data was to be reviewed by the STAR committee after the Easter Break, their next meeting was scheduled for the 4<sup>th</sup> of May. The Headteacher felt that Year 3 had been impacted the most by the pandemic. The jump from Year 2 to Year 3 was big and there were a lot of pupils with special needs. <b>Governors asked if they were a challenging cohort</b> and this was confirmed. There were lots of barriers to overcome and support had been compounded by staff absence due to COVID-19. <b>Governors asked if support had improved in the spring term.</b> The Headteacher explained that support had still been impacted by staff absence but not relating to COVID-19. <b>Governors asked if absences were due to staff now being able to have medical procedures</b> and this was confirmed. Absences included an isolation period prior to procedures being completed. <b>A governor asked about Year 2 mathematics</b> and it was confirmed that they were low. The curriculum had been modified and included time for the multiplication test. <b>Governors asked when the test was to take place</b> and were told that it was in June.</p> <p>The Deputy Headteacher had been looking at target setting and using individual coaching to unpick pupils. He explained that he would take into account Fischer Family Trust data and other things to set targets. Mathematics was the lowest due to the breadth of this subject. <b>A framework had been agreed and was to be shared at the next STAR Committee meeting.</b> The school would be going with targets and not predictions, based upon Fischer Family Trust top 20%. The Deputy Headteacher had worked with teachers using the 'grow' coaching model and this had been well received and there was a culture of support in school. Teachers were unpicking pupil data and agreeing how best to support pupils.</p> <p>During the School Improvement Advisor's visit they had looked at underperforming pupils, not pupils with SEN, and they had shared a list of things to support them. They had complemented Subject Champions, the presentation of work and the standard of handwriting. However, they had not felt that challenge was evident in books. It was explained that since September separate books were being used for Writing so that progress could be seen. This also made it easier for pupils to see previous learning. <b>A governor asked if the school was fundraising to support Ukraine.</b> The Headteacher explained that fundraising had already been done for other charities and she did not want to put pressure on parents. She was also mindful of Russian families who lived in the local community. A bring and buy sale was being organised for after the Easter Break. <b>A governor asked if there were any Ukrainian children in school</b> and was told that there were none. It was agreed that it was good that pupils wanted to help and this was in-line with the school's values.</p> <p>Class Representatives had asked for playtimes to be looked at as they did not</p>

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	<p>feel that there was an improvement. They also wanted more practical visits/trips. <b>Governors asked if visits and trips were being arranged</b> and this was confirmed.</p> <p>After predicting a reduction in pupil numbers over the next few years the school had written to say that they had no concerns but would explore this further.</p> <p>The Headteacher advised that she had used fixed term exclusion as a last resort after seeking support from the Chair. There had been 2 racist incidents and parents had been happy with the way these had been handled.</p> <p>A governor noticed that MyConcern logs had increased from 47 to 145 since the last meeting. The Deputy Headteacher felt that this demonstrated the need for the Safeguarding and Family Engagement Officer and the good safeguarding culture in the school.</p> <p><b>A governor asked about an accident relating to a balancing board</b> and it was explained that a pupil had thrown this after falling out with another pupil.</p> <p>A SENCO was being training up to take over from the Deputy Headteacher to increase his capacity to support the Headteacher. <b>A governor asked how much time was given to the SENCO role</b> and was told that this was 3 days.</p> <p><b>A governor asked about the pupil who had been accepted under fair access protocol.</b> The Headteacher explained that they were a pupil who had been permanently excluded from another school. The pupil had now started at Old Fletton and had settled well.</p>
6	<p><b>Safeguarding</b></p> <p>As discussed under matters arising the Safeguarding and Family Engagement Officer was back in work. The three designated safeguarding leads met regularly every Monday morning to review the previous week and agree actions for the current week. The system was working well.</p>
7	<p><b>Policy Review</b></p> <p>Copies of all policies had been shared prior to the meeting, as well as details of any changes that had been made.</p> <p><b>Accessibility Plan</b></p> <p>The Headteacher explained that the plan had a 3 year cycle. <b>Governors were happy to approve the accessibility plan.</b></p> <p><b>Data Protection</b></p> <p>Changes had been made with reference to European Economic Area changing to the United Kingdom and the privacy impact assessment changed to data protection impact assessment. <b>Governors were happy to approve the data protection policy.</b></p> <p><b>Special Educational Needs and Disabilities</b></p> <p><b>A governor asked about the SENCO role</b> and it was explained that N. Dickson would continue to be name in the policy until another member of staff had completed the relevant training. <b>Governors were happy to approve the SEND policy.</b></p> <p><b>A governor asked if the school was still finding it difficult to secure the support of speech and language therapists.</b> The Deputy Headteacher advised that the service had started to recover. The staff lead had started to assess the needs of pupils and was working with over 30 pupils. The school was only able to access a virtual service currently. Governors were made aware that Occupational Therapy and Neurodevelopmental services were all working behind.</p>
8	<p><b>Feedback from STAR Committee</b></p> <p>The committee had last met on the 2<sup>nd</sup> of February and a copy of the draft minutes had been shared prior to the meeting. Discussion had included the School Improvement Plan and impact reports for Mathematics, Phonics, Reading and Writing. In the school 29% of pupils were eligible for pupil</p>

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	<p>premium funding and this was above the national average. Feedback from pupils showed that they missed visits but these were now being arranged again. Data for block 2 had been shared and had shown that Mathematics had been impacted the most as parents had not been able to support their child with this subject at home as well as other subjects. The school was to trial an online Mathematics SATs paper for Year 6. Only one of the Year 6 classes would be taking part in the trial. A survey was to be completed afterwards but the test results would not be shared with the school. It was agreed that the meeting had been vigorous as the committee were able to look at data in more depth.</p>
9	<p><b>Feedback from FRESH Committee</b></p> <p>The committee had last met on the 2<sup>nd</sup> of March and a copy of the draft minutes had been shared prior to the meeting. The committee had discussed the support from R. Metters, which was due to end soon. It had been agreed that the school would advertise a fulltime finance and premises manager post. The budget had been reviewed and possible spends of the carry forward considered. Staffing and the impact of part-time staff had been discussed. The Committee had given approval for the temporary appointment of an additional cleaner to ensure that standards were maintained. A Play Therapist was working at the school one day a week. The Headteacher was hesitant about using some of the carry forward for other services as the full cost of the modular build was not yet known and pupil numbers for 2022/23 had not yet been confirmed. S. Bussey had shared photos of the modular build as seen from the road earlier that day. The committee had been advised that the Local Authority had approved a pay increase for support staff and this was to be backdated. It was agreed that the school needed to be mindful of unexpected costs.</p> <p>The committee had reviewed the School's Financial Value Standard (SFVS) and recommended this for approval by the full governing body. It was explained that governors had responsibility for completing the checklist. A copy of the return for 2021/22 had been shared prior to the meeting. A. White had completed the checklist and advised that he had answered yes to all of the questions and there were no outstanding actions. <b>Governors were happy to approve SFVS.</b></p> <p><b>A governor asked if it would be difficult to recruit a finance and premises manager.</b> The Headteacher explained that the job description had been changed to fit in with R. Metters contract so jobs may need to be reallocated to make the post more attractive.</p>
10	<p><b>Governance</b></p> <p><b>Training Updates</b></p> <p>S. Nicolson had recently completed Early Years training and this had included policies, how the school embedded things and how governors could support. The Chair had joined the Annual Governor Conference which had been held virtually.</p> <p><b>Visits</b></p> <p>S. Bussey had completed a health and safety visit. The Chair was to arrange a visit before the Easter Break. It was hoped that more governor visits could be carried out now that restrictions had been lifted.</p>
11	<p><b>Any Other Business</b></p> <p>The Headteacher asked if a governor could visit the school to observe the administration of SATs and the Chair agreed to do this. It was agreed that the FRESH committee could also look at storage arrangements for SATs papers when they were in school for the next committee meeting on the 11<sup>th</sup> of May. Other governors were invited to 'drop-in' and observe, SATs were</p>

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	being held in the afternoons, Monday to Thursday, week commencing the 9 <sup>th</sup> of May. The Chair thanked everyone for their contributions to the meeting and advised them to check Governor Hub for any messages etc.
12	<b>Date of Next Meeting</b> Wednesday 18 <sup>th</sup> May 2022 at 6.00pm
The meeting ended at 7.12pm.	

## Summary of Actions

Agenda Item	Action
3	The Clerk was to arrange for the minutes agreed at meetings held virtually during the pandemic were to be printed off for signature by the Chair.

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