

## FULL GOVERNING BODY VIRTUAL MEETING

TUESDAY, 13 JULY 2021 AT 7.00PM

### Membership

Name	Type	Term expiry date	Attendance
Katy Jackson	Parent Governor Co-Chair of Governors	19/12/2021	Present
Helen Walsh	Co-opted Governor Co-Chair of Governors	14/09/2024	Present
Lucy Freestone	Parent Governor	01/09/2023	Apologies
Alison Vaughan	Co-Opted Governor	15/01/2022	Apologies
Deborah Smith	Parent Governor	31/07/2022	Present
Camilla Bolt	Parent Governor	12/11/2022	Present
Jo Yurky	Parent Governor	23/11/2024	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Present
Fiona Doyle	Co-opted Governor Vice-Chair of Governors	21/11/2021	Present
Ally Tansley	Co-Opted Governor	31/08/2021	Present (from 7.20pm)
Costa Constantinou	Co-Opted Governor	20/01/2024	Present
Pawan Dhir	Co-Opted Governor	22/03/2025	Present
Simon Green	Local Authority Governor	15/05/2023	Apologies
Sally Eustance	Staff Governor	19/10/2021	Present
Emily Gazzard	Associate Member	N/A	Present
Maria Panayiotou	Associate Member	N/A	Present
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Hannah Cleary – Clerk

### Minutes (For the action log, see Appendix 1 attached to the minutes)

#### 1. Apologies for absence

- 1.1. The Co-Chairs welcomed all attendees to the virtual meeting.
- 1.2. Apologies for absence were received and accepted from Alison Vaughan and Lucy Freestone.

#### 2. Declarations of Interest

- 2.1. Annual declaration of interest forms 2020/21 had been completed by all Governors.
- 2.2. There were no declarations of interest made in relation to any items on the agenda nor gifts/hospitality.

#### 3. Late items and order of business

3.1. There were no items of additional business.

#### **4. Minutes of the last meeting**

4.1. The minutes of the last meeting held on 25 May 2021 were approved as a true record.

4.2. There were no matters arising not covered elsewhere on the agenda.

#### **5. Membership**

5.1. Governors were sorry to note that Ally Tansley would be resigning with effect from 31 August 2021. The vacancy would be discussed in the autumn 2021 term once any skills gaps have been identified at the Governors' strategic day. All attendees thanked Ally for her commitment and dedication whilst a Governor.

5.2. There were no other vacancies, changes to membership or terms due to expire before the next meeting.

#### **6. Co-Chair's Report**

6.1. The Co-Chairs had circulated a report in advance of the meeting providing an update on recent events and planned development for 2021/22. The following points were highlighted:

- All Governors (not staff) have been offered 1:1 sessions to support strategic planning objectives for 2021/22 and these were expected to be completed before the end of term.
- The Governors' Strategic day will be arranged for the autumn term and include work-streams on the school vision and values and self-evaluation activities.
- Governors were reminded to provide relevant information for inclusion in the Governors annual report that will be shared with parents.
- Governors were reminded to upload details of training attended by 21 July 2021.
- Meetings for 2021/22 were expected to be a blended approach of virtual and face-to-face attendance. The option to join meetings virtually was also expected to be offered.
- Governors were reminded to consider the lead roles and committee memberships for 2021/22 that will be agreed at the first FGB meeting in autumn 2021. Lead roles were expected to remain the same as for 2020/21, although the BAME Lead would be the Diversity Lead, with an expanded remit to include all aspects of diversity as well as race.
- The Curriculum, Resources and Premises/Health and Safety Committees would also remain for 2021/22. An Equalities Committee would be established to continue the work of the BAME Working Group on a permanent basis to ensure that this work remains a key focus. The Strategic Working Group would also remain in place to progress the work relating to the school vision and values. The Headteacher had worked with pupils and parents to seek views to inform the school values and vision work-streams that would be overseen and co-ordinated by the Strategic Working Group. The Strategic Working Group would be disbanded after this is complete.

- A letter had been sent to parents to seek views on changing the name of the school as a first stage consultation exercise. 225 responses had been received to date and consideration is being given as to how best consult the wider local community. Results would be brought to an FGB meeting in the autumn term for discussion.
- Preparations to support any future Ofsted inspection remained underway.

## 7. Reports from Committees

- 7.1. The Governing Body **noted** the minutes of the Premises and Health and Safety Committee held on 25 June 2021. Governors were pleased to note that the roof leaks have been resolved and internal decorating works would be completed before the end of term.
- 7.2. The Governing Body **noted** the minutes of the Resources Committee held on 25 June 2021.
- 7.3. The Governing Body **noted** the minutes of the Curriculum Committee held on 29 June 2021 with the main focus a presentation from the technology lead. Attendees thanked Ally Tansley for chairing the Committee over the past year.

## 8. Headteacher's Report

- 8.1. The Headteacher introduced the reports/documents that had been circulated in advance of the meeting:
- Headteachers Report: Summer 2: setting out the current context; admissions and waiting lists; attendance; safeguarding and staff wellbeing.
  - Attainment and Progress Summary Report.
  - PREVENT Action Plan.
  - Parent Letter for July 2021.
  - Update on guidance and arrangements for autumn 2021.
  - HEP visit report.
- 8.2. The following points were highlighted:
- Whilst some local schools have available places, waiting lists remained in place for all year groups including year 6; with a waiting list of 61 for admission into EYFS for 2021/22. Some changes would be made to class organisation for the new academic year to ensure balance across year group cohorts given there had been mobility during the term. Any changes would be communicated to affected families to provide time to adapt to any changes.
  - New guidance on managing the risks of the pandemic had been provided by DfE and would take effect from 19 August 2021. Details of the new arrangements were set out in the Headteachers Report and a letter sent to families with the new arrangements. Staggered start and finish times would be retained in case there was a future requirement to return to bubble groups. It had been necessary to close one bubble during the week of 12 July 2021.
  - Attendance remained strong for the summer term despite some pupil illness.
  - The PREVENT action had been updated to ensure compliance with the latest guidance and best practice.

- Safeguarding training for staff would take place in early September 2021 and would include a focus on the needs of local families as well as online modules.
- Free School Meal vouchers would continue to be provided during the holidays. Vulnerable families who no longer qualified would also be supported.
- Governors were reminded to review the latest Ofsted Handbook with a particular focus on the leadership elements.
- The new staff wellbeing lead would continue to build on the strong work undertaken by Sam Perkins who would be leaving at the end of term. All attendees thanked Sam for her service and commitment to the school.
- Two additional counsellors have been engaged to support pupil wellbeing. The new low charge system was also in place from September and parents had been advised. Further ideas would be explored with the newly appointed Assistant Headteacher due to join in the new academic year.
- A pupil survey is underway, and results will be shared at a future meeting.
- The outcomes from the recent parent survey were very strong and positive. Some concerns had been raised regarding behaviour although these were related to some isolated issues within two different classes. Learning walks continued to be undertaken by SLT with a focus on positive learning behaviours, with feedback given where appropriate.

8.3. Data: Governors reviewed the data report and the following points were highlighted:

- GLD for EYFS in 2020/21 is 71% (vs 65% in 2019/20).
- Year 1 phonics: 84%
- Year 2 phonics: 98%
- There has been particular focus on improving writing outcomes given this element was significantly impacted by the partial closures. Improvements in data were visible and demonstrated the impact of the interventions.
- The SIP report of the last visit commended the approach being taken to phonics and this was demonstrated in the outcomes. Had year 1 pupils had more time the pass rate would have been higher, although it remained above the LA average.
- The SIP report also highlighted the positive approaches for KS2 including questioning, resources and the continued use of the 'big read'. Some further improvements were also planned for 2021/22 including continuing the move towards reading journals and changes to the time of day for story-time.
- Data continues to be tracked and monitored to identify further learning gaps and ensure the positive impact of interventions.

8.4. Governors asked **questions** as follows:

Q: Other than covid – are there any reasons for non-attendance?

A: The main reason is sickness absence; no families are absent due to anxiety. Remote learning continues to be provided.

Q: Can Governors attend the staff safeguarding training?

A: Yes, and details will be circulated.

Q: How are the summer FSM vouchers being funded?

A: The LA are providing funding.

Q: Is the progress and attainment data as expected?

A: The data for year 6 is better than expected, particularly the number of pupils achieving Greater Depth.

Q: What action is being taken in relation to the parent survey comments about behaviour at lunch and breaktime?

A: Some of these challenges are linked with the pandemic. Younger pupils have not experienced play time before and had played in smaller groups of up to 30. Now all 90 pupils in each year group are mixing, and it is a significant change. The lunch period is also slightly longer, and this has also caused some challenges. The Behaviour Policy has been reviewed and updated to ensure it is clear and consistent. Staff are aware of how the behaviour policy is applied and the leadership structure for escalating concerns as part of a stepped process. Positive behaviour management will remain a key focus for 2021/22.

Q: Is the return of 235 responses average? What is being done to improve response rates?

A: The return of 235 is usual, although other opportunities to give feedback via face-to-face means haven't been as available due to the pandemic. The highest return to a parental survey is 390 and was in response to a survey about homework. The last survey had 119 responses so this is an increase. There is a good response rate overall and feedback is acted on. For example, changes will be made to annual reports communicating data to parents to ensure clear feedback on targets and progress. Parents receive reminders to complete the surveys and those who don't respond tend to be satisfied with the school.

Q: Are you concerned by the number of 'don't know' responses to the survey?

A: Some responses are from nursery parents and some questions may not apply. Consideration will be given to identifying year groups/key stages in the future to provide more context for results.

- 8.5. Governors **thanked** the Headteacher for providing a detailed update and asked that thanks and support be passed on to all staff for their continued outstanding efforts and dedication to pupils. Governors commended the strong leadership that continued to be demonstrated and the good levels of support available for all pupils and families.
- 8.6. All attendees expressed sincere thanks to Emily Gazzard who would be leaving at the end of the academic year. Emily had made a significant contribution to developing the approaches to inclusion and would be missed.
- 8.7. The Headteacher thanked Governors for their ongoing engagement and support during a challenging year.

## 9. Strategic Thinking

- 9.1. Governors were encouraged to review the training log and engage with relevant courses on the NGA learning link, HEP website, and other e-learning modules/webinars.
- 9.2. Working group updates:

BAME: Fiona Doyle advised that a second coffee morning had been held; 8 parents had attended. The open forum had also been held in July 2021 and those who attended were engaged. The Headteacher had attended to provide an update on the

progress made so far and this was well received. Parents expressed enthusiasm to take forward ideas and continue to make contributions in the future. Materials from the presentation would be uploaded to the website along with a video of the curriculum coverage for pupils.

- 9.3. Governors asked if there had been any issues following the recent England match and post-match racism. The Headteacher advised that one member of staff had been subjected to racist abuse and had received support. A message had been sent to parents to encourage any issues they may experience to be raised with the school and to ensure that support is offered. A recent assembly focussed on celebrating differences and the post-match racism would also be addressed via an assembly for KS2 pupils in an age appropriate way. An international day to share and celebrate cultural differences, possibly funded via RAPSA, was also being planned for 2021/22.
- 9.4. School name working group: as item 6 above.
- 9.5. Strategic planning: as item 6 above.
- 9.6. Governor monitoring visits would be arranged in dedicated sessions for autumn 2021. The Headteacher would provide details of dates for Governors to book sessions.
- 9.7. Safeguarding: Lucy Freestone had discussed the PREVENT risk assessment and Keeping Children Safe in Education: September 2021 with the safeguarding lead Emel Ali.
- 9.8. Mental Health and Wellbeing: Alison Vaughan: a meeting with the wellbeing lead is expected to take place before the end of term.
- 9.9. Inclusion and diversity: Jo Yurky had met with the Inclusion Lead (Emily Gazzard) and a note of the visit circulated. A further visit is due to take place before the end of term.
- 9.10. BAME: Fiona Doyle: see item 8 above.
- 9.11. GDPR: Helen Walsh: no issues to report.
- 9.12. EYFS: Camilla Bolt had reviewed the EYFS SDP, action plan and data. The next visit would take place in autumn 2021
- 9.13. Governor training log: Governors were reminded to send details of training attended by 21 July 2021.

## 10. Policies

- 10.1. The Governing Body **approved** the following policies:

Teacher Appraisal Policy

Behaviour for Learning Policy

Positive Code of Conduct

## 11. Dates of Future meetings 2021/22

- 11.1. The Governing Body **agreed** the dates of future meetings as follows:

<b>Meeting</b>	<b>Date/time</b>
FGB	Tuesday, 21 September 2021 at 7pm
FGB	Tuesday, 12 October 2021 at 7pm
Resources/Premises	Friday, 1 October 2021 from 8.30am
Resources/Premises	Friday, 19 November 2021 from 8.30am
FGB	Tuesday, 30 November 2021 at 7pm
Resources	Friday, 10 December 2021 at 8.30am
FGB	Tuesday, 11 January 2022 at 7pm
Resources/Premises	Friday, 11 February 2022 from 8.30am
FGB	Tuesday, 29 March 2022 at 7pm
Resources/Premises	Friday, 22 April 2021 from 8.30am
FGB	Tuesday, 24 May 2022 at 7pm
Resources/Premises	Friday, 24 June 2022 from 8.30am
FGB	Tuesday, 19 July 2022 at 7pm

*The meeting concluded at 8.35pm*

Signed..... Date.....

**Appendix 1 – Action Log**

<b>Date added</b>	<b>Item</b>	<b>Owner</b>	<b>Date for next review</b>
<b>22/01/2019</b>	Details of the impact and progress against the School Development Plan to be brought to each future FGB meeting.	Headteacher	Ongoing from Spring 2019
<b>09/07/2019</b>	Standing item 'Strategic Thinking' to be included on all agendas going forward.	Clerk	Ongoing from Autumn 2019