

Meeting – Part 1 Minutes						
Date/Time	Monday 21 September 2020 – 17.30.		Location	Online Meeting via Microsoft Teams.		
Governors:	I			Governors Attended.	Initials	
A Boyce	AB	Chair – Co-opted.		M Parkes	MP	Co-opted.
D Chapman	DC	Vice-Chair – Co-opted.		A Pujol	APu	Parent.
I Guy	IG	Co-opted.		A Purcell	AP	Head Teacher
S Mosedale	SM	Co-opted.		J Webb	JW	Co-opted.
L Mundy	LM	Parent.		S Williams	SW	Dep Head Teacher

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials
S Mosedale	SM	Co-opted.		
I Guy	IG	Co-opted.		

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
R Shaw	RS	CEO	Attendees
P Lane	PL	Clerk	Apologies
			Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	Clerk
2	Declaration of Interests.	Clerk
3	House Keeping:	Clerk
4	Minutes of the meeting 6 July – Part 1 – Matters Arising	Chair
5	Head Teachers Report – SDP – Part 2 Discussions.	Head Teacher
6	Safeguarding	Head Teacher
7	Staff & Pupil Well-being	Head Teacher/Chair
8	Policy Review:	Chair
9	Governor Recruitment	Chair
10	Governor Monitoring	Chair
11	Governor Training Update:	Clerk
12	Links to Parents & Community:	Head Teacher
13	Communication to the Trust Board:	Chair
14	Matters brought forward by the Chair	Chair
15	Future Meeting Dates:	Clerk

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies: The Clerk opens the meeting at 17.33, apologies are noted from SM and it is noted that IG will join the meeting later. <i>Advised that IG forwarded his apologies.</i>	
2	Declaration of Interests: None recorded.	
3	House Keeping: The Clerk asks the LGB if anyone would like to take the role of the Chair and Vice Chair. AB nominates herself as Chair and DC seconds this. No objections are noted. DC nominates herself as Vice-Chair and LM seconds this. No objections are noted. RS advises the LGB that they should think about a succession plan for next year, should AB and DC step down from their respective roles. AB speaks to the LGB regarding moving forward as a single governing board, to follow the ELAT Scheme of Governance and to remove the need for separate committees. This will help towards reducing the burden on the Head Teacher and make governance more efficient. APu's resignation is announced and it is discussed that a new parent governor will need to be appointed or elected as will a staff governor. No response from the staff regarding this has been received as yet and the Head Teacher to follow this up. AB asks the governors for feedback regarding having a later meeting. All agree to changing the start of future meetings to 18.30. This may be subject to change if meetings are permitted to take place face to face. Governor Roles: Safeguarding/ Special Educational Needs and Disabilities (SEND) and Pupil Premium (PP) Governor Role: It is proposed to appoint another governor to share this role with MP. AP advises that SEND is a key focus for the school this year and all governors will need to have SEND knowledge moving forward. The role profile is discussed and the roles and the possible duties the governors would need to undertake. RS advises that lead SEND governors will need to liaise with the Special Educational Needs Co-ordinator (SENCO) and to have a good oversight of SEND provisions within the school. RS recommends the governors look at the key priorities for the school and to focus on these issues and to arrange some open morning for governors to visit. To return to this item after the Head Teacher's report and the School Development Plan (SDP).	Decision: AB will continue as Chair; DC will continue as Vice-Chair. Action: HT to follow up the appointment of a staff governor. Decision: Meeting start time to change to 18.30.
4	Minutes of the previous meeting: 6 July 2020 – Part 1, matters arising: The Clerk refers to the action log from the previous meeting. AP states that the sports report is now on the school website. Any questions	

	regarding the report to be forwarded to AP. AB to work on providing governors input for the school newsletter before half term. The minutes are agreed as a true and accurate record of the meeting.	
5	Head Teachers Report, SDP: Head Teachers Report: School Information: Pupil numbers at the end of the Summer term were 129 from September numbers have increased to 132, however this number is lower than expected. Low pupil numbers have made an impact financially to the school, however the school is working towards increasing the pupil numbers. The number of Educational Health Care Plan (EHCP) pupils have dropped to 1 although 3 applications are in process. Recent Data: AP shares the data from the Head Teacher's report and refers to data records in March 2020 and compares this data to the 2018-19 data, year 6 reading and reading writing and maths was an area of concern during 2018-2019, these areas require focus this year. During the last week children have been tested on the summer tests they would have taken last year and the results have been entered on to O track and this will give a more accurate overview of possible improvements in this area and will identify areas that require further attention. DC refers to the phonics data. AP explains that in the year 2 phonics testing there were 2 pupils would have had to have re taken their phonic tests during the Summer term, from initial assessments it has been identified that these pupils require further intervention. RS explains that the percentage can be the whole cohort and not just the 2 pupils. DC questions the year 1 data and refers to a drop in the figures from 2018-19 compared to the most recent data figures and asks is this to do with the Covid situation? AP replies that this is not the case and this needs to be kept an eye on and to look at the most recent tests results which will be more accurate. AP confirms that phonics teaching will be a focus this year and herself and SW to meet with the early years teachers and the year 1 and 2 teachers to monitor phonics progression. AB asks have the children regressed? AP replies that it is too early to tell. AP refers the question SW. SW confirms that the assessments do not show too much of a difference than where she would expect the children to be. AP mentions that from teacher feedback the gaps in learning are less than in other areas such as behaviour and stamina. SEND pupils: This area is major area of focus for the school this year. AP explains that there are a number of children who are not currently on the SEND register, but who are not making sufficient progress. There may be barriers to learning and this needs to be investigated further. A number of children have been identified that would benefit a visit from an educational psychologist. MP asks how many children does this affect? AP advises that it's between 10 and 12 children and is conscious of the need to investigate possible learning barriers. RS asks AP why do you think these children were not identified earlier and lists possible scenarios that may prevent learning. AP advises barriers to learning may be attributed to more than one of these factors and speaks about improved reporting from staff to the SENCO and to change the perception that lower ability children will stay	

as low achievers and to change this culture. **AB asks is there enough time allocated for the SENCO?** AP believes that lack of hours may impact the progression with regard to supporting and intervention for pupils. AP is conscious that the SENCO has enough time to make an impact and additional hours may be required. RS mentions the catch up funding and suggests the need additional hours for the SENCO could be a strong argument for SEND intervention. AB suggests the SENCO attends a FGB meeting to make a presentation to advise governors of the role and the work she undertakes, so they can have a better understanding of the work she does.

- **Monitoring and Evaluation:** No data as yet for this term, however AP advises that herself and SW had made significant progress with regard to the systems of monitoring during the previous year.
- **Staff Appraisal:** The Head Teacher appraisal will take place this week and staff and support staff to follow.
- **Attendance:** Pupil attendance was by 97.2% up to the first lock down date. AP explains that it is challenging for parents at the current time to decide as to whether to send their children in, the school are providing suitable advice. AP speaks about the non-consistency regarding testing. AP confirms that the school does have testing kits, but only to be used if parents have no alternative.
- **Safeguarding:** AP confirms that 26 children are currently in concern at varying levels. No children in care or in protection. **MP asks has the number of concerns increased since lock down?** AP confirms that it has and further concerns have been identified since the children have returned. 4 staff to undergo level 3 safeguarding, due to other staff leaving. Other staff working in those areas to be upskilled.
- **Behaviour:** AP advises that pupil behaviour since the return to school has been generally good.

Part 2.

Staffing Summary:

Staff Absences:

End of Part 2.

No further questions are asked regarding the Head Teacher's report.

School Develop Plan – Key Priorities:

- **Quality of Education:** AP advises on the completion of the curriculum in all subjects, Art, PSHE, RE and DT to be made secure. Reading will remain as a priority looking at past data and having the expectation that all children will be able to read at their reading age. Expectation that children will achieve their expectation in reading, writing and maths.
- **Behaviour and attitudes:** Attendance will be monitored and learning online due to Covid-19 and how will the school monitor progress if pupils are learning from home. The expectation now is to move children on with learning. The school will use the Oak Academy to link in with the school's

	curriculum. Staff to be made aware of the unconscious bias as this is a Trust wide priority. Children to stay mentally healthy and strategies implemented to enable this. Leadership and Management: SEND leadership capacity for the SENCO and further staff training. An administrator has been recruited to look after the admin side of the Early Years and Foundation and a pre-school teacher will attend once per week to develop and to get the pre-school pupils ready for KS1. LM asks will all the children be able to see the pre-school teacher as some children attend on different days. AP replies that the day the pre-school teacher attends is flexible and the long term plan is to develop the pre-school leadership and staff. MP asks who will parents ask if there have any questions re their pre-school child? AP responds and explains that a class email has been set up and this email is checked throughout the day. Early Years Foundation: Reading will be a main focus, continuous provision to challenge and encourage learning. AP to send the governors impact/evaluation part of the SDP to all governors for monitoring purposes.	Action: AP to forward governors the impact/evaluation for monitoring.
6	Safeguarding: AP updates the governors, no safeguarding reports since the start of term and staff have been updated on the Child Protection Online Management System (CPOMS). Safeguarding lead information has been updated and relevant information from left pupils has been forwarded to new schools.	
7	Staff & Pupil well-being: Pupils have returned happy, some are anxious and measures of support have been put in place, stamina needs to be worked on, but is improving every day. Staff are coping well, although AP has noticed that staff are feeling the impact with regard to the extra work with regard to Covid-19 measures.	
8	Policy Review: Clerk to circulate the admissions policy. AP speaks about the school's equality statement, and speaks about the objectives and governors agree. PP Strategy is currently in progress – Clerk to circulate. Child Protection Policy – Agreed.	Decision: Governors approve the CP policy and Equalities Statement.
9	Governor Recruitment: The Board requires a staff governor and a parent governor to replace APu.	
10	Governor Monitoring: AB proposes to have a morning to visit and a follow up visit dates to be confirmed. AP adds that she would like to wait for the initial assessments results before confirming governor visits and governors to focus on the SDP objectives. Governor roles are allocated and are as follows:	

	MP Arts curriculum. Safeguarding SEND MP, DC and all governors. SM – Religious Education Curriculum. JW – Design and Technology Curriculum. DC – Reading Curriculum. LM – Links with Parents/Pupil welfare. IG – Staff welfare. AB – Early years and PSHE.	
11	Governing Training Update: The Clerk updates the governors on training resources.	
12	Links to Parents & Community: LM to liaise with AP to move forward with a formal parental survey.	Action: LM to work with AP re parental survey.
13	Communication to the Trust Board: Ann announces her resignation from the Trust Board as a Trustee and mentions that each school has a link a Trustee and Susannah Curtis (SC) will be allocated to Ide. Ann informs the Governors of her new appointment as a Member of the Trust. Decking for Oak class, AB confirms that 3 quotes have been obtained, although on the expensive side. Another quote is being obtained and AB has asked for a breakdown of labour, materials etc. A proposal will be put forward to the Trust to pay for the decking out of school reserves. RS advises the LGB to ensure the proposal is the most required in terms of other issues the school may have. Proposal to be carried forward to the next meeting – decision in principal from governors will be made via email.	Carry Forward: Oak class decking proposal.
14	Matters brought forward by the Chair: The Remuneration Committee will consist of the whole LGB.	
15	Future Meeting Dates: Remuneration Committee: Monday 5 October – 18.30 FGB – Monday 9 November – 18.30.	

The meeting closed at: 19.35.

Date/Time of next meeting	FGB Monday 9 November 2020 – 17.30.	Location	Microsoft Teams – until further notice.
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