

Meeting – Part 1 Minutes							
Date/Time	26 April 2021 17.30.	Location		Online Meeting via Microsoft Teams.			
Governors:	I			Governors Attended.	Initials		
A Boyce	AB	Chair – Co-opted.		A Green	AG	Parent	
D Chapman	DC	Vice-Chair – Co-opted.		M Parkes	MP	Co-opted	
A Purcell	AP	Head Teacher		J Webb	SW	Co-opted	
I Pratt	IP	Staff		S Mosedale	SM	Co-opted	
L Ramsdale	LR	Staff					
L Mundy	LM	Parent					

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
R Shaw	RS	CEO	Attendees
P Lane	PL	Clerk	Apologies
S Williams	SW	Associate Governor/Deputy Head Teacher	Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Minutes of the previous meeting 1 March 2021 – Part 1:	Chair
4	Head Teachers Report:	Head Teacher
5	Mid-Year Appraisal Update:	Head Teacher
6	Safeguarding Update: (see item 4)	Head Teacher
7	Staff & Pupil Well-Being Update:	LR/Head Teacher
8	LGB Risk Register:	All
9	Policy Review:	All
10	Governor Training Update:	Clerk
11	Links to Parents & Community:	Chair/Head Teacher
12	Communication with the Trust Board:	Chair
13	Matters brought forward by the Chair:	Chair
14	Future Meeting Dates:	Clerk

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies: AB opens the meeting at 17.31, no apologies are noted, LR attends on behalf of the staff governors.	
2	Declaration of Interests: None recorded.	
3	Minutes of the previous meeting on 1 March 2021 – part 1: The minutes of the 1 March 2021 – Part 1 are approved as a true and accurate record of the meeting. Matters arising: AP advises that the S175 audit information is now available to governors via MS Teams.	
4	Head Teachers Report: AP refers to her report which was circulated in advance of the meeting and confirms that no questions from governors were received in advance of the meeting. AP outlines the key points from her report. - AP advises the children and the staff are feeling positive. There are currently 130 children on roll. The school is over their PAN for September 2021 admissions and the pre-school is thriving. On the whole school is feeling a happy and positive setting. - School improvement priorities: The curriculum is progressing well and a review of the choices for the curriculum have worked well, work now taking place to improve strategies for teaching and assessment, teaching planning is now stored on MS Teams for staff to access, retrieval quizzes have now commenced for all subject enquiries. SW briefly explains how the retrieval quizzes work. At the end of the subject enquiries SW could see how much knowledge the children had retained. AB asks, how long are the quizzes? SW explains the quizzes cover the key aspects of the subject to ensure learning is embedded and consist of approximately 20 questions. SW gives positive feedback from the results of the enquiries and quizzes. DC confirms this method as progressive teaching practice. - Reading: AP speaks of the progress the children have made since the Autumn term and the recent lockdowns. AP speaks of the hard work from the staff to improve reading. One group of children who have fallen behind in their reading have been identified. SW is leading a plan of assessment interventions, to identify any fluency or comprehension barriers, this is to enable the appropriate intervention is provided. AP refers to the anonymised reading report, previously circulated ahead of the meeting. SW speaks about the challenges some children are finding with their reading. Due to the National Foundation for Educational Research (NFER) assessments the school has a very clear indication of what difficulties each child within this group is facing. RS asks SW are the school conducting any speech and language assessments? SW explains the children are having one to one intervention and are undertaking precision reading, during guided reading a daily vocabulary test takes place. AP adds the Teaching	

	Assistants (TA's) have been having training with Speech and Language Link, to identify any barriers with regard to speech and language. The year 1 prediction for ARE in reading is 76% and 75% for year 2. Greater depth children in these years continue to be a focus group. AB comments that the data presented brings home the scale of the impact on children's learning impact of the lockdown and the amount of work that is being put in to counteract this. She asks if there are any more interventions planned/possible, eg. Use of volunteers?. AP advises the school has volunteers in to help with reading. AB asks are there other children in different year groups having similar issues with reading? AP affirms all children across the school falling behind in reading are being supported. MP asks AP if the school are part of the National Tutoring Programme (NTP)? AP replies the school are currently engaging with the NTP, but are waiting for the results from this from KS2 before proceeding across the rest of the school. • Combined reading, writing and maths: AP advises the aim from the start of the Autumn term was for more than 65% of pupils to reach ARE across all the year groups. The current data indicates years 3 to 6 combined scores are above 65%. The school will now prioritise with reception and years 1 and 2. AP is confident the school will meet their targets. • Staying mentally healthy: AP explains that staff have been vigilant regarding any issues with the children's mental health and well-being. Certain children have been identified of showing signs of anxiety and interventions are in place for each of these children. • SEND: The newly appointed Special Education Needs Co-ordinator (SENCo) is now in place and AP speaks about the positive impact this has made on the school. Teachers are using the SEND referral system, as a result more children have been input on the SEND register. SEND folders exist for these children to keep track on their progress. MP advises the governors that she has had communication with the SENCo. DW asks AP are the allocated hours for the SENCo sufficient for the school? AP replies in the affirmative, and speaks regarding how previous issues have now moved forward. MP refers to her recent meeting with the SENCo and asks if the children mentioned in the report have received support from the school, whilst they are waiting for external intervention? AP replies in the affirmative. • Leadership across the Early Years and Foundation Stages (EYFS): AP reminds the governors that a teacher attends the pre-school for 1 day per week. Priorities for the staff within EYFS are currently being reviewed. It has been identified the staff need to be interacting and consistently extending the children's learning. Any assessments in this year group should be used to further education and not to take too much time away from the children. Focus remains on phonics and a phonics video has been produced for parents. Staff have been undertaking phonics training and a time table has been provided to staff to assist with the teaching of phonics, blending and segmenting. • Pupil performance across the school: AP explains, despite recent events due to Covid the data for years 3 to 6 looks positive. Reading and writing will remain a priority for years 1, 2 and EYFS. Although no Standard Assessment Tests (SATs) will take place this year, years 2 and 6 will be	
--	---	--

	given SATs papers to give a measure of attainment. There are currently 11 children on the SEND register with 2 children with Educational Healthcare Plans (EHCPs) and a further 2 children being assessed for EHCPs. AP advises that due to Covid, the Educational Psychologist appointments have been rescheduled. SEND attainment data indicate reading ability has fallen within this group and 17% of SEND children are working at ARE. AP explains these children have been thoroughly assessed and support plans in place. - Monitoring and evaluation: SW advises the governors of a recent whole school writing assessment, SW sets out the writing assessment scenario and explains how the concept was applied differently to all the year groups. Moderation has taken place to identify where the children are with their writing ability and to put in place any support required. Class teachers have been instructed to leave work books out for the Senior Leadership Team (SLT) to moderate and to provide feedback. AB asks what part does RS as CEO play with regard to monitoring? RS advises she has regular meetings with all the Head Teachers across the Trust to monitor their curriculums and to provide feedback and coaching to the SLT. Pupil progress meetings will now take place as data from the previous term has been processed. RS feels confident in the direction of Ide's curriculum development. 2 full leadership training days are planned for the Head Teachers imminently, to concentrate on disadvantaged learners, teaching and learning and vocabulary. - Staff Appraisals: AP advises all staff have had their mid-year appraisal reviews and reports back that all staff are on track with their objectives. - Attendance: AP informs the governors attendance is being closely monitored and is addressed if a child has an attendance level less than 97%. - Safeguarding: AP advises there are currently no children with Child Protection Plans and no Multi Agency Safeguarding Hub (MASH) referrals have been recorded. AP continues to advise the list of recognised vulnerable children continues to be monitored. Staff engage in regular safeguarding meetings and all reports of safeguarding matters are recorded on the Child Protection Online Management System (CPOMS). AP and SW are to attend the safer recruitment training and MP to take level 3 safeguarding qualification. - Staffing: SG has now left the admin team and a new member of staff will be joining the pre-school. - Health & Safety: AP refers to her report and advises on the completed works. The Trust's Compliance Officer has reinstated the monthly inspections with the school's contractors. - Finance: AP refers to her report and directs the governors to read the comments made by the CFO. AP advises the school is currently looking at an £11k surplus to carry forward to next year's budget. - School Community: AP advises the extra-curricular clubs have commenced again. AP informs the governors she has started to do face to face assemblies for 2 year groups at a time. Parents may be able to visit later on in the year and it hoped sports day will go ahead, but at staggered	
--	---	--

	times. Year 6 will take part in their production, hopefully with parents present. AB seeks clarification regarding the 'ready for anything' action plan for lockdown procedures. AP replies that this is planned to take place this term. AB recognises the hard work, commitment and efforts of all the staff and expresses her gratitude on behalf of the LGB and would like to celebrate their hard work with the staff and governors later in the school year.	Action: AB to send a card to all staff expressing the governors gratitude and appreciation
5	Mid-year Appraisal Update: This was discussed in item 4.	
6	Safeguarding Update: The Head Teacher's safeguarding update was discussed in item 4. RS draws attention to reported peer on peer abuse and sexual abuse in the media. RS urges the LGB to ensure they check with the SLT to see if there have been any reports of this nature. AB asks AP does the school teach gender equality and mutual respect matters? AP explains these issues are part of the PHSE curriculum and AP confirms she raises these type of issues in her school assemblies. AP refers to the school values and explains how these underpin equality and mutual respect and how these are embedded within the school culture.	
7	Staff & Pupil Well-being Update: AP reports back that the staff appear re-energised after the Easter break, after the challenges from the previous term, however staff are continued to be monitored. AB asks RS about the future of the 'staff survey' and refers to the school not conducting a survey this year due to Covid. AB wonders if the survey is still a matter for the LGB to be involved in. RS replies it still is a matter for the LGBs and speaks about how the responses to the Trust's staff survey will differ to responses made to the LGB. AB asks LR if she has any further comments as attending staff governor. LR concurs with AP's comments and has nothing further to add.	
8	LGB Risk Register: AB refers to feedback from the LGB and would like to refer to areas of the register in need of review. Health & Safety and Finance are areas to be reviewed. AB asks SM for his comments regarding financial section of the register. RS advises that it would be beneficial to look at the school improvement section as this can be cross-referenced to the recent Head Teacher's report. RS advises the financial section can be discussed with the Trust's CFO to ensure clarity. RS proposes the lead governors to meet with SLT and the Chair to go through the relevant sections. AB reiterates the requirement for a health & safety co-ordinator to be appointed within the staff and for the appointed person to undertake relevant training. AB	

	discusses her concerns with regard to governors taking on the responsibility for compliance. RS explains the role of the Trust's Compliance Officer and the difference between this role and the school's day to day health & safety compliance. A brief discussion takes place concerning the progression with regard to health & safety audits across the school and the regular contractor checks. AB seeks clarification with regard to the administration side of the health & safety checks as she feels this is not currently being addressed. RS advises she is currently looking into developing an annual cycle plan of health & safety checks across the Trust. A discussion takes place regarding the Trust's Compliance Officer's monthly walk around the schools and monitoring work. LM enquires as to what process would be in respect of CIF Bid applications if following advice from the school's condition report? RS explains to the governors a Trustee from the Trust Board has taken on the responsibility of reviewing each of the schools' condition reports. RS speaks of the Trustee's vast experience in this area. The official CIF Bid results have not yet been received by the Trust due to Covid. AB reiterates the lack of available finance at the school makes it very difficult to plan for future investment with regard to school premises repairs.	
9	Policy Review: Charging & Remissions Policy: The policy is approved. <i>SM leaves the meeting at 19.01.</i> Collective Worship Policy: The policy is approved. Outdoor Visits Education: The governors approve the Local Authority Policy. AB proposes for Ide to have their own policy statement and procedure which would contain more localised knowledge. AB to progress this with AP and the Trust's Compliance Officer.	Decision: Charging & Remissions and Collective Worship policies are approved. Action: AB to liaise with AP and the Trust's CO to develop an Ide policy statement to reflect the outdoor education policy.
10	Governor Training Update: The Clerk advises the governors regarding organising safer recruitment and level 2 safeguarding training, which will take place across the Trust. JW confirms that she attended the health & training in 2019 and is agreeable to attending further health & safety training. MP and AB express an interest in attending exclusions training.	
11	Links to Parents & Community: AB to produce a governors' newsletter for this term and asks the governors for any ideas for the newsletter. AB mentions the school website and speaks of the challenges of trying to keep the website up to date and asks AP could the LGB assist with this? AP seeks clarification from AB as to which areas of the website need updating. RS explains that a school website should be compliant and should not contain too much information. RS proposes, (when safe to do so), the Trust to employ a photographer to take some professional photos of the schools for their websites. Having a school Facebook page is discussed, as a way of keeping parents and the community updated. AP feels the best way forward is to forward	

	any updates to the website to her in the first instance.	
12.	Communication with the Trust Board: AB proposes to have a meeting with the Trust's Compliance Officer as soon as possible to progress the health & safety and premises matters.	
13.	Matters brought forward by the Chair: Part 2: Part 2 Minutes of 1 March 2021: The part 2 minutes are approved as a true and accurate record of the meeting. End of Part 2: MP and AB to visit the school with regard to SEND and child welfare, whilst recognising social distancing rules. AG to organise a monitoring visit with EYFS. LM to monitor geography, JW to monitor DT, DC to contact SW to monitor reading.	
14.	Future Meeting Dates: The next meeting date are confirmed as 10 May. – <i>Item 13 is returned to after SW and LR leave the meeting.</i>	

The meeting closed at: 19.26.

Date/Time of next meeting	10 May 2021 – 17.30.	Location	Microsoft Teams – until further notice.
---------------------------	----------------------	----------	---