

IDE PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Body of Ide Primary School held virtually at 5.30 pm on Monday 14 March 2022

- Present: Ann Boyce (Chair) (AB)
- Seb Caunter (SCa)
- Dawn Chapman (Vice Chair) (DC)
- Sarah Cooke (SC)
- Margaret Parkes (MP)
- Alice Purcell (Head Teacher) (AP)
- Laura Ramsdale (LR)
- Seann Williams (Deputy Head Teacher) (SW)
- In attendance: Joy Stodart (Governor Services Clerk)
- Pauline Woodbridge -Chief Financial Officer (Exeter Learning Trust). (PW)

	PROCEDURAL ITEMS	
1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	
1.1	Apologies were received from Jemma Webb. Anna Green had sent apologies in advance for her late arrival due to work commitments but subsequently informed us that she was unable to attend at all.	
1.2	Governors consented to this absence. The Chair gave particular thanks to MP, SC, JW and DC for their help to clear the garden room and for SC and DC's help in preparing a display board. AB explained that Science Week is postponed due to Covid risk	

2	<u>PECUNIARY AND OTHER INTERESTS</u>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
2.2	Governors noted the requirement to complete and return a new declaration form.	
3	<u>MINUTES</u>	
3.1	The minutes of the meeting held on 10 January 2022 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.	
3.2	<u>Matters arising from the minutes</u>	
	• AP undertook to provide feedback on EYFS training for the next meeting. • AB had updated the Training Log which can be found in the Teams folder and asked Governors to check to see if any training activities should be added. • AP had uploaded subject leader plans • AB had posted the action plan arising from the Parent Survey onto the Teams site.	
MONITORING AND ACCOUNTABILITY		
4	<u>FINANCIAL PERFORMANCE</u>	Action
	Governors received a verbal commentary on the current budgetary position from PW. Income from the nursery and extended schools programme had reduced because of Covid. This loss is significant and will mean that the school will have to use its current £25k carry forward and manage a £3k in-year deficit. Governors asked questions and discussed ways in which the nursery could be promoted to encourage greater take-up of places. They noted that the head, reception teacher and pre-school lead were considering strategies now. These included banner advertising, creating new information on the school's website, publicising events and the re-start of the baby and toddler group. AB asked if open sessions could be encouraged.	

	PW reported that although General Annual Grant (GAG) funding would increase next year by £29k, this will be needed to fund the teachers' pay award which will rise by 3% next year and 2% the year after. Additional budgetary pressures arising from increased energy costs and support staff pay awards means that the school will have to identify savings elsewhere. It was agreed that SCa would join the finance team to review the options and draft the 2022/23 budget. <i>See separate Confidential (Part 2) Minute.</i> If the CIF bid is accepted for the new nursery building, the school will need to contribute £34k to support this. The school may need some support from the Trust if it is successful.	
5	<u>HEADTEACHER'S UPDATE</u> Governors received a verbal update from the Headteacher. Governors discussed key items as follows: Pupil Premium and Catch up Spending Governors noted that all pupil premium and catch up information had been posted on the school website. £10,400 was allocated for catch up during the last academic year with £3,500 of the funding being spent on tutoring in maths for disadvantaged pupils and CPD. The remaining funds were carried through to 2021-2022 to enable the school to fund support staff to enable reading catch up interventions to continue. AB asked when the school would be formally evaluating the impact of this spending strategy. AP confirmed that the impact is being continually assessed through pupil data and outcomes. For reading, the termly reading age assessments for pupils who are working below age related expectation in reading show the progress that each child is making. AB asked that it be made clear that the evaluation of impact reported on the 20-21 PP report but relating to the previous year's spending could be clearly identified as such in the Table title.	

	AP reported that £23,745 pupil premium funding had been received. This includes funding for Pupil Premium Plus (Looked after Children and children who have been previously looked after) along with a £2k recovery grant. MP asked whether the PP and PPP should be separated out or reported on in a single report because the needs of PPP children are different. AP confirmed that the school has used the recommended DfE template to report on PP and PPP funding. AP advised that children who are currently in looked after arrangements (1 pupil) have funding arrangements through the virtual school and termly reviews of targets are made with relation to the use of funding via the EPEP system. For children in receipt of PPP who are in post-looked after arrangements, funding is paid directly to the school and, although the school must demonstrate impact, the funding is not ringfenced for individual pupils. AP informed governors that there was a significant gap in outcomes in maths between disadvantaged pupils and others, which was the focus for monitoring in maths currently. Triangulation of evidence from books/pupil conversations and test scores is being used by the AP and the maths lead to identify next steps to close the gap. Tutoring is in place for disadvantaged children in year 6 in maths and these sessions are being evaluated weekly and on a longer term basis through retrieval test scores. Reading was also identified as an area of need for disadvantaged children. Increased consistency of phonics teaching through the Little Wandle Phonics programme is starting to impact on reading progress and leaders are providing regular support and feedback to make sure this is implemented effectively. AP noted that shortages in support staff due to Covid/other staff illness have limited the impact as the recommended reading groups and catch up interventions have not been able to take place over a number of weeks. The school had identified that many pupil premium children also have special educational needs and has increased hours for the SENCo to allow more time to focus on these needs. MP asked if the school has a designated person to support the mental well-being of pupils. AP confirmed that all teaching staff share responsibility for mental well-being of pupils in their class, and senior leaders/ SENCo provide additional support with this. MP was confirmed as the governor with responsibility for pupil premium pupils. AP will check the school website to ensure that this is included. Phonics programme	AB
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SW reported on the Little Wandle phonics programme which is now in use across the school. SW is the Reading Leader and is providing support for class teachers, including moving ahead with how best to organise the resources. The next step will be to continue to ensure that staff are supported to deliver the programme consistently, including teaching, assessment and catch up intervention.

DC asked if the school was ensuring that children are still reading for pleasure.

SW confirmed that this was the case and that the scheme provided opportunities for children to share reading with parents at home. The school library was set up to promote reading for pleasure and was arranged by age to encourage easy selection. Books are also celebrated within the classroom environment. The school places high priority on reading to children and each class has ongoing 'class reader' texts which represent a range of genres/cultures and interests, in line with the whole school focus on diversity. The texts also are chosen to be strong models of vocabulary for discussion.

Subject plans

Governors were reminded that curriculum plans for all subjects are now available on the school website. These identify the key concepts together with the intent, implementation and impact of each subject, ie why we teach what we do, how it is taught and assessed and how the children's subject knowledge progresses from Year 1 to year 6.

AP then explained that additional work has been focussed this year on the planning of History, Geography, Art and Design Technology. Because these 4 subjects are taught via the enquiries, and so taught in 6 week blocks each term rather than being taught every week, extra careful planning is needed to ensure progression and ample support and opportunities for recall. AP then explained in detail how this has been achieved in History,

Governors were very impressed with the **Knowledge Organisers** and the way in which critical timelines were taught. SW explained how the Organisers were used in class and how knowledge of previous lessons was reiterated through recap quizzes.

DC thought that Knowledge Organisers were wonderful with clear, useful information.

Assessment

	AP confirmed that KS2 SATS will take place this year in May, along with KS1 SATS for Y2. Phonics screening will take place for Year 1 pupils and the multiplication check for Y4. KS1 tests would take place also. Parent survey Two areas of concern had been highlighted in the Parent Survey: 1) parents asked for more curriculum information and 2) the reinstatement of school events where parents could come into school again. These concerns had been addressed by 1) the range of curriculum information now on the website and 2) by restarting monthly coffee mornings, FIZZ events, the baby and toddler and so on. AB congratulated staff on their commitment to pupils during such a prolonged and difficult time.	
6	<u>Pupil Premium Strategy Report</u>	
	This item was covered in the Headteacher's update above.	
7	<u>Health and Safety and Premises</u>	
	<u>Governors received a verbal report from SCa on the health and safety and premises work due to be undertaken.</u> <u>CIF Bid</u> <u>Two bids have been submitted, one for fire safety work and one to replace the early years block.</u> <u>Some other issues had been identified: an overflowing drain which was being addressed and a fire safety issue arising from equipment and resources stored beneath the stairs. AP confirmed that she will ensure that the under stairs is cleared. PAT testing is due to take place.</u> <u>AB asked about the progress of a maintenance action plan for the school. PW will remind Kelvin Bond about this.</u>	

	<u>AB asked</u> for an update on the progress of changing the current unsatisfactory grounds maintenance contract. PW confirmed that this was being looked at now and should be ready to consider after Easter. PW confirmed that quotes are being sought for condition surveys <u>No other issues arose from the last Health and Safety audit.</u>	PW PW
8	<u>Governor Monitoring Reports</u>	
8.1	<u>MP confirmed that the ART monitoring report has been posted on Teams.:</u> <u>AB's History Report confirmed the success of the additional planning carried out for the subject described by AP in item 5. Children are very engaged and confident to talk about subject</u> <u>AB confirmed that she had undertaken a check of the school website and only minor amendments were needed.</u>	
9	<u>Safeguarding Update</u> <u>AP reported that staff had undertaken relevant training. The Neglect toolkit is now in school and is proving helpful.</u> <u>MP informed</u> governors that she had checked the Single Central Record at the beginning of term. Governors also noted that SC will take over the oversight of Safeguarding from MP. <u>MP will pass on the timetable of activities to make this possible.</u> <u>AP asked if the Safeguarding visits could be undertaken earlier than in the summer term this year. This was agreed.</u>	MP
10	<u>Pupil and Staff Wellbeing</u>	
	<u>LR reported</u> that staff seem quite happy, more settled and that there were fewer absences. <u>AP reported that there are still some Covid cases but that children and staff are all working very hard.</u> <u>Governors noted that the school was due to have an Ofsted inspection soon.</u>	

	<u>AB asked</u> if the school's approach to coaching could be covered at the next governors meeting.	AB (May Agenda)
11	<u>Risk Register Update</u> <u>Governors discussed the need for a risk register and agreed to request guidance from the Trust Board.</u> <u>SCa asked</u> if Ofsted would require the school to have a risk register. AP thought that, although it may not be compulsory, it would illustrate good practice.	AP/PW
	<u>GOVERNING BOARD MATTERS</u>	
12.	<u>Governor Training</u> Some governors had been enrolled on an introduction to GDPR training course without being asked for permission beforehand. PW confirmed that this is essential training for governors. PW to investigate manner of informing governors. The training spreadsheet is available AB recommended National College courses which are free to staff and governors within the Trust. The Certificate in Subject Leadership looks interesting.	PW
13	<u>Links to Parents and the Community</u> As discussed, a number of activities have re-commenced. These include: • Make a Difference days • FIZZ • Coffee mornings • An increase in website information DC confirmed that she is continuing to post school items on Village Facebook pages	
14	<u>Communications with the Trust Board</u> PW is aware of items to be raised with the Trust Board. AB thought that there was still work to be done in developing effective communication channels.	

15	<u>Matters brought forward by the Chair</u> No matters were brought forward.	
16	<u>DATES OF FUTURE MEETINGS</u>	
	Governors confirmed that the next meeting would be held virtually at 5.30 pm on Thursday 19 May 2022.	

The meeting closed at 7.25 pm.

Signed _____

Date _____

Action Log

Agenda Item	Action	By Whom	By When	Status
3.2	Feedback on EYFS training	AP	May	Open
5	MP to pass information SC to support change of MH&WB monitoring role	MP/SC	ASAP	Open
7	Check status of Maintenance Action Plan and Grounds Maintenance Contract	PW with KB	ASAP	Open
9	MP to pass on Safeguarding Role to SC	MP/SC	ASAP	Open
10	Agenda item on Incremental Coaching	AB	May Meeting	Open
12	Communications with governors	PW/KB		Open

