

Ruardean C of E Primary School

Minutes of the Governing Body Meeting held via Microsoft Teams on Tuesday 13th July 2021.

Present: Simon Manning (SM) (Head) Mark Lake (ML) (Vice-Chair) Vicky Barnes (VB)
Ceri Benwell (CB) (Chair) Emma Smith (ES) Kev Agnew (KA)
Rev Clare Edwards (CE) Mark Wadsworth (MW) Louise Bailey (LB)

Also Present: Kealey Broddle, (KB) (Clerk), Elizabeth Cooper (EC) (Governance Review Officer)

Apologies: Jess Barzillia (JB), Roz Hewitt (RH), Tony Hughes (TH)

Item No:	Action
71.20/21	<p>The meeting opened at 7pm:</p> <p><u>Governance Review - Presented by Elizabeth Cooper via Zoom</u> A full copy of the review report was circulated to the board just prior to the meeting. The Headteacher, chair, clerk and KA had met with EC prior to this to discuss findings – where able, further evidence was also provided prior to the meeting.</p> <p>The governance review looked at 5 core areas:</p> <p>1. Vision, Ethos, and Strategic Direction <u>Good evidence of:</u></p> <ul style="list-style-type: none"> • Lifelong learning • Focus on stakeholder engagement • Consultative approach with parents • Recognition of staff & pupil wellbeing • Regular updates on safeguarding • Commitment to school improvements <p><u>Less evidence of :</u></p> <ul style="list-style-type: none"> • Vision reviewed with stakeholder's • Contributing to SEF • Reporting RAP to FGB – This would provide valuable evidence of progress being made which can be recorded in the minutes. • Reviewing school ethos and SMSC • Recording the DBS and S128 checks -It was recommended to complete in first meeting of the year. <p>2. Holding Leaders to Account <u>Good evidence of:</u></p> <ul style="list-style-type: none"> • Consistency in procedures for visits • Seeking impact in visits/reports • Planning follow-up visits to gather evidence • Asking questions about pupil progress • Receiving information from different sources • Seeking to triangulate evidence • Knowing different subjects need to be monitored <p><u>Work in progress</u></p> <ul style="list-style-type: none"> • Questioning pupil data in GB • Impact of staff training – what difference did that make? • External adviser name in HT performance management not recorded in minutes • Record in minutes that staff pay is linked to performance • LA reviews and impact – What difference has been made?

3. Effective Use of School Finances

The review confirms that governors ...

- Question spending and forecasts
- Ask about communications and consultations with parents
- Evaluate cost-effectiveness of budget
- Manage budget strategically
- Procedures are followed – delegation SFVS
- Ensure PP /Sports/Covid Catch-up premium is ring-fenced
- Check health/safety and site security
- Undertaking financial benchmarking

There is less evidence that governors ...

- Questioning the spending & impact of Pupil Premium –What difference does the pupil premium funding make? – It was recommended that this could be an agenda item or that it is included in a report to governors which is then minuted.
- Are confident about their role – EC advised that the board should have every reason to be confident about the work they are doing, which is evident in her findings.

➤ Effective Working Practices

Good Evidence of:

- Using the year planner effectively
- Following and minuting procedures correctly
- Recording Q&A in minutes
- Ensuring actions are completed – EC commented that the use of the actions table in the minutes was good practice.
- The paperwork is received in timely manner
- The review of policies is completed in a manageable way
- AOB is managed effectively
- Governors take part in relevant training

Less evidence of :

- The agenda linking to priorities of the RAP/school plan priorities –It was recommended that a short report on the RAP for each FGB meeting would be beneficial.
- The implementation of succession planning – The skills audit in progress will provide good insight and will assist to anticipate who might be encouraged to sit on relevant committees.
- The website being fully compliant - **Update:** Since receiving the report, SM and KB have updated the website with the required information detailed in the report to ensure it is now fully compliant.
- Having established links with other FGB – Working in collaboration with other schools would be useful, in terms of sharing good practice.

➤ Impact of the Governing Board

Positives

- It is apparent the board are loyal and committed to the school
- The board continued meeting throughout the pandemic
- There is an increased focus on self-evaluation
- Further information is asked for on visits
- There is an effective schedule of meetings
- The board keeps in touch in with parents – newsletter

Less evidence of:

- The Project Group findings being shared with the FGB, so that there is a record in the minutes
- Opportunity to evaluate:
 - Is the school improving?

	<ul style="list-style-type: none"> ➤ How have GB contributed to this? • Telling parents about GBs work /impact – It was recommended to produce a governor's newsletter / end of year report or offer face to face meetings where appropriate. <p>Recommendations:</p> <p>Short Term</p> <ul style="list-style-type: none"> ➤ School website – ensure it is meeting statutory requirements ➤ Record the completion of 128 and DBS checks <p>Medium Term</p> <ul style="list-style-type: none"> ➤ Implement the succession plan ➤ Increase involvement in reviewing of RAP/SEF ➤ Summarise finding of project group meeting in GB meetings and minutes ➤ Report a short summary of LA visits and reviews to the boards with follow up/impact made. ➤ Complete review of HT reporting - with specific link to RAP and pupil progress ➤ Ensure all areas of RAP are covered through governors' visits ➤ Develop skills and confidence in asking questions – challenge + support ➤ Develop opportunities to consider the curriculum ➤ Ensure use and impact of PP is regularly reviewed ➤ Evaluate impact of CPD on improving quality of education ➤ Seek ways for governors to tell parents about the GB's work & impact ➤ Review code of conduct, to include 3 statutory functions of all GBs ➤ Record name of external reviewer for HT performance management and completion of staff appraisals <p>Suggested Training Needs</p> <p>For individual governors:</p> <ul style="list-style-type: none"> ➤ Continue to ensure that new governors attend the induction training. <p>For the whole governing board:</p> <ul style="list-style-type: none"> ➤ Monitoring and challenge – <i>booked for 14/10/21</i> ➤ Roles and responsibilities ➤ School self-evaluation and school improvement planning ➤ Governors and the pupil premium ➤ Governors and the curriculum <p>Q: Will a copy of the presentation be made available to the board?</p> <p>A: Yes, EC will send a copy to SM/Chair to share as required</p> <p>No further questions were raised following the presentation.</p> <p>EC thanked the board for their time and input into the review, and advised she was contactable for any further questions or comments.</p> <p>EC was thanked for completing the review and report and attending the meeting to share findings.</p> <p><i>7.45pm – EC left the meeting . A short break was held, and the chair opened the main FGB at 7.55pm</i></p>	
72.20/21	<p><u>Apologies</u></p> <p>Accepted</p>	
73.20/21	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest for this meeting.</p>	

74.20/21

Election of Chair/Vice-Chair for 21/22

The clerk advised that prior to the meeting a nomination for Chair had been received for Ceri Benwell.

Kev Agnew nominated as Vice Chairperson

(The candidates left the meeting)

The nominations for both candidates were unanimously agreed.

(The candidates re-joined the meeting)

Subsequently, Governors agreed the following:

- Chairperson – Ceri Benwell (CB)
- Vice Chairperson – Kev Agnew (KA)

Following the elections – the chairing of the meeting passed back to Ceri Benwell (CB).

75.20/21

Minutes and actions of last meeting/matters arising

Item No:	Action
61.20/21	<u>Project Group Feedback/RAP/SEF Review</u> Invites to next PG Meeting to be sent out to all board members - Completed
64.20/21	<u>Safeguarding</u> Link to safeguarding declaration form to be sent out again - Completed
66.20/21	<u>Governor Training/Development</u> Skills Audit tool to be sent to all members - Completed
66.20/21	<u>Governor Training/Development</u> All Governors to complete and return Skills Audit by 13/06/21 – Carried forward
66.20/21	<u>Governor Training/Development</u> Clerk to send email to all with reminders and links for outstanding document sign off and training - Completed
67.20/21	<u>Governor Monitoring/Visits</u> KA, TH to book in next monitoring visits with SM - Completed
67.20/21	<u>Governor Monitoring/Visits</u> SM to arrange monitoring timetabling planning meeting – Update: – SM will draft timetable for the first term and send out

SM

	68.20/21	<u>Governor Vacancies/Succession Planning</u> Commencement of Office to be sent to GCC for ML and GIAS updated - Completed
	68.20/21	<u>Governor Vacancies/Succession Planning</u> RH to arrange an initial safeguarding meeting with SM/DDSLs - Completed
	68.20/21	<u>Governor Vacancies/Succession Planning</u> CE/TH to discuss Foundation Governor vacancy at next PCC meeting - Update: Will be added to the PCC agenda
	68.20/21	<u>Governor Vacancies/Succession Planning</u> Clerk to send out chair nomination papers and add to FGB and Committee agendas for next meetings. - Completed
	70.20/21	<u>AOB:</u> Meeting dates next academic year: KB will put forward proposed meeting dates and circulate to Governors for agreement at the next meeting - Completed
76.20/21	<p>Minutes agreed and signed (virtually) by the Chair.</p> <p><u>Headteacher's Report</u></p> <p>The report alongside end of year data and pupil voice results were circulated to the board prior to the meeting.</p> <p>SM had been through the relevant areas of the report in detail at appropriate committees - SM gave a brief overview of rest of report and invited and questions/challenge from the board. No questions were raised.</p> <p>A full copy of the report can be accessed here</p> <p>Updates since report circulated, committee meeting discussions and recommendations from the governance review:</p> <p>Ken Buxton (School Improvement) has put forward to SM some suggestions of how the HT report can be improved. An initial draft layout has been completed this will be used from September – It will follow the same headings as the Ofsted report – under each heading it will indicate which committee it relates to. Depending on priorities, different sections will have more information. RAP progress with topics /impact will be included in the report.</p> <p>Q: How can we better promote challenge raised in committee meetings? A: Possibly publish committee minutes on the school website or in regular reports to parents/wider community. To be discussed further.</p> <p><u>Change process</u> Restructuring : Colleagues taking voluntary redundancy will be leaving as of 31/08/31 - SM shared the structure plans for 21/22 as detailed in the HT report. This has been communicated to parents.</p> <p>Depending on what happens regarding end of/start of year leavers/starters, there may be a need to make further changes and possibly recruit – Those taking VR</p>	

	<p>have been alerted of the possibility of a TA role and have declined to be considered.</p> <p>Q: How are staff feeling? A: It has been turbulent and unsettling time, but it appears to be settling now There seems to be a sense of completion/acceptance and all are now working towards the plan for September.</p> <p>Q: What changes are being made to subject leadership particularly RE? A: The subject leadership list from September is included in the HT report. Mrs Rylatt will be leading RE; she has had handover meetings and support from Mrs Gait.</p>	
77.20/21	<p><u>School Improvement</u></p> <p>a. <u>Project Group Feedback/RAP</u> Jane Lloyd Davies' (School Improvement) visit was positive, she recognised significant progress made in the RAP which is recorded in minutes of the project group meeting – Jane did not review pupil work , however Deb Harris came back and completed book looks and work scrutiny. It was recognised the progress made is in early stages in terms of covid recovery – she observed evidence of students working towards expected levels and in some case beyond expected. Next steps will be to establish practices within the new structure and to strengthen all on the implementation and delivery of White Rose Maths.</p> <p>The Project Group meeting in September with focus on the next steps - All governors will be sent details and are welcome to attend,</p> <p>Q: How useful has working with Ken Buxton been personally and for the wider school? A: Very useful. Having an external person to bounce ideas off and learn from their knowledge and experience has been very worthwhile. Improvements and changes made following Ken's advice and guidance are having a positive impact</p> <p>Q: How have staff responded? A: There appears to be less anxieties and greater acceptance of changes due to Kens' supportive coaching approach to improvement.</p> <p>b. <u>SDP/SEF</u> It was agreed to explore one section of the SEF at each FGB going forward. This will allow members the opportunity to have input and be further involved in its development, which was one of the recommendations in the governance review.</p>	
78.20/21	<p><u>Committee Minutes & Feedback</u></p> <p><u>Resources</u> Elected Chair and Vice-chair for 21/22 – TH: Chair – VB: Vice-Chair</p> <p>School Accounts - There have been adjustments to the budget based on updated staffing and actual costs of services. It is anticipated there will be an increase in NOR in Oct 22 which will change the direction of the three-year plan.</p> <p>Financial benchmarking exercise – A Separate meeting will be arranged so that enough time can be given to review completed financial benchmarking</p>	

SFVS - VB and TH to review SFVS requirements over the summer

Extraordinary items of expenditure - Concertina doors discussed and agreed at last meeting -Following a site inspection it was identified that fitting them would not be feasible due to structure of roof space. Therefore, the use of the room will be timetabled accordingly.

Trim trail equipment on the lower site is rotting and will become dangerous — Pupil voice/opinion sought on equipment they would like and as the students like to hang and spin they preferred the roll over bars, Quotes have been obtained from Greenfields approx. £1300 plus VAT – which will be funded through the sports premium.

Items requiring consideration for budget planning

Metal gates on lower site and an intercom system would provide a more safe and secure environment – quotes to be obtained.

Flooring in KS1 toilets is in urgent need of replacing – awaiting quotes.

KS1 door entry system is currently on a separate system to lower school – workable but will need upgrading in the future – initial costs for replacement are high therefore put on hold at this time as other priorities.

Fire and intruder alarms will need upgrading in the future.

Pupil Premium - CB completed a PP monitoring visit on 12/07/21 –discussed under item **81.20/21** .New government format for reporting will be required from September 2021 but the report does not need to be published before the end of December 2021

Covid Catch Up Premium: TH completed a monitoring visit to review the use of the catch-up premium. The premium plan on the school website has been updated to show impact of use - TH reviewed data which identified that the funds are being spent effectively

Sports Premium: Pro-sports coaching has been commissioned for the next academic year on Thursday afternoons including after school club. Swimming will commence from spring 1 & 2 for KS1/2

Finance Authorisation Levels: Finance policy – levels of authorisation for Headteacher are currently £1000, which was set several years ago. It was discussed and agreed that the authorisation level could be amended to £5000 along with reporting to the committee for items over £1000. Finance policy to be amended to reflect this.

Premises/ Maintenance:

Office windows – Protech will be fitting 4 windows approx. £900

Tree's : Further concerns raised from neighbour regarding size of tree obscuring view – nothing conclusive in records – Tree survey has been ordered for over the summer. The site survey will provide recommendations for maintenance and removal – this will have unbudgeted cost implications – Rolling programme of maintenance is needed . SM will advise neighbour of outcome of survey.

Staff toilet on top site – Has been blocking up on several occasions – has now been cleared and camera checked which identified that old sections of piping have dropped, and waste is gathering causing repeat blockages. Urgent repair is needed. SM contacted Mike German (GCC) to see if they can provide any financial support. But only available if over £5000. Cost to clear quotes at £1500. – School to fund.

C&I Centre Repairs Cladding is due to be fitted during October half-term – Walkway and changes to main entrance still to be agreed. GCC are awaiting further quotes. SM is in regular contract with Mike German regarding completion.

Health and Safety –GCC H&S audit booked for 30/09/21.

Covid Risk Assessment/Management – Changes for September – At this time; no bubbles, face coverings not required, no isolations unless positive PCR. LA will be providing schools with a new RA template and school have been advised to put a management plan in place if there is a local outbreak: i.e., revert to social distancing, reduced visitors etc

Incident Reporting including data breaches – Nothing to report

Fire Safety — Fire Risk Assessment was June 2021 by GCC SHE Team. No actions outstanding, Report will be shared with committee when received.

Contract Monitoring:

Cleaning:– GCC communicated that by coming out of contract TUPE requirements would apply. The local cleaning company it was planned would take over the contract is unable to take on the people involved. Employing direct was explored but HR have advised that there is not enough time for a meaningful consultation as per TUPE legislation before the end of year, therefore after much consideration; it has been decided to stay in the county contract for now and review again when able to give notice in 3 years' time.

Landscaping: - There have been a few issues with not strimming and completing work as per contract. GCC site inspection completed, also a quote has been requested to change to a weedkiller free site as the contractor had sprayed weedkiller on site and killed large patches of grassed areas. Contractor has apologised and advised they will scarify, and re-seed as required. A member of public has raised concerns again about the use of pesticides on site - GCC have issued the contractor with a default notice and have assured outstanding works will be attended too.

Catering: No changes

Policies Reviewed: Nothing to report

Website Audit:

VB/TH completed a comprehensive audit of the school website – findings and actions were Shared with SLT. Actions identified have been updated and completed. It was commented that this was a useful exercise to ensure website is compliant with statutory requirements.

Personnel:

GCC have confirmed that the voluntary redundancy costs will be covered by LA and as there are no pension strain costs there will be no impact on school budget.

The C&I centre will have two more students for September plus possibly another one who is currently going to panel and one from our mainstream. This would then mean there are 6 students in the centre. This has now put a different perspective on staffing levels and a third member of staff is needed from September. Donna Hull will now stay in the centre. SM will wait and see what movement happens over the summer with mainstream student leavers and starters, but it may be there is a need to increase TA hours in KS2. There is some capacity to move TA hours from KS1.

Governor requirements - At least two more governors are needed to sit on the committee as ML will be stepping down and there will be a couple of vacancies on the board.

A succession planning working group was set up by VB, TH and CB to meet over the summer to agree a strategy for raising governor's profiles and visibility, review the induction and training programme and plan for recruitment and retention.

Performance and Standards

Elected chair and vice-chair for 21/22 KA: chair. VB: vice-chair

Policies - Nothing to report

Curriculum

The [curriculum statement](#) has recently been updated to include information regarding how the curriculum should be delivered during the pandemic and SEND inclusion.

The [Maths's](#) intent statement has been updated to include information on White Rose Maths which will be used from September 2021.

Reports from Subject Leaders :

EYFS and Design and Technology – Subject Leader: Emma Spence. Emma attended the meeting to present her reports and answer any questions. The committee thanked Emma for the comprehensive reports and for attending the meeting to discuss and answer questions on subject leadership knowledge and development.

Monitoring Visits

Since the last meeting, the following morning visits have taken place:

KA - Completed maths visit to review that there is purpose and focus in maths meetings and that the planning links with what pupils can already do / cannot do.

RH –Completed a safeguarding monitoring visit with SM and KB - reviewed current practices, policies, and procedures – including safer recruitment, single central record, and disclosure checks, safeguarding record keeping, reporting procedures and training.

ES – Reviewed how the monitoring of teaching and learning demonstrates that it follows threads/links from one another.

Further visits to be completed before the end of year:

TH has arranged for two visits for last week of term to review guided reading and also the impact of covid catch up premium.

ML - to complete a monitoring visit to review how effective the subject leadership monitoring is.

Headteacher's report including Attendance

SM went through the relevant areas of his report in detail,

Attainment and Standards

A report containing the end of year cohort data for maths and reading 2020 to 2021 was circulated prior to the committee meeting. The report contains graphs showing prior attainment and national average for EYFS, Phonics, KS1 and KS2 in 2018/19 and end of KS cohort targets (including markers for Covid disruption).

The data been generated from the initial data inputted into INSIGHT Tracking from teachers. A more detailed data breakdown of PP and SEND will be available once uploaded to Insight.

School Development Plan/RAP Review/Recovery Plan

In school tutoring funding will be made available from the Autumn term. In house tutoring can be provided to close gaps and deliver consistent small group interventions and 1:1 support.

Parents and Community

Elected chair and vice-chair for 21/22 - ES : chair. TH: vice-chair

Policies: Nothing to report

Communications/Events

From September it is hoped that restrictions will be eased so that celebration services and other school events can be open for the wider school community to attend.

PTFA: Virtual sunflower competition has been taking place – Entrants to send in photos to the committee. The winner will be announced at the celebration service. Event will be promoted on the Facebook page and school website.

Friday Ice lolly sales have been successful (along with sales of pre-loved uniform) Final sale Friday 16th July at 2pm with free ice lolly for Y6 students

Whole School Reward: As the children have now filled the large jar with glass nuggets for demonstrating respect, readiness, and responsibility, as a whole school reward, on Wednesday 14th July the children can come to school in non-uniform. They can decide what they want to wear, for example play clothes, party clothes, dressing up, fancy dress or wear their uniform. They will also be treated to a cake or donut!

SIAMs/Christian Distinctiveness

SIAMS: At the last project group meeting it was identified that SIAMS governor training would be beneficial to the FGB.

Worship and Celebration Services:

Cathedral leavers Service: This was held [virtually](#) . The whole Y6 cohort attended together in school .

Stakeholder Engagement

Raising the school profile: Governors discussed ways in which they could raise the governance profile such as completing an end of year report to parents, attending in school events and parents' meetings (restrictions allowing), producing a flier to include in new starters welcome packs.

The New Reflection Area: PTFA members and other volunteers (including some students) have now completed the area. Committee members have visited the site and commended the volunteers for their achievement.

Policies

Nothing to report

Safeguarding

- a. **Annual Safeguarding DBS Declarations/Disclosures** - To be completed again in the new year – All happy to use Microsoft forms format

	<p>b. Safer Recruitment: Section 128 checks : Checks were completed again on 8th July 2021 and recorded onto the single central record – there were 24 names on the list none of which work or volunteer at the school. Checks are completed regularly as part of safer recruitment processes for staff and governors</p> <p>c. Acceptable Use Declaration – Completed and recorded on My Concern</p>	
79.20/21	<p><u>Wellbeing – Feedback from Link Governor</u> Carried forward to next meeting</p>	
80.20/21	<p><u>Governor Training/Development</u></p> <p>a. Data Protection – Governors were reminded to complete the online training.</p> <p>b. New Governor Induction Training - Awaiting dates for 21/22 from Governor Services. VH will book when they become available.</p> <p>c. Skills Audit – 4 returned – results have been inputted into matrix worksheet – To be reviewed at a future meeting</p> <p>d. In school training: Accountability through monitoring & challenge – Booked for 14/10/2021</p> <p>e. SIAMs for Governors- Jo Munn (Glos Diocese) has advised that there will be up to date governor training on SIAMs for 21/22 – Details to follow</p> <p>f. Triangulation Exercises meetings – Action: Further dates to be booked to complete</p>	SM
81.20/21	<p><u>Governor Monitoring/Visits</u> Discussed under item 78.20/21.</p> <p>In addition, CB recently completed a Pupil Premium monitoring visit to review provision and how impact is monitored. (Report to follow). - 38% PP in school the national is around 14% - Monitoring is recorded centrally on a SEND /PP provision mapping workbook, this is RAG rated and records barriers to learning and interventions implemented. The mapping tool provides data that SM can report on progress throughout the year. MW and SM monitor the mapping tool with teachers input .</p> <p>Not all data was available on the insight tracking system, but the data looked at showed that PP students were above the national and the non-PP cohort, which demonstrates a positive picture. Next steps: When data is input, results to be shared at P&S Committee in more detail.</p> <p>As part of the visit CB reviewed PP spending – The different areas of spend were checked to ensure value for money is achieved and that the spend is focused on overcoming barriers to learning – it was evident that this was being achieved through funding additional teachers and TAs, ELSA staff, family/parent support, funding specialist support services, school milk/ fruit and supporting transitions/inductions to secondary school .</p> <p>As part of the visit CB identified that attendance data for PP students is ahead of national level and that there have been increased challenges for emotional and family support due to the pandemic- going forward the board need to consider funding for staffing, CPD, transitions to secondary school or even utilising the funds to access wrap-around care.</p> <p>Action: Link governors to be reviewed at first/second meeting of the next academic year..</p>	All

82.20/21

Governor Vacancies/Succession Planning

a. Succession planning for future vacancies

Future vacancies:

➤ JB – (Parent) - Term of Office Expires: 18/09/21 - Election will need to be held during term 1.

Action: To organise and carry out parent governor elections

➤ ML – (Co-opted) – standing down at the end of the academic year.

➤ LB - (Co-opted) -Term of Office Expires - 24/09/21. – LB is open to being re-appointed.

➤ TH - (Foundation) - Term of Office Expires – 31/10/21 – To be discussed at next PCC meeting.

➤ Vacancy – (Co-opted)

Action: Co-opted vacancies to be advertised locally and on Governor for Schools website

KB

KB/All

83.20/21

Meeting Dates for the Next Academic Year:

Proposed dates for meetings agreed – Clerk will send out electronic invites and add details to school website.

84.20/21

Correspondence

Email received from a concerned member of the public regarding the **use of pesticides on site** – (as discussed in detail at the last Resources Committee). The correspondent has been contacted to advise of the actions being taken by the school. No further correspondence received at the time of the meeting.

85.20/21

Any Other Business

The Headteacher appraisal is booked for 01/10/2021 with TH,CB and Deb Harris (School Improvement) attending.

ML was thanked for his service and support to the school as a governor for over 7 years.

Summary of Action Points:

Item No:	Action	By Who	By When
66.20/21	Governor Training/Development All Governors to complete and return Skills Audit	All	Sept 2021
67.20/21	Governor Monitoring/Visits SM to draft timetable for the first term and send out to all	SM	Sept 2021
80.20/21	Governor Training/Development Triangulation Exercises meetings –Further dates to be booked to complete	SM	Sept 2021
81.20/21	Governor Monitoring/Visits Link governors to be reviewed at first/second meeting of the next academic year.	All	Sept/Nov Meeting

82.20/21	<u>Governor Vacancies/Succession Planning</u> To organise and carry out parent governor elections	Clerk	Term 1
82.20/21	<u>Governor Vacancies/Succession Planning</u> Co-opted vacancies to be advertised locally and on Governor for Schools website	Clerk/All	Term 1

There being no further business, the Chair closed the meeting at 9.35pm.

CHAIRPERSON.....



DATE

29/09/21

Meeting Dates for the Academic Year

Wednesday:

- 29th September 2021
- 24th November 2021
- 26th January 2022
- 23rd March 2022
- 18th May 2022
- 13th July 2022

Governing Body Meetings at 7.00pm

Resources Committee Meetings prior to main meeting at 4.30pm

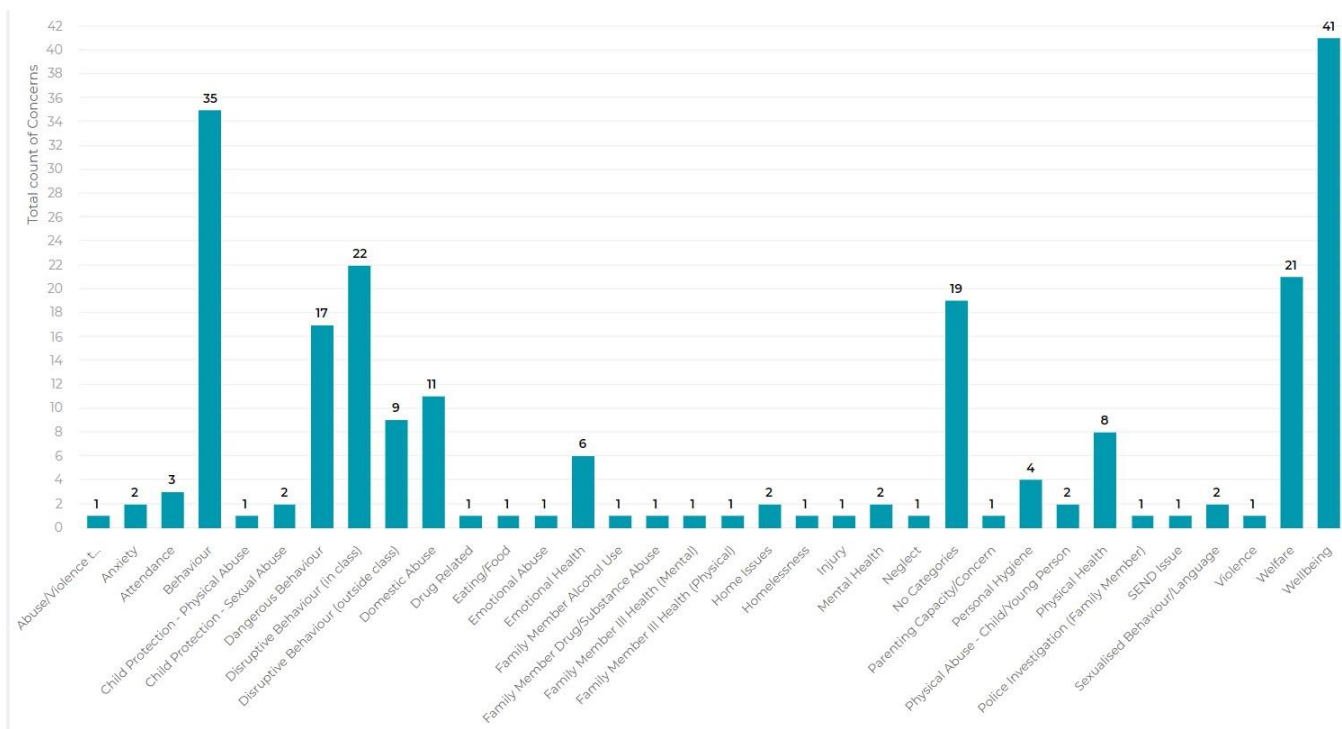
P&S/P&S Committee meetings on the Thursday before the main meeting at 4.30pm

Pupil Numbers

- The whole school numbers are: 95 (previously 95)
- Firs have 5 children (previously 5)
- Disadvantaged/Pupil Premium 38% of the school (previously 38%)
- SEND 26% of the school (previously 34% - See notes below)

Pupils on roll					
Class Structure					
Willows	Beeches	Larches	Elms	Oaks	Firs
14 – YR	12 – Y1 13 – Y2	10 – Y3 6 – Y4	7 – Y4 12 – Y5	16 – Y6	2 – Y3 3 – Y6

Number of concerns for academic year 2020/21 so far



Welfare concerns increased by 4 and wellbeing by 20 in Spring 2.

Welfare concerns increased by 2 and wellbeing by 5 in Summer 1.

Therefore, a reduction of concerns for welfare and wellbeing of 71%

Attendance

- I have RAG rated the percentages below against the national.

Group Analysis by Vulnerability				National Average 2018 to 2019	
Year to date					
Grouping	Group	Attendance	Unauthorised	Attendance	Unauthorised
Whole School	Whole School	93.79%	0.43%	95.3%	1.4%
Pupil Premium	Eligible for PP	90.64%	1.44%	92.5%	2.0%
SEND Status	SEND Status	91.62%	0.52%	92.4%	1.5%

- I have RAG rated the percentages below against the previous terms data

Term 1 – Autumn 1				Term 2 – Autumn 2			
Grouping	Group	Attendance	Unauthorised	Grouping	Group	Attendance	Unauthorised
Whole School	Whole School	89.38%	0.6%	Whole School	Whole School	93.29%	0.57%
Pupil Premium	Eligible for PP	87.06%	3.34%	Pupil Premium	Eligible for PP	86.49%	1.69%
	Not Eligible for PP	89.76%	0.31%		Not Eligible for PP	94.55%	0.44%
SEND Status	My Plan+	92.47%	1.16%	SEND Status	My Plan+	88.37%	1.43%
	My Plan	91.16%	0.42%		My Plan	91.1%	0.55%
	No Special Educational Need	92.65%	0.17%		No Special Educational Need	92.32%	0.71%

	Education, Health and Care Plan	85.68%	0%		Education, Health and Care Plan	96.71%	0.29%
	SEN Support	0%	0%		SEN Support	0%	0%
	SEND Status Other	88.44%	0.82%		SEND Status Other	94.8%	0.49%

Term 3 - Spring 1				Term 4 – Spring 2			
Grouping	Group	Attendance	Unauthorised	Grouping	Group	Attendance	Unauthorised
Whole School	Whole School	Data not available due to national lockdown.		Whole School	Whole School	93.14%	0.4%
Pupil Premium	Eligible for PP			Pupil Premium	Eligible for PP	89.84%	0.81%
	Not Eligible for PP				Not Eligible for PP	93.7%	0.33%
SEND Status	My Plan+			SEND Status	My Plan+	90.1%	0%
	My Plan				My Plan	95.29%	0.59%
	No Special Educational Need				No Special Educational Need	93.22%	0.85%
	Education, Health and Care Plan				Education, Health and Care Plan	79.11%	0.54%
	SEN Support				SEN Support	0%	0%
	SEND Status Other				SEND Status Other	96.22%	0.25%

Term 5 – Summer 1				Term 6 – Summer 2			
Grouping	Group	Attendance	Unauthorised	Grouping	Group	Attendance	Unauthorised
Whole School	Whole School	95.44%	0.34%	Whole School	Whole School		
Pupil Premium	Eligible for PP	92.98%	0.86%	Pupil Premium	Eligible for PP		
	Not Eligible for PP	95.87%	0.25%		Not Eligible for PP		
SEND Status	My Plan+	88.28%	1.38%		My Plan+		

My Plan	94.83%	0%	SEND Status	My Plan		
No Special Educational Need	94.9%	0.46%		No Special Educational Need		
Education, Health and Care Plan	94.31%	0%		Education, Health and Care Plan		
SEN Support	0%	0%		SEN Support		
SEND Status Other	96.61%	0.35%		SEND Status Other		

Covid update

- School risk assessment is still being followed and will be updated when new guidance is received.
- No positive cases in school.
- Staff continue to take twice weekly lateral flow tests.
- All staff have now received at least one Covid vaccination with the vast majority having received two.

School Improvement

Quality of Education

- Jane Lloyd-Davies and Deb Harris visited the school for the most recent Project Group meeting. Jane spoke very positively about the progress we are making and the changes in quality of teaching and learning around the whole school.
- See updated School Improvement RAP (SharePoint) for further details about progress and impact against objectives/milestones
- Review of maths trial – White Rose Maths has been used this summer term to make an informed decision about moving to this from September 2021. A detailed review was completed through lesson observations, work scrutiny, planning scrutiny, staff voice and child voice. The trial has been overwhelmingly positive and is demonstrating good results with the children. The approach is very similar to PowerMaths and the previous Do it, Twist it, Solve it methods. It is clear that this has been successful and will be continued as the preferred method of teaching maths from September. Further training will take place during our September INSET.
- See Appendix 1: End of year cohort data for Maths and Reading 2020 to 2021. This is initial data from teachers, more detailed data breakdown of PP and SEND will be available once uploaded to Insight.
- Mark Wadsworth to provide a brief report on progress in the C&I Centre

Leadership and Management

- All teaching staff have been given the opportunity/release time to complete transition meetings between classes and subject leaders, this also includes discussing children moving up to the next class.
- Plans for September INSET o Safeguarding
 - Wellbeing
 - Read Write Inc (RWI) – refresher training for all staff
 - White Rose Maths (WRM) – Session on planning, resources and teaching o Timetabling and topic overviews o Behaviour and Homework policies – discuss and update.
- Roles and responsibilities including subject leadership are changing from September due to staff changes. The new structure is as follows;

Art	Debbie Arnett
English	Debbie Arnett
D & T	Emma Spence
Foundation Stage	Emma Spence
Mathematics	Ione Haroun
History	Mark Wadsworth
SEND	Mark Wadsworth
PSHE	Mark Wadsworth/Ione Haroun
Science	Natalie Williamson
RE	Nicola Rylatt
PE	Nicola Rylatt
Geography	Simon Manning
MFL	Natalie Williamson
Computing	Simon Manning
Music	Simon Manning

Children in Care (CI) Looked After Children (LAC)	Simon Manning
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Designated Safeguard Lead (DSL)	Simon Manning
Deputy DSL	Mark Wadsworth, Kealey Broddle

Staffing

- Mrs Ione Haroun has been appointed as class teacher
- Mrs Smith has handed in her resignation and will leave at the end of term
- Mrs Gait is retiring at the end of term
- Mrs Kyte, Mrs Rawlings, and Miss Taylor will be leaving at the end of term as they all requested voluntary redundancy.
- Class structure for September will be:
 - Willows, Reception and Year 1
 - o Mrs Spence and Mrs Arnett, Teachers o Miss Rose, Higher Level Teaching Assistant
 - Beeches, Year 1 and 2 o Mrs Rylatt, Teacher o Mrs Meek, Higher Level Teaching Assistant
 - Larches, Year 3 and 4 o Miss Williamson, Teacher o Mrs Meek, Higher Level Teaching Assistant o Mrs Cottrell and Mrs Hull, Teaching Assistants
 - Oaks, Year 5 and 6 o Mrs Haroun, Teacher o Mrs Webb, Higher Level Teaching Assistant
 - Firs, Communication and Interaction Centre o Mr Wadsworth, Teacher o Mrs Arnett, Teacher o Mrs Bailey, Higher Level Teaching Assistant

Premises

- New entrance doors and one fire door have been installed in the KS2 classrooms along with new door entry systems.
- New windows have been ordered for the offices

Health and Safety

- The Covid Risk Assessment continues to be reviewed.
- Staff continue to use LFD home tests twice weekly. This also includes any long-term supply staff and catering team.

Christian Distinctiveness

- The children continue to have daily worship in school, our value this term is Perseverance.
- Whole school celebration worship on a Friday continues to be held online with details published on our [School Blog](#)