

## Ruardean C of E Primary School

### Minutes of the Governing Body Meeting held via Microsoft Teams on Wednesday 25<sup>th</sup> November 2020

Present: Simon Manning (SM) (Head) Mark Lake (ML) (Vice-Chair) Tony Hughes (TH) )  
 Louise Bailey (LB) Ceri Benwell (CB) (Chair) Emma Smith (ES)  
 Rev Clare Edwards (CE), Mark Wadsworth (MW)

Also Present: Kealey Broddle, (KB) (Clerk)

Apologies: Jess Barzillia (JB), Kev Agnew (KA)

	<b>The Clerk opened the meeting at 7.05pm</b>																	
16.20/21	<b><u>Apologies</u></b> Accepted																	
17.20/21	<b><u>Election of Chairperson and Vice Chairperson</u></b> The Clerk advised that prior to the meeting a nomination for Vice Chair had been received for Mark Lake.  Ceri Benwell nominated as Chairperson – unanimously agreed.  Mark Lake nominated as Vice Chairperson - unanimously agreed  Subsequently, Governors agreed the following: <ul style="list-style-type: none"><li>• Chairperson – Ceri Benwell (CB)</li><li>• Vice Chairperson – Mark Lake (ML)</li></ul> Following the election of chair – the chairing of the meeting passed to Ceri Benwell (CB).																	
18.20/21	<b><u>Declaration of Interest</u></b> There were no declarations of interest for this meeting.																	
19.20/21	<b><u>Minutes and actions of last meeting/matters arising</u></b> <table><tr><td>Item No:</td><td>Action</td></tr><tr><td>02.20/21</td><td><b><u>Election of Chairperson and Vice Chairperson</u></b> Carried forward to next meeting: <b>Completed</b></td></tr><tr><td>04.20/21</td><td><b><u>Headteachers Report: Christian Distinctiveness</u></b> To arrange virtual services and visits with Rev Clare and Tony Hughes : <b>Completed</b></td></tr><tr><td>06.20/21</td><td><b><u>Publication of Governors details</u></b> Governors to check their governor profile information on the school website and provide up to date details to KB: <b>Completed</b></td></tr><tr><td>10.20/21</td><td><b><u>Safeguarding</u></b> To read and review KCSiE 2020: <b>Update Governors who have not yet completed the document sign off on My Concern were reminded to do so</b></td></tr><tr><td>10.20/21</td><td><b><u>Safeguarding</u></b> KB to set up Governor access to MyConcern and Upload KCSiE for sign off: <b>Completed</b></td></tr><tr><td>13.20/21</td><td><b><u>Governor Vacancies</u></b></td></tr></table>		Item No:	Action	02.20/21	<b><u>Election of Chairperson and Vice Chairperson</u></b> Carried forward to next meeting: <b>Completed</b>	04.20/21	<b><u>Headteachers Report: Christian Distinctiveness</u></b> To arrange virtual services and visits with Rev Clare and Tony Hughes : <b>Completed</b>	06.20/21	<b><u>Publication of Governors details</u></b> Governors to check their governor profile information on the school website and provide up to date details to KB: <b>Completed</b>	10.20/21	<b><u>Safeguarding</u></b> To read and review KCSiE 2020: <b>Update Governors who have not yet completed the document sign off on My Concern were reminded to do so</b>	10.20/21	<b><u>Safeguarding</u></b> KB to set up Governor access to MyConcern and Upload KCSiE for sign off: <b>Completed</b>	13.20/21	<b><u>Governor Vacancies</u></b>		
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ALL

	KA to advise KB (Clerk) if he would like to be considered by the board for a further term of office: <b>Completed</b>
13.20/21	<b><u>Governor Vacancies</u></b> KB to contact the individuals who expressed an interest about joining the board before lockdown.: <b>Completed</b>

Minutes agreed and signed (virtually) by the Vice Chair.

20.20/21

### **Headteacher's Report**

#### **Pupil Numbers Update – How does this compare nationally ??**

- The whole school numbers are: 100 (previously 98)
- Firs have 6 children (previously 6)
- Disadvantaged/Pupil Premium 41% of the school (previously 34%)
- SEND 36% of the school (previously 34%)

**Q: How do our Pupil Premium numbers compare nationally?**

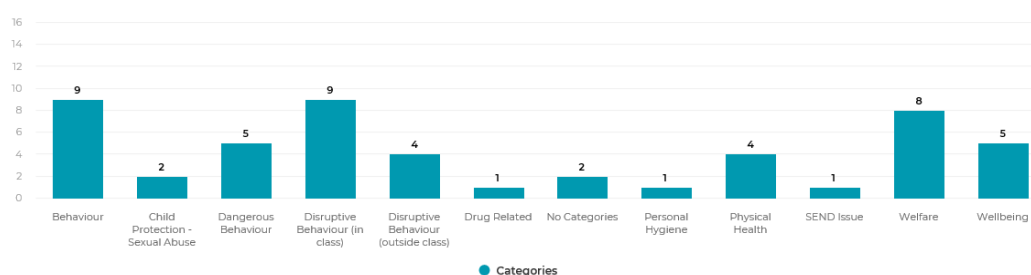
**A: Performance tables show that average pupil premium percentage in mainstream primary schools is 23%, therefore we are much higher.**

[Link to school performance table](#)

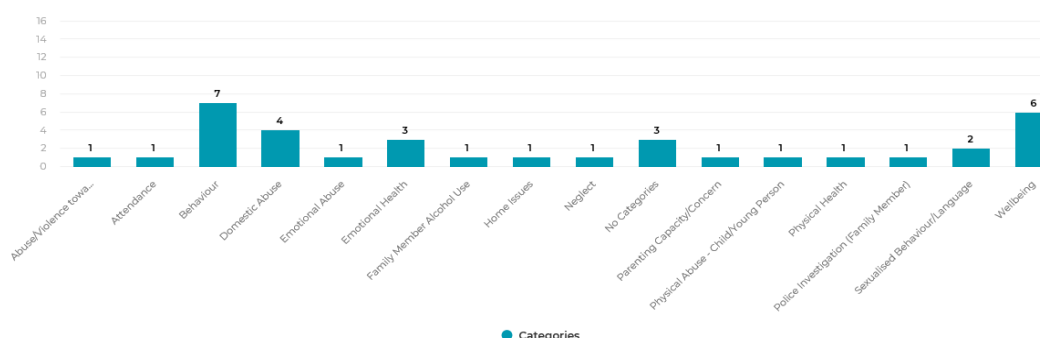
Pupils on roll					
Class Structure					
Willows	Beeches	Larches	Elms	Oaks	Firs
14 – YR	12 – Y1 15 – Y2	12 – Y3 6 – Y4	8 – Y4 11 – Y5	16 – Y6	2 – Y3 4 – Y6

### **Safeguarding**

#### **Number of concerns for academic year 2020/21 so far**



#### **Number of concerns for academic year 2019/20.**



### **Attendance**

- During this term, children who have not been able to attend school due to isolation; because of either contact with a positive Covid case or whilst awaiting test results have been recorded on our register with an X code.

- 22 different children have had an X code this term. The total number of school days lost for these 22 children is 203 days!

Attendance whole school YTD	94.82%	Unauthorised absence whole school YTD	0.45%
Attendance PP YTD	92.11%	Unauthorised absence PP YTD	2.74%
Attendance SEND YTD	93.89%	Unauthorised absence SEND YTD	0.6%
Attendance whole school Autumn term	n/a	Unauthorised absence whole school Autumn term	n/a
Attendance PP Autumn term	n/a	Unauthorised absence PP Autumn term	n/a
Attendance whole school Spring term	n/a	Unauthorised absence whole school Spring term	n/a
Attendance PP Spring term	n/a	Unauthorised absence PP Spring term	n/a
Attendance whole school Summer term	n/a	Unauthorised absence whole school Summer term	n/a
Attendance PP Summer term	n/a	Unauthorised absence PP Summer term	n/a

### **Covid update**

- No positive cases of Covid in any of our children so far.
- Isolation of children is having a huge impact on attendance – see above
- Risk assessment is regularly updated and uploaded to the website.
- Clinically Extremely Vulnerable (CEV) staff have chosen to continue to attend work after being given advice about current guidelines, this is common across the county for many staff.

### **Staffing**

- We appointed Mrs Rezbi Duffield as our replacement KS2 teacher.
- We have had six members of staff having to isolate at some point this term. This has not affected any of our 'bubbles' and also does not mean we have had six positive cases either.

### **Attainment and Standards**

- Pupil progress meetings have been held between teachers and SM. We looked at prior attainment, Covid assessment gaps, end of year aspirational targets and end of key stage targets. The discussions were based around children making progress in school with no further impact of individual isolations or school closures.
- Progress on School Improvement Rapid Action Plan (RAP) has been reported to the Project Group. The PG meeting for this month has been postponed.

### **Teaching and Learning**

- Seesaw – all children, parents and staff now have logins. All accounts are activated and can be used to support remote education.
- Although we have had staff absences, monitoring by the SLT has still been taking place. Lessons have been observed, planning has been closely monitored and children's work and displays have been scrutinised. The

21.20/21	<p>focus of monitoring remains on school improvement linked to the project group RAP.</p> <ul style="list-style-type: none"> <li>Teachers planning and lessons make reference to gaps in children's learning due to lockdown and also to aspirational targets.</li> <li>Weekly support staff meetings continue to have a small CPD element.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>An outside sink is being installed by Willows on 16<sup>th</sup> November.</li> <li>Work on the new fencing, decking and raised beds starts on 16<sup>th</sup> November.</li> <li>Terry Baldwin has continued with seasonal maintenance, such as clearing the school guttering.</li> <li>David Parry successfully upgraded one of our old laptops for a fraction of the cost of a new one. He is now in the process of upgrading 3 more. We will continue to do this over the coming months, so we have more usable laptops for staff and children to use.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>As mentioned earlier the Covid Risk Assessment is being kept updated as required.</li> </ul> <p><b>Christian Distinctiveness</b></p> <ul style="list-style-type: none"> <li>We have been contacted by the Diocese with a view to completing an interim SIAMS visit. Due to the current circumstances we have postponed this until Spring 2021.</li> <li>This year we are looking to complete a virtual Christmas Service.</li> </ul> <p><b>Q: When Seesaw has been used, has it proved to be effective?</b></p> <p><b>A: So far yes, some classes are using for homework so that students and parents are familiar with it should home learning be required, there have been a few teething issues which have been resolved and we can still provide paper copies where access to tech is an issue. For families where tech been a barrier, some laptops have gone home – several families stated that they preferred workbooks.</b></p> <p><b>Additional laptops from the DfE are available but we need to meet a certain criterion to be able to access.</b></p> <p><b><u>Feedback from Project Meeting/ RAP review</u></b>  Postponed – SM met with Deb Harris virtually and updated her on progress. Feedback was that she was reassured about the amount of work and monitoring completed.</p> <p><b>R.A.P – overall priority for Governance:</b>  To effectively hold leaders to account for the quality of education, reflecting the urgent need to improve pupil progress, particularly disadvantage pupils &amp; those with SEND .</p> <p><b>Governance Milestones</b>  <b>By Jan 2021:</b></p>	
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22.20/21	<ul style="list-style-type: none"> <li>• Governors' monitoring has resumed in forms that comply with agreed Covid measures.</li> <li>• Challenge, from across the Governing board, is evidenced through minutes and reports and complies with the agreed monitoring schedule.</li> <li>• Governors support leaders in raising expectations, especially in teaching and pupil progress.</li> <li>• Minutes, and monitoring records show that Governors are fully focussed on improving the quality of education, especially for pupils with SEND and those who are disadvantaged. This includes attendance by pupil group.</li> <li>• Governors are clear about the impact of pupil premium and of catch-up funding, and their regular and thorough questioning keeps this a focus.</li> </ul> <p><b><u>Committee Minutes &amp; Feedback</u></b>  <b><u>Parents &amp; Community:</u></b></p> <p><b>Communications/Events</b>  Teaching and staffing changes implemented due to absences - parents were kept fully informed and have indicated that they were reassured.</p> <p>PTA has run and are running several successful online community events</p> <p>Socially distanced Christmas events are being planned in school.</p> <p>SM now completes a weekly blog following each celebration service.</p> <p>Year 6 students(with support from Mrs Arnett) have entered a virtual Pop-up: Pop Art competition being held virtually via Taurus Crafts Facebook page</p> <p><b>SIAMs/Christian Distinctiveness</b>  RE Report from Mrs Gait reviewed at P&amp;S Committee</p> <p>Due to restrictions normal nativity performances will not take place.</p> <p>This year a virtual Christmas Service will be completed.</p> <p>The Diocese have been in contact with a view to completing an interim SIAMS visit. Due to the current circumstances this has been postponed this until Spring 2021.</p> <p><b>Stakeholder Engagement</b>  Online parents evening booking system implemented last term –Teacher's held telephone meetings with parents.</p> <p>Fundraising for Children in Need this year was conducted online via ParentPay/JustGiving – this again proved a more effective way to raise funds and administrate donations - a small amount of cash donations was still accepted (where families did not have access to technology).</p> <p>Foodbank: Staff and students are collecting for the Forest Foodbank</p> <p>Governors will review the stakeholder strategy once restrictions are lifted.</p> <p>FODDC Community Grant : The Friends have been awarded £500 to purchase items for new reflection area in Forest School</p>	
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KB and Mrs Webb have applied for a £500 Outdoor Learning: Local School Nature Grant. This was successful.

<https://www.ltl.org.uk/nature-grant/>

The Local School Nature Grants programme allows schools to apply for packages of both products and training.

### **Performance & Standards:**

#### **Policies**

Reviewed the Curriculum policy

#### **Curriculum**

Covid gaps assessment, analysis, barriers to learning, catch-up funding and impact was reviewed.

Reports from RE and SEN subject leaders were reviewed.

#### **Monitoring Visits**

Plan in place and virtual visits are booked in.

#### **Teaching and Learning including CPD/training**

Seesaw - remote learning package has been launched

Staff meetings are taking place virtually with CPD. Currently focusing on Phonics and reading strategies.

Regular lesson observations and class monitoring continues by SLT

ELSA's have completed Day 2 of their training virtually

#### **School Development Plan/RAP review/Recovery Plan**

SM presented the latest RAP.

Governors were encouraged to attend the next Project Group meeting.

### **Resources Committee**

#### **Finance**

Reviewed accounts including Covid catch up premium spending and plan.

SFVS to be completed by 31/03/21.

Student census numbers were lower by 6 this year, which will impact on funding for next year.

Awaiting property service reports as to whether any major works /repairs have been identified for which additional budget planning will be required.

KB and SM to put together list of items that will require replacement in the next few years– alarms, door and gate entry, phone system, further IT upgrades and renewals and start to gain quotes.


Pupil Premium report has been updated to include expenditure and impact – now compliant and added to website : [Pupil Premium and Covid Catch-up Premium | Ruardean Church of England Primary School](#)

SM to complete Sports Premium spending and impact report by end of term

#### **Premises**

Socially distanced walkabout/site inspection postponed until spring.

	<p>Covid Risk Assessment/Management: Small sink for handwashing outdoors has been fitted by KS1 entrance. RA has been kept up to date by – face coverings are now requested on site.</p> <p>Capital Projects: LED lighting in classrooms to be considered.</p> <p><b>Policies Reviewed and agreed:</b></p> <ul style="list-style-type: none"> <li>a. Code of Conduct and Confidential Reporting (Whistleblowing)</li> <li>b. GDPR Data Protection Policy</li> <li>c. Freedom of Information</li> <li>d. Retention Schedule</li> </ul> <p><b>Personnel</b> R Duffield has been appointed as Teacher for Oaks class – handover meetings are planned.</p> <p>Isolating staff: where possible covered in-house/bubble, however where supply cover is needed, additional unplanned costs are incurred.</p> <p>Supply Teacher in Y3 /4 for this term until new year – There should not be additional costs as colleague taking unpaid leave.</p> <p>SM promoting and monitoring wellbeing - performance meetings booked for all staff this term.</p> <p>Governor vacancies recruitment in progress for board and resources committee.</p>	
23.20/21	<p><b><u>Policies</u></b> <b>Curriculum Policy:-</b> SM advised that the policy has now been Updated as agreed at P&amp;S Committee to be in line with curriculum statement with an appendix referring to Covid-19 adjustments.</p>	
24.20/21	<p><b><u>Safeguarding</u></b> <b>My concern:</b> Accounts have been set up for all governors to have basic user access including policy document sign off.</p> <p><b>KCSIE:</b> The Key has produced a summary to find out about the main points in Keeping Children Safe in Education (KCSIE) 2020, and to know where to look for information on specific areas of safeguarding contained in the statutory guidance: <a href="#">Click here</a></p> <p>All staff will complete mandatory safeguarding refresher training (virtually) on the INSET day - 04/01/20</p>	
25.20/21	<p><b><u>Governor Training</u></b> Virtual training is available via GCC <a href="https://www.gloucestershire.gov.uk/schoolsnet/governors/governor-training-courses/central-training-courses/">https://www.gloucestershire.gov.uk/schoolsnet/governors/governor-training-courses/central-training-courses/</a></p>	
26.20/21	<p><b><u>Governor Monitoring/Visits</u></b> Monitoring plan shared - Governors advised to send SM dates for intended virtual visits for term 3.</p>	

	<p>Updated version of monitoring template is available on SharePoint.</p> <p>The school website provider has developed a website auditing and monitoring tool – KB will share.</p>													
27.20/21	<p><b><u>Governor Vacancies</u></b></p> <p>Kev Agnew would like to be considered for another term of office as a co-opted governor – <b>Agreed - KA appointed until 24/11/22.</b></p> <p>There are still two vacancies for co-opted governors. Currently advertised on the school website, newsletter and on local social media pages –to also be added to Governors for School and Inspiring Governors websites.</p> <p>Governors were requested to self-nominate as link governor for recruitment. Interested parties to contact chair and clerk.</p>													
28.20/21	<p><b><u>Preparing for Ofsted: Triangulation Exercises : SEN/Safeguarding</u></b></p> <p>Governors completed the exercise reviewing SEND and Safeguarding structures, systems, and relationships.</p> <p>Governors agreed that this is a useful evaluation exercise to complete and review at each meeting and it will assist to identify strengths as well as areas for development for the board and school.</p> <p><b>Action: SM to take exercise forward to staff meetings for colleagues to have input.</b></p> <p>Next items to be reviewed: Quality of Education (Curriculum) and Pupil Premium</p>	SM												
29.20/21	<p><b><u>Correspondence</u></b></p> <p>Nothing to report</p>													
30.20/21	<p><b><u>Any Other Business</u></b></p> <p>Nothing to report.</p> <p><b>Summary of Action Points:</b></p> <table border="1"><thead><tr><th>Item No:</th><th>Action</th><th>By Who</th><th>By When</th></tr></thead><tbody><tr><td>10.20/21</td><td><b><u>Safeguarding</u></b> To read and review KCSiE 2020: Governors who have not yet completed the document sign off on My Concern were reminded to do so</td><td>All</td><td>Next Meeting</td></tr><tr><td>28.20/21</td><td><b><u>Preparing for Ofsted: Triangulation Exercises : SEN/Safeguarding</u></b> To take completed exercises forward to staff meetings for colleagues to have input.</td><td>SM</td><td>Jan 2021</td></tr></tbody></table>	Item No:	Action	By Who	By When	10.20/21	<b><u>Safeguarding</u></b> To read and review KCSiE 2020: Governors who have not yet completed the document sign off on My Concern were reminded to do so	All	Next Meeting	28.20/21	<b><u>Preparing for Ofsted: Triangulation Exercises : SEN/Safeguarding</u></b> To take completed exercises forward to staff meetings for colleagues to have input.	SM	Jan 2021	
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<p>There being no further business, the clerk closed the meeting at 8.40pm.</p> <p>CHAIRPERSON ..... </p> <p>DATE .....20<sup>th</sup> January 2021</p>														



## **Meeting Dates for the Academic Year (Via Teams until further notice)**

### **Wednesday:**

- 20<sup>th</sup> January 2021
- 24<sup>th</sup> March 2021
- 19<sup>h</sup> May 2021
- 14<sup>th</sup> July 2021

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