

## Ruardean C of E Primary School

### Minutes of the Governing Body Meeting held on Wednesday 24<sup>th</sup> November 2021. (Virtual Meeting)

Present: Simon Manning (SM) (Head), Vicky Barnes (VB), Tony Hughes (TH)  
 Emma Smith (ES) Lynn Pope (LP) Mark Wadsworth (MW)  
 Rev Clare Edwards (CE) Kev Agnew (KA) (Vice-Chair)

Also Present: Kealey Broddle, (KB) (Clerk),  
 Ralph Cole (Associate Member), Terry Baldwin (Associate Member)

Apologies: Louise Bailey, Roz Sykes

Item No:		Action										
	The Vice-Chair opened the meeting at 7.00pm											
19.21/22	<b><u>Apologies</u></b> Accepted											
20.21/22	<b><u>Extraordinary Election of Chair/Vice-Chair</u></b> Mr Ceri Benwell has stepped down from the board and role of chair, with immediate effect. An extraordinary election of the Chair/Vice-Chair election was held.  KA was nominated as Chair – Agreed TH nominated as Vice-Chair - Agreed											
21.21/22	<b><u>Declarations of Interest</u></b> There were no declarations of interest for this meeting.											
22.21/22	<b><u>Minutes and actions of last meeting/matters arising</u></b>											
	<table border="1"> <thead> <tr> <th>Item No:</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><b>66.20/21</b></td> <td><b><u>Governor Training/Development</u></b> KB /CB to meet to review skills audit results which will be shared and reviewed at next FGB meeting – <b>Update: KA and KB to review (Members were reminded to complete and return if not already done so). KB will send another link to audit tool</b></td> </tr> <tr> <td><b>80.20/21</b></td> <td><b><u>Governor Training/Development</u></b> KB to send out dates for next triangulation meeting – all invited to attend. <b>Update: Meeting postponed- Further meeting dates to be sent out</b></td> </tr> <tr> <td><b>05/21/22</b></td> <td><b><u>School Improvement</u></b> SM to share RAP with the board following meeting with School Improvement advisor on 08/10/21.  <b>Update: SM has provided a live link to the RAP document to members, saved on the Governors SharePoint site.</b></td> </tr> <tr> <td><b>06.21/22</b></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 the clerk –  <b>Action: CE to complete – KB send profile doc to CE</b></td> </tr> </tbody> </table>	Item No:	Action	<b>66.20/21</b>	<b><u>Governor Training/Development</u></b> KB /CB to meet to review skills audit results which will be shared and reviewed at next FGB meeting – <b>Update: KA and KB to review (Members were reminded to complete and return if not already done so). KB will send another link to audit tool</b>	<b>80.20/21</b>	<b><u>Governor Training/Development</u></b> KB to send out dates for next triangulation meeting – all invited to attend. <b>Update: Meeting postponed- Further meeting dates to be sent out</b>	<b>05/21/22</b>	<b><u>School Improvement</u></b> SM to share RAP with the board following meeting with School Improvement advisor on 08/10/21.  <b>Update: SM has provided a live link to the RAP document to members, saved on the Governors SharePoint site.</b>	<b>06.21/22</b>	<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 the clerk –  <b>Action: CE to complete – KB send profile doc to CE</b>	<p>KA/KB</p> <p>KB</p> <p>CE</p>
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	08.21/22	<b><u>Code of Conduct</u></b> All members to review the samples code of conduct and put forward suggestions to the clerk. To be discussed under item 25.21/22
	10.21/22	<b><u>Policies- Safeguarding</u></b> KB to carry out full audit of DBS checks for all colleagues, volunteers and governors and then commence application process for those who were last DBS checked 8 years and over. <b>Completed – To be discussed under item 30.21/22</b>
	10.21/22	<b><u>Policies- Safeguarding</u></b> KB to complete an up-to-date section 128 check and report back findings to governors. <b>Completed – To be discussed under item 30.21/22</b>
	11.21/22	<b><u>Safeguarding</u></b> All governors to read latest KCSiE document  <b>Update: Links to KCSiE document on MyConcern will be resent to governors who have not yet completed</b>
	11.21/22	<b><u>Safeguarding</u></b> KB to add KCSiE 2021 to MyConcern for document sign off by all governors. <b>Completed</b>
	12.21/22	<b><u>Wellbeing - Staff</u></b> KB/MW to source samples of wellbeing surveys for governors to consider. <b>Completed</b>
	12.21/22	<b><u>Wellbeing - Staff</u></b> KB to draft up and send agreed wellbeing survey via MS forms to all staff to complete. <b>Completed</b>
	12.21/22	<b><u>Wellbeing - Staff</u></b> Wellbeing survey review and action planning to be an agenda item at the next FGB. <b>Completed: Discussed under item 31.21/22</b>
23.21/22		The minutes of the previous meeting held on the 29 <sup>th</sup> September 2021 were agreed and signed (virtually) by the Vice-Chair.  <b><u>Headteacher's Report</u></b> SM gave an update on the Headteacher's report which had been covered in committees. No further questions/challenges were raised.  A full copy of the report can be found <a href="#">here</a>
24.21/22		<b><u>School Improvement</u></b> <b>a. <u>Project Group Feedback/RAP</u></b> A risk assessment has been completed against the Rapid Action Plan (RAP) to see if school is on track. It has identified barriers and considers external pressures such as budget, staffing changes and the Covid impact. It reflects the findings following Justine Hocking's visit.

	<p>Several areas are scored as 9 which is high, these are now the priority areas where focus will be. The RAP action plan has been updated to reflect findings.</p> <p><b>Q:How can Governors view the plan and have input to it?</b>  <b>A:</b> A live link to the RAP and SDP documents is available to members, saved on the Governors SharePoint site. Governors can have further input and involvement into the plan by attending the Project Group meetings</p> <p>Next Project Group virtual meeting booked for 10/12/21 @ 1pm. The focus will be on progress up until end of term – Open to all governors to attend. SM will email all members an invite.</p> <p><b>b. <u>RAP/SDP/SEF</u></b>  The RAP informs the School Development Plan (SDP) with the addition of Premises and SEND – SM has provided a live link to the RAP document to members, saved on the Governors SharePoint site.</p> <p><b>Action: All governors to have read and familiarise themselves with the RAP and SDP.</b></p>	
25.21/22	<p><b><u>Code of Conduct</u></b>  A draft code of code of conduct has been completed using the latest NGA model. It includes protocol for virtual meetings.</p> <p><b>Action: All governors to have read and familiarise themselves with the draft Code of Conduct. To be agreed at next meeting.</b></p>	All
26.21/22	<p><b><u>Headteacher’s Performance Management Review</u></b>  The Headteacher’s performance management review meeting took place on 1<sup>st</sup> October 2021 – All in attendance were satisfied with SMs performance against targets and an increment to the next leadership salary pay-point was agreed.</p>	
27.21/22	<p><b><u>Committee Minutes &amp; Feedback Resources</u></b>  <b>School Accounts:</b> Reports received and reviewed.</p> <p><b>Unofficial School Fund Audit 19/20</b> – Agreed and approved</p> <p><b>Financial benchmarking exercise</b> : Completed – VB has completed a monitoring visit template with findings/actions.</p> <p><b>SFVS</b> – Currently in progress - To be submitted by 31/03/22</p> <p><b>Premises:</b> A new entry system for the main gate and entry to KS2 has been quoted for and submitted for capital grant funding as to improve security/visitor management. Estimated cost £10,000. 50% would need to be funded by the school – There is enough in the budget if jointly funded via capital funds and some from the school buildings budget. If bid successful, upgrades would be completed around Easter 2022.</p> <p><b>Reviewed:</b> Pupil Premium, the new school led tutoring grant , the recovery grant, sport premium.</p>	

	<p><b>Reviewed Pay Policy</b> – GCC model Pay Policy – It has updated with current staffing structure and pay scales – The committee propose it is put forward to the board for approval.</p> <p><b>School Website:</b> External audit has been completed by Primary Site – Positive feedback received that content is compliant and up to date - Committee agreed to upgrade costs to improve the site as to make it more accessible and user friendly – upgrade will cost £1400 - This is to be budgeted for in 22/23</p> <p><b><u>Performance and Standards</u></b>  <b>Policies:</b> Positive Handling - Agreed</p> <p><b>SDP/Curriculum</b> - Reviewed plans and Headteacher’s report</p> <p><b>Reviewed:</b> Three subject leader reports - SEND, Computing and ELSA impact report –</p> <p>The monitoring visit timetable was reviewed.</p> <p><b><u>Parents and Community</u></b>  <b>Policies:</b> Anti-Bullying – Agreed</p> <p><b>Reviewed:</b> Parents evening questionnaire and relevant sections of Headteachers report.</p> <p><b>Communications/Events:</b> Discussed planned school events by PTFA: Christmas Fayre, Movie night, raffle, Christmas gifts for all - Funds raised will go to purchasing 8 new iPad for students to access.</p> <p><b>AOB:</b> Defib - A local contacts scheme was discussed</p> <p><b><u>Policies:</u></b>  <b>Pay Policy:</b> Agreed</p>	
28.21/22		
29.21/22	<p><b><u>GCC Model Policies/Procedures – HR, Admissions, Exclusions etc.</u></b>  The board agreed to continue to adopt the model GCC policies located on Schoolsnet.</p> <p><b>Action: Schoolsnet login details to be sent to board members</b></p>	KB
30.21/22	<p><b><u>Safeguarding</u></b></p> <p>a. <a href="#">KCSiE 2021</a> (The Key provide a useful summary linked <a href="#">here</a>) – All Governor’s to read  <b>Action: Link to KCSiE document on MyConcern to be re-sent to governors who have not yet completed</b></p> <p>b. <b>Annual S175/157audit: Safeguarding children in education</b> – SM has completed the annual audit with input from RS– To be submitted by 8<sup>th</sup> December. There are a few minor actions identified.</p> <p>c. <b>DBS and Section 128 checks-</b> DBS re-applications have been completed for 8 colleagues who were last checked over 8 years ago as per the board’s request at the last meeting. The charge is approximately £50.00 per check, not including admin time/costs. SM advised the board that following advise from GSCP , there is no requirement to complete re: checks for colleagues where there has been no break in service. Therefore, members should</p>	KB

	<p>consider the value/benefit of further DBS applications for long serving staff members.</p> <p>d. <b>Single central record training</b> –This training is available for Governors. SM has recently completed.</p>	
31.21/22	<p><b><u>Wellbeing</u></b></p> <p>a. <b>Staff Wellbeing:</b> Wellbeing survey results reviewed – A common theme was identified re: workload levels. Comments indicate external pressures locally and nationally are the biggest concern.</p> <p><b>Action: LP to complete full summary of wellbeing survey results to present at the next meeting so that an action plan can be drawn up.</b></p> <p>b. <b>Education Staff – Wellbeing Charter</b> The school has signed up to the education staff wellbeing charter, which is a declaration of support for, and set of commitments to, the wellbeing and mental health of everyone working in education. The charter is a declaration to protect, promote and enhance the wellbeing of staff.</p>	LP
32.21/22	<p><b><u>Governor Training/Development</u></b></p> <p>a. <b>Skills Audit</b> – Governors were reminded to complete and return audits to the clerk if not yet done so.</p> <p>b. <b>GCC Central Governors Training Courses</b> Governors were requested to notify the clerk of any training booked directly.</p> <p>c. <b>Accountability through monitoring &amp; challenge training</b> School based course completed on 14/10/21 - Feedback was that the training was very interesting and will be useful to all going forward</p> <p>d. <b>Triangulation Exercises</b> <b>Action: KB to send out next meeting dates to all members.</b></p>	KB
33.21/22	<p><b><u>Governor Monitoring/Visits</u></b> Governors were requested to review the monitoring timetable and book visits with SM</p> <p><b>Action: SM to amend monitoring visits timetable and send to all</b></p>	SM
34.21/22	<p><b><u>Governor Vacancies/Recruitment/Appointments</u></b> <b>Succession planning for future vacancies</b></p> <p>a. <b>Current:</b></p> <ul style="list-style-type: none"> <li>➤ <b>2x Co-opted:</b> Currently advertised locally, and on social media forums, and the school and Governors for Schools and Inspiring Governors websites. No enquiries to date.</li> <li>➤ <b>1x LA Governor:</b> Governor services have been notified and will start to seek suitable nomination to put forward to the board.</li> <li>➤ <b>1x Foundation:</b> Awaiting confirmation from Diocese re: TH re-appointment</li> </ul> <p>b. <b>Upcoming:</b></p> <ul style="list-style-type: none"> <li>➤ <b>1x Staff Governor:</b> Jan 2022 – Nomination letters will be sent to all staff in the New Year.</li> </ul> <p><b><u>Correspondence</u></b></p>	

35.21/22 Nothing to report.

36.21/22 **Any Other Business**

KA will draft and send a thank-you letter to Ceri Benwell on behalf of the board.

**Summary of Action Points:**

Item No:	Action	By Who	By When
66.20/21	<b><u>Governor Training/Development</u></b> KA and KB to review skills audit	KA/KB	Next Meeting
80.20/21	<b><u>Governor Training/Development</u></b> KB to send out dates for next triangulation meeting	KB	Next meeting
06.21/22	<b><u>Publication of Governors Details</u></b> CE to complete governor's profile documents and send to Clerk	CE	Next Meeting
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There being no further business, the vice-chair closed the meeting at 8.45pm

SIGNED: VICE-CHAIRPERSON.....Mr Tony Hughes

DATE: 26/01/2022

**Meeting Dates for the Academic Year**

**Wednesday:**

- 26<sup>th</sup> January 2022
- 23<sup>rd</sup> March 2022
- 18<sup>th</sup> May 2022
- 13<sup>th</sup> 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

(Initials in brackets refer to relevant committees reported to)

## School Context

### **Pupil Numbers** (FGB)

- The whole school numbers are: 82 (previously 83)
- Firs have 7 children (previously 5)
- Disadvantaged/Pupil Premium 34% of the school (previously 38%)
- SEND 28% of the school (previously 25%)

Pupils on roll				
Class Structure				
Willows	Beeches	Larches	Oaks	Firs
5 – YR 9 – Y1	5 – Y1 11 – Y2	12 – Y3 10 – Y4	11 – Y5 12 – Y6	2 – Y2 1 – Y3 3 – Y4 1 – Y5

### **Staffing** (RC)

- No changes to staffing
- Training completed this term
  - SM completed SCR training
  - KB – DSL Child Protection Inter-Agency (CPIA Level 3)
  - NW – Science network meeting by the LA
  - DA – English network meeting by the LA
  - NW – GCC Relationships and Health Education
  - SM – Evaluation your Curriculum Intent – David Shears
  - IH – Young Voices workshop
  - LB & KR – Completed Day 7 ELSA and qualified as ELSA staff.

### **Premises (RC)**

- Work has started on the replacement of the fire escape ramp in Firs. The old decking has been removed and the new one will be fitted w/c 29<sup>th</sup> November.
- Andy Haile (GCC) visited on 4<sup>th</sup> November to discuss replacing the wooden gates (between the two sites) with metal ones and installing a door entry system there and on the red metal gates. Companies have been contacted to gain quotes. This will go through as a 'bid' but as it is security we will have to pay 50%.

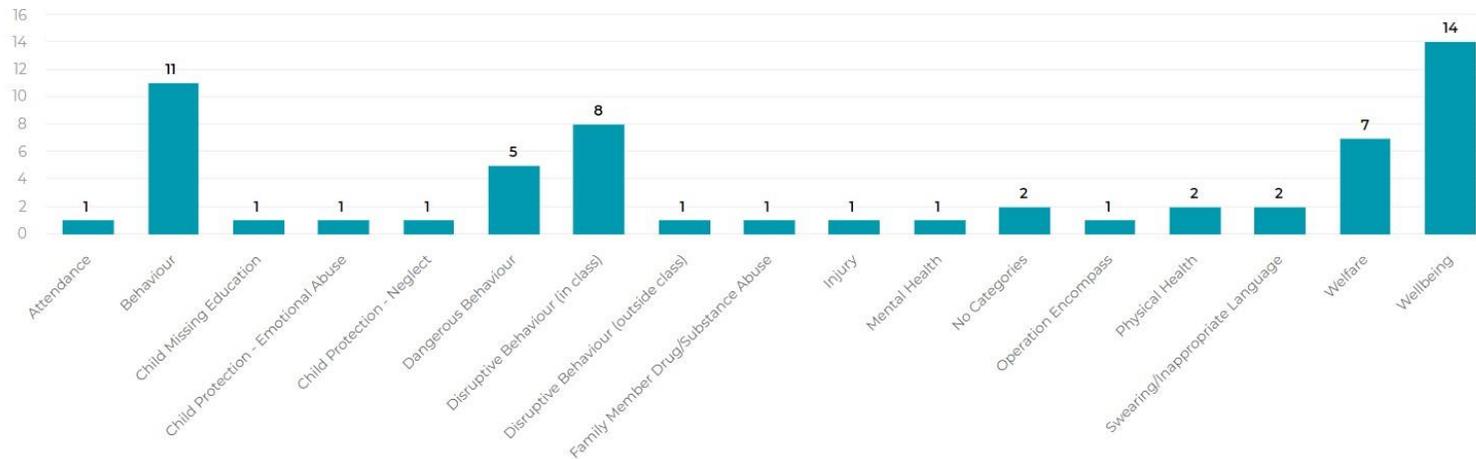
### **Health and Safety (RC)**

- No positive cases so far this half term.
- First two weeks of this term we have remained in bubbles as directed by the Regional Schools Commission (RSC) and UKHSA (PHE).
- Fire escape decking outside Firs – see 'premises'.

### **Safeguarding (PCC)**

□ Section 175/157 Audit has been completed and submitted before the deadline of 8<sup>th</sup> December. There were only a few action points which are non-statutory.

### Number of concerns for academic year 2021/22 so far



### Quality of Education (PSC)

- Phonics provision has improved further. Following training provided on 13<sup>th</sup> October all staff have greater confidence in delivering RWI phonics. The length of sessions has been extended to ensure there is a quality 'speed sound' section, followed by 'story time'. All children in YR, Y1 and Y2 now receive two books per week that match their phonetic level. Mrs Arnett will be completing further monitoring this term to ensure consistency of teaching is still present and the impact of this on the children's progress.
- Monitoring frequency by SLT has increased. There is clear evidence that feedback given is having a positive impact on provision. For example,
  - Monitoring in KS2 demonstrated that planning and delivery of tasks in KS2 more closely matches the needs of children.
  - Monitoring in Willows demonstrated that there was an effective balance of provision for YR and Y1. Both groups received equal quality teacher and TA time. Teaching and learning provision was highly effective with all children making progress in the lesson. This was evident between the job shares from the beginning to the end of the week.
- The RAP continues to remain a focus in SLT and is updated regularly. There is a link to the most recent/live document on the Governor OneDrive /useful documents.

## Leadership and Management (PSC)

- Subject leader time and monitoring – this was part of discussions in the PM appraisal meetings. English lead continues to have Wednesday mornings, which reflects the urgency in improving reading and writing provision across the school. Maths’s lead has had two monitoring mornings and has two more sessions in the diary for this term. Science lead has two monitoring sessions organised this term. Other subject leads are able to organise time with the HT as and when needed.
- The RAP provides additional details linking to leadership and management.
- HT has been accepted onto the WGSP Management Board. Attended two meetings this last term. This provides an opportunity to help ‘steer’ the strategic planning and direction of schools in the FoD.

## Behaviour and Attitudes (PCC)

### **Attendance**

- Before half term we had 8 covid cases and many children off school due to other flu like bugs and sickness. The first table below shows the weekly attendance figures and reflect the illnesses last half term.

Week Beginning	Possible Sessions	Present	%
02/09/2021	0	0	0%
05/09/2021	806	778	96.53%
12/09/2021	821	758	92.33%
19/09/2021	820	705	85.98%
26/09/2021	809	727	89.86%
03/10/2021	821	726	88.43%
10/10/2021	812	697	85.84%
17/10/2021	796	724	90.95%

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

Group Analysis by Vulnerability			School percentages for 2020 to 2021		National Average 2018 to 2019	
Year to date						
Grouping	Attendance	Unauthorised	Attendance	Unauthorised	Attendance	Unauthorised
Whole School	89.35%	0.54%	94.04%	0.45%	95.3%	1.4%
Pupil Premium	89.15%	2.11%	93.11%	0.96%	92.5%	2.0%
SEND Status	88.45%	0.49%	91.62%	0.52%	92.4%	1.5%

- Pupils and staff completed surveys on 1<sup>st</sup> November to gain views on behaviour, attitudes and manners. The attached evaluation sheet provides details.

## Evaluation/monitoring of Pupil and Staff voice – behaviour, attitudes and manners – 1<sup>st</sup> November 2021

- Children across the whole school (including C&I and EYFS) completed the survey.
- Eleven staff completed the survey

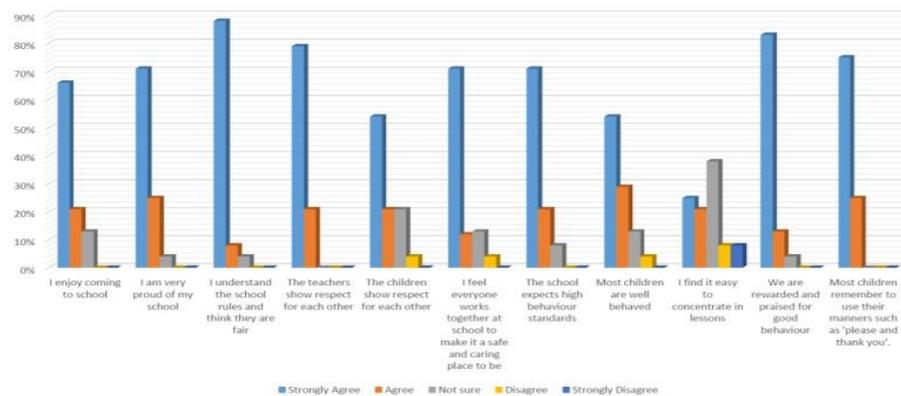
### Evaluation/Outcome

- Overwhelmingly positive outcomes to the majority of questions asked, which is reassuring.
- Common theme emerging in two areas highlighted by both staff and pupils
  - 'Children showing respect for each other.' Although the results were mainly positive there were a larger number of 'not sure' and 'disagree' answers in this question compared to the rest of the survey.
  - 'Concentrating in lessons and disruption from low level behaviour effecting lessons'; answers were more balanced across 'agreeing to disagreeing' compared to questions in the rest of the survey.

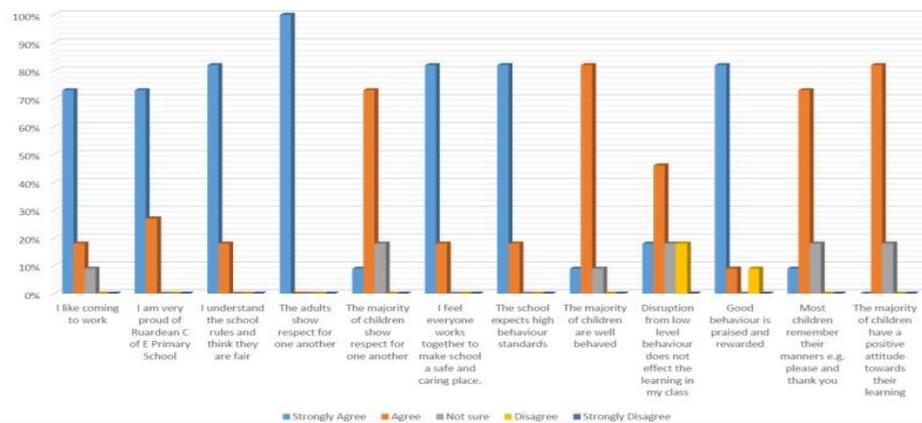
### Action points – as per our RAP

- We can be really focused on aspects of 'respect' between children. Whole school worship, class PSHE and Circle times will need to keep this as a constant focus.
- During the next staff meeting on 17/11/21 we will have a focused discussion to share ideas on how we can improve those low level behaviours that distract children and effect learning.

Pupil voice - behaviour, attitudes and manners - 1st November 2021



Staff voice - behaviour, attitudes and manners - 1st November 2021



## Personal Development (PCC)

### *Christian Distinctiveness*

- The children continue to have daily worship in school, our value this term is Respect.
- A group of children represented the school and attended the village remembrance service at the memorial on 11<sup>th</sup> November.

### *Personal Development*

- We will be attending the Young Voices Concert on 27<sup>th</sup> January. We currently have 33 children wishing to attend. The teachers in KS2 are currently running lunchtimes clubs to practise the songs and actions.
- In September musicians from the London Sinfonietta Orchestra worked with the children in Oaks to explore, compose and perform a variety of music. [Click here to see photos on our website](#)
- A feedback questionnaire has been sent to parents following the parent meetings this term. The results and evaluation for this are available at the end of this report.
- Children in Willows and Beeches have been learning the violin. On Tuesday 24<sup>th</sup> November they performed several pieces of music to the whole school. [Click here to see the video.](#)

## Early Years Provision (PSC)

□ PM Appraisal with Willows teachers – there were discussions around quality of provision where Teachers had identified the need to strengthen provision for EYFS and Y1. Several structures have been trialled. Monitoring in Willows has demonstrated that there is an effective balance of provision for YR and Y1. Both groups received equal quality teacher and TA time. Teaching and learning provision was highly effective with all children making progress in the lesson. Additional follow up monitoring in Willows demonstrated there is consistency across the week and between job shares. Lesson observation confirmed consistency and high-quality teaching and learning.

## Evaluation of Parent feedback following Parent Meetings - November 2021

### Evaluation/Outcome

- Very high attendance of parent engagement with the meetings – 98%
- 17 parents responded to the questionnaire which is 27% of our 64 families.
- Overwhelmingly positive outcomes to the majority of questions asked, which is reassuring.
  
- Comments left by parents as part of the questionnaire.
  - *Reading books, I know there is a variable of level of abilities, but I feel their reading books are not changed enough. We've been on occasions with the same book for 4+ weeks at times. When we expected for our children to read at home but it's the same book for weeks on end it gets difficult to maintain.*
  - *I love the fact that the head of the school knows most children by their names and has a hands-on approach. Also I'd like to praise the receptionists, they do a great help, trying to help kids and parents any way they can and they also know the children well which is nice to see :) The school feels like a big family and we as a family are very happy here! ○ Would have preferred a later appointment for parent meetings.*
  - *It's genuinely a joy to see my children enjoy school & have such good experiences there. Being bullied severely at school myself many times when i was going, i generally had a sceptical view of schools & didn't hold the best opinions of them. But Ruardean has been one i proudly say my girls go to & would recommend. Teachers are lovely & friendly as well as the staff there, nothing is too much trouble & always there to help. The Headteacher is also someone i can have faith in also. Thank you all for what you do at the school & for my girls, they've learnt so much & i know they will continue to do so. It's a pleasure & very much appreciated.*
  - *The Elsa sessions are great miss Rose does a brilliant job. Also, when talking to Mrs rylatt it was obvious she really knows my child well and cares about her wellbeing as much as her learning and has a good understanding of the best ways to promote both of these things.*
  - *Nothing but praise for how the staff have handled the difficult situation and many challenges faced over the last 18months. It's clear they really care about each and every child.*

### Action points

- We will explore the reasons behind the results for the question; '*The school keeps me well informed*'. ○ What does this exactly relate to? For example, teacher communication about their child or whole school communication?
- Review timings of future meetings for accessibility.
- Ensure consistency in systems for changing books etc.

Parent feedback following Parent Meetings - November 2021  
 98% attendance to meetings, 27% return rate on questionnaire

