

KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 1ST DECEMBER 2020
(AUTUMN 3)
(VIRTUAL VIA ZOOM)

Name		Attended	Apologies received	Apologies sanctioned
Jenny Benney	JB	Yes		
Rev'd Michael Wilkie	MW	Yes		
Rachel Miller	RM	No	Yes	
Paul Palmer	PP	Yes		
Laura Twamley	LT	No	Yes	
Alec Stokes	AS	No	Yes	
Amy Vine	AV	Yes		
Sarah McDonald	SMD	Yes		
Sam Vine	SV	Yes		
Clare Klipa Gavanski	CKG	Yes		
David Gypps	DG	Yes		
Matthew Loosemore	ML	Yes		
Susan Robinson	SR	Yes		
In Attendance				
Melissa Trudgill	MT	Yes		
Karen Strachan	KS	Yes		

1. Welcome, apologies and sanction of apologies

CKG welcomed everyone to the meeting. Apologies had been received from Rachel Miller, Laura Twamley and Alec Stokes and these were sanctioned.

2. Minutes of the Last Meeting on 20th October 2020:

These were approved as a true record of the meeting.

3. Matters Arising

- Finance Governor Induction Training set up for David with AV and MT before Christmas.
- KS has amended the policies from the last meeting. CKG will go into school to sign the updated policies.
- MT is awaiting some final BI forms back from governors.
- KS will send out the parent governor vacancy letter to all parents in the New Year to cover the remaining parent governor space on the GB.

4. Declarations of Interest for Items on the Agenda

No declarations made.

5. Welcome and Formal Approval of Susan Robinson as Co-opted governor

DECISION: SR was approved as co-opted governor by the FGB (term dates 1.12.20 – 30.11.24).

The Chair welcomed SR to the GB and all governors present introduced themselves.

6. Discuss Governor Visits and Visit Template

- MT had created a new template for governors visits which had been circulated. AV said she had used the new template on a recent visit and had found it improved and easier to use.
- PP had conducted a governor visit for science (virtually via zoom) and a physical visit for Health and Safety.

ACTION: PP to submit his governor visit as Science Lead for the next FGB meeting in Jan 2021.

- AV had circulated her EYFS governor visit report which focused on the impact of the new resources. Approximately £10,000 has been spent this year and has created a transformation of the classrooms. The children are even more focused than before, the rooms are better equipped and more accessible and children are enjoying the new environment. AV also looked at the impact of the Reception/Y1 mixed

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classes and although she does not have much experience of what Y1 had been like before on their own, she had visited the EYs and reported that there was not a great difference with the mixed classes and they seemed to have merged well. Some of the Y1 pupils will require additional support from staff, but this would be the reality however the classes were set up. Further details within AV's report.

- KS added that due to the insufficient numbers for 2 complete classes, there were 11 Y1 children who were still in the reception class although they were following a Year 1 curriculum. Some of these children had been selected as they were younger in age, or still had development work to do on their early learning goals or had some additional needs. KS and AV have looked at the budget regarding options to be able to return to having two Year 1 classes, but this would depend on the numbers coming into Reception which will be determined in March. Therefore, this was currently a waiting game regarding numbers and finance and would involve employing an additional teacher and possibly two Year 2 classes with 21/22 children in each (currently year 1). KS reported that there were some additional Year 1 children joining the school in January.
- **Q CKG asked if the School had 'held back' children before into the previous year?** KS clarified they were not 'holding back' any children now and they were still being taught the same curriculum as their other year 1 peers. When numbers had been similar before there had been mixed classes.
- **Q SMcD asked if there was any reason identified why intake numbers had dipped?** KS said it was a general trend and other local schools had struggled for numbers. KS explained that marketing the school was challenging during the pandemic as visits around the school for prospective parents were not permitted.
- **Q PP asked if there had been push back made by the parents of those year 1 children who were in the Reception Class?** KS said the majority of parents had been supportive of the decision and a few had needed further explanations from the class teachers.
- SV gave an overview of his governor visit (previously circulated to all governors) with Becky Hutchens and KS. SV had spent some of the meeting learning about the school curriculum and its unique make-up of the different factors that influence the curriculum (such as the role of the Christian elements, topics and the school's values). SV and BH explored the external providers such as PUMA tests and Read, Write Inc. etc. KS had explained about the School's intention to ensure that the curriculum contained black, Asian, ethnic minorities historical figureheads throughout time.
- SV informed the meeting that his next visit was planned for February and will focus on the curriculum recovery plan. By then there will be some data or information available on whether the Plan is being effective as it is too soon to tell at the moment.
- **Q CKG asked if there were any further governor visits planned?** PP had his science governor visit on the date of this meeting and so agreed to report back at the January Meeting. See previous action.
- ML will be looking at PP and safeguarding visit in the New Year via zoom with RM and KS in the first instance. He has reviewed the School's Safeguarding Policy (which included the latest KCSiE) and PP strategy. He gave it a thorough review, using his knowledge from his role as a DSL in his school and confirmed it was current and thorough and could not find any improvements/comments to make. He will also book a meeting to look at the SCR.
- SMcD has booked a governor visit via zoom with Wendy and Lisa for 4/12/20 and 10/12/20.
- CKG thanked the governors for their great start with being proactive in making dates to undertake governor visits even if they are virtual. She reiterated the importance of making these visits each term.

7. Update on Governor's Vacancies

- MT advised that the parent governor vacancy letter would be best sent out in the New Year.
ACTION: KS will send a letter out to the parent community re the remaining 1 parent governor vacancy.
- MT had contacted Alec Stokes who is unable to attend virtual meetings on zoom. He is keeping in touch with the School and GB, but will stand down as a foundation governor when the position can be filled.
ACTION: MT to seek clarity from the Diocese regarding the requirements for a foundation governor (re PCC approval etc.).
- There remains lead areas of Maths and PE. When the final vacancy is filled, these lead areas will be allocated. KS said that Maths was a key improvement point in the School Development Plan (as well as

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English, PP, recovery curriculum) and needed a governor linked to it. MT asked if this meant that perhaps there should be a reorganisation of the existing areas so that Maths is covered. CKG suggested that perhaps AV could take Maths on in the interim as well as EYFS and AV agreed to this if it was needed. ML also offered to take PE or Maths on as an extra in the interim. KS added that PE was quite a large lead area as it included the sports premium funding and annually the impact of this funding needs to be reported upon.

- MT reported that there were no model TOR for Maths, Science and PE and so she had approached the teachers for any key points to use as a basis. KS confirmed that there had not ever been TORs for these areas so it was decided that the action points and governor visits guidance would be sufficient. All governors had received their action plans for their lead areas.

8. Discuss Terms of Reference absent for Maths, Science and PE

Please see under item 7.

Strategic Items

9. Headteacher's Report

KS had produced a HT report and this had been circulated prior to the meeting. KS highlighted the following points:

- There had been a positive case of Covid in Y3 and KS had sought the current Health England advice. The isolated year 3 children and were supplied with online learning during this time. One of the twilight staff sessions had been around getting ready for this eventuality and hence the staff were ready prepared for this and there had been positive comments from parents on how this had been managed. PP said the feedback from the remote learning from teachers was well organised and quick so children had regular and quick feedback on the work that they were doing.
- **Q SR asked what percentage of children engaged in the remote learning?** KS said there had been 50% registered in the morning but there was more than this who joined in later in the day and then more still who attended the collective worship at the end of the day. Overall KS estimated that there was about 10/60 who did not access the learning at all.
- DG added that although it had been challenging juggling the children's' work with working from home, overall the remote learning was very well organised and structured.
- School numbers were balanced with some leaving but then more children joining.
- Attendance was at 96.2%.
- **Q JB asked if the children were showing anxiety in these challenging times?** KS said that some children were struggling and it seemed that Y6 seemed to be most affected. Staff are trying to support staff as much as they can and there is Thrive in place.
- KS said there is an assessment week next week and it will be interesting to find out how the interventions and catch up funding are impacting on how children are doing. Y2 phonics screening will be undertaken as it was missed in June.
- Appraisals have been completed and the P&P committee are having a meeting tomorrow.

10. Discuss School Development Plan and Key School Improvement Priorities – monitor and evaluate progress to include Action Plans and Curriculum Recovery Action Plan

Q PP had sent a list of questions on the SDP:

- English Development Plan – in maths there was a series of data around attainment and you could review the percentage/expectations; this needs to be included in the document for English. KS has spoken to the staff member and she will include this data.
- EDP – around the budget – interested to see comparisons whether it is going up or down. KS said that the English budget always looks inflated because accelerated reader is included and library services, but it does not fluctuate much from year to year.
- Math's Development Plan – PP asked for clarity on which year this applies to – KS responded that there is a cross-over of years as the budget runs to a different year schedule than the academic year.

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- MDP – inclusion of data made the report very clear but PP asked if this target year was right as 19/20 – this should read 20/21 (correction required).
- MDP – re implementation of teaching the Mastery Project and PP was curious to know how this was implemented as it is the most expensive resource and asked how will it roll out in following years and how we can measure its impact. KS said it did not incur a cost as the school receives a sum of money to deliver it and we are linked with Shiphay Academy.

ACTION: KS will forward to governors a report on the Mastery Project written by Jo Perrott (Maths Lead).

- PP asked about the concept of the role of the champion in the SDP. KS said that RM would expand on this when she returned.

ACTION: RM to answer the question on the role of the champions in the SDP.

- PP asked about pupils' access to devices for home learning? KS said that a letter was sent out asking for parents to let the school know if they did not have access to a device in the home. There had been minimal response to this letter but when the Y3 were self-isolating, parents did come forward and ask for devices. KS said that the school is so knowledgeable about their families so those families who had need for devices, the School was aware of.
- Recovery Curriculum Plan – PP asked for an update on how successful the recovery plan is so far. KS said that when the assessments were completed, there would be a better picture on this. KS estimates that February will be the time when the staff will know if the recovery plan is working effectively.
- **CKG asked re the SIP comparing last year and this year – the attainment for the boys is not included in this year and asked what was the evidence as to why this had been removed?**

ACTION: RM to respond to this question at the next meeting re why boy's attainment is not a SIP this year but was last year.

11 School's Christian Distinctiveness, to include SIAM, values, vision, etc.

LT was absent from the meeting, but had sent through the following points:

- Collective Worship – positive feedback from families especially from Y3 when they were self-isolating.
- SIAMS – focusing on building on the anti-racism curriculum into the SIAMS.

12. Receive reports from Lead Governors

(included in above)

13. Receive School Business Manager's report and Budget FRS Period 7

- AV presented a different report this time with accompanying notes.
- AV – Health and Safety – new local roofer has been appointed and has come in to do some repairs. New Boiler had been put into a classroom and an electrician has been in to reinstate the lighting.
- PP did the last health and safety visit earlier in the Autumn Term.
- Cleaning – additional costs due to Covid (Betterclean). AV is expecting the higher costs will continue for the foreseeable future.
- Not all the government catch up funding has been received but there has been an additional teacher so expenditure looks high.
- Wrap-around – compared to the Spring Term we have not lost many children despite Covid. Currently 95 pupils attend the wrap-around provision.
- AV has received £3,500 of furlough for wrap-around from DCC.
- AV was successful with a £3,000 grant application from the government re claiming back for additional Covid costs.
- FSM – numbers have gone up as more parents were claiming for FSM during lockdown and this means more PP for the school as well. AV has written a letter to go to parents encouraging them to apply for FSM.
- School meal debt had dramatically reduced due to School money – the electronic school money programme.
- In year leavers – AV will update with current numbers regularly.
- **Q ML asked in terms of admission is there any marketing for the School undertaken externally or internally, to generate numbers?** AV said that she was working on this and had done some promotion

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on FB and had produced a video with children to support the virtual school tour. It was challenging when parents cannot come to have a look around the School. AV explained that marketing the School was one of her performance management targets and she would be focusing on this area. The wraparound has been key in marketing the school and the forest school has previously been used in encouraging children to visit and then attract them to the School, which cannot be used at the moment.
<ul style="list-style-type: none"> She welcomed any ideas from governors on marketing and SMcD offered to support on this as she had some marketing experience.
14. Receive update on cleaning and caretaking
None.
Accountability Items
15. Receive Headteacher's safeguarding audit report
Item deferred.
16. Review impact on Pupil Premium Funding
Item deferred.
17. Review progress of staff appraisal/P&P Committee
Meeting to be held on 9.12.20.
18. Policies: SEN Policy Supporting Pupils with Medical Conditions.
KS reported that currently the School can only administer prescribed medication and this might need to be changed within the policy to be able to administer Piriton and Calpol as there were some children who were suffering because of this. DECISION: FGB approved the above policies and these will be updated (new date and signed by CKG) and then loaded onto the website.
19. Health & Safety – Any issues
KS reminded of all the additional Covid constant Health and Safety checks and actions (including masks in the playground, sufficient PPE in school, antibacterial wipes etc).
20. Chair's Other Business
Q SV asked after the staff's well-being. KS reported that they are managing brilliantly but voiced frustration that staff were not eligible for the weekly testing.
PART 2
The meeting went into part 2 confidential at this point.

THESE MINUTES ARE AGREED BY THOSE PRESENT AS BEING A TRUE RECORD

SIGNED: DATE:

ACTION TABLE – from meeting 01.12.20			
No.	WHO	WHAT	WHEN
1	AV/MT	To arrange induction meeting with DG.	DONE
2	MT	To email those governors who had not yet completed their skills audits and business interest forms.	ASAP

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3	LT	To contact Revd.' Wilkie before half term to ensure he is able to access school emails and governance communications.	DONE
4	RM	To publicise the remaining parent governor vacancy.	Jan 2021
5	MT	To send another letter to Alec Stokes to find out whether he wishes to continue as a governor.	DONE
6	KS	To amend these policies and bring back to next meeting (1.12.20)	DONE
7	ALL	To make contact with their staff subject leads and to arrange a time for a governor visit.	Within Autumn Term
8	PP	PP to submit his governor visit as Science Lead for the next FGB meeting in Jan 2021.	19.1.21
9	MT	To seek clarity from the Diocese regarding the requirements for a foundation governor (re PCC approval etc.).	ASAP
10	KS	To forward to governors a report on the Mastery Project written by Jo Perrott (Maths Lead).	ASAP
11	RM	To answer the question on the role of the champions in the SDP.	19.1.21
12	RM	To respond to this question at the next meeting re why boy's attainment is not a SIP this year but was last year.	19.1.21