

KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 19th JANUARY 2021
SPRING 1 (VIRTUAL VIA ZOOM)

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

1. Welcome, apologies and sanction of apologies

CKG welcomed everyone to the meeting. No apologies had been received.

2. Minutes of the Last Meeting on 1st December 2020:

These were approved as a true record of the meeting.

3. Matters Arising

All items will be addressed within the meeting.

4. Declarations of Interest for Items on the Agenda

No declarations made.

5. Update on Governor Vacancies

- There have been 2 expressions of interest from potential parent governor candidates. MT has sent them application forms and will follow up references asap. MT reminded governors that there is only 1 vacancy so if the 2 parents proceed with applying, then there will need to be a virtual election amongst the school community. They will need to create a pen portrait which will be sent to all parents.
- MT and CKG explained that there might be a possibility for the candidates to consider the foundation governor role as an alternative as this was also vacant.

6. Monitor Governor Visits including: Science Visit (December 2020)

- PP gave a summary of his recent science visit (to accompany his previously-submitted written report). He had met with Patricia Owens on Zoom and they had covered: catch up since March and to obtain an understanding of Covid's impact on science and learning in School and how curriculum was being caught up in the Autumn term.
- PO said that learning had been progressing well in the Autumn Term and she had reviewed the science resources which were held in School and she had undertaken an update of some resources during this time.
- PP wanted to find out what emphasis had been placed on Science compared to English and Maths and in particular pupils' understanding i.e. how big was the gap in knowledge due to Covid.

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- PO had reported that staff had done an amazing job since September to ascertain pupils' progress and she was hopeful that this would be reflected in pupils' progress assessments and data. She had taken the opportunity to engage with NQTs and plugged any gaps they may have by using a head start assessment tool.
- Science week will be moved to the Summer Term due to lockdown.
- PP was very pleased with the intent and direction of moving science forward and his next visit will be to look at the data and discuss those children who have been really impacted by Covid in their science learning.
- SMcD had undertaken an English visit at the end of last term (with Wendy Williams) and they had focused on the detailed 2020 English action plan. The implementation of the plan involved many other members of staff and the aim was to see an improvement in reading, writing and maths across all year groups. The plan used Babcock's suggested texts and has been put into place. Each class has their own set of texts and the implementation is underway and their plan is very SMART with the targets.
- SMcD said there were a few strategy changes and WW had considered making some others. Other staff members were heading up various other linked projects e.g. handwriting and this was a plan which involved many team members and worked across the school.
- Covid had had an impact on writing but for some children, reading had actually improved.
- SMcD reported that she was very impressed and had asked if there was an opportunity to compare with other schools, the impact of Covid.
- The plan had been to meet again after half term to compare what had changed, but now there was another lockdown.
- SMcD had also met with Lisa Alexander to learn about phonics in the School and there was lots of information about different reading schemes used in different year groups including targets and expected reading levels to be achieved. The Read Write Inc. scheme has been integrated into every day teaching and many staff have undertaken specialised training. Persistence was required to carry out the scheme in the Covid bubbles, but she was looking forward to successful outcomes.
- MT reminded governors on how to access SharePoint and where she had saved meeting papers and visit reports etc.

7. Receive report back from Maths Lead Governor

- CKG reminded governors that someone will need to cover this lead area. She had discussed with AV the possibility of her taking on this area for a temporary period until governor vacancies were filled. AV had agreed to do this, in addition to the EYFS lead area. The FGB thanked AV for undertaking this.

Strategic Items

8. Headteacher's Report

RM responded to the questions which PP had submitted on her report. She answered these and other governors' queries:

- RM said there were 154 children in school which is 42% of the school roll. There are more requests coming in from parents.
- Y2 and Y5 are full, based on the premise of maximum 50% capacity per year group, which allows a teacher to be kept at home to lead the home learning.
- RM had sent out a parent questionnaire and one of the questions was asking parents to judge the quality of home learning – there were 80 responses and this question scored 4.2/5, which had improved from the previous lockdown.

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- Last week there was 18 not engaging and now only 11 following a targeted letter from RM to families. If there is no engagement, she will refer to the EWO on advice from the LA. The engagement rates are higher than at other schools.
- LT added that there had been a lot of work undertaken prior to this latest lockdown, to ensure that children were home learning ready, and not necessarily relying on parents and had been preparing for another lockdown. There had been a lot of lessons learnt.
- RM said due to the hard work of the staff, even all of the EYs children were engaging in their learning which was quite remarkable for children of that age.
- All agreed that the organisation of the remote learning during this latest lockdown was excellent and it was positive that teachers are in school and producing home leaning lessons on a rota basis. This works well for both the adults and children.
- Update – government wish to have staff tested twice a week, starting on Monday. RM and KS have attended webinars about what this will look like and test kits will be delivered to School later in the week. Each staff member will log and sign for 7 tests which will last 3-4 weeks to be done at home. The webinars will be gone through with staff by RM. Results would be combined into the track and test. RM asked for FGB approval that if there is a lateral positive flow test, the associated school bubble would be isolated and confirmation received from the follow up PRP result. The earlier a warning was received, the better.

DECISION: FGB agreed to react to positive lateral flow tests in staff.

- RM stated that in order to maintain quality remote learning, the maximum number of staff within school equates to 50% capacity. If numbers of staff in school increase, there would be an impact in remote learning. **Q CKG asked about the possibility of a tier system?** RM said currently the numbers feel manageable and there is enough staff and she would be loathe to upset this balance by accepting more children. SV said that there might be some individual circumstances, where families had experienced financial or employment changes as lockdown had progressed, so that children coming into School was more imperative. RM reassured that cases were assessed on an individual basis.

DECISION: FGB supported RM in maintaining the balance of children numbers into school with 50% capacity to ensure the quality of remote learning for those children at home.

9. Update on Remote Learning and Covid risk assessments

Please see above.

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

Q Please explain the role of the champions? RM said that for PP children, who were not making expected progress they would have a champion assigned from the SLT who would undertake regular check-ins and it was also about leaders supporting teachers to raise their expectations for disadvantaged children.

Q How were the staff chosen to be champions? RM said they were generally more experienced members of staff.

Q Boys attainment - why was it removed from this year's SIP? RM said the document was focused on catch up and although boys were still a priority, it was not just this group who were identified since lockdown but all pupils. KS said that during the next half term the school will continue to plan as normal, regardless of Covid and teachers will begin to start to rewrite the development plans for next year, already for the new budget. These will be available for governors in April.

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

- CKG had asked LT to outline the School's vision and values and how this should be part of our thought process when governors undertake school visits and ask questions.

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- LT gave an overview and explained that in 2018 there was new SIAMS framework and the School used this as an opportunity to consider our vision and values and how can we put this in language to express who we are. Questionnaires were sent out to parents and children and staff were asked to contribute and co-constructed the school's vision 'Achieve, Believe and Create Together'.
- The vision and values fit within the C of E vision for education and LT shared a paper on this to explain it further. The document is available on the website and it lists our 6 values which are lived through our learning and the actions which link the school with the community i.e. the foodbank at Christmas.
- LT went on to explain the role of SIAMs and why our vision matters. The three key elements which mirrors the Ofsted 3 I's are: Vision (what are we striving to do?), Provision (what do we do because of it?), Impact (how do we know it is working?). These 3 key elements are the 3 key questions which everything will hang off.
- We also have the Diocese of Exeter's vision and it is about working to create a recipe to try and put it all together but above all, it is important that we know who we are and Kingskerswell does know, and is good at what we do.
- LT said one of the challenges ready for SIAMs is to evidence how we, as a governing body, can capture the School's Vision and Christian Character, so it is obvious to inspectors e.g. spirituality. The website will be the first place to be reviewed and there should be no duplication.

12. Report from Pay and Performance Panel Meeting

- KS had met with DG, SMcD and JB (the pay committee) and she had provided them with a selection of appraisal documents ranging from a new TA to a member of the SLT so the committee could see the different ranges and the appraisal carried out.
- This year KS explained the the targets from the previous year had been carried forward. It demonstrated what the performance was measured against. KS said there were straightforward pay rises proceeding up the spinal grades. There were some UPS applications and the committee had seen one of these documents, which was detailed and demonstrated the performance steps involved.

13. Review arrangements for reporting to parents

There was no change to the current methods of reporting to parents. The annual report may have a different format if Covid 19 continues. KS said that parent's evening would be conducted virtually.

Accountability Items

14. Receive School Business Manager's report and Budget FRS

- AV was absent due to ill health and therefore this item would need to be carried forward to the next meeting. Governors had received the financial reports from AV.
- DG reported that he had some meetings scheduled with AV to look at the new budget and learn more about his finance lead governor role. He had attended a training meeting with MT and AV before Christmas.
- MT informed that the March FGB meeting date would need to be moved to align with financial reporting and deadlines.

15. Review progress of identified building/maintenance works.

- RM reported that the roof was successfully fixed.
- PP asked for an update on the outside storage sheds as the FGB had asked for a comparable second quote as currently it did not correspond. The quote had now been returned with further detail and it will be brought back to governors after the new budget in April.

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<ul style="list-style-type: none"> • Q DG asked if the contractors were willing to keep the quotes open for that length of time? KS confirmed that this would be the case.
16. Policies: Capability of Staff Policy (annual) Whistleblowing Policy (annual) Flexible Working Policy
<ul style="list-style-type: none"> • Q SMcD raised whether any amendments needed to be made to consider Covid re access to school and attending meetings? It was decided that references to meeting could be refer to virtual also. • Governors had previously received the policies and approved as above. <p>DECISION: FGB approved the above policies and these would be signed and uploaded onto the School website.</p> <p>Safeguarding Policy – Appendices</p> <p>DECISION: FGB also approved the appendices to the safeguarding policy re Covid from the LA.</p> <ul style="list-style-type: none"> • RM had distributed these to the governors as part of the meeting papers. • She raised that there was a reference to a Communications Plan – for individual children who have increased need. KW staff have done provision maps which detail how they will detail information to parents and these will be referenced in the appendices. They will be reviewed regularly. • RM has changed the names of the model policy. She had yet to add the DSLs’ contact numbers onto the policy as they now have new phones procured by AV.
17. Health & Safety Update to include Fire alarm tests and fire drills
Nothing to report.
18. Chair's Other Business
<ul style="list-style-type: none"> • PP will be responsible for having an overview of governors’ training and will assess any skills gaps. • RM said the term dates for 2021/22 had been set but the DfE had sent information out recently, which highlighted that the second week of the 2 week half term holiday (May/June) fell in phonics screening week. Staff were consulted and the preferred option was to keep an extra day around that time (non pupil day) for report writing and the other 4 non pupil days’ attach to the summer holiday, instead of having a 2 week half term holiday. • JB thanked the staff and pupils for the Christmas decorations which had been put up in the Church. She said they were wonderful!
Date of next FGB meeting (virtual):
The next meeting will be on Tuesday 16 th March at 5.30pm as per the annual schedule. This meeting will be virtual via Zoom. KS will set the meeting up and generate invites.

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

SIGNED: DATE: