

KINGSKERSWELL C OF E PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BOARD MEETING ON 16 MARCH 2021

SPRING 2 (VIRTUAL VIA ZOOM Commenced at 17.50 hrs)

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		
Amy Vine	AV	Yes		
Sarah McDonald	SM	Yes		
Sam Vine	SV	Yes		
David Gypps	DG	No	Yes	
Matthew Loosemore	ML	Yes (part)		
Susan Robinson	SR	Yes		
In Attendance				
Louise Lloyd	LL	Yes		
Karen Strachan	KS	Yes		

1. Welcome, apologies and sanction of apologies

PP welcomed everyone to the meeting. Apologies were received and sanctioned.

PP stated that as Vice Chair he had stepped in as Chair for today's meeting following the resignation of Clare Klipa Gavanski. PP introduced Louise Lloyd as the new Clerk to the Governing Board.

It was noted that ML was only able to attend part of the meeting, but had provided comments via email which have been recorded within the body of the minutes.

2. Minutes of the Last Meeting on 19TH January 2021

These were approved as a true record of the meeting.

3. Matters Arising

None.

4. Declarations of Interest for Items on the Agenda

No declarations made.

5. Election of new Chair of Governors

RM said she had spoken with PP and given the work commitments of all governors suggested that perhaps going back to a co-chair model might be worth looking at. RM wondered if governors would be more willing to commit to this, rather than the whole role. A co-chair model had worked well for the board before.

PP confirmed that he would be willing to co-chair with another Governor and had always been open with the board regarding his commitments and capacity. ML expressed an interest in co-chairing with PP and asked for a brief pen picture regarding what this would look like. **ACTION POINT PP to forward details to ML, before the next FGB 27th April 2021.**

6. Update on Governor Vacancies

LL updated that following the resignation of Clare Klipa Gavanski, there were now 2 vacant parent governor positions. Previously expressions of interest were received from 2 parent governor candidates, but at the time

there was only 1 vacancy and they were invited to submit a pen portrait .Unfortunately, the 2 candidates then withdrew because of personal commitments. As there were now 2 vacancies LL contacted the previous candidates to explore if they were still interested. However, neither indicated that they wished proceed. **ACTION POINT: RM to advertise the vacancies/make an approach to parents before the next FGB 27th April 2021.**

PP noted that the Foundation Governor role was also vacant; JB suggested that the governing body applied to the PCC at Church to try to fill this role. **ACTION POINT: LL**

7. Monitor Governor Visits and Communication

SR provided a summary of the visit she completed with Sophy Moore (via zoom):

Children starting Primary Education have records from their pre school which alerts the school to any additional needs required. There is difficulty for any children who have not attended pre school and any of these pupils will be identified once they have started school. At the present time there are 56 children on the SEND register with 10 EHCPs (Educational Healthcare Plans). These children are supported financially by the government from £1600 per pupil which equates to one hour per day of extra support.

1. SM provided a summary of his visit completed 24.02.21 with Becky Hutchins and KS (via Zoom):

KS and BH described to SM the challenge of understanding the impact of lockdown 1 on pupils' progress. There seemed to be a mix of pupils who were behind, but also students who had thrived (mix of being in school key worker child or home learning), this was a dynamic SM had not anticipated. There was no accurate data to support these observations, so currently only anecdotal. The children would be assessed as soon as possible so that appropriate action could be implemented. KS and BH were positive about the way in which a blended home and school approach had worked. There had been a tailing off of the quantity and engagement since the announcement of schools to reopen but it was agreed this was to be expected. The use of White Rose and general approach of teaching maths had minimised the effect on progress for those learning from home. The preparation and preparedness of the school and staff meant that home schooling was delivered effectively. The idea of a summer catch up was discussed; utilisation of extra funding; DfE suggestion engaging outside agencies; utilisation of existing externally sourced support. Concerns were raised re impact of the pandemic on reading, there would not now be a focus on improving fluency as part of the school improvement plan. In relation to previous visit November 2020 discussed further the inclusion of Black, Asian and other ethnic minority groups within the curriculum.

Q: PP referred to the anecdotal evidence and take up / engagement from pupils throughout the process and asked if this was similar to other schools. RM responded from talking anecdotally to other head teacher colleagues since the most recent lock down(before new year), our school was ahead of other schools but not all schools. From conversations with some parents they said they valued that the school did not do live lessons, as that allowed them to manage their own work commitments and access the recorded lessons when it suited them as a family. Children have generally made progress, the only children who have not are those the school struggled to engage, but there had only been a small number of those. The overall picture was more positive than expected. It would be positive if the FGB could pass on a message from governors to staff (teachers and teaching assistant); staff have shown an enormous level of commitment throughout this.

SV also supported a message from governors to teachers, he suggested there was two parts to the message i. saying well done to teachers , you worked hard it was so difficult and you overcame all the challenges ii. There was preparedness and planning and skill and learning that led to this. **ACTION POINT: RM to send a message to staff, before the next FGB 27th April 2021.**

8. Headteacher's Report

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

Covid 19: The full return to school had gone very positively, the school focussed on getting all the children back together and tried to be inclusive. RM had talked to children about their having different experiences of the lockdown, some of those positive and some of those negative, but they have been given a chance to talk about those in school. RM had been clear with staff that this period up to Easter was about re-establishing routines and expectations, making sure everyone was comfortable being back together. All children were skipping in through the door in the morning and were pleased to be back in school. On the first day, a few

were concerned regarding the Covid aspect of things but were fine now. Forest school was focussing on those children who have been at home and not had direct access to this provision. Sarah Hennessey was doing some sessions via zoom, for other sessions she was standing away from the children so she was not in a position of crossing bubbles/been closer than 2 meters from anybody.

Number on roll: There were 367 pupils on roll; four more were starting on 29.11.21.

Attendance: The LA said attendance figures would not form part of any LA target setting for this year and the school would not be held to account for attendance. Ofsted had said similar. Last week attendance was 97.9%, which perhaps reflected that parents were keen to get their children back into school.

Staffing: One class teacher would move to full-time in September, another teacher was awaiting the outcome of an interview and if successful, the school would have a post to fill. The school proposed to go back to 14 classes from 2021 – 2022 and the budget was based on this, the view was that this gave more scope for the school to take more children, otherwise was almost at full capacity.

Premises: The roof was leaking again. Hopefully repair works would commence soon.

ML: Firstly a huge well done to all staff on the response to remote learning and key worker provision. It was excellent and ordered and sensible. Well done to all. Thanks to Rachel for the Head's report. I agree totally that wellbeing should come first at this point.

9. Update on Remote Learning, lockdown and holiday arrangements and Covid risk assessments

Discussed above.

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

RM noted that she had talked with staff regarding the negative impact the rhetoric about children being left behind and having to catch up, had on the children's well-being. RM had therefore changed the first priority from 'provide catch up', to 'provide mental health and emotional well-being support' should children need it.

KS and AV have been working on the school action plans because of the budget, which would then feed into the development plan. Once final numbers have been confirmed for reception (hopefully before the Easter holidays), they will then have a finalised plan. KS will send each governor their relevant school action plan to their subject before next FGB meeting on 27 April 2021. Governors will then be able to use those when they talk to the relevant teachers and talk to them about their action plans. **ACTION POINT KS to send each governor their relevant school action plan to their subject before next FGB meeting on 27 April 2021**

Q: JB hear a lot in the media about children's mental health, did RM have any concerns. RM responded there was the odd individual and the school would monitor. RM and KS recently had a conference call with Professor Tanya Byron, Specialist in Neuro Development and Mental Health, who heads up CAMHS nationally. Tanya Byron advised that any child presenting behaviours coming back into school that were different, the school to watch them for 3 weeks. If they were still different in 3 weeks that was the point to start applying capital letters e.g. children with anxiety started off with a 'lower case a,' but if this continued after 3 weeks became a 'capital A'. The school was watching and monitoring at the moment, but no child was standing out at present

LT pointed out that the school had sent out a survey to families, to try to get an idea if there were hidden well-being concerns and get a snap shot of the overall well-being of the school. The survey contained simple questions that the children could answer.

SV suggested in terms of how the children were feeling, there would likely to be a huge delay before this manifested, currently a lot of parents were furloughed or not working and things were quite rosy at home still. When society opened up again post Easter & people back at work, families may start to feel the pinch and this was likely when children started to feel the pressure as well. SV suggested there should be a further survey post Easter or just into summer.

11. Review attendance targets of pupil and Review staff attendance

Discussed above.

12. Receive Head teacher's verbal update re safeguarding
<p>RM advised that the school had made 1 x MASH referral, which was accepted. Attendance levels were good and teachers now had an eye on children again, who may have caused the school some concern before. During lockdown, the school had a good uptake for vulnerable children being in school. One child was deemed vulnerable, but the parent decided they would rather that their child did not come to school at that point. However, RM did door stop visits and the school was vigilant.</p> <p>ML: from a safeguarding viewpoint, given lockdown fatigue and difficulties, one MASH referral seemed not too bad and certainly would be lower than many similarly sized schools; agreed getting eyes on students would be important as they return.</p>
13. Receive School Business Manager's report and Budget FRS
<p>AV highlighted key points in her report, which had been circulated prior to the meeting.</p> <p><i>Q: PP asked what the frequency was of DCC audit.</i> AV responded every 3 yearly.</p> <p>ML: Thank you to AV for the finance update. What a shame about the roof! In terms of marketing it, looks like AV had done some great work with the buses. We have a marketing team here that she may like to meet up with just for some advice or overview of how we have created various adverts, events, buzz online etc. If AV thought it may be useful, ML could set this up. The updates to the aims for the year seem hugely sensible.</p>
14. Approve Budget
<p>AV reported that the budget needed to be approved at FGB before 01.05.21 .AV planned to bring the budget to next FGB meeting for approval and once approved at board level AV would send the budget off to DCC for approval. ACTION POINT. Agenda item next meeting</p>
15. Review Governors' competencies for SFVS /Discuss and approve SFVS
<p>AV advised that DoE had announced the deadline had now moved to end of June; AV planned to do April/May and would arrange a meeting with DG, so they could do together. This would then go out to governors and needed to be signed by the Chair. ACTION POINT. Agenda item next meeting</p>
16. Annual Benchmarking Exercise
<p>DG had completed the annual benchmarking exercise assisted by AV, which had been circulated to all governors prior to the meeting. In the absence of DG at today's meeting, it was agreed that this agenda item would be carried forward to the next meeting ACTION POINT: Agenda item carried forward to next meeting</p> <p>Governors asked the following questions:</p> <p><i>SM the report produced by DG and AV was very interesting, but there had been no income from fund raising or visits.</i> AV responded this might be a coding area.</p> <p><i>PP queried high insurance costs.</i> AV was not sure why insurance was high and intended to look into this before the next meeting. ACTION POINT: AV to provide an update at FGB 27th April 2021.</p> <p><i>SV intrigued one school got £757 per pupil income from facilities.</i> AV responded this might be a coding area.</p>
17. Review progress of identified building/maintenance works – (Part 2 if quotes discussed – end of meeting)
<p>AV confirmed she would put a new action plan together which would be sent to KS. Ordinarily AV would have a walk around with KS and identify any other needs but had not done this yet. AV had already put a good list together and was getting quotes; some works would be started over Easter.</p>
18. Policies: Staff Discipline Policy (annual) Health and Safety Policy (annual) First Aid Policy (annual) Designated Teacher for the Education of Children in Care Policy (annual)
<p>The policies had been distributed to all governors before the meeting, the following comments were made:</p>

Staff Discipline Policy (annual)

PP confused re front cover dates; SM missing logo, some grey sections, GDPR to be removed (separate policy) Action Point. KS to amend.

Health and Safety Policy (annual)/ First Aid Policy (annual)

SM re Health and Safety Policy injuries reported to OSHENS, in the First Aid Policy accident report form attached, but queried why not accident not reported to OSHENS. AV explained re Health and Safety Policy all serious incidents and anything that needed to be investigated had to be reported to DCC via OSHENS on line platform. The First Aid Policy referred to minor situations in school that have been dealt and did not need to be reported to OSHENS.

ML: The first aid policies seemed very sensible, wondered whether it may be sensible to make reference to mental health first aid or any associated wellbeing / mental health policy? Queried if the school currently had mental health first aiders /had much mental health first aid training for staff?

Designated Teacher for the Education of Children in Care Policy (annual)

PP re DESIGNATED TEACHER FOR CHILDREN IN CARE – See statutory regulations from September 2009 – is this still the correct regulation, also date on last page 01.02.14 Action Point . KS to amend.

Subject to the above amendments the FGB approved the policies. The website will be updated. Only the statutory policies will be uploaded onto the website.

19. Health & Safety Update to include Fire alarm tests and fire drills

AV nothing to report. Now everyone back in school need to do a drill .

20. Chairs Other Business and Date of Next Meeting

PP : Ofsted inspections will not return this academic year. PP will be putting together a training a schedule; If governors have undertaken/booked training to inform PP. *Q PP is there a budget for governor training.*

SM: had arranged a review with Lisa Alexander for 19.03.21 (phonics) and now that Wendy Williams was back in school would arrange a meeting with her (English).

LT: A survey will be sent out to all governors before the next meeting. Please could governors complete this as was specific to the school provision during Covid19 and beyond; would form an integral part in next SIAMS inspection. LT will liaise with JB re Christian Distinctiveness.

The date of next meeting was agreed - 27.4.21.

The meeting ended at 18.47 hrs.

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

SIGNED: DATE:

ACTION POINTS FROM MINUTES OFF FGB MEETING 16 MARCH 2021

PP to forward details/pen picture to ML (co-chairing), before the next FGB .

RM to advertise the 2 x governor vacancies/make an approach to parents before the next FGB

RM to send a thank you message to staff from governors, before the next FGB

LL Foundation Governor role was also vacant; contact PCC at Church to try to fill this role.

KS to send each governor their relevant school action plan to their subject before next FGB

KS POLICIES :

STAFF DISCIPLINE AMEND front cover dates ; SM missing logo, some grey sections, GDPR to be removed .

SUGGESTIONS FROM ML wondered whether it may be sensible to make reference to mental health first aid or any associated wellbeing / mental health policy? Queried if the school currently had mental health first aiders /had much mental health first aid training for staff?

DESIGNATED TEACHER FOR CHILDREN IN CARE – See statutory regulations from September 2009 – is this still the correct regulation, also date on last page 01.02.14

AV to provide an update re high insurance costs – benchmarking exercise at FGB , clarify coding errors (benchmarking)