

Newbold & Tredington Church of England Voluntary Controlled Primary School

Minutes of the Full Governing Body meeting on

Thursday 22 April 2021 at 7:30pm

Held virtually via Microsoft Teams

Start time: 19.33

Finish time: 21:10

Constitution	Present	Absent/Apologies
Head Teacher	Samantha Welsby (SW)	
Chair of Governors/LA Governor	Dave McWhirter (DM)	
Vice Chair/Parent Governor	Natalie Hufton Jones (NHJ)	
Co-opted Governor	Michelle Eddy (ME)	
Staff Governor	Natalie Walsh (NW)	
Parent Governor	Laura Allison (LA)	
Foundation Governor		Sian Jones (SJ)
Foundation Governor Ex Officio	Hannah Gregory (HG)	
Clerk	Diana Spragg (DS)	

1	<p>Welcome DM welcomed all to the meeting.</p>	
2	<p>Attendance and Apologies Sian Jones was absent from the meeting, governors accepted her apologies. No conflicts of interest or confidential items were declared.</p>	

<p>3</p>	<p>Governance</p> <p>DM reported that the resignation of Barney Hatch had been received, and governors accepted the resignation. BH had been a governor for a number of years and DM asked that thanks for his service should be recorded.</p> <p>NHJ reported that she had drafted a letter to be included in the pack for new parents, giving some information about the role of parent governors, in order to encourage interest in becoming a governor. Governors decided that information also needed to be circulated to existing parents, as this had not been done for some time. DM agreed to draft a letter for all parents, based on NHJ's draft, to be sent out at the start of the autumn term, explaining what governors do.</p> <p>DM confirmed that there is currently 1 vacancy for a parent governor, plus 2 vacancies for co-opted governors. There is a possible candidate for one of these posts. DM volunteered to contact Governor Services to see if any other approaches could be tried. NW is to add information for the next Church News.</p> <p>Governors reviewed the model Terms of Reference document that had previously been circulated. It had also been considered at recent meetings of both the Resources and P&S committees. DM explained that the document provided an opportunity for the Governing Body and the sub committees to re-focus on their roles and responsibilities. The document provided a framework, but there could be some flexibility, reflecting for instance the small size of the school and the number of governors available for each committee.</p> <p>Governors confirmed the arrangements for chairing the 2 committees, NHJ to chair Resources with LA as vice chair. ME to chair P&S, no vice chair at present and appointment to be confirmed at a later date.</p> <p>Governors discussed the arrangements for Governor visits into school. SW did not wish visits to start again until September. It was agreed that the situation should be reviewed at the next FGB meeting, to confirm the purpose of governor visits and the expected outcomes from them. Some governors are relatively new and keen to visit when appropriate.</p> <p>It was agreed that the Resources Committee would become the Resources and Pay Committee. Its normal agenda would now also include items on staffing changes, staff wellbeing and morale, as well as pay reviews.</p> <p>The terms of reference for P&S were agreed.</p>	<p>DM to draft letter about role of governors</p> <p>DM to contact Governor Services about vacancies NW to add info to Church News</p> <p>Review arrangements for governor visits at next FGB</p>
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	<p>Governors considered establishing a Pupil Discipline Committee but agreed they did not have sufficient governor resources to do this. SW reminded governors they could involve other schools if needed, and that parent governors could not take part.</p> <p>The Head Teacher’s Performance Review Group had previously consisted of LA/BH/DM. BH had now resigned, and DM requested that LA take over as chair, which was agreed. HG will be added to the group from September.</p> <p>Governors approved the terms of reference.</p> <p>DM referred to the DfE Governance Handbook published October 2020. He advised governors to read pp 13 – 17 on effective governance.</p>	
4	<p>Approval of Minutes from Previous Meeting on 8 December 2020 The minutes of the meeting held on 8 December 2020 were agreed as a true and accurate record. They will be forwarded to DM for signature.</p>	
5	<p>Matters Arising from the Minutes All the actions had been completed, with the exception of the governor input to the School Newsletter, which was ongoing.</p>	
6	<p>Head Teacher’s Report The report had previously been circulated to all governors and SW highlighted the main issues. The format had been changed slightly and all agreed this was helpful.</p> <p>SW gave details of how remote learning had been delivered during the latest lockdown, and explained that arrangements were very different from the previous lockdown in March 2020. Tracking grids would be available in 2 weeks and the emphasis is on identifying the progress the children have made and then catching up and filling any gaps.</p> <p>SW reported that Behaviours and Attitudes had become a major priority. A better way of monitoring wellbeing had been introduced, involving the teachers making the assessments, and data would be available by the end of the summer term. Staff had kept in regular contact with the children during lockdown and delivered teddy bears which had been very well received.</p> <p>A successful application has been made to be part of a Diocesan project with The Mulberry Bush School. This will enable the employment of a part time member of staff to work directly with</p>	

families and provide nurture and support. The project will run across 2 school years from the summer term.

SW reported that consortium moderation could not be used this year due to Covid. No More Marking will be used instead across the Consortium. Y3 and Y5 have been involved so far, Y6 will take part next week, and all year groups will have been through the process by the end of the school year. Moderated judgements have been fine so far.

SW has conducted a trawl of homework delivered on Seesaw and found it was consistent with expectations. No formal book trawls have taken place.

CH and NW have been working on an assessment system to be used across the curriculum, starting with one subject and then rolling out further with staff training.

Pupil numbers continue to fluctuate. There are now 72 children on roll, this will increase to 75 next week. SW reminded governors that the school has a high percentage of Pupil Premium children, currently 31%. Although there is extra funding, these children may need a lot of extra support.

Attendance data has been provided with and without Gypsy, Romany and Traveller children, as requested by governors. The data shows 96% attendance for children who do not fall into this category, and there are no concerns.

SW highlighted the recent staffing changes, as shown in the report.

She reported that a safeguarding audit has just been carried out, and an action plan now needs to be completed, although most requirements are already in place.

Health and Safety audits have been carried out at both sites on 23 February 2021. LA was not able to be present due to Covid restrictions. Planned work on the fascia boards and guttering has now been completed. Discussions are taking place with WCC about staff parking issues at Newbold. A meeting will take place to look at options and costs. Holiday Club provided by Premier Active took place during the Easter holidays. This generated £900 and will take place again during May half term and summer holidays.

SW reported that staff had all been in school every day during lockdown, ensuring that remote learning ran smoothly whilst also delivering learning to the children attending school.

	<p>SW reminded governors that the school had become an Early Adopter of the new Early Years curriculum in September 2020, along with many other schools in the Consortium. Assessments will be made based on staff knowledge of the children.</p> <p>The school has been successful in a bid to become part of the NELI (Nuffield Early Language Intervention). This is a 20 week programme that focuses on improving the language skills of targeted children. Staff have been trained and the programme is now in its 3rd week.</p> <p>Governors found the report very informative and SW had already answered many of the questions they had had. SW reported that the new report was a longer document but easier to write. The next report will follow the same format and add a separate colour to show progress.</p> <p>There were no more questions.</p> <p>DM thanked SW for the report.</p>	
7	<p>SIAMS Inspection Papers had already been circulated to all governors and DM highlighted the main points.</p> <p>He reported that he had recently joined a presentation organised by the Diocese setting out what a SIAMS inspection might look like. HG informed governors that she had also attended the training. The school had its last SIAMS inspection in October 2015. These normally occur every 5 years, although it seems this might be extended to 7 years at present to catch up with delays due to Covid. The school will receive 5 days' notice, although inspectors will be looking at the school website prior to this notice period. Inspectors will issue a pre-inspection plan beforehand, detailing the areas to be focussed on with the Head Teacher and Governors.</p> <p>Governors discussed how the school statements and vision are made tangible for the children. SW explained that the school has to maintain a Self-Evaluation Document, which is an ongoing assessment. This has recently been updated and uploaded to Governor Hub. It was agreed that the Foundation Governors HG and SJ should be responsible for meeting regularly with Richard Ganjavi, the staff member with responsibility for RE & Collective Worship, to ensure that information is up to date and governors are well informed. DM agreed to contact SJ, as she was absent from this meeting.</p> <p>Governors questioned how close the process would be to an Ofsted inspection, and whether the SIAMS inspectors would look at performance data. SW explained that they would look at the whole</p>	DM to contact SJ about SIAMS

	<p>school picture, but the focus would be on its Christian distinctiveness, and children’s understanding. Some governors expressed concern about their ability to attend during the working day, and it was accepted that not everyone would be available during this time, and that the attendance of the Foundation Governors would be a priority in any case. HG expressed the wish to come into school and talk to staff as soon as it was safe to do so and appropriate risk assessments had been carried out.</p>	
8	<p>School Policies for Review There were no policies for review at this meeting.</p>	
9	<p>Safeguarding SW reported that the school has carried out the WCC Safeguarding Audit, and staff are currently working on actions and targets. These will be shared with governors. DM confirmed that he had checked the SCR. There were no further updates as this item had been covered as part of the Head Teacher’s Report.</p>	
10	<p>Reports Maths Lead: ME reported that she had not been in contact with CH recently, but would do this early in the summer term. She had received data she had asked for previously and was happy with the information she had been given. CH had circulated an explanatory video for Governors and this had been well received.</p> <p>English Lead: LA had produced a report and this had been circulated on Governor Hub prior to the meeting. She highlighted the main points.</p> <p>LA had met with Natalie Walsh for information on 29 March. The children had only all recently returned to school on 8 March. There had been no time yet for a book trawl. Teachers were looking at gaps in the children’s knowledge and skills to inform their planning. Lockdown had particularly affected spelling. Phonics assessment for Y1 had been cancelled. LA reported that the children were having daily Phonics lessons plus extra support if needed. Parents were not always signing the diary, and this was part of everyone needing to settle back into school routine. LA reported that she was happy with all the information she had been given, and asked NW if she wanted to add anything further.</p> <p>NW advised that she had given key performance targets to staff for them to fill in. There would be a focus on spelling and the children’s stamina for learning. She advised that the staff have plans for interventions where children need them, and the Catch Up funding</p>	

	<p>will be used for this purpose. The forthcoming data drop will be helpful.</p> <p>H&S: SW had done a site walk and reported to LA who is the lead H&S Governor, but cannot attend at present due to Covid restrictions. SW had provided details of the site audits in her Head Teacher's Report. The caretaker is carrying out regular checks at both sites. A new gate has been installed at Newbold and is a great improvement. There is a problem with the playground surface at Tredington, due to tree roots. SW is in discussion with WCC about the issue.</p>	
<p>11</p>	<p>Reports from Committees</p> <p>P&S: The committee had met earlier in the current week, on 20 April 2021. ME has been appointed chair, and she summarised the main items that had been discussed.</p> <p>They had considered and agreed the terms of reference, as discussed in this meeting under item 3. They had reviewed children's attendance, which was generally good, and received an update on the impact of Traveller families on the attendance data. There had been information about pupils' wellbeing and plans to reflect this more accurately by using teachers' judgements. Governors had received information on the Covid recovery plan and curriculum prioritisation. They had seen the report on English from NW and the video about Maths produced by CH. They had been informed about the focus on reinforcing concepts previously taught, rather than new material, where necessary.</p> <p>Governors discussed the timetable for data. They had agreed to organise an additional P&S meeting on 12 May to focus on the data, as the meeting scheduled for 13 July would be too late in the term for this.</p> <p>ME reported that children seemed to be doing well and all had had access to remote learning during lockdown. Governors discussed parents' perception of remote learning, and DM agreed to draft a questionnaire for parents which would ask them about their experiences of remote learning but also ask for wider views.</p> <p>P&S had discussed governors' monitoring roles, and there was agreement that school visits will be helpful once they are allowed to resume.</p> <p>Governors discussed the use of the Catch Up premium for teachers to be released for interventions to support children. DM agreed to liaise</p>	<p>DM to draft parent questionnaire</p> <p>DM to check use of Catch Up funding</p>

	<p>with other schools in the Consortium to see what strategies they are using.</p> <p>Resources: The committee had met on 1 April. NHJ as chair summarised the main items that had been discussed.</p> <p>The main focus had been the proposed school budget for 2021/22. NHJ reported that the carry forward at the end of the current financial year was £66,000. This put the school in a strong position for future years, and the committee had proposed extra spending in a number of areas: Furniture £2,500 Early Years £2,000 Subject areas including Maths, English, Humanities £5,000</p> <p>It was also proposed to allocate £30,000 to the ICT budget. NHJ reported that a Working Group was to be set up, including NHJ, LA and 2 members of staff, to agree a long-term ICT Strategy for the school. LA is to lead the Group, and it will present proposals to the Resources Committee meeting on 17 June 2021. SW is to confirm to NHJ which staff will be involved.</p> <p>NHJ highlighted that details of the budget position were set out in the Resources paper that had previously been circulated. She reminded governors that current predictions indicate a carry forward of £100,000 at the end of 2021/22 if no additional spending takes place. Governors agreed with the additional spending plans and commented that it would allow significant investment in the school, without allocating the whole of the projected surplus.</p> <p>SW is to arrange for the agreed alterations to be made to the proposed budget. GB is checking with WCC Finance how this is carried out.</p> <p>NHJ reported that no capital projects were planned at present. Some spending may be needed at Tredington due to issues with the playground surface.</p> <p>There are currently 19 children on roll in Nursery, and there are no concerns about its budget. SW commented that attendance provided a good introduction into Reception for the children. The Nursery Manager is now on maternity leave and a replacement has been appointed. Separate meetings with WCC Finance will now be organised for the Nursery, starting in September.</p>	<p>SW to identify staff for ICT Working Group</p> <p>SW to check budget amendments</p>
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	<p>NHJ concluded that the school budget looked healthy over the next 3 years, and that conservative estimates of pupil numbers had been used in the forecast.</p> <p>Governors had no further questions.</p>	
12	<p>Governor Training DM requested that governors let him know if any training is undertaken so a record can be kept.</p> <p>SW reported that the Safeguarding Audit had highlighted that no one on the Governing Board is currently trained in Safer Recruitment. DM confirmed that this training can be undertaken online. It was agreed that SJ may be willing to do this, and DM will contact her.</p>	DM to contact SJ about Safer Recruitment training
13	<p>Any Other Business Governors agreed that meeting dates for the next academic year need to be finalised at the next FGB meeting if possible. Dates for data drops need to be confirmed as a starting point, with meetings arranged around these dates.</p>	Meeting dates for new year to be agreed
12	<p>Dates of next meetings Next meeting of Full Governing Body is Monday 19 July 2021 at 7.30pm Resources Committee will meet on Thursday 17 June 2021 at 7.30pm Additional P&S Committee will meet on Wednesday 12 May 2021 at 7.30pm P&S Committee will meet on Tuesday 13 July at 7.30pm</p>	
<p>These minutes are an accurate record of the meeting that took place and have been agreed by the governing body.</p>		
<p>Signed by the Chair:</p> <p>_____</p>		<p>Print Name:</p> <p>_____</p>
<p>• In addition to signing above, please remember to initial at the top of every page.</p>		