

**Brompton and Sawdon Community Primary School
Governing Body Meeting**

14th December 2020 at 4.00 pm

The meeting was held virtually

PRESENT Chair Vice Chair Interim Headteacher	Mr Bill Ford (BF) Mr Ed Dalby (ED) Mr Oliver Cooper (OC) Ms Clare Saraj (CS) Ms Sarah Medd (SM) Mr Peter Buckby (PB) Ms Fiona Glaves (FG) – until item 15. Ms Megan Watts (MW) – from item 12.	Co-opted Governor Co-opted Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor Staff Governor
IN ATTENDANCE Clerk Guest	Ms Dominika Jureczko (DJU) Cllr David Jeffels (DJE)	

The meeting started at **4.05 pm**.

Item	Minute	Action
1.	Apologies for absence and to determine whether any absences should be consented to. No apologies had been received.	
2.	Update on LA Governor appointment. The Chair introduced Cllr Jeffels who was interested in joining the Governing Body.	
3.	Declaration of Governors' interests on this agenda. Register of Business Interests – to notify the clerk of any changes. No interests were declared.	
4.	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. None determined to be confidential.	
5.	Notification of urgent other business. There was none.	
6.	To approve as a correct record the minutes of the previous meeting. The minutes were approved as correct record, to be signed by the Chair.	
7.	To consider matters arising from the minutes and for which there is no separate agenda item.	

	<p><u>Item 2 – Governors to return Register of Interests form.</u> The governors were reminded to return the Register of Interests forms.</p> <p><u>Item 9 – Governors to return skills audit forms to the clerk.</u> The governors were reminded to return the audit forms. Clerk to re-send the forms.</p> <p><u>Item 13 – Amended Code of Conduct.</u> This item was outstanding.</p> <p><u>Item 18 – Policies have been added to item 12.</u> See item 12.</p> <p><u>Item 22 – Update from the Chair on the interviewing process.</u> The Chair reported he had not yet investigated the eligibility of parents participating in the interviews.</p> <p><u>Item 21 – School Vision and Values.</u> This was included in the update from the Interim Headteacher on the results of consultation.</p>	
8.	<p>Results of the annual skills audit. The skills matrix had been circulated to the governors to inform future recruitment.</p>	
9.	<p>Strategic succession planning.</p> <p>The Chair announced his intention of stepping down at the end of the summer. He stressed the need for a robust succession planning.</p> <p>“Preparing your board for the future” document had been circulated to all governors.</p> <p>The Interim Headteacher presented a model strategic plan for the next 5 years and suggested governors form a working party to discuss this.</p> <p>Mrs Glaves informed the governors of her intention to step down in the summer due to high workload.</p> <p>The governors were informed that a governance review was planned to be completed in January. Governor training was planned on 3rd February.</p> <p>Mr Cooper notified his interest in becoming a governor in the future.</p>	
10.	<p>Health and Safety.</p> <ul style="list-style-type: none"> • COVID Update <p>Interim Headteacher updated the governors on the following: Self-isolation period was changed from 10 to 14 days. Attendance figure was at 95.3% which was slightly below the national average in normal years. 97.8% if Covid-19 related absence was excluded. Impact of Covid-19 in terms of pupil attainment was highlighted. 17 pupils self-isolated due to Covid-19, which constituted 25% of the school population. 6 pupils had to self-isolate for full two weeks. They were fully engaged with home learning.</p>	

	<p>Question: A governor enquired whether there were any positive cases in school.</p> <p>Answer: The Interim Headteacher explained that four parents tested positive for Covid-19 which meant a number of pupils had to self-isolate. There was no evidence of virus transmission in school.</p>	
11.	<p>Safeguarding.</p> <p>The Interim Headteacher informed the governors that safeguarding audit was in progress and the safeguarding link governor was engaged.</p>	
12.	<p>Revised budget.</p> <p>The Interim Headteacher shared the budget document with the governors highlighting that the Resources Committee discussed it in detail at their last meeting. He highlighted the following:</p> <ul style="list-style-type: none"> • In-year surplus was likely to increase as the school was awaiting a staff absence scheme refund due to maternity cover. • Balance carry forward was very healthy which gave flexibility for any projects moving forward. • Underspend on teaching staff. This position would change in 21-22 as not all information was available when the budget was finalised. • Financial risk of keeping Mr Cooper in his Interim Headteacher role. <p>The governors requested a summary of the level the pupils were at, to see what impact the arrangement of keeping additional staff had on their attainment.</p> <p>Question: A governor enquired whether Covid-19 catch-up funding could be used to improve pupil attainment.</p> <p>Answer: The Interim Headteacher confirmed that could be done; however, the funding was around £4000 and was partially allocated to TA (Teaching Assistant) support.</p> <p>Question: A governor enquired about PE funding.</p> <p>Answer: The Interim Headteacher gave an overview of the grant and highlighted that a portion of it was not spent and would be clawed back. He proposed project to use the money plus the devolved capital funding. To be discussed on next item.</p> <p>Question: A governor enquired how many new pupils would be starting after Christmas.</p> <p>Answer: The Interim Headteacher reported there would be one pupil joining after Christmas and seven more pupils were to attend the school later in the year.</p> <p>Question: A governor enquired why there was no SEND funding projected in the budget.</p> <p>Answer: The Interim Headteacher explained that pupils receiving SEND funding would leave the school next year.</p> <p>Question: A governor enquired about “teaching staff support” line in the budget.</p> <p>Answer: The Interim Headteacher explained that represented the cost of employing an HLTA (Higher Level Teaching Assistant).</p>	OC

	<p>Question: A governor enquired when the Governing Body would need to make decision about secondment.</p> <p>Answer: The Interim Headteacher explained that there was no sufficient information available at this time and the governors might need to call an extra-ordinary meeting once this was available.</p> <p>The revised budget was approved by the governors. It was acknowledged that there might be future considerations in year 2 and 3 depending on the situation.</p>	
13.	<p>Early Years' Outdoor Project.</p> <p>The Interim Headteacher presented his proposal to upgrade the EYFS outdoors area. Detailed plans were shared with the governors. The project would create a new area where the children could better access physical activities outdoors.</p> <p>The benefits included:</p> <ul style="list-style-type: none"> • Children being able to access outdoors physical activities. • Planned shelter would improve the outdoors access. • Children being able to transit to the outdoors seamlessly. <p>Project included upgrading the playground with new markings.</p> <p>The costs of the project were highlighted. The school would be able to use part of the PE funding and some of devolved capital funding. Detailed figures were shared for the outside pagoda and line markings on the playground.</p> <p>Question: A governor enquired whether the school received quotes from other contractors.</p> <p>Answer: The Interim Headteacher explained that the other companies did not quote for astroturf surface or markings. The Resources Committee scrutinised all the quotes and recommended the one presented.</p> <p>Question: A governor enquired whether some outdoor areas in Brompton Hall facilities could be used by the school.</p> <p>Answer: The Interim Headteacher confirmed that was the case and added that some of those areas were being used currently.</p> <p>Question: A governor enquired whether the project could be funded from the PE fund only.</p> <p>Answer: The Interim Headteacher explained that was not the case.</p> <p>Question: A governor enquired whether a ramp leading to the outdoors area was included in the quote.</p> <p>Answer: The Interim Headteacher confirmed that was the case.</p> <p>The Interim Headteacher indicated he was planning to investigate the possibility of applying for lottery fund as additional source of funding the project.</p> <p>The outdoors area project using the quote presented was approved by the governors.</p>	
14.	<p>NLE (National Leader in Education) Update.</p>	

	<p>The Interim Headteacher reported that the school was being supported by the NLE. There was evidence of positive impact on pupil data.</p>	
15.	<p>Data Update.</p> <p>Whole school attainment document was shared with the governors.</p> <p><u>Maths</u></p> <ul style="list-style-type: none"> • Greater depth figures highlighted in brackets. • Each cohort showed figure they had at the end of EYFS. • FFT 50 and FFT 20 targets were included. • Year 5 and 6 shows more pupils at ARE (Age-Related Expectations) than at the beginning of the year. • Year 3 – there’s one additional pupil between baseline and autumn end. <p><u>Writing</u></p> <ul style="list-style-type: none"> • Year 1 positive. • Year 2 not at the target (One child was below target, which was colour-coded in amber.) • Year 2 was at the same level. • Year 3 on track for greater depth. • Year 5 on track. • Year 6 in red, there were quite a few pupils who were borderline. <p><u>Reading</u></p> <ul style="list-style-type: none"> • Year 1 showed improvement. • Year 2 cohort was significantly below pre-Covid-19 and was targeted for support. Improvement was indicated. • Year 3 in amber. • Year 4 on target. • Year 5 showed improvement, the cohort was back on track. • Year 6 improved from last year, shown in amber. <p><u>Combined</u></p> <ul style="list-style-type: none"> • Year 4 was shown in red. • Year 6 - writing impacted the result. • These two cohorts were targeted for improvement. <p><u>Impact of Covid-19.</u></p> <p>All isolating children but one were well engaged with home learning. Data did not include children who joined the school in the last year. Non-returning pupils’ reading showed better results. Since the return both groups showed progress.</p> <p>The data indicated there was a strong learning package for home learning in reading and writing.</p> <p>Data for children who had to isolate for more than 3 days was shown.</p> <p>The governors noted that children who had to self-isolate matched the results of other children. It meant that the home learning package was really good. The governors thanked the teachers for their hard work in preparing and running the home learning package.</p>	

	<p><u>SEND attainment.</u> Ten pupils were included in the data, including EHCP, on SEN register and children highlighted as having additional needs.</p> <p>The gap was highlighted, with special attention to writing.</p> <p>Question: A governor enquired why only one of the 2 children with EHCP was receiving funding. Answer: The Interim Headteacher explained that funding was only received for expenses above a certain threshold. One pupil was not showing needs that required additional funding. However, there were further children who could potentially receive EHCP funding.</p> <p>The Interim Headteacher gave an overview of how staff identified and supported children in being diagnosed that could potentially lead to EHCP being put in place.</p> <p>FSM (Free School Meals) and service children data was shared with the governors.</p> <p><u>Phonics assessment</u> Autumn Term Phonics Assessment Summary data was shared with the governors. The results were anonymised. The Interim Headteacher indicated that two pupils would receive additional support.</p> <p>The governors thanked the Interim Headteacher for his presentation.</p>	
16.	<p>Policies/Documentation.</p> <ul style="list-style-type: none"> • Anti-bullying policy; The policy was approved by the governors. • Pay Policy; The policy was approved by the governors. • Update on the results of RSE policy consultation. The Interim Headteacher shared consultation outcomes with the governors. The concerns included ones based on religious grounds, some indicated the curriculum was “Victorian binary”, some parents commented it should not be for the teachers to educate the children on this topic. <p>Majority of parents did not have any concerns about RSE.</p> <p>One person indicated they would like to use their right to withdraw their children from RSE.</p> <p>A working group was established to continue working on the policy:</p> <ul style="list-style-type: none"> • Mr Buckby, • Mr Cooper. 	
17.	<p>To receive records of visit from the School Improvement Adviser.</p> <p>There were none.</p>	
18.	<p>To report any training the governors have undergone since the last meeting and to consider any training needs.</p>	

	<p>Mr Dalby took part in the following National College courses:</p> <ul style="list-style-type: none"> • <i>Certificate in Safeguarding in schools (2020-2)</i> • <i>Understanding the Changes to the New DfE KCIE Statutory Safeguarding Guidance 2020-2021</i> • <i>The Link Between Mental Health and Safeguarding; Answer: Key Theme of KCIE 2020.</i> • <i>Advanced Certificate in Safer Recruitment in Schools. (renewal of previous training)</i> • <i>Certificate in Understanding the Ofsted EIF</i> • <i>Governance and the New EIF; The Role of Trustees and Governors</i> • <i>Certificate in Online Safety in School</i> <p>Mrs Saraj – FGM Mr Ford – Prevent, Ofsted webinar, How to be an effective Chair of governors. Mrs Saraj and Mrs Glaves – Introduction to governance course Mr Cooper and Mr Buckby - Governance Improvement Network meeting</p>	
19.	<p>To receive report from any governor visits to the school which took place since the last meeting.</p> <p>Mr Dalby submitted a learning walk report.</p> <p>Question: A governor enquired whether the governors were allowed to visit the school. Answer: The Interim Headteacher explained that the governors could contact school staff via zoom.</p> <p>Mrs Saraj met with a staff member to discuss attainment post Covid-19. A follow-up meeting was planned after Christmas.</p>	
20.	<p>To deal with any matters agreed for consideration under point 4 above – urgent other business.</p> <p>There were none.</p>	
21.	<p>Date of next meeting.</p> <p>It was decided to hold a virtual meeting on 1st March 2021.</p>	

The meeting ended at **6:09 pm**

Actions			
Item	Task	Responsible	Deadline
7	Governors to return completed Register of Business Interests.	Governors	
7	Agree working for Standing Orders regarding virtual meetings.	BF, OC	
12	Interim Headteacher to provide a summary of pupil attainment.	OC	

Signed.....

Date.....