College Town Primary School



**Full Governing Body Meeting**

**22nd March 2021**

**7pm via Teams**

**Draft - Minutes**

|  |  |
| --- | --- |
| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Angela Harris | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Toni Barton (TB) | Vice Chair & Co-opted Governor |
| Jenny Hipkin | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Delilkhan (CD) | Parent Governor |
|  | |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
|  |  |
| **Apologies** |  |
| Emma Britton (EB) | Staff Governor (MATERNITY) |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Rita welcomed new parent governor Cheryl Delilkhan.  EB still on maternity leave. |  |
| 2.0 | **Minutes of Previous Meeting:**  All issues had been dealt with and completed.  Incorrect date.  List of people present incorrect – Cheryl Bentley on twice, Jo Plant missed off  Minutes approved as accurate once rectifications made. |  |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  CD to complete paperwork and return to RC for signing - all others no change | KC / RC |
| 4.0 | **Headteachers Report:**  HT had provided full and thorough report prior meeting including staffing / NQT reports, she then briefed new governor that these report contains items that need to be reported termly to governors.  Children have returned to school  No exclusions.  No complaints.  Currently have 2 pupils being investigated for child protection issues and are awaiting updates.  Children logging on to complete sessions during remote learning periods still count towards attendance - currently on track to hit the 96% attendance over the year.  The current situation doesn't help with some attendance, but persistent absentees are being addressed as they would be normally.  1 child with particularly low attendance has been referred to the EWO and a letter has gone out today, action plan to follow.  PUPIL PROGRESS  The children have been very resilient over the closure and returned to school generally well placed. We have concentrated in first two weeks on emotional well being to ensure they are in a good place to learn.  Now that we have another ELSA qualified member of staff we have greater capacity to support more pupils.  2 year groups where dynamics are fragile, but this was fragile pre lockdown. Pre lockdown, there was a plan for year 5 in particular, this is being monitored at the moment and this will be implemented if required.  We know that PP children are likely to be worst hit, so a lot of focus on closing learning gaps.  Learning for youngest children has been most affected by school closures during the pandemic. School will address this in years 1 and 2 by placing children in groups of 10-15 putting with strong teaching staff to ensure they all achieve good progression. Other children will remain in class with class teachers.  In year 3 most of the children have shown progression, small number of children need intervention to ensure this continues and they continue to keep up.  Year 4 – 30 pupils continuing to achieve at more able levels. There is a smaller group of more needy pupils who will work with strongest teachers to ensure their continued progression and growth.  Extending the pupils school day every day is not desirable, children need to be allowed out and to access their friends and outside interests.  Homework Club that was run pre lockdown not currently happening - the planned delivery in January didn't go ahead due to the lockdown and with only a couple of weeks before the end of term it wasn't felt it would best serve the needs of the chldren.  *GOV : – will this be reviewed?*  *TS : – yes, at May half term. Years 2 and 3 will start after Easter break.*  *GOV : The data we are seeing regarding the vulnerable pupils is as we were expecting*  *TS : some children have returned very well, having had good support at home. Support provided by the school has been excellent. Now looking at data for reading and maths.*  *TS : asked the governors who are curriculum based if the plan for the coming months makes sense to them?*  *GOV: Yes it does. Will this use the majority of the catchup funding?*  *TS : Yes it will - this will be covered in the S&F meeting following this (se the staffing report for more details). The expense next year will be for staffing.*  Using the catch up funding, probably already overspent it. For next year, to meet the children’s needs, equally as we are splitting 3 or 4 ways, adding another class, this model will go forward so will cause some budget issues. PP and catch up funding being used for this.  After May half term, year 6 will undertake SATs, year 1 phonics testing and times tables in year 4. Hopefully by 2022 this will not look too different to before the disruption of 2020 / 21.  Coronavirus Update  All staff testing, families can get testing kits too. Good measures in school, all seems to work. All fell into place when children returned on 9 March. Update further in 6 weeks or so.  School Improvement Partner coming in on Wednesday to look at years 1 & 4, looking at remote learning offer and subject leadership in identifying gaps. Programmes of study usually 2 years long, so looking at what skills have been taught well enough and what is missing.  *GOV : Is this a BFC agenda, or ours?*  *TS: This is a partnership decision, they ask if we want anything in particular looked at.*  Rita gets a copy of the SIP report and its loaded up onto the Governor’s Zone. |  |
| 5.0 | **Chairs Briefing:**  Covered in last meeting, and presentation was uploaded. Next meeting on 20 May. |  |
| 6.0 | **GB Monitoring Programme:**  Communication between chair and head teacher takes place regularly and is excellent. All return to school risk assessments were checked by and all signed off by the chair.  Throughout the last 18 months governors have received regular reports from SLT along with the SIP reports and parental feedback for review on schools performance.    Update on Training – Rita and Karen on course tomorrow. Toni B – DofE pulled funding for the course due to attend (due to pandemic), Toni emailing Rachel at Governor Services. Rita suggested asking BFC if they provide something similar.  Next term’s Gov training courses for BF available for next term. Karen has booked various courses for people, will ask Rachel for updated list of those that have attended. Karen / Jo don’t get notified of any NGA courses that people attend. Karen will send NGA log in details to all Govs. |  |
| 70 | **Curriculum Committee Update:**  Minutes from meeting are on the governor zone for all to read |  |
| 8.0 | **Part 2**  None - see S&F meeting |  |
| 9.0 | **AOB:**  TW - please ensure that business email address is removed from contacts.  TB - Previous minutes use SIN should be CIN | All |
| 10.0 | **Date of Next Meeting:**  17th May 2021 @ 7pm |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 17 May 2021**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | NGA log ins to be provided to all governors | By next meeting | All |  |  |
| **Action 2** | Pecuniary interests form from CD | ASAP | KC |  |  |
| **Action 3** |  |  |  |  |  |
| **Action 4** |  |  |  |  |  |