College Town Primary School



Full Governing Body Meeting

8th February 2021

held via Teams @7pm

Draft - Minutes

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| 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 |
| Cheryl Bentley (CB) | Co-opted Governor |
| Jenny Hipkin | Co-opted Governor |
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| In attendance | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
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| Apologies |  |
| Emma Britton (EB) - mat leave | Staff Governor |
| Toni Barton (TB) | Vice Chair - Co-opted Governor |

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| Minute No. | Details | Action by |
| 1 | **Apologies and Welcome:**  Apologies from TB  EB currently on maternity leave |  |
| 2 | **Declaration of Pecuniary Interests**  No changes or new declarations | ALL |
| 3 | **Minutes of Previous Meeting:**  All approved and agreed  **Matters Arising from Previous Minutes:** not been able to meet but reviewed and all uploaded. Some of the outcomes are the same as the recent staff survey undertaken at school.  Only registered if 20%+ negative - majority were good or outstanding. |  |
| 4 | **Data Protection Officer**  Following last meetings discussion have opted to use the services of Darren Rose. Ex eductation employee so understands the requirements for schools. Will have half-termly meetings with TS and other staff.  £1500 per year - £1250 for this year as part way through. | CW |
| 3 | **Head Teacher Report:**  TS had produced a full and thorough report (copy attached) and governors had been sent this prior to the meeting.  ATTENDANCE  Hard to monitor and enforce under the current conditions. OFSTED and BFC are putting pressure on getting vulnerable families to send pupils in.  *Governor : we are supposed to ask about vulnerable, SEN, CP & SIN children and their attendance*  *TS :Yes and you do – all the data was provided at the curriculum meeting and is in the report.*  SAFEGUARDING  Currently no CP or SIN pupils but still being monitored closely. Even if they are not in school they being monitored and contacted.  SEN UPDATE  Details of how children with EHCP’s are having their needs met/delivered are in the curriculum minutes.  Took the shutdown of classes/ year groups during the Autumn term to see the that the online learning plan in place was not in depth enough to ensure good coverage for all SEN / vulnerable pupils.  This has now been completely overhauled.  LEARNING UPDATE  Good support from parents overall – though some find it hard as their children can’t attend.  Pupil enthusiasm and motivation is good and they seem to be coping well with the situation.  More able pupils are being pushed and are continuing to progress and achieve more highly than expected.  Pupils in school are working in pods so very rarely see anyone that is not in their pod.  It is hard for staff not seeing other pupils and staff and can be very isolating.  When all return to school we will need focus on expectations etc and bed down.  Creating a display and a book of the positives and achievements made during the year for people to see.  We will stream pupils when they return for some aspects of learning to ensure that all get the support and progression that they should.  Year 3 are likely to be the ones with most “gaps” due to the lack of hands on teaching.  Extended hours or terms will not necessarily work – catuchup will happen but maybe not as the government are expecting it. It will be achieved first class teaching.  Assessment of where pupils are when they return is going to be key to moving them forward and to re-assuring staff that they are making progress.  Yr3 / Yr2 / Yr 6 – no formal SATs but pupils will be sitting informal ones for assessment and evidence of progression. This will be passed on to senior schools for the Year 6 pupils.  Yr 3/4/5 baseline reading and spelling assessed as well.  EYFS will be as per the framework.  Homework moving forward will be more focused on what the children actually need – foundation subjects will still be covered but the 3R’s need to be the main focus.  *Governor: We have clear evidence of the plans the school has in place to provide learning for all the pupils. This will be key should be get a visit from OFSTED – though at present they are looking at schools who have been inadequate or had a double RI at the moment.*  Any questions?? - None raised |  |
| 4 | **Clerks Briefing**  Following the clerks briefing the following were highlighted:  Schools Financial Value Standard return has to be completed by 28th May now.  Reminder for the Spring Training programme available from BFC.  Cyber Security Awareness in schools – this has come up a couple of times now and there will be some training being run for at least 2 members of the board to attend. Guidance provided has been uploaded to the governor zone with these minutes  The final briefing notes have been uploaded to the governor zone |  |
| 5 | **Chairs Briefing**  Documents are uploaded on the governor zone.  OFSTED / Pupil numbers / staff wellbeing were the key talking points.  Feel very confident on the how we as a school are working and ensuring these issues are covered and being monitored.  A chair who has had a visit from OFSTED one of the major issues was vulnerable pupils and what is in place  *TS: when a parent decides not to send a vulnerable child in to school a risk assessment has to be done and sent to social workers which are then to be returned to the school – currently waiting for some to be returned to us* |  |
| 6 | **Curriculum Update**  The minutes from the meeting in January are on the Governor Zone for everyone to review.  All staff are working extremely hard to ensure that lessons are being provided for pupils in school and doing home schooling.  Though there had not been a meeting for sometime curriculum had been covered in some detail during the FGB meetings, so much of what was discussed at the meeting was updating information governors were aware of. |  |
| 7 | **Accident Report**  Nothing to report so far this year as pupils were only in for the Autumn Term and under restricted conditions. |  |
| 8 | **GB Monitoring**  TS and RC have a telephone meeting at least once a week to discuss what is happening within school and address any issues that have arisen.  SIP report reviewed and staff questionnaires.  *Governor: Are we doing as much as we can? Is there anything else SLT feel we*  *TS : Doing all you can in the current conditions.* |  |
| 9 | **Governor Recruitment**  Following interest from 3 parents initially they were contacted with forms for completion and more detailed information on what is expected from the role.  We have only heard back from 2.  1 is keen to come on board as soon as possible the other however would like to wait until a later date as home schooling etc is making time scarce.  After discussion it was agreed that Cheryl Delikhan should join the board as a parent governor.  **KC to advise BFC and RC to contact Cheryl and update her.** | KC  RC |
| 10 | **Part 2**  See separate minutes |  |
| 11 | **AOB**:  None | KC / CW |
| 12 | **Date of Next Meeting:**    Next meeting 22nd March 2021 - 7pm |  |

APPROVAL OF FINAL MINUTES

Name:

Signature:

Position:

Date:

**Actions arising from FGB meeting on 16th November 2020**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Review and feedback on staff questionnaire | Asap | RC/TB | ongoing | Needs to be looked at alongside the exit interview feedback and pupil and parent questionnaires to look at possible threads throughout.  RC/TB to hold a workshop to compare asap |
| **Action 2** | Data Protection Officer - external company? | asap | CW |  |  |
| **Action 3** | Contact prospective parent governors with information / application process | asap | KC |  |  |
| **Action 4** | Ensure all required documents are on website as per NGA guidance | asap | KC / CW |  |  |
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