College Town Primary School



**Full Governing Body Meeting**

**17th May 2021 @ 7pm via Teams**

**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 |
| Toni Barton (TB) | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Delilkhan (CD) | Parent Governor |
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| **In attendance** | |
| Karen Cane (KC) | Clerk |
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| **Apologies** |  |
| Emma Britton (EB) | Staff Governor (MATERNITY) |
| Jenny Hipkin | Co-opted Governor |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Jenny Hipkin  Emma Barton - Maternity leave |  |
| 2.0 | **Minutes of Previous Meeting and matters arising :**  No items outstanding  All agreed correct and approved. |  |
| 3.0 | **Protocol for online meetings :**  Following the techincal issues experienced at the February meeting, KC stated that it isn't always easy to keep track of who is talking and who would like to raise an issue whilst trying to take the minutes. In order to try and assist in this asked for governors to raise their hand if they want to raise a point and state their name when speaking. |  |
| 4.0 | **Declaration of Pecuniary Interests and Business Interests:**  No changes to existing declarations |  |
| 5.0 | **Headteachers Report:**  A full report had been provided prior to the meeting for governors to read, this included detailed information on the upcoming changes to the EYFS.  **Safeguarding**  No prevent referrals  No racial incidents  No racist incidents  CIN cases open – currently 5 families totaling 7 pupils across the school. One case now closed.  One CP case open due to new family moving in to school. Expected to close mid May.  Currently working with a local school regarding a managed move of a Year 2 pupil.  **Attendance**  Given everything that has happened in the year still pleased with the overall attendance across the school and that it is being maintained.  **Exclusions**  There have been no exclusions - came close in Years 5/6  **Covid-19 and school closures**  At our last meeting, after only 10 days of being in school, all reports were mainly positive. While this remains the case with regard to the children’s well-being we have had to unfortunately close two year groups due to positive cases among both staff and pupils in Years 5 & 6. These closures fell only days after returning from the Easter break and was not what was anticipated at all. However, yet again teachers sprang into action and soon had the remote learning ready for the year groups which had had to close as a direct outcome from guidance via PHE & DFE. However, this was a significant blow to our school in terms of moving forward in a safe environment. Prior to this our positive cases had been minimal and this was a worrying point for us all.  The school received some challenging emails and difficult telephone conversations were received from a few parents. Indeed this resulted in the LA being involved due directly to the parent’s escalation. Pleased to report to the GB that the LA fully supported the actions which were taken and the parent has had the initial message reiterated to them. We were reassured by the LAs support as it demonstrates that our systems are effective and robust in managing these incredibly difficult times.  It was even more reassuring when confirmation was received from the LA that it had been the poor practice of the test and trace system which had ultimately led to infected pupils entering our school.  As you can imagine this has yet again highlighted the balancing act for schools. i Have been repeatedly asked by the Rainbow group to re-start their group here, but following this incident have responded this week with a no. I'm simply not happy to place the education of our pupils at risk simply for a recreational activity. Will of course review this situation as the circumstances change.  *I am a year 6 parent and we received an email on the Wednesday informing us of the situation. The register and work was all up and ready at 8.15am the following morning there was no confusion or inconsistency for the pupils. As a parent it was great – thank you.*  *I am a year 5 parent we received the message Friday morning the learning for the day was all online and ready for the students and the register was up for the afternoon session. From a parents perspective the teacher was very honest with their pupils and the fact pupils saw they were ok was very positive for them.*  **Teaching and learning update**  **Maths:**  Across the school each year group has been using the Ready to Progress resources which have been developed by the National Centre of Excellence for Teaching Mathematics. This resource highlights the key concepts which children require prior to them moving forward in their learning. On average each year group has a small group of 12 children who are working on the year below.  The explicit and well-structured materials have really supported the lowest performing children and they are all growing in confidence and ability. It is hoped that by May half term these children will return to their class for maths, but have an additional RTP session three times weekly to ensure key concepts are being continually revisited.  *Will students catch up with their peers quickly?*  *Not initially but as soon as their understanding is solid they will. They will move up as each student is read and able. This gives us the opportunity to work with individual students as well as groups Year 2 are already making good progress.*  *Conceptual understanding is key for moving on and this is key in the plans being made for all the students.*  *The 12 children who are working below – are they working with pupils in a lower year group?*  *To clarify they are working on younger age group work and targets but not with the younger pupils – they are still within their year group.*  **Reading**  There has been monitoring of reading provision across the school by Mrs Duncan and Miss Startup, but the recent Year 6 closure has slightly delayed this as Miss Startup is having to self-isolate currently. However, on her return this will be picked backup with policy into practice being monitored in all year groups.  Currently all staff have had their learning environments assessed in terms of how well they promote a love of reading. Last week after returning from the Easter break staff have worked hard to re-vamp displays and reading is now more apparent across each year group. Mrs Duncan and Miss Startup are intending to continue this focus throughout the summer term. Booklook was delayed to AD being out of school but work still continuing.  **Sport**  It was felt that the third lockdown had been the hardest in terms of maintaining any social interaction for the children. The weather was cold and the days were short. The children had had little real opportunity to get out and be physical. This has led the school to delivering more sport and outdoor opportunities prior to the Easter break and for the summer term the school has developed after school sport clubs for Year 3 – Year 6.  These are provided free of charge to the children who wanted to attend and take up has been good with around 30% of each year group enjoying these sessions after school. Mr Norman, Mr Price and Mr Foster staff these sessions and the children are working on a range of track and field events with weekly times posted so that they can see their improvement. There will be winners in each category at the end of the programme.  PTA are paying £1000 to cover staffing costs and medals for the clubs and an Eco activity for year 6.  Any questions? None raised  **Planned assessments for 2021**  There is no requirement to report any assessment data this year, but we will be undertaking the usual assessments for each year group. These will be used internally for information and tracking pupil’s progress and identifying gaps. These will be carried as they would be usually – though possibly not when they would usually be done.  **Year 6 Transition**  This information was only received on May 6th which as you can appreciate has left the staff with a heavy workload as the initial return is required NO LATER than May 14th which is a huge ask for primary schools. The transition dates were also only known this week which has complicated our own timetables.  The Local Authority has facilitated a working party to explore ways to further improve transition between Year 6 and Year 7 and build on the good practice already in place across the borough. The content below highlights the thinking and suggestions for moving forward. However, there are still many unknown factors and the time is quickly slipping away from us. We will endeavor to provide the best transition for all of our pupils and will update the GB on this as we gain further detail.  Overall, there has been a high level of consensus that this is an area worth looking at further, to ensure that provision for these pupils, many of whom have been educated remotely for long periods over the past year, is as strong as possible.  There is a clear evidence base to show that primary to secondary transition is a critical moment in a child’s life. For some of our more vulnerable pupils, support lost to the Covid-19 crisis could lead to lasting disadvantage, and the importance of a good start to a pupil’s secondary school education cannot be over emphasised.  Transition days are planned to go ahead as usual and there has been no mention of attending summer school.  *Will the Year 6 pupils get an end of school celebration this year?*  *There will be something which will be arranged around the guidelines at the time.*  *Hoping to do a Yr6 singing celebration a class at a time and allowing 1 parent to attend.*  *There are also provisional plans for class awards ceremonies and activity weeks and sports day – all of which will be subject to approval. Staff and governors to look at risk assessments etc.*  **EYFS Update**  The government says the changes will improve outcomes for all children, but particularly the language and literacy outcomes for disadvantaged children and reduce teacher workload.  Trust, that the Governing Body will be reassured by this, as at CTPS this has always been the driving force behind our EYFS curriculum.  **What is changing?**  The DfE consultation in 2019 covered:   * proposed revisions to the educational programmes * proposed revisions to the Early Learning Goals * proposed changes to the assessment and moderation process for the EYFS * Profile * proposed change to the safeguarding and welfare requirements to * promote good oral health.   **The DfE says that the proposals are intended to:**  make all 17 ELGs clearer, more specific and easier for teachers to make  accurate judgements   * focus on strengthening language and vocabulary development to * particularly support disadvantaged children * strengthen literacy and numeracy outcomes to ensure all children have a * good grasp of these areas of learning in preparation for year 1 * ensure the ELGs are based on the latest evidence in childhood * development * ensure they reflect the strongest predictors of future attainment.   Registration for Baseline had to be completed by today so TS and JF have completed the registration.  The baseline tracking tracks from reception up to predicted results in Year 6 – which is exactly what government had said they would do.  As I will be working closely with KS1 I will be able to see exactly the impact the changes have and will feedback to governors at the meeting in November.  **Governors emails**  BFC have said that all governors should have school email addresses. This is to ensure that any information shared is sent and received via a secure system. Governors had declined this in the past but now needs to be put in place.  CW will action and send the details out in next few days. | TW  TS  CW |
| 6.0 | **Chairs Briefing:**  The chairs briefing has been postponed until 22nd June will update at the meeting in July | RC |
| 7.0 | **Clerks Briefing**  There are several items which need to be reviewed by the Governors at the meeting in July. Working with chair to put together agenda and proposals.  There are 2 online training sessions that all governors need to undertake:  Data Protection and Cyber security both are online and links have been sent to all to complete.  **Remind and resend the links to those not already completed** | KC |
| 8.0 | **GB Monitoring Programme:**  Under the current circumstances feel the governors are doing as well as they can for now.  Well informed on staffing and classes having to do home learning since pupils returned in March.  Staff and SLT provide regular reports for review to update governors.  Have evidence to show monitoring of parent and staff feedback - including concerns as well as successes along with any action taken.  Hopefully able to return to normal in September enabling governor classroom visits/learning walks.  Governor skills audits will be sent to all governors for completion to support governor training and monitoring for the next academic year and to assist with succession planning. |  |
| 9.0 | **Curriculum Committee Update:**  No meetings have been held and the scheduled one for 17th June 2021 will now be part of the FGB on 5th July 2021. | TS |
| 10.00 | **Policies for Approval / Review**  None |  |
| 11.00 | **Part 2**  See separate minutes from S&F meeting |  |
| 12.0 | **AOB:**  The recordings from previous meetings held on Teams are no longer available |  |
| 13.0 | **Date of Next Meeting:**  5th July at College Town Primary @ 7pm |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

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

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Send training reminders | asap | KC |  |  |
| **Action 2** | Set up school email addresses for governors | asap | CW |  |  |
| **Action 3** |  |  |  |  |  |
| **Action 4** |  |  |  |  |  |