College Town Primary School



Full Governing Body Meeting

16th November 2020

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 |
| 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 |
| Cheryl Bentley (CB) | Co-opted Governor |
| Toni Barton (TB) | Vice Chair - Co-opted Governor |

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| Minute No. | Details | Action by |
| 1 | **Apologies and Welcome:**  Apologies from JP / CB and 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:** staff questionnaire and exit interview results to be compared to look for possible threads and a workshop to take place for feedback to be prepared as soon as is possible. ONGOING video meeting planned for early December | RC / TB |
| 4 | **Data Protection Officer**  CW had emailed governors after the last meeting to take on the role following the departure of KM from the governing body.  The role can be done "in house" or an external company can proved this service for the school.  Nobody had come forward to take on the position so the external option would appear to be the way forward.  *Governor asked about the financial impact on the school for this service?*  *CW: Have received quotes in the past for around £1500 but pretty sure the cost has come down in recent months.*  *Governor commented that £1500 is a lot of money to come out of the budget.*  *CW: Will look at the companies offering the service and the up to date prices. Will communicate with governors via email and appoint the best value option and advise who has been appointed..* | CW |
| 5 | **Head Teacher Report:**  TS had produced a full and thorough report (copy attached) and governors had been sent this prior to the meeting.  SAFEGUARDING  Attendance overall is not massively down on usual figures for this time in the school year.  There are no live CP cases all that were in place have been stepped down to Child in Need cases.  1 case awaiting assessment - Yr6 EWO is monitoring attendance and working with the family regarding absence.  There has been one bullying incident - classed as repetition of an incident last year. Parents are being spoken to and are responding well to moving forward.  There has been an increase in online incidents (out of school hours) across all ages. This will be added to the safeguarding report - incidents so far have been inappropriate rather than bullying.  No racist incidents.  PP UPDATE  PP performance is still low in Yr6 though this year group has a high % of SEN (which has been the case throughout their time in school) however, they are still continuing to progress on plan.  Any questions or comments? - none made  COVID UPDATE  Spoken to both the LA and PHE following Year 1 closure - thorough clean undertaken.  Protective measures in place are working well and have become part of the staffs daily routines.  Added measures include tape at doorways to assist with staff entering rooms.  Doors not open so much but still plenty of ventilation with windows.  REMOTE LEARNING UPDATE  The guidance provided is more secondary based than primary.  Not all staff are comfortable with presenting on video.  Timetable for logging each year group separately. We meet requirements but not fully satisfied with how it is going so is a work in progress.  Any questions?  *Governor with lots of lessons now being on line are there ways to complete them if there is no remote presentation?*  *TS :Yes previously it didn't get done with the guidance not being primary related we have worked out ways to do this.*  *Governor: form personal perspective remote learning does not work*  *TS :As a parent would you prefer to be given books, work and reading rather than virtual*  *Governor: yes defnitely would have been much better. That is how we did it last time buying CGP books*  *Governor 2: Very different for some pupils and year groups. How you can work with Year 6 is very different to early years - we also worked through CGP books last time.*  *TS :We are doing the best we can and the policy in place meets the government requirements it just doesn't deliver for all pupils but is continuously reviewed and worked on.*  *By 30th November there will be 1 weeks remote learning for each year group uploaded to the website to access should there be a class / year group closure.*  CATCHUP FUNDING  CW/TS met today to review expenditure so far and will be monitoring and evidencing how the monies have been spent.  Homework clubs are being run with 12 pupils from each year group until May and will be tracked and recorded.  Year 6 will have Homework Clubs delivered by teaching staff utilising their directed 1265 hours after Christmas break until SATs week.  Year 2 pupils are going to be worked with - they are still very immature in their learning approach and seem to be the most impacted by the spring and summer term closure.  Across all year groups the more able pupils are also being taken out and worked with as well as the pupils who are struggling to ensure they continue to progress.  Any questions? None raised  DATA UPDATE  KS1 is usually around the national average - currently lower than usual but is still attainable.  Year 1 phonics the aim is 75%  Currently testing year 2 as they did not take the test last year - 79% at present, but more children to still completed the test. This demonstrates that the school target has already exceeded. The impact from the immediate interventions from leading teachers has delivered quality first teaching.  KS2 looking at national average bearing in mind the high % of SEN they are doing well though we need to be realistic with predictions on test results the progress they will have made should be as expected which will be good.  *Governor : It is what it is and we need to be realistic to achieve expected progression will be a good achievement in current climate. NOT SURE ABOUT GTHIS KAREN?* |  |
| 6 | **Clerks Briefing**  Following the clerks briefing the following were highlighted:  No Schools Financial Valie Standard return required for 2020-1`  HR Update - only change is addition regarding parental bereavement leave  Do risk assessments for staff/team also take into account the changes of location including working from home for self isolation etc? Yes they do  Cyber security - are governors ensuring all aspects covered? IT poilcy covers all aspects  OFSTED - not currently talking to governing bodies when visiting schools |  |
| 7 | **Chairs Briefing**  OFSTED are currently carrying out "assurance visits" not full visits/inspections looking COVID provision and remote learning.  Questioning - is your governance operating effectively?  *Governor: As a board feel we do operate strategically as required and hope we are not adding to the already heavy workload of staff or adding extra pressure*  *TS : All questions are asked regarding workloads, staffing, directed time, targets etc including asking what is and isn't appropriate to ensure work/life balance for all staff.* |  |
| 8 | **Curriculum Update**  With no meetings taking place since January all the updates and information has been presented at FGB meetings so this meeting was to make sure that everything was still on track.  Reports were produced prior to the meeting and are available for all governors on the governor zone page.  Panto visit still going ahead as planned and being paid for by the PTA now. |  |
| 9 | **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. |  |
| 10 | **Governor Recruitment**  RC sent a letter out telling parents what the governors do and asked for anyone interested in becoming a parent governor to contact her or the clerk.  3 parents expressed and interest - clerk to gather information on what is expected etc from BFC website and respond to them. | KC |
| 11 | **Part 2**  See separate minutes |  |
| 12 | **AOB**:  NGA update has come out with up to date guidance on what schools should publish on school website. KC to submit to CW for checking. | KC / CW |
| 13 | **Date of Next Meeting:**    Next meeting 8th February 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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