College Town Primary School



**Full Governing Body Meeting**

**20th September 2021**

**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 |
| Jenny Hipkin | Co-opted Governor |
| Cheryl Delilkhan | Parent Governor |
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| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
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| **Apologies** |  |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Welcome and Apologies:**  No apologies though CD and TW had issues connecting so joined as clerk was detailing what would be happening for point 2. |  |
| 2.0 | **Election of Chair, Vice Chair and Committee Chairs:**  All governors had been emailed regarding the annual election of these posts and the only names put forward were those already in post.  RC and TB were asked to step out of the room.  Whilst RC is happy to continue as chair both she and TB are conscious that this not a long-term situation and to aid with succession planning they would like to propose a change to the roles and to be elected as co-chairs.  With the events of the last 18 months it also means that if RC is unavailable there would be someone with equally responsibility to step in.  A discussion was held on whether a co-chair is possible and what if any would the implications be on the signing off of paperwork and finance records for Audit. The need for clearly defined roles was also discussed.  BFC have several governing bodies who have co-chairs, and the system apparently works well. It was felt that this needs to be investigated further. The clerk is to speak to governor services to find out the implications regarding signatories and look at possible structure for defined responsibilities and CW to check with Education Finance and Paytoll on any potential implications.  Governors agreed to elect based on current positions and re-visit at the meeting in November once the signatory concerns have been addressed and defined roles proposed.  **Proposed by: TW**  **Seconded by: AH**  **Approved by All**  RC and TB returned at 7.21pm |  |
| 3.0 | **Review committee structure / Governor Positions / Terms of Reference**  It was proposed that the curriculum committee be the same as the finance committee and all governors are a member.  For succession planning it was also proposed that both the committees should have vice-chairs to step in as required.  TW happy to stay in post as Finance Chair  TB happy to stay in post as Curriculum Chair  **Proposed by: RC**  **Seconded by: CD**  **Approved by All**  CD vice chair for curriculum AH vice chair for Finance  **Proposed by: RC Proposed by: CB**  **Seconded by: CD Seconded by: AH**  **Approved by All Approved by all**  Safeguarding Governor : CB  Development Governor – position is vacant following JP leaving. After discussion was proposed that this should be part of the co-chair role to form part of succession planning and skills audit.  RC gave details of proposed new LEA governor JH who had expressed a desire to join at the same time as CD last year but felt she wasn’t able to commit the time with home learning and the lockdown restriction. Following discussions with her she is now able to commit to the governing body and is extremely keen to joi. TS agreed with  RC that she would be a good addition.  **Proposed by: RC**  **Seconded by: TS**  **Approved by All**  RC will contact her and let her know. CW to set up her email and arrange for her to complete here DBS and safeguarding training, KC to advise governor services and arrange governor training.  Staff Governor position is now vacant following EB’s departure. Advert to be placed with 30th September closing date for nominations  There will still be 2 vacant posts on the board. RC and KC to review the areas that need to be covered and then look at advertising for candidates either from within the school parents or advertising externally on the BFC pages or alternates.  Panels will remain as:  Complaints: AH and CD  Discipline / Exclusions: TB and CB  Pay Panel: TW and TB (RC if needed)  HT Performance Management: TW (chair) and TB and RC  **Terms of Reference**  There are no changes needed to the ones currently in place.  **Proposed by: CB**  **Seconded by: TW**  **Approved by All** | RC / CW / KC |
| 4 | **Declaration of Pecuniary Interests and Business Interests:**  New forms had been emailed out and 4 received back so far. Once all received will pass to RC/TS for signing as appropriate. TS and CW not received so need to email. | All |
| 5 | **Minutes of last meeting**  All approved |  |
| 6. | **Review Policies:**  Many of the policies are adopted from BFC. All the policies to be approved were uploaded to the governor zone prior to the meeting along with a list of all the changes made to each policy. Policies were reviewed and all approved with the following corrections:  Outbreak Management Plan – spelling of heads name incorrect. Section 2.2 missing, however the section was removed deliberately as it is only applicable to secondary schools. Agreed to reinsert section title but say N/A secondary only.  CPOMS still refers to EB, needs to be changed.  Policies from BF were discussed. Only changes to these documents are some personalization with the school name or staff name where appropriate otherwise these are written by BF.  **All policies were**  **Proposed by: RC**  **Seconded by: CD**  **Approved by All** |  |
| 7 | **Head Teachers Report**  **Safeguarding**  The school has 1 family on a child protection plan  The school has 4 families on a CIN  There 5 children are receiving play therapy  There is 1children receiving ELSA in KS1  There are 5 children receiving ELSA in KS2  No exclusions  No bullying  Now able to do safeguarding meeting face to face  **INSET Day**  The new academic has started off very positively with whole staff H&S and emergency first aid delivered on the INSET day. The day was well attended by all staff and it was delightful to once again enjoy lunch with all of the staff without the previous restrictions. Teachers also had planning time in the afternoon with their year group, which was essential with the eight new teachers the school has employed this year.  **Data**  The pupil data was provided to governors to read prior to the meeting and was discussed.  Governors asked what the school was planning to do moving forward to cloe the gap between FSM and non-FSM pupils especially in Year 6  There are smaller classes throughout the school with Year 6 being split into smaller groups for core subjects. Targeted group working with teachers rather than the TAs to provide quality teaching. In addition, the school is providing CPG books for all and there will be further targeted groups pre-SATs either during normal school hours or before/after school. The school are also working hard to engage the parents in supporting and aiding work at home and carrying out parent’s meetings  This will be discussed in more detail at the curriculum meeting along with ways in which we can get the parents to engage more and further actions throughout all year groups.  **COVID Update**  Latest government update received on 6th September – 5 days after returning to school.  Here at College Town the restrictions are based around the initial fundamental principles of:  Environmental cleanliness, hand & respiratory hygiene, adequate ventilation and vulnerable workers.  No longer any requirement for face masks, social distancing or mixing of groups., we shall be employing some measures to further reduce transmission and keep staff and other stakeholders safe. By doing so we reduce the very real risk of an outbreak whereby the result could impact negatively once again on the education of our pupils.  Within the DfE’s contingency framework they suggest measures to be considered within each setting to reduce transmission, these are:  Residential trips, open days, taster days, parental attendance in settings and live performances in settings.  We shall only be holding meetings within the setting when it is not possible to do undertake these using another system such as Teams or School cloud. Exceptions will be made where we feel it is important to actually have face-to-face meetings such as SEND conversations, safeguarding concerns and year group meetings for Reception and Year 6.  Where large group meetings are held they will be for a maximum of 20 minutes in a well-ventilated large area such as the school hall. When meetings are likely to exceed 15 those attending are welcome to wear a face covering, although we are not going to insist as this is no longer a mandatory requirement within England. Staff delivering such sessions will be at least 3 metres away from the front row throughout the meeting as a further precaution.  **Wraparound Care**  New afterschool provision has been received very well and numbers look set to grow once the reception children start full time. Had great feedback about how Mr Norman and the team are working.  Wakeup club is split in to EYFS/KS1 and KS2 both are being well attended  Also up and running and being well attended are football, judo and gymnastics after school.  **School Standards**  It had been necessary to be more lenient towards uniform with the various lockdowns. This is no longer the case, so we are working hard to get the parents and pupils back on track with the uniform policy. It has improved greatly in the last week or so.  Staff have also been reminded of their dress code.  **Staffing**  Currently recruiting new dinner ladies.  Performance management due to be completed by early October.  Will need to cover 2 maternity leaves in the same class – planning is underway and will be updated at the next meeting.  The school recruited eight new teachers and five new teaching assistants. All have settled in well and are being carefully inducted in line with our policy. Mrs Duncan is working closely with Mrs Wadsworth to ensure that policies and procedures are followed so that our new staff are aware of where to find the information they require to be an effective and confident staff member within the school setting.  Mrs Duncan has already set up training schedules with each of the ECTs and TS working closely with all the new EYFS staff.  Head teacher has been very impressed with the new Early career Teacher learning materials and some of the content would be of benefit to existing teachers.  Governors agreed that the whilst PGCE teaching students are taught what to teach they aren’t necessarily taught how to teach and that the new ECT framework will help with this.  It will be interesting to see how they progress under the new 2 year system . The school is very lucky to have AD looking after this.  The staff have received the new updated Keeping Children Safe in Education document and are required to sign that they have read this and understand the new considerations around sexual harassment within school.  Part 1: safeguarding information for all staff  All school staff working directly with children are expected to read at least this section. Staff who don't work directly with children on a regular basis can instead read a condensed version of part 1 (located in annex A).  Safeguarding and promoting the welfare of children is **everyone's** responsibility.  All staff should make sure that any decisions made are in the**best interests of the child.**  **All** staff should:   * Provide a safe environment in which children can learn * Know about (and feel confident to use) school safeguarding systems, including:   + Policies on child protection, pupil behaviour and staff behaviour (your code of conduct)   + Your safeguarding response to children who go missing from education   + The role and identity of your designated safeguarding lead (DSL) and any deputies   The CPOMS system which was purchased two years ago is now up and running and all staff have completed training on it. The system is now actively being used by all staff (overseen by SLT) particularly in Year 1.  **Reception Baseline - How it works – When we do it**  We need to carry out the assessment within the first 6 weeks of a pupil joining our reception (now from September 2021 onwards). This is regardless of when they join the class unless they have been assessed previously.  It's carried out 1-to-1 and takes up to 20 minutes per pupil to complete. There's no need to prepare pupils for the assessment and it must be completed by one of the following:   * A reception teacher * A reception teaching assistant * A suitably qualified practitioner (e.g. early years lead or SENCO)   They should be familiar to the pupil and be fully trained and familiar with the materials.  TS has started completing some of the assessments. Each teacher will complete the tests with 6 of their class with the remainder being carried out TS or JF – taking a class teacher away for large amounts of time when the pupils have only just started doesn’t seem fair.  The assessment consists of:   * A series of practical tasks using physical resources (including oral responses, pointing, and ordering or moving objects) * An online system that provides administrative instructions for each task * An online scoring system for the person carrying out the assessment to complete as the pupil engages with the tasks   Each task is made up of a small number of activities with varying marks, and the practitioner makes a 'yes/no' decision for each one. The assessment is 'routed', meaning the system won't present pupils with too many activities that they're unlikely to be successful in. This means:   * Not all pupils will be asked to complete all the activities * Some pupils will finish the assessment sooner than others   The assessment is designed to allow pupils with special educational needs (SEN) or disabilities, and/or pupils with English as an additional language (EAL) to participate in the standard format. Modified resources are available for pupils with a visual impairment.  The school will receive a series of 'narrative statements', describing how each pupil performed. These can be used to inform teaching within the first term.  However, we won't get the raw score that pupils receive. These will be kept in a national pupil database and will only be used to create a cohort-level progress measure for your school at the end of Key Stage (KS) 2.  There is no pass mark.  **What's being assessed**  Pupils' starting points in:   * Language, communication and literacy, including:   + Early vocabulary   + Phonological awareness   + Early comprehension * Maths, including:   + Early numbers   + Early calculation (i.e. early addition and subtraction)   + Mathematical language   + Early understanding of patterns   Once this baseline assessment is fully established, the government will make SATs and teacher assessments at the end of KS1 non-statutory from September 2022 (at the earliest).  It won't affect the Early Years Foundation Stage [(EYFS) profile](https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook) assessment, which will remain statutory.  The reception parent meeting will cover this and they will receive the DFE’S information leaflet too. |  |
| 8 | **HT Performance Management**  The Standards and Effectiveness Partner (STEP) has proposed a couple of dates, 16th or 23rd November 2021  Preferred date is 16th.  KC to contact the STEP to arrange a convenient time on this date. |  |
| 9 | **GB Monitoring Programme**  RC had produced and provided the Monitoring Programme which TS had reviewed and agreed that it strongly underpins the SIP.  This will need to be discussed in more detail at the curriculum meeting on 21st October. Prior to the meeting all governors are to take another look at it and advise RC which areas they are interested in working on and what tasks they would be able to undertake. | ALL |
| 10 | **Governor Training:**  Will review at the next meeting once skills audit and available training have been compared and governors have looked at Autumn Training Schedule to select courses they are interested in.  Caroline Morgan has offered to run a training session on the new OFSTED framework for all the governors. Possible dates to be proposed. | KC / RC  KC |
| 11 | **Clerks Brieifing**  This is not until 23rd September will upload the minutes to governor zone once they are received and email individual governors with any relevant points. | KC |
| 12 | **Chairs Briefing**  This is not being held until 11th November – final notes will be uploaded prior to meeting on 15th and any issues discussed then. | RC |
| 13 | **Part 2**  See separate notes |  |
| 14 | **AOB:**  KC brought the Annual Financial Consultation with Schools to the attention of the governors.  This has been completed and submitted to BF. The consultation is straight forward and contained areas asked by BF each year, e.g regarding the de-delegation of budgets for covering teacher maternity pay etc. A copy of the completed consultation will be posted on the governor zone. |  |
| 15 | **Date of Next Meeting:**  15th November 2021 @ 7pm via Teams |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 20th September 2021**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Provide proposal for Co-Chair position and check any implications | By next meeting | KC / RC / CW |  |  |
| **Action 2** | New Governor set up and training | ASAP | KC/CW |  |  |
| **Action 3** | Send out and complete Pecuniary interests form | By next meeting | All |  |  |
| **Action 4** | Confirm Head Teachers Performance Management date and time with STEP | ASAP | KC |  |  |
| **Action 5** | GB Monitoring plan – governors to advise RC areas of interest | By 21st October | All |  |  |
| **Action 6** | Governor Training review and book | By next meeting | RC/KC |  |  |
| **Action 7** | Contact Caroline Morgan re OFSTED training | By next meeting | KC |  |  |
| **Action 8** | Chairs Briefing Notes / Clerks Briefing notes | By next meeting | KC / RC |  |  |
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