

MINUTES OF MEETING

School: Carr Hill Primary
Meeting title: Spring term meeting of the governing body
Date and time: 9th February 2021 at 5pm
Location: Virtual (via MS Teams)

Membership

'A' denotes absence

A	Sally Alford (head teacher) Mark Barnett (co-opted / vice chair) Emma Footitt (associate member) Chantelle Goodall (co-opted / staff) James Haslam (co-opted / staff)
A	Vince Kay (parent) Gwenaelle Moles (parent) Claire Stallworthy (staff) Anthony Tromans (local authority) Barry Upton (co-opted / chair) Jamie Morgan-Hitchcock Helen Tanblyn-Saville

In attendance Susan Smith (clerk to the governors)

GB/01/21 **Apologies for absence** **Action**

It was

resolved

that the governing body consent to these absences.

GB/02/21 **Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/03/21 **Review of membership**

The Chair highlighted the following vacancies on the governing body:

Chantelle Goodall has resigned her post as co-opted governor. There are now 4 vacancies, 3 co-opted and 1 parent governor. GW has passed on a parent's interest and SA agreed to contact them (subject to time constraints).

SA

The Chair raised the issue of Chair succession planning and a potential Co-Vice Chair or Co-Chair.

GB/04/21 **Approval of minutes of autumn term meeting and any additional special governing body meetings**

The minutes of the autumn term meeting held on 6 October 2020 having been previously circulated were confirmed and signed by the chair.

Review of actions

None outstanding.

GB/05/21 Receipt of minutes and approval of policies from committees and working parties

Review of actions

There were no inaccuracies or matters outstanding.

Approval of NCC Pay Policy (if applicable)

Completed.

Approval of Finance Policy

Completed.

GB/06/21 Headteacher's report

The report was provided a week in advance of the meeting by the Head teacher. Three children have joined the school and there are three more waiting to join. Questions were submitted including a **challenge** from the Chair about Pupil Premium absences which is higher than national average. SA noted this may be due to Covid-19 self-isolations. There is also less parent contact due to the one-way system in school and the lack of opportunity for coffee mornings etc. SA noted that data is currently difficult to interpret as comparisons are very difficult to make. Parental engagement and support is very variable across the school cohort. The Chair **challenged** how Pupil Premium will be used to address the widening attainment gap. SA responded by explaining that resources are being sent home to help parents who struggle with online learning. A technology budget now provides for long term loans. AT **challenged** whether all children now have access to IT equipment and SA explained that every family who needs it has access to at least one suitable item of IT equipment, extra data packages and portal Wi-Fi hot spot devices. Additional TA hours in nursery and foundation stage have been allocated and all Pupil Premium children have access to one to one maths tuition (either at school or at home). SA explained that safeguarding is taking a lot of time currently and the pastoral care team's work is commendable. Home visits (doorstep) have been undertaken where appropriate to try and ensure children's safety. The Chair **challenged** for detail on all curriculum areas and the plans to ensure all areas are 'Good'. Some development work is yet to be embedded by Subject Leaders and there are plans to share practice across Subject Leads to address any inconsistencies. Another cycle of Subject Lead scrutiny will take place this term and Subject Leads are undertaking observations online with teachers. AT also **challenged** with a question about live lessons and how Carr Hill compares in terms of live lessons with the family of schools. SA noted that live lessons are not considered best practice and that no comparisons are readily available. SA outlined different scenarios and how home teaching needs a variety of different approaches. This also relies on the ability of parents to facilitate online learning / home schooling. MS Teams has been introduced as the learning platform in the last two weeks. There are 2 live sessions for each year group per week and attendance is recorded. Year 4 teachers prefer not to lead on screen, so the Head leads these sessions. The Head's assembly is recorded. Year 6 is engaging the most positively of all year groups and overall engagement is increasing. GM noted that from a parent point of view, the recorded lessons are more effective in terms of when the learning best takes place. The Chair invited governors to send any questions to him for the Chair – Head teacher meetings and not just to wait for full GB meetings.

The Chair and GM noted the data showing writing improvements, and a discussion took place about why the Pupil Premium results had improved so much. A further discussion took place about connectivity between school, the community and parents. The Chair noted that Covid-19 has highlighted that it is difficult to make the same difference for Pupil Premium students when they are not in school. There are plans for 'structured conversations' with parents when school is more back to normal.

Behaviours and attitudes were **challenged** by the Chair about the rewards strategy (Marvellous Me). SA explained the link and also the use of Teams and emails to give praise for good work.

Magic Breakfast was **challenged** – how is this making a difference? SA explained that food is providing a good start for the day and home visits include taking the food. The charity will evaluate the impact after a year. E-safety has been paramount and Safer Schools app is subscribed to but still needs further development for parents. SA shared details of the activities noted in the report. Leadership was **challenged** and how the leadership and management skills are being developed. SA noted the actions and targets contained in senior leaders' appraisals. SA is undertaking an apprenticeship in coaching and other staff are undertaking coaching training. The Chair asked what actions are being taken to ensure consistency in leadership and also asked how many governors have started to investigate their School Improvement Plan (SIP) lines and shared information about the SIP January 2021 review. The Chair suggested that a briefing meeting might be useful for governors to consider how the SIP lines have been reviewed and he is happy to lead work on this. It was agreed that Local Authority EIA reports be considered in Strategic Development committee. The Chair asked for an update about staff vaccination and testing. Uptake of lateral flow testing has been high and are taken twice a week (Sunday evening and Wednesday morning). CG provided a summary of the finance section contained in the Head's report. A full and detailed report was provided to Finance and General Purpose Committee (F&GP). This included a claim for extra Covid-19 costs.

Staff wellbeing was also discussed and the Head's role in supporting health and wellbeing. The Chair noted the time he has spent with SA to support her.

GB/07/21 Approval of (if applicable)

School budget

To be presented at F&GP. There are 5 staff furloughed currently.

Scheme of Delegation for 2020/2021

To be presented at F&GP.

Schools Financial Value Standard (SFVS) for 2020-2021

This has been delayed until May 2021. This will be completed at F&GP in March 2021.

Year-end re-forecast

To be presented at F&GP.

Services for schools

This will be discussed and agreed at F&GP.

		Action
GB/08/21	Update on appraisal process for Headteacher and staff	
	Head teacher's objectives have been formally approved and will be shared with non-staff governors.	BU
	All staff appraisal processes are in place including those for teaching assistants. There are no processes in place for business support staff however this is to be addressed, including ensuring accuracy of job descriptions.	
GB/09/21	Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems	
	Details are contained in the Head teacher's report.	
GB/10/21	Information from the Corporate Director for consideration and action	
	The information about Blended Learning, Wellbeing and Children Missing Education was summarised for governors by the Chair. He directed GM to the article in Governor newsletter. The clerk suggested that governors challenge any matters in the 3 reports; however, none further were raised at this point.	
GB/11/21	Communication	
	<i>From chair</i>	
	AT suggested a folder on GH of relevant material for governors for preparing for and during an Ofsted inspection. The Chair agreed to undertake this with the Head. He also outlined the SIP evidence framework.	BU
	<i>From headteacher</i>	
	None.	
	<i>From clerk - Governor Newsletter</i>	
	A summary was provided by the Chair.	
GB/12/21	Report from training co-ordinator including review of governor training requirements for 2021	
	There is no training co-ordinator currently. Governors are asked to look on GH at the remote training being provided currently. AT suggested that the preparing for inspection / Ofsted training would be useful and recommended governors attend. Some governors also need to undertake Safeguarding Level 1 and they will also receive GDPR training request from CG shortly.	ALL
GB/13/21	General Data Protection Regulations	
	<i>Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)</i>	
	DPO is EF and SIRO is SA.	
	<i>Report from the DPO and Information Governance Governor</i>	
	A SIRO request has been received and is being dealt with by legal representatives of the Local Authority.	

GB/14/21 Governor monitoring visits

The Chair encouraged these to take place as per the earlier discussion.

ALL

GB/15/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

JH noted the discussions he has been engaging in with SA about a table tennis academy in the school. Challenge about the PE grant will be made in future.

GM felt she could offer challenge and support in using MS Teams.

AT provided challenge through the Head teacher's report. He also noted meetings over the last few months about finance and the SIP.

HTS noted a meeting planned to discuss the catch up grant.

CS and JH busy with their roles in school and adapting to the new way of working in school.

GB/16/21 Confirmation of dates for 2021-2022

The governing body

agreed

Summer term 2021 – 18 May 2021 at 4.30pm

Committee F&GP and P&P – 16 March at 4.30pm

Committee Strategic Development – 2 March at 4.30pm

GB/17/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.55pm.

Signed (chair) Date