
School: Carr Hill Primary
Meeting title: Summer term meeting of the governing body
Date and time: 18th May 2021 at 4.30pm
Location: Virtual via Zoom

Membership

'A' denotes absence

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

In attendance A Helen Tanblyn-Saville (co-opted)
Susan Smith (clerk to the governors)

GB/18/21	Apologies for absence	Action
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Apologies were received from Helen Tanblyn-Saville (vaccination), Gwenaelle Moles (leaving early) and for absence Susan Smith (technical issues hence minutes produced from recording of the meeting).

It was

resolved

that the governing body consent to these absences.

GB/19/21	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

The Chair reminded governors of the need to complete the RP1/RP2 forms and that new ones will be required in September 2021.

Chantelle noted she has all completed forms and will ensure the most up to date versions are on the website. The Chair noted that these can be made available on request as there may be information on the forms that might not be suitable to post on the website.

A further declaration of interest was shared by the Head noting her daughter has been recruited as Teaching Assistant and that she had not taken part in the recruitment.

GB/20/21 Review of membership

The Chair brought to the attention of governors the following end of term of office:

The Vice Chair will need to be re-elected at the September meeting. Mr Barnett gave notice that he would not be standing for Vice-Chair.

GB/21/21 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 9th February 2021 having been previously circulated **(and subject to the following corrections being made)** were confirmed and agreed by the chair.

Review of actions

SA now has two parents to approach re governor vacancies. MB to assist. The Chair noted his preference for recruitment of the new parent governors to occur when meetings return to face to face.

The Chair has sent Head teacher appraisal objectives to non-staff governors for information / awareness.

The Chair has yet to share the Ofsted 'folder' and wondered about the value of this. He noted governors should be mindful of the SEF, SIP and EIA reports. He also reminded governors to keep reviewing information on the school website. The Chair welcomed any forthcoming inspection as he felt confident of a positive outcome.

GB/22/21 Receipt of minutes and approval of policies from committees and working parties

These have been available on Governor Hub since 11 May 2021.

Review of actions

Traffic calming strategy – work has progressed, and MB had shared a document prior to the meeting. He spoke about plans to approach new council members and what source material is available on the council website. He will meet with the Head teacher and construct a letter. Any further comments will be considered for inclusion. He suggested the matter be referred to a committee for further work. The Chair suggested parent governors should be involved as they have a vested interest in ensuring their children are safe. The Chair suggested that MB should take any necessary action (delegated authority) and if other governor comments are needed that these have a deadline.

CH job evaluation – the Head noted that HR advice is needed as she was unclear whether this is job evaluation. The Chair raised if a new job description is needed. A new salary has not been approved – additional hours have been agreed outside school hours for separate duties. The Chair was keen to ensure that the correct action is being taken. It was confirmed that the Head teacher needs to discuss the matter with HR.

GB/23/21 Financial reporting

Schools Financial Value Standard (SFVS) 2020-2021

This has been approved at the F&GP Committee and signed by the Chair. It has been submitted to the Local Authority.

Approval of school budget (if not already agreed in actions from committees)

The budget was agreed at the F&GP Committee. Minutes are available. It was

agreed

to approve the budget.

The 2021/22 shows a small surplus.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

The financial outturn was a deficit however less than originally predicted due to the income for Covid expenditure. All information has been posted on Governor Hub. Any questions to F&GP.

A governor asked about the monthly finance outturn report posted by the Business Manager on Governor Hub and requested an overall summary of spend. They noted the spend appears higher than expected and it was explained that this is due to staffing costs. It was agreed this would be provided at the F&GP Committee.

Approval of services for schools/review of contracts.

The Chair requested that any changes to contracts be highlighted. The grounds maintenance contract has reverted to the Local Authority and there is work in progress to look at broadband and photocopier leases which are due to expire in October 2021. Quotes will be considered at F&GP Committee.

GB/24/21

Headteacher's report

Questions were submitted on the report shared in advance of the meeting. The Head teacher responded to question as follows:

1. Numbers on roll and whether there is sufficient accommodation for the 30 hours provision? Yes, there is however the location is not ideal (moving nursery children up through the school) and there is no plan to spend money on a new classroom (however a bid is being submitted for a portable classroom). The early years unit will be reconfigured (potentially an 'environmental' classroom). The governor who asked the question noted the importance of the 30 hour provision and that there may be a need to build in future.
2. Non approved attendances – all requests have been refused for re-arranged holidays declining as per governors' request.
3. PP and SEND persistent absentees – the attendance awards have been suspended during CV-19 as the school did want to encourage children to attend when they should be self-isolating / have symptoms. Visits and meetings have been occurring for persistent absentees to build parent relationships. Two children have returned to school who have had parents shielding.

		Action
4.	SEND – some needs can be met by making small adjustments in the class. Examples were provided of action taken for dyslexic children. Discussions have been taking place re SEND in the curriculum. GM to meet with school SEND coordinator.	
5.	Additional sessions of the one-to-one home maths tuition were lower than hoped as parents felt the online session was an additional activity that they could not manage at the time (Third Space Learning delivered via a teaching assistant). A governor noted that there were fixed times and that this might have conflicted with the time parents were needed for supporting older siblings with their work. The Head suggested that some of the positives should also be considered. A governor challenged that maths was the area that was most likely to need to most catch up (post Covid) and their concern about this. One of staff governors commented on the Y6 pupil maths catch up and the challenges in delivery despite flexibility in choice of day and time for the second sessions. However, some children have made good improvements.	GM
6.	Quality of education – EIA reports are on GH as well as the reviewed SIP / SEF. The Catch Up plan is due to be reviewed with the Link Governor. The Fischer Family Trust ‘lightning squad’ was explained – a teacher comes in 5 days per week over a period of 6 weeks working on a prescriptive reading programme with groups of 4 children (only a quarter of salary is paid by the school). There is also work with Paula Burrell from County to deliver training to support some Y3 children. The cohort missed vital phonics and reading in Y2 due to the first lock down so this is being addressed.	HTS
7.	Strengthening the plans of curriculum leaders was explained further including updating subject SEFs and action plans as well as specific mentoring activities to improve skills.	
8.	A lengthy explanation of Ofsted observations was given by the Head teacher about how impact would be inspected.	
9.	Behaviour reporting was explained including daily phone reports which are generally well accepted. Parent meetings are used for more significant matters and there is an action plan set up with a review meeting one week later and this is recorded on CPOMS. Parents receive a copy of the action plan and each party can hold each other to account. The Head and Chair discussed how the content of negative comments made by parents to Ofsted are not necessarily shared with the school. So, he encouraged the school to ensure there are mechanisms in place for parents to share negative comments so the school can consider action and let parents know what has been done as a result (without breaching confidentiality of action with individual children). Parents need to understand and trust that appropriate processes are in place. Ofsted inspectors noted the calm atmosphere and that children are a credit to the school however parents have not been able to see this in school due to Covid restrictions. A governor shared information about a local youth club which can be advertised in the school newsletter.	
10.	Virtual parents meeting – staff have commented that this could be a way to engage more parents in future.	
11.	PE Grant review to be reviewed with the Link Governor. The Chair noted that Forest Schools is included in this budget.	

	12. Leadership and management and wellbeing was discussed, and the Chair suggested MB is involved from the governor perspective.	Action JMH
	13. Health & Safety toolbox talks have been reviewed by a governor.	MB
GB/25/21	Update on appraisal process for headteacher and staff	
	Interim feedback from the Head teacher's review has been received by the Chair as well as MB who is leading HT appraisal.	
	The staff reviews have not yet been completed due to lockdown and it is recognised this requires more timely action. There was a challenge to ask if targets are appropriate given the challenges presented by Covid. The Head explained how this will be reflected in the SIP and consolidation through staff appraisal. No staff have indicated any concerns to date. Staff governors commented that they understood a degree of common sense would be used to recognise where Covid has impacted their targets.	SA
GB/26/21	Information from the Corporate Director for consideration and action	
	SEND policy has been updated to ensure it is consistent with NCC policy and the updated version is on the school website.	
GB/27/21	General Data Protection Regulations – report from the DPO/Information Governance Link Governor	
	There are no new reported breaches since the last FGB.	
	The complaints procedure has been updated as a result of a previous breach.	
GB/28/21	Receive report from the Designated LAC teacher (presented at least once per year)	
	Fiona WM has completed an extensive report and this is available to governors on GH.	
GB/29/21	Communication	
	<i>From chair</i>	
	None further than matters already briefed throughout the meeting.	
	<i>From headteacher</i>	
	DfE are offering a package of support for certain categories of school. National Leader (NLE) in Education can be accessed via an Academy however it was felt this is not needed given the current position of the school. Additional past experience of the NLE was not positive and so there was not an appetite to engage this round directly but to find out more. The Chair noted that 'focused' support was what is required and HT will discuss this with NCC.	HT
	<i>From clerk - Governor Newsletter</i>	
	The Chair provided a contents summary of the newsletter which has been posted on GH.	
GB/30/21	Approval of in-service training days (5)	

The annual proforma had been circulated in advance of the meeting on GH. The Head has actioned this 31.08.2021 and 01.09.2021, 04.01.2022 and 27.07.2021 and 28.07.2021. One day will be disaggregated across twilight sessions.

GB/31/21 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

Existing structure to maintained.

Approval of scheme of delegation/decision planner 2021/22

To remain as per last year.

Note annual planner 2021/22 to support agenda setting

Considered by Committee.

Policy checklist 2021/22 – statutory policies for schools

To be completed in December 2021

Appointment/re-appointment of link governors

To be retained as per last academic year.

GB/32/21 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2021/22

The Chair has sent a grid for governors to complete. He asked if new governors had undertaken their induction training and also whether there are some governors who understand the role of Chair and Vice Chair.

GB/33/21 Governor monitoring visits

No reports.

GB/34/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

The Chair shared a document of how he thought impact could be measured through attendance and from minutes of the various meetings.

GB/35/21 Confirmation of dates for 2021/22

The governing body

agreed

Autumn term 2021 – 5 October 2021 at 4.30pm

Spring term 2022 – 8 February 2022 at 4.30pm

Summer term 2022 – 17 May 2022 at 4.30pm

Finance & General Purpose / P&P Committee – 27 June 2021 at 4.30pm

Strategic Development Committee – 13 July 2021 at 4.30pm

GB/36/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.15pm.

Signed (chair) Date