

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)
16TH SEPTEMBER 2020 AT 5.PM**



MINUTES

Present – T White (Chair), J West, J Logan, T Davidson-Hague,
Apologies – A Blench (Clerk), M Khan (Observer)

FGB1.APOLOGIES FOR ABSENCE

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from A Boyle and K Bromley.

FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST

- 2.1 Individual governors to declare any personal or business interests on any item On the agenda. No declarations were made.

FGB3.ELECTION OF CHAIR AND VICE CHAIR

- 3.1 Election of chair – this item was deferred to the next meeting due to low attendance.
3.2 Election of vice-chair - this item was deferred to the next meeting due to low attendance

FGB4.ITEMS OF URGENT BUSINESS

- 4.1 Chair to determine any items of urgent business for consideration under FGB13 below.

TW had a confidential item for AOB.

FGB5. PUPIL PREMIUM AND PE PREMIUM

- 5.1 Update on the impact of the 2019 20 PP and PE premium plans.

JW as pupil premium governor raised a series of questions relating to figures for monies spent and the relevant years. It was suggested that some of the years were incorrect and that some of the amounts needed clarifying with KT. It was agreed that JL would change the years from 2018 19 to the relevant year and also would clarify the figures with KT.

5.2 Approval of the 2020 21 PP and PE premium plans

The use of PE Premium for 2020 21 won't be covered in this meeting because we are awaiting consent from Engie regarding how we can use and change the outside areas this year.

Governor question – does the money get spent mainly on salaries?

Some is for salaries. We have a TA in every class. Some is for teacher release time e.g. Mental Health Lead or Bev the Family Support Worker.

We have increased the amount of Educational Psychologist time we have spent this year from 4 days to 12 days. This helps address mental health issues in pupil premium children. We have bought CPD around the trauma informed school.

Governor question – I couldn't get the figures to add up?

School has received another £500 for the trauma informed work. We have spent more than our allocation.

Governor question – are there any issues from last year's report which need to be carried forward?

Yes, and this is why we have gone for smaller classes in Year 2. They need more support.

Governors said that they thought this was a very good report which encompassed all the needs.

Governor question – what is EEF?

Education Endowment Foundation – they fund lots of research into educational methods and approaches. It is a national charity; we use their research to help us decide which approaches to adopt in school.

Governor question – what is A.C.E.?

This stands for Adverse Childhood Experiences.

Governor question – what does R.O.A.R. stand for?

Recognizing, Open Questions, Access Support, Relate. We use this to identify children's emotions. There is a thermometer in each class to measure emotions. This is built into the behaviour and relationship policy. It will be embedded in schools practice in the longer term. It informs where to target support and interventions.

The PP strategy for this year was approved by governors.

Actions – JL to revise years on the plans and also clarify figures used with KT.

FGB6.APPROVAL OF THE 2020 21 D.E.P.

6.1 Approval of 2020 21 School D.E.P.

TW reminded governors that they would normally focus upon the parts of the DEP which link to their specialist areas as governors.

Governors thought that the DEP was very detailed and very good.

Governor question – will we be using the new system to monitor progress?

Yes, we will allocate a RAG rating to each objective as we go through the year.

The DEP has had a lot cut out as it's important that we are realistic about what can be achieved alongside coping with COVID. So, for example the reference to subject leaders has been taken out, this can be picked up later on.

Governor question – is the Year 2 phonics test an internal Test?

Yes, it is. This is being done now because it didn't get done when the pupils were in Year 1 due to lockdown. We are using literacy school inhouse assessment sheets.

Governor question – are the tests reported externally?

No, this is not a statutory requirement for children in year 2.

Setting objectives has been difficult when we don't have any data from 2019 20. We do know how we will assess progress across the year.

Governor question – what was the SEN review?

This was an internal review conducted by Helen Gill last year. This identified some areas we need to work on with JMAT and the EPS.

Governors section – it was agreed that TW will write something for this section about how we will be working this year. It was noted that governance is included in the Ofsted review of Leadership. There was nothing to pick up relating to governance from the Ofsted report.

Governor question – shouldn't the issue of long-term financial sustainability and pupil numbers be addressed somewhere in the DEP?

It was agreed that this issue needs a profile and JL/TW agreed to write an objective to think about what we can proactively do about this.

School has had x 6 enquiries from parents about places in F1 which is positive.

It was thought that the DEP was both challenging and aspirational. Governors approved the DEP.

Action – TW to write content for governors' section of DEP. JL/TW to draft objective for sustainability/budget/pupil numbers.

FGB7.COVID UPDATES

7.1 Update on the opening of school to all children.

School had two inset days on 1st and 2nd September and opened to pupils from Thursday 3rd September. Initial attendance had been in the 93/94% region which we are happy with. On Friday the attendance was 83% due to lots of pupils self-isolating. They received back negative test results and are now back at school. Attendance will be turbulent at the moment and especially as some are finding getting tests difficult.

JL made the point that staffing is very tight and that if any staff have to be off work there is no slack in the system to cover this.

The children are happy to be back in school and are learning. Staff are also happy and positive. The 1st inset day the subjects of positivity and wellbeing were covered with staff.

7.2 Review and approval of any revision to risk assessment/s.

The risk assessment has been amended in the light of experience. New processes have been introduced for the collection and dropping off of children which have speeded things up a bit. School has had lots of positive comments from parents from the way that school has quickly seen and addressed any issues. The original plan for the use of the Junior Toilets has had to be rethought and this is now working well.

Governor question – do parents use the small gate near KT Office?

Yes, they do. This is a narrow passage, but we have placed a senior member of staff at the start to control the flow of people. There can be parents backing up at the top of the drive and we have had to move people on to maintain social distancing.

We had assigned cubicles to different bubbles in the junior toilets. This wasn't working so we rethought this and are now using all toilets with cleaning in between use.

We have allocated a changing room, which is something we had missed previously. The have divided the resources room so that 2 bubbles can be there at any time.

Governor question – the last time we discussed this you had allocated TA to specific classes in the mornings and to various tasks in the afternoons. How is this working now?

This was from before the summer. Staff are not moving between bubbles at all so this can't happen.

Governor question – are we using the Main Hall and what is it being used for?

The use of the main hall is going well. Each bubble is allocated a day for the main hall. Year 1 and 2 are the smallest year groups so they are one bubble and use on 1 day per week. It is cleaned between use as is the ball court. This gives all children the same opportunities.

Governor question – is breakfast club happening?

It has not restarted, and we are not able to restart. The R rate is rising, and we would struggle to keep the integrity of each bubble for children attending. Only 1 parent has requested a place and we have not had any complaints.

Governor question – is this the same practice in other JMAT schools?

Some are opening up again from Monday, but with small numbers and 1 child per table. We have not got the financial capacity to do this.

Governor question – are you following a recovery curriculum in the classrooms are gaps emerging?

School has focussed on emotional needs to start with and PSHE work is being covered every day. We are following the theme of community and rebuilding. We have completed a wellbeing questionnaire with all children. This gives us an indication of where they are at. Academically we have started numeracy and literacy from where we left the teaching in March. Phonics is covered twice per day in all years apart from F1/F2. Next week Year 1 will have their formal phonics tests. The daily PSHE lesson has given children the chance to talk about lockdown. Once children got over their first day, they settled down nicely.

Some children are isolating and there are the usual seasonal illnesses doing the rounds. Ongoing focus on PSHE will be vital. We are helping children to build their own strategies to build resilience and deal with their own anxieties.

7.3 Update on plans for home learning

Initially we thought we would only need this if a bubble closed. We are finding that some home learning is needed all of the time for different pupils. We will send home learning out on the 2nd day of absence unless the child or parent is too ill to do this.

Governor question – will the home learning mirror what they would be doing in school?

Where possible, but it can never be a replacement. There will be a video and activities to support it. We use resources from the English Hub, NCTM, and Oak Academy. There are not videos available for all aspects of maths. Where this isn't available, we will substitute with overlearning.

Governor question – do JMAT use the same resources?

Yes, they use the same as us. We don't have bedrock, but we do have TT Superstars. We will allocate books which can be accessed on tablets or a phone. It is JMAT policy to not broadcast live lessons.

Governor question – why are JMAT not keen on this?

It puts pressure on staff, who have not been trained to teach online. It is a very different style of teaching.

FGB8.GOVERNANCE UPDATE

- 8.1 To receive reports from any governor structured enquiry visits.

No visits had taken place due to COVID.

- 8.2 Review of governing board membership.

Governors had received a summary of the composition of the governing body. There are not any terms of office which will expire soon. It was noted that MK was an observer today with a view to becoming a co-opted governor.

It was noted that there is a vacancy for a parent governor, from the place vacated by JN. DT had been nominated as a parent governor in February 2020 but had not as yet provided her ID documents so that a DBS could be generated. DT has confirmed to the chair recently that she is still interested in being a parent governor. It was agreed that the appointment would need to be reviewed at the October meeting by which time a DBS should have been received.

It was agreed that specific governor roles would be discussed at the next FGB Meeting.

It was agreed that TW will discuss with JL outside of this meeting the process for advertising a parent governor vacancy.

- 8.3 Review of governing board training and development needs for coming year (skills audit).

It was agreed that ABL will send out the latest version of the NGA Skills Audit Questionnaire for governors to complete.

TW reminded governors of the Learning Links online training available from the NGA and also the RoSiS training available this term.

TW informed governors that she had commenced a chairs development programme through leading governance. As part of the programme TW will be asking governors to complete a 360-degree feedback questionnaire regarding her performance as chair. It was hoped that as many governors as possible would complete this. The exercise will be repeated at the end of the programme to measure progress made.

- 8.4 Review of governor participation 2019 20.

The record of attendance for 2019 20 had been shared with governors. Governors are asked to check this record and let ABL know of any errors by the end of the month. The record will then be published on the school website.

- 8.5 Approve Code of Conduct – NEW NGA 2020 Model

Governors approved the latest version of the NGA code of conduct. It was agreed that a link to the Nolan Principles in Public Life would be added to the document.

- 8.6 Register of Business Interests

It was agreed that ABL will email these to governors for completion and return.

8.7 Approval of Strategic Planning Committee Terms of Reference.

The TOR was approved with a small amendment made to JL membership start date.

Action – ABL to ensure that the confirmation of DT appointment is on the agenda for the October FGB Meeting. JL and TW to discuss and agree the process for advertising the parent governor vacancy. ABL to send governors the latest skills audit questionnaire for completion and return. ABL to amend and publish the governor code of conduct. ABL to send governors the business interest declaration for completion and return.

FGB9.ACADEMY UPDATE

9.1 Update on plans for academy conversion.

JL and TW had met with J Oliver from JMAT 10 days ago. The delays to the academy conversion process are related to the PFI contract and COVID. Things were now moving again, and a conversion date of 1st April 2021 is what we are aiming for. D Sylvester (CEO for JMAT) has offered to attend a governor meeting to discuss what the move to JMAT will mean.

FGB10.SAFEGUARDING UPDATE (HEADLINES)

10.1 Brief update on any safeguarding action or concerns.

It was noted that the Designated Safeguarding Lead for school was now JL. TK and Bev are deputies. School has moved away from using CEPOMS to record safeguarding concerns and is now using a system called Safeguard. This is very similar and is cheaper. The historic data will move across to the new system. This is the system which JMAT schools all use.

It was noted that long term staff illness was impacting on safeguarding capacity in school. JMAT had provided some additional support to school by asking a member of their team to be based in MVP Tuesday to Thursday. This is not 3 days of resource as the person will be completing their own work but will have capacity to respond quickly to requests for help from MVP.

There are no LAC in school currently. There are 3 families at CP and 3 at CIN.

Governor question – have you seen an increase in safeguarding referrals since pupils returned?

We have done more PSHE work than would normally be the case and have had a couple of disclosures as a result.

FGB11. POLICIES FOR REVIEW AND APPROVAL

11.1 TW to remind governors of the new arrangements for review and approval of policies.

It was agreed that this would be carried forward to the next meeting.

FGB12.MINUTES OF THE LAST MEETING & MATTERS ARISING

12.1 Approval of the minutes of the meeting of the full governing body – 14th July 2020.
The minutes were approved by the chair.

12.2 Matters arising – not included elsewhere in the meeting agenda.

None identified.

FGB13.ANY OTHER URGENT BUSINESS (M Khan left the meeting for this item)

13.1 Maaria Khan was approved (pending DBS clearance) as a co-opted governor.

FGB14. CONFIDENTIALITY

14.1 To determine any confidential items. None identified.

FGB15. DATES OF FUTURE MEETINGS

15.1 Full Governing Body Meeting – 13th October 2020 @ 5pm