

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE STRATEGIC PLANNING  
COMMITTEE  
12 JANUARY 2021 AT 5.30PM (VIA ZOOM)**



**MINUTES**

Present: T White (Chair), J Logan, J West  
In attendance: A Blench (Clerk)

**SP1. APOLOGIES FOR ABSENCE**

1.1 To accept apologies for absence. KT sent her apologies which were accepted.

**SP2. DECLARATION OF PERSONAL AND BUSINESS INTEREST**

2.1 Individual governors to declare any personal or business interests on any item on the agenda. There were no declarations made.

TW acknowledged the fact that school was now formally closed (other than for children or key workers and vulnerable children) and thanks JL and school staff for the way in which they had responded to the governments rapid change of direction after Christmas. The amount of work undertaken in re-writing the risk assessment and putting all the arrangements in place so quickly had been excellent. Parents were also very appreciative of the fast response, which is a credit to school.

**SP3. MINUTES OF PREVIOUS MEETINGS**

3.1 To approve the minutes of the meeting held on 8<sup>th</sup> September 2020.

The minutes of the last meeting were approved without amendment.

3.2 To discuss matters arising from the minutes of the last meeting:

- AB to ensure the approval of the SPC TOR is on the FGB Meeting agenda for approval – update completed.
- AB to report back after making a comparison between the JMAT agenda planner model and the MVP Model – update AB. AB had circulated a document to governors just before the meeting which highlights the differences between the two approaches.
- JL to add governor visits section to the COVID-19 risk assessment – update JL. This is now in the risk assessment.

- JL to send safeguarding policies for review to TW and JW – update JL. Completed.
- TW to remind governors at the next meeting of the new arrangements for review and approval of policies – update TW. Completed.
- AB to remove DT from the record of attendance and circulate to governors for checking – update AB. Completed. It was noted that JL had not been able to add DT to GIAS as the system had been frozen pending academy conversion. JL has queried this with the DfE.
- TW/JL to meet and discuss arrangements for recruitment of parent governor – update TW/JL. Completed – a letter was sent to parents seeking nominations before Christmas. There was no response.
- AB to issue skills audit questionnaire and compile responses for governors – update AB. Completed, with 2 governors audits still outstanding.
- TW to review GB self-evaluation and build any objectives into the DEP as appropriate – update TW. Completed.
- JL to approach DS regarding the October meeting. Completed and attended the October meeting.
- KT to invite Engie to attend 17<sup>th</sup> November meeting. Completed and attended the November meeting.

#### **SP4. REVIEW OF GOVERNOR PARTICIPATION**

##### 4.1 Review of participation in 2020 21.

Attendance at meetings so far was reviewed and there are no issues.

##### 4.2 Virtual visits plan – to discuss a plan of virtual visits – TW.

It was noted that the JMAT agenda planner contains a plan for the year in relation to governors visits into school. Due to ongoing COVID-19 restrictions it was thought that making physical visits into school would not be possible for the foreseeable future. It was noted that JW had conducted a virtual visit with H Webster with a focus on literacy. TW had also done the same with Danielle Hunter regarding maths. Governors need to think about what can be done which will be useful, realistic and not adversely impact staff workload. It was agreed that visits should focus on key areas in the DEP and Ofsted Action Plan. Key areas to focus on are early years provision, early reading, SEN.

It was noted that HW had gone into detail around early reading. JW agreed to send her report to ABL.

Governors were reminded that these are areas that Ofsted will definitely focus upon when they next visit. They will want to see what progress has been made since their last visit.

Governor question – is Frances part of the team?

Yes, she teaches early reading, and HW is the literacy lead for school. Katy is the early reading lead for school. Jade is a class teacher who is teaching this area.

Phonics is taught lower down the school in years 1 and 2.

SEN – it was noted that Danielle is making big changes to the way we support SEN children as a result of the SEN review. There is a 3-year plan which we are actioning at the moment. We will look at this again in the summer term.

Every governor will take early years in their remit. It was agreed that governors will engage with Sue Gregg (Early Years leader) after half term.

Behaviour was an area which came out in the Ofsted report, plus SEMH support. Jade May could give a governor update quite quickly. It was agreed that KB would be asked to take this on. It was suggested that this could happen in March 2021.

Single Central Record (SCR) – it was suggested that this was something that MK could look at using Zoom this academic year. JL will think about how this can be done and if this would raise any GDPR issues.

The agreed order of focus for visits was – Behaviour/SEMH, early years, SEN, Safeguarding (summer term). TW and JW may revisit their work done before Christmas around literacy and maths. TW will be coming in to look at the SFVS as well.

Governor question – when will the next pupil data drop happen?

School has just completed one, but we have not had chance yet to do the detailed analysis. JL will contact TW/JW when this is ready to be discussed.

Actions – JW to send visit report to ABL. TW to speak to KB regarding conducting a virtual visit with an SEN/ SEMH focus. JL to review implications of GDPR for MK review of the SCR. JW and TW to discuss how to engage SG regarding early years. JL to contact TW/JW with data drop when ready.

## **SP5. GOVERNORS' TERMS OF OFFICE**

### 5.1 To review governors' terms of office.

None of the governors are nearing the end of their terms of office at the moment. Governors discussed how the induction and engagement of DT as a new governor was progressing. It was hoped that she will attend (via zoom) next weeks full governing body meeting.

### 5.2 Review current vacancies.

There is 1 vacancy for a parent governor. A parent had recently expressed interest but unfortunately, they have now left our school. It was agreed that efforts to find a parent governor would be put on pause this term.

Governors discussed the fact that TK has now left the governing board as an associate and how helpful her input had been. It was agreed that there is no requirement for the newly appointed assistant heads to step in as associates. Instead, they will be invited as guests to meetings where it is thought that their input would be useful. It was agreed that Sue and Danielle would be invited to the next FGB meeting so that they can be introduced to governors.

Actions – JL to invite Sue and Danielle to the next meeting.

## **SP6. REVIEW OF GOVERNORS' SKILLS AND TRAINING**

### 6.1 To review governors' skills and plan for 2020 21 – TW

It was noted that we had received back 6 out of 8 skills audit questionnaires. These showed the strengths of the governing body. It also highlighted two areas for further development. These are 'experience of chairing/working on other governing boards' and 'financial planning/efficiency'. It was suggested that in future governors may share the chairing of meetings. Also, it was noted that expectations of governors in relation to finance will change once we have converted to academy status.

Governors discussed the training and development priorities. It was noted that governors had been given access to the safeguarding module and JL agreed to check to see who had logged in and completed the training.

TW mentioned that she had been conducting one to one discussion with governors this academic year and anticipated that these may flag development priorities as well.

Actions – JL to check governors' access to safeguarding training.

## **SP7. AGENDA PLANNER**

### 7.1 To review the agenda planner for 2020 21 – TW.

We last reviewed this in September 2020. Governors reviewed the agenda priorities for the spring term.

It was noted that FGB Meetings are planned for 19/1/21, 9/2/21, 9/3/21 and 20/4/21.

#### *January*

3-year budget update. DEP updates. Approval of revised risk assessment. Governors agreed that the risk assessment could be shared and published on the school website before its approval at next week's meeting. It was noted that there are more children in school for this lockdown than in the first one.

Governors discussed the arrangements for protecting any member of staff who was clinically extremely (CEV) vulnerable or generally vulnerable. CEV staff and children are not allowed to attend school. Others have an individual risk assessments and measures in place.

Remote education arrangements, this will be on the agenda and will be published by 25/1/21 on the school website.

Catch up premium – this will be on the agenda and will be published on the school website.

Safeguarding update – JL will include a short verbal update.

## *February*

PE and PP updates, pupil progress.

GDPR and lettings – JL agreed to check with KT to see if these will be available for the February meeting.

There will be a general update around how things are going in school.

## *March*

Budget Update 2020 21, approval of the SFVS. Head teachers report, including pupil demographics. Staffing update. Curriculum update.

It was agreed that ABL would draft a colour coded version of the agenda planner.

Actions – JL to check with KT if GDPR and lettings would be available for the February meeting. ABL to draft a colour coded agenda planner.

## **SP8. THE SCHOOL DEVELOPMENT PLAN (DEP) 2020 21**

### 8.1 Strategic overview of the development plan (DEP). – JL

This will come to next week's meeting.

### 8.2 Review of the Effectiveness of the Governing Body – TW

It was suggested that now was not the right time to start looking at this again. This was because school has just gone into lockdown again and governors' access to school is limited.

Governors discussed how they could talk to children remotely and also ask more focussed questions of school.

Governors are engaged with school in the areas of finance as well.

TW is progressing her place on the Chairs Development Programme.

### 8.3 Updating of the School Self Evaluation Form (S.E.F.) – JL

We will look at this again this half term. There won't be any dramatic changes.

### 8.4 Academy update – JL

There is no update on the conversion date. The DfE wants the caretakers house to transfer to the academy. So, the land transfer documentation will need to be changed. This would have had to be completed by now for us to achieve the date of 1<sup>st</sup> February, which now seems unlikely.

### 8.5 Ofsted Inspection Actions – JL

This was covered in earlier discussions around the DEP. Subject leadership is not an objective in this years DEP. We are conscious to not overload staff and to address

this area would need more collaboration than the current bubble arrangements can allow.

#### **SP9. CONFIDENTIALITY**

9.1 To determine any confidential items. None identified.

#### **SP10. DATES OF FUTURE MEETINGS**

10.1 To review the dates of meetings for the academic year. All fine still.

#### **SP11. OTHER BUSINESS**

11.1 English Hub Partner School – each term a link worker comes into school and holds us to account for our progress. They produce a report from their visit. This happens with JL and Katy. It was agreed that it would be a good idea to share these reports with governors. JW will meet with Katy to go through the report. It was agreed that JL will send JW the most recent report. Once JW had seen the report we would need to agree an approach to involving governors in this aspect going forwards.

11.2 Jacqueline Oliver – it was noted that JO had previously asked if she could attend an MVP governing body meeting and this has not as yet happened. TW has requested a visit to a governing body of a JMAT school so she can see if any aspects are handled differently. It was also noted that the last copy of the scheme of delegation we had received for JMAT was several years out of date now.

Actions – JL to send English Hub report to JW. JW to think about how to take this forward with governors. TW to pick up the conversation with JO regarding observing governing body meetings and the SoD document.

The meeting finished at 19:06