

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)
18TH May 2021 AT 5.30PM**



MINUTES

Present: T White (Chair), J Logan, K Bromley (from 18:15), M Khan
In attendance: A Blench (Clerk), A Boyle, S Gregg and D Hunter (until 18:40)

FGB1.APOLOGIES FOR ABSENCE 5.30pm to 5.32pm

1.1 To accept apologies for absence.

Apologies for absence were received and accepted from J West. T Davidson-Hague.

1.2 To receive, but not accept, apologies for absence.

D Travis was absent, and no apologies had been received.

FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST 5.33pm to 5.35pm

2.1 Individual governors to declare any personal or business interests on any item
On the agenda.

No declarations were made.

FGB3.ANY OTHER URGENT ITEMS (To be agreed by the Chair) 5.36pm – 5.38pm

3.1 Chair to determine any items of urgent business for consideration under FGB9
below.

It was agreed that a staff secondment request would be considered under Any Other Urgent Business.

FGB4.SAFEGUARDING UPDATE 5.39 – 6.10pm

4.1 To receive an update on Safeguarding, SEND and LAC (see reports)– DH/SG

DH and SG were welcomed to the meeting and had been invited to give governors an update on these agenda items.

Governors had received copies of reports produced by DH and SG prior to the meeting.

SG spoke to the LAC and safeguarding updates.

This is a comparison between summer and last autumn. CP numbers have gone down from 3 to 2 pupils. 2 children in 1 family have closed to social care now and 1 child accelerated from Early Help to CP, since this report was produced. CIN has moved from 9 to 0. Recently 1 family with 2 children has moved to CIN.

Early help is split between locality lead help and school lead cases. There are 5 families with 7 children at locality level. 3 from 2 families at school lead help.

Governor question (to SG) – are you the deputy designated safeguarding lead?

SG confirmed that she is.

SG added that the situation with numbers is always fluid. If numbers, go up this could be taken as a positive in that we are identifying families that need help. We will never have 0 needing help. The summary does show that we are tracking things well.

There are 12 children tracked for attendance in this update compared with 10 in the last update. SG attended the last attendance review meeting with Dawn Riley and JL. School has a clear system showing a year on a page for children. Some children are moving above 96% attendance. Those who have attendance which gives concern are being picked up. Attendance has improved since the last review. We work with key staff internally and external professionals.

Child C, D and E are significantly lower than the others. During covid lockdown any v vulnerable child was offered a space in school. If they refused to take the space their attendance code was a 'C'. C code is authorised absence but does count towards schools' overall rate of absence. The 'X' code was used for other children who were not attending school due to lockdown. School had thought that these particular children would've been safer in school and therefore tried their very best to persuade them to come.

SG stated that she had contacted the families of vulnerable children from January 2021 onwards. This gave her an opportunity to get to know the families and their issues well. SG stated that she will be attending some DSG training with JMAT soon as a refresher. All the training listed on the report is what has happened since the last report.

Dawn, the school attendance officer, has a list of vulnerable children names so that she knows who to alert as soon as they are absent from school.

Governor question – is there a review of safeguarding booked in from JMAT soon?

Yes, this is booked in for 8th June 2021 and we will report back on this.

LAC report – there are no LAC on school roll at the moment. There were 3 post LAC on roll in the autumn, but this is now 1 child. This is because 2 children went back to

their parents. Attendance is good at 99%. There are no trends or red flags in attendance for this child.

Progress and attainment for the 1 post LAC child. We had an informal data drop in January 2021. This showed that they are working at just below expected standards in reading and writing but have greater depth in Maths. The child is confident in maths and has a passion for the subject. They can get distressed at times when they doubt themselves. Staff step in to help the child believe in themselves.

Governor question – for how long is a child referred to as post LAC?

They are constantly identified as post LAC until such a time as they go back to their parent or become an adult.

Governors were reminded that there is a course planned for governors on 7th June 2021 via RoSiS.

DH addressed the SEN update report for governors.

There are 63 children on the SEND register which is the same number as last autumn. Although there have been some changes in the children included in this total. This represents 31% of our children which is above the national average of 12%. Of the 63 5 have an Education Health Care Plan. SG and DH are working with another 2 children who are on the pathway to getting an EHCP.

The report gives a breakdown of the reasons why these children are on the SEN register. The highest % at 42.8% is communication and interaction. This is why school values the Speech and Language (SALT) SLA which is in place.

Year 4 have the highest number of SEND but Y2 have the highest % of SEND.

There is not a big difference between attendance for SEND children and their peers. Just 2% difference. Persistent absence is just 1% higher for SEND children. Attendance is monitored termly. Letters are sent to parents who are also invited to meetings. Inclusion team meetings are held weekly at which this is discussed.

CPD – JMAT ran bereavement training with us for selected staff in January 2021. Bereavement in terms of loss of life, but also loss of freedom/ friendships. Updates on SEN procedures have been delivered to all staff. Staff have had training on support plans which we have put in place for individual children. We have had a staff meeting in order to review the systems we have put in place. We had an SEN review before Christmas and have an action plan from this. The plan covers a 3-year period. This is constantly under review, and we are working hard on its implementation. Some of this is about making adaptations in class such as having ear defenders or a biting toy for a child. PIVOTS have yet to be implemented. We have a provision mapping document which includes every year group. This is available in class and shows in bullet point format the provision in place. So, staff can see at a glance what is happening. All children now have a folder in their classroom. There are inclusion registers in place. Staff know what provision the children need. There is a diary of interventions, which included phone calls, meetings, interventions as evidence. All children have an IEP or Support Plan in place. The inclusion team meet weekly. We have created stages of Sen support for parents.

JL added that for stage 1 meetings the class teacher is still there as well as DH. School did find that some children were not having access to SEN provision at all. This is all addressed now.

Governor question – Are the parents meetings held virtually?

Yes, they are held virtually. The next set of meetings will be held in summer term.

4.2 To receive a presentation on the Inclusion Vision for MVP – DH/SG

SG shared a document which outlined schools' vision for inclusion. It was stressed that this was a team collective view of inclusion. SG stated that DH is doing a great job as SENCO. Our ethos is to set high expectations for all children and to want them to be the best that they can be. We see the power of early action. We see that all MVP staff are onboard with this vision. The presentation is around how we take this forward.

School is currently revising its positive behaviour and SEMH policy. This will be a collective vision using all skill sets. Including the SENCO, mental health lead, ROAR and SG and DH. We have an inclusion team meeting every week and have created a space for inclusion. Jade reviewed the current behaviour policy with staff. Asking how can this be improved? What staff said was we needed a consistency in language, sanctions and rewards used. Giving children options for and choices when it comes to behaviour. We also used pupil voice in developing the new policy. We asked children if they felt safe at school. The answer was that they felt safe for 50% of the time. No child said never. We have had a lot of meetings to look at the new policy. Our plan is to launch it at the inset day in September 2021. We feel that it is looking good and is a response to the comments from the Ofsted Inspection in December 2019.

SG outlined to governors the core inclusion team and other staff and professionals working with school in this area.

Governors thanked SG and DH for their presentations. Governors said that they are looking forward to seeing the inclusion hub and new meeting rooms in the autumn.

4.3 To received feedback from governor's enquiry visits – KB (Behaviour)

KB feedback to governors from his virtual school visit in March. A lot of things that he had seen happening in school were reflected in the presentation tonight from SG and DH.

FGB5.HEAD TEACHER UPDATES 6.11pm to 6.31pm

5.1 2020 21 DEP progress update (see report)

It was agreed that this item would be deferred to the next meeting due to time pressures.

5.2 Academy update – JL/TW

The LA has issued TUPE letters to all staff with a transfer date of 1st June 2021. The transfer won't happen on 1st June now. It is hoped that this will be the 1st of July 2021. The LA had been asked about the letters to see if they would be re-issued with the amended date on them.

Prior to that date TW will be asked to sign the Commercial Transfer Agreement (CTA) and other key documents.

School has been trying to clarify the status of the caretaker's house on the school site which shares a driveway with school. The caretakers house will remain the LA property as part of the 125-year PFI lease. The property will remain tenanted by an ENGIE employee as is currently the case. When the PFI contract ends there is a clause in the contract which says that school will be involved in the tenancing of the property. JL asked about any financial implications for school and was told that all costs sit with the LA at the end of the lease. Under the terms of the PFI agreement Engie remain responsible for its maintenance and all costs. The tenant will be a keyholder for the site and therefore will need to have a DBS check. The gates and the driveway will remain in the 125-year lease and school will have access to them. But school will not have access to the caretaker's house in the 125-year lease. Further clarification needs to be given around shared access to the drive between the tenant and school.

5.3 Friday afternoon consultation – governors to receive details from the consultation and to make a decision – JL/ALL

Governors agreed at the last meeting that JL could consult parents around plans to change the timing of the school days with a view to implementing changes from September 2021. A paper with interim and final feedback from parental questionnaires had been shared with governors.

Governors were surprised at what they saw as the strength of opposition to the proposal from parents. Governors wondered if parents had properly understood what was proposed. Governors expressed the view that they could see the educational benefits of the proposed changes, but also expressed a desire to not upset the parental community at this time by pressing ahead with the proposal. Governors expressed the view that more work was needed to consult with parents and explain the rationale around the proposed changes. For this reason, it was agreed that the proposal would not go ahead this September.

JL stated that most parents were responding to the consultation from a very personal point of view. Rather than thinking about the education benefits they were thinking more around how this fits with their personal circumstances or working hours.

For some parents childcare on a Friday afternoon would be an issue. Governors agreed it would be worth taking some time to investigate what could be offered to parents on a Friday afternoon at no or low costs for childcare. Perhaps a range of after school clubs.

It was agreed that JL would send a letter to parents thanking them for their positive responses and saying that school would take another year to listen to parents and develop the proposal further.

5.4 COVID updates/Risk Assessment (see document) – JL

Governors retrospectively approved the small revisions made to the covid risk assessment document. These included pregnant employees, slightly larger bubbles, and deferring school trips.

5.5 Governors to review and approve plans for re-opening of Breakfast Club (see document) – JL

Governors approved the proposal to re-open breakfast club after half term.

Actions – JL to send a letter to parents.

FGB6.GOVERNANCE UPDATE 6.32pm to 6.42pm

6.1 Update on plans for the work of the governing body 2021 22 – TW

6.2 Governors to approve the schedule of meeting dates for 2021 22 (see schedule) – all

It was agreed that this item would be deferred to the next meeting due to time pressures.

FGB7.POLICY APPROVAL 6.43pm – 6.48pm

7.1 Governors to receive and approve the Relationship Sex Health (RSHE) Education Policy (see document)

Governors approved the RSHE policy.

Governor question – did the parental consultation happen?

Yes, this was managed by the school PSHE lead. It went well. It was agreed that AB would share with governors an email from the PSHE lead regarding the consultation.

It was noted that further policies needing approval will be circulated to the relevant governors with a view to approval at the June meeting.

Actions – AB to share email with governors.

FGB8.MINUTES OF THE LAST MEETING & MATTERS ARISING 6.49pm to 6.54pm

8.1 Approval of the minutes of the meeting of the full governing body – 27th April 2021.

The minutes were approved, subject to the amendments highlighted by TW and JL in emails being made.

8.2 To accept the minutes of the strategic planning committee 20th April 2021.

The minutes were accepted.

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

There were no matters arising.

FGB9. ANY OTHER URGENT BUSINESS 6.55pm to 6.58pm

9.1 Secondment request – governors noted that this was for a 1-year period and that the post would be backfilled by an NQT on a temporary contract.

The proposal was approved by governors.

FGB10. CONFIDENTIALITY 6.59pm to 7.01pm

10.1 To determine any items for inclusion in the confidential minutes.

None identified.

FGB11. DATES OF FUTURE MEETINGS

11.1 Full Governing Body Meeting – 15th June 2021 @ 5.30pm

It was noted that the chair of the GB at Shibden Primary School in Calderdale would be observing TW as chair at the next meeting. This is part of TW chairs development programme. Governors confirmed that they were happy with this happening.

The meeting finished at 18:40