



Full Governing Body Meeting

Monday 25TH January 2021 at 5:15pm

Chaired by: Jill Skidmore

Clerked by: Laura McNulty

Present in person: Due to the national lockdown, there were no Governors present in person. The meeting was held online using Google Meet.

Present online: James Handley (JHa) Head; Cat Labio (CL); John Saynor (JSa); Jill Skidmore (JSk) Chair; Helen Woodruff (HW); Janet Haddock-Fraser (JHF); Sarah Fletcher (SF) and Laura McNulty (LM) Clerk.

Actions:

- 027 20/21 **Introduction and Welcome**
JSk and JHa welcomed all to the meeting.
- 028 20/21 **What will we achieve this evening**
The first full meeting to be held and clerked entirely online.
- 029 20/21 **Any other business**
2 items from JHa
- 030 20/21 **Apologies**
Apologies had been previously sent to JHa by Sarah Bellicoso (SB), Mary Teeboon (MT), Jennie Bradley (JB) and Lionel Atherton (LA). Apologies accepted. **Agreed**
- 031 20/21 **Governing Body Membership**
2 vacant Governor positions:

The trustees nomination of Elizabeth Brittain Cartlidge (EBC) has not returned contact (1 year since nomination). JSk to chase a replacement with the trustees. **JSk**

The position is deemed to be vacant – Foundation Trustee Governor.

SB wishes to step down as a staff Governor. JHa to speak to staff (teaching and non-teaching) to request a replacement. This position is now vacant. **JHa**
- 032 20/21 **Declaration of Business Interests**
There were no declarations of business interests in the agenda of this meeting.
- 033 20/21 **Minutes of previous meetings**
The minutes of the meetings held on Monday 5th October had been distributed (available on The School Bus secure page). The minutes were agreed to represent a true and accurate reflection of the meetings and have been agreed by all Governors electronically. **Agreed**
- 034 20/21 **Confidentiality**
Governors agreed that there were no confidential items within the minutes. **Agreed**
- 035 20/21 **Matters arising and actions**
There were no matters arising to be discussed.
- 036 20/21 **Committees:**
Curriculum Committee – Chair CL
Due to the national lockdown this committee has not met.

Finance Committee – Chair JS

Due to the national lockdown this committee has not met. There will be a budget setting meeting with the DCC patch officer in early March.

Personnel Committee – Chair JS

Due to the national lockdown this committee has not met.

Buildings and H&S Committee – Chair JS

Due to the national lockdown this committee has not met.

Pupil Voice and wellbeing

JSa reported to governors: A wellbeing questionnaire has been sent to all parents with three main questions. Approximately 50% of parents have replied.

Question 1: Do parents feel able to engage with school over any concerns?

Answers: All answers were extremely positive.

Question 2: How well do parents feel supported by the school?

Answers: extremely well supported.

Question 3: Would parenting skills classes be of interest?

Answers: all responses would like this.

Hope is to push forward after lockdown eases, establishing classes to be held in the Institute and hosted by JSa, JB and Lorna Wilkinson. JB has also indicated that she would like to act as a parent advocate for any families who would like someone else to talk to.

JHa thanked JSa and JB for their work in this area which is of significant benefit to our students and their families, especially in these extremely difficult and unique times.

037 20/21 Headteachers Report

JHa talked through the HT report and pupil performance data, both of which had been distributed prior to the meeting.

Pupil Performance Data:

JHa talked through the data provided. Reading and maths data analysis and action plans have been completed by the subject champions. These are members of staff and provides a way of including the staff team in leadership responsibilities, spreading workload, making the most of skills, enabling in-depth and subject-specific analysis and ensuring consistency. Data is positive. Covid and school closures (March to September 2020 and again from January 2021) have impacted on Autumn 1 to 2 results, which still however, show an increase in progress. Once school can reopen JHa would like to take new baseline measurements to then build new progress data.

JHF asked if progress in reading was better than progress in maths, and if so why and what can we do about it? JHa explained that due to recent government changes including the removal of levels and how schools are allowed to measure and categorise progress and attainment, and also the implications of Covid and home-based education, it is very hard to have the data to know if this is definitely the case. It does seem likely that with most parents happy and able to read with their children but less sure of maths and how to encourage this area of learning, that home-based education would encourage English more than maths. JHa explained that the DfE are due to issue more guidance on how they want primary schools to measure student progress.

Governors discussed our age-old issue of the impact on data percentages where very small cohorts are concerned.

HT report:

JHa talked through 2021 to date:

School closure announced 4th January

Critical survey worker survey emailed to all parents 4th January.

3 emails received from staff expressing their section 44 response

Staff meeting 5th of January, sharing expectations with online learning, safeguarding meetings identifying vulnerable children and named member of staff to remain in contact with those on the safeguarding watch list.

School places offered on 5th January.

School open to 15 children on 6th January. Priority given to those on the safeguarding watch list

Online learning live lessons, pre-recorded and other.

Daily meeting with the class teacher and reminders of how to stay safe online
Of the 3 staff who sent a section 44 response, 2 members of staff consulted with about returning to work and now on the rota in school

On 7th January one member of staff still not feeling safe to return to work and signed off sick for 1 week (self cert)

On 14th January contact made with the one member of staff still not at work. Their doctor confirmed that they are not clinically vulnerable. Adjustment made for the member of staff to work from home to carry out monitoring and wellbeing checks with children referred by class teachers for no evidence of remote engagement.

On 15th January school was given 24 hours notice that the website must be compliant with a blended learning approach. Cluster meeting to establish safe protocols and update policy.

On 19th January schools were notified that they would be expected to use rapid flow testing for staff, including setting up systems for recording, reporting and risk assessments.

On 20th January JHa attended a webinar delivered by NHS and DFE on rapid testing

On 21st January testing system were established in school including risk assessment. Staff completed their first rapid test at home and reported results.

On 22nd January DCC sent a letter requesting schools to hold off testing staff until further guidance

JHa reported that there has been a significant amount of change with little/no time to prepare adequately. Demands on staff time to meet new and ever-changing procedures are taking many hours every week. At the moment the biggest concern is that students have the hardware available to access online learning. With parents and children working from home, many households do not have sufficient computer equipment. JHF asked if a request could be sent around the village for any households with spare/old IT equipment to donate it. JHa thought that this was a good idea but stressed that these must comply with online safety measures and be configured with internet filtering and parental controls. JSk asked if JH could send out the reminders again for parents on parental controls. Jha stated that these were already on the school website. JHa will ask the trustees if they could help fund

additional hardware for students to use – initially at home and then in the classroom when school returns.

Governors discussed what will the return to school could look like including when, blended learning and class teaching implications and possible phased year group returns.

JHa will speak to HR about staff members who still do not feel able to return to work. Governors discussed if following all reasonable adjustments, this should then be unpaid leave.

Governors discussed the impact of lockdown on pupil wellbeing, attainment, and possible catch-up strategies.

JHa reported that school hope to host an online parents evening in March.

038 20/21 **Sports Funding and Pupil Premium**

JHa has reported on both Sports Funding and Pupil Premium (available on School Bus). Nothing additional to report.

039 20/21 **Policies**

Policies for approval by the Governing Body are now 'posted' to The School Bus website, which offers the facility for each governor to comment and/or approve them online. It was stressed to Governors that it is **essential that all governors view, comment and/or approve these before each meeting**, to ensure that discussion of changes can take place if necessary.

Policies approved:

- D&T Policy
- Grievance Procedure
- Homework Policy
- Mental Health & Wellbeing Policy
- Pay Policy (and guidance)
- Peer on Peer Abuse Policy
- Protocol for Governors' Visits to Classrooms
- Record Retention Policy & Schedule
- Science Policy

Agreed

JHF asked if Governors could receive greater guidance on what changes were being made in the policies and why these were required. JHa explained that many policies have not changes but just need regular reviews, and that where changes are made guidance and context will be provided.

040 20/21 **School Improvement Plan**

JHa explained that due to the extended period that Covid has impacted on education, the SIP is not quite on track and not the current priority. Teaching, learning, wellbeing and safety measures are changing so rapidly and frequently that the emphasis is on meeting all new requirements, planning as much as is possible, and ensuring that the physical and mental health of students and staff is maintained.

The original SIP document and updates can be found on The School Bus website.

041 20/21 **Chairs Report**

Nothing to report.

042 20/21 **Extended School Provision**

Nothing to report.

043 20/21 **Parent View**

There are currently not enough responses to show results.

044 20/21 **Budget / Finance**

The budget is on track with some changes due to meeting new Covid requirements.

045 20/21 **Virements, Approvals, Disposals and Transfers**

Nothing to report.

046 20/21 **SEND**

A couple of referrals have been made but it is presently difficult to get specialists to meet with children. Measuring and monitoring of vulnerable children and those with additional requirements is still a priority for staff.

047 20/21 **Safeguarding Audit S175**

MT noted progress on previous actions.

048 20/21 **Safeguarding**

Nothing to report.

049 20/21 **Governor Visits**

Nothing to report.

050 20/21 **Correspondence and Information for Governors**

Nothing to report.

051 20/21 **AOB**

AOB1 – JHa: Admission arrangements

JHa explained to Governors that there are certain criteria used for admission to our school. Governors agreed that school will not discriminate against children who have not attended church during Covid (beginning of 2020).

Agreed

AOB2 – JHa: Admissions for September 2021

JHa reported that 17 children have applied to join our school in September, 9 of who have ranked it as their first choice and 8 as a second choice. Due to Covid impacting administration, it is possible that these numbers may increase.

Have we focused on benefitting the children in our school?

Absolutely.

The meeting ended at 6:35pm.

Date of next meetings:

Monday 29th March
Monday 24th May
Monday 28th June
Monday 19th July

All meetings held in Taddington School, and online when necessary.