

## Minutes of Governing Body Meeting, November 2020, Via Zoom.

Present:	R Campbell (Head teacher) Kate Davies B Calvert S Moss N Wiltshire Katrina Davies C Gilbey A Womersley
In Attendance:	Y Scott Clerk
Apologies:	C Ditch

<b>21/01</b>	<b>Receive Apologies for Absence –</b>	
<i>Summary of Discussion</i> (including questions and responses)	Lead – Clerk to Governors Purpose - Decision Apologies received in advance via email  C Ditch – apologies received G Firth <b>Agreed by all governors</b>	
<b>Actions Arising / Resolutions 21/01</b>		
Newly elected chair to send reminder re informing Clerk or Chair re non-attendance in advance of meeting.		<b>Chair</b>

<b>21/02</b>	<b>New Academic Year – Vote on Chair</b>	
<i>Summary of Discussion</i> (including questions and responses)	Lead – Clerk to Governors Purpose – Resolution Sent via email prior to meeting with request for any Governor wishing to stand for election for Chair and Vice Chair. C Gilbey has stood forward for Chair. Katrina Davies has stood forward for Vice-Chair election.  Clerk to the Governors asked for virtual votes to be returned to her directly for the chair followed by the Vice-Chair. These were collated and the results were unanimous in electing C Gilbey as Chair and Katrina Davies as Vice-Chair.	
<b>Actions Arising Resolutions 21/02</b>		
Resolutions:  The above vote has been carried during the meeting and the Chair and Co-Chair Nominees have been adopted unanimously.  <b>Agreed (6) Abstain None</b>		<b>NA</b>

<b>21/03</b>	<b>New Declarations of Interest and Interests Relevant to this Meeting</b>	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair</i> <i>Purpose – Information</i> Sent via email prior to meeting with Nil returns required – Nil received Annual record updated to reflect current governing body, roles, and any declarations.	
<b>Actions Arising Resolutions 21/03 New Declarations of Interest and Interests Relevant to Meeting</b>		
Annual record to be uploaded to Website		<b>Clerk</b>

<b>21/04</b>	<b>Agree Minutes of Past Meeting and Consider Matters Arising</b>	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair</i> <i>Purpose – Information</i> Requested comments in advance of meeting via email, noted as below. 20/48 – Complete 20/52 – Revised due to Census now being completed and budget updated, this meeting will be scheduled between the 3 <sup>rd</sup> November and the 4 <sup>th</sup> December and interested parties will be notified how to access the Zoom meeting.	
<b>Actions Arising / Resolutions 21/04</b>		
Previous minutes a true reflection and accepted as such unanimously		<b>N/A</b>

<b>21/05</b>	<b>Consider Meeting Focus – Governance</b>	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Headteacher-Chair</i> <i>Purpose – Information</i> Meeting Focus: Governance <ul style="list-style-type: none"> <li>a) Staff Governor appointment</li> <li>b) Governor vacancies and co-options</li> <li>c) Terms of reference, appointment of link roles and specialisms</li> <li>d) Update Register of Business interests</li> <li>e) Outline Governor priorities for the year (Cycle of Meetings) and governor training needs</li> </ul> <p>Following governance protocol Katherine Davies has been re-elected as the staff governor representative.</p> <p>A Womersley has handed in her notice with effect immediately. The Governors thank AW for her contribution and wish her luck with her upcoming move. This leaves 2 co-opts and one parent governor role unfilled. Due to the current situation, it is suggested that we look at the parent role in the upcoming months as and when it is possible to follow the governance protocol. Due to COVID it would be difficult to safely complete this election currently and we anticipate possible completion of this in January 2021. We will also look at the current need of the governing body prior to advertising the co-opted vacancies, therefore we will sit with 3 vacancies for now.</p> <p>Link roles have been re assessed due to recent governor departures and the additional notification from meeting on 02/11/2020. Chair and Headteacher</p>	

	<p>delivered new proposed link roles. Clerk will upload to portal after meeting, as we anticipate new governors in the new year roles will be amended to ensure a fair share of the work required as soon as possible. Essential to fully understand link roles particularly regarding the deep dives into data required by Ofsted.</p> <p>The 2020-2021 proposed schedule for governors' cycle of meetings is live on the portal. The 3 normal Autumn meetings have been condensed to 2 due in main to not having the normal end of year data, this has made a 2 meeting format tenable. All governors please contact Chair or Clerk if you have any comments re the schedule.</p> <p>A point of note, more training is available currently for governors due to Zoom training, this is something governors can benefit from in this period. Objectives you will find this year will be much more on the government priorities for staff and pupil wellbeing due to COVID. Looking at the impact this is having overall within school is an important objective during the academic year.</p> <p>Also, any priorities for the upcoming year that governors feel need considering, please forward to the Chair to allow discussion with the Head and at the next meeting.</p> <p>The school has very much appreciated being able to run this meeting later than we normally would be due to the impact of the whole school returning post the initial lockdown, allowing the school time to ensure covid compliance practices are in place for the safety of all, and to keep parents fully informed. The school team would like to thank the governors for enabling the team to facilitate this.</p>
<b>Actions Arising / Resolutions 21/05</b>	
N/A	N/A

<b>21/05b</b>	<b>Consider Meeting Focus – School Improvement - Covid</b>
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p><i>Lead – Headteacher</i>  <i>Purpose – Information</i></p> <p><i>Meeting Focus: School Improvement, COVID</i></p> <ul style="list-style-type: none"> <li><i>a) Receive HT Update on COVID, including tabled papers</i></li> <li><i>b) Baseline Protocol</i></li> <li><i>c) Data Report to governors (tabled)</i></li> <li><i>d) Arrivals and Departures Anonymised Data Overview</i></li> </ul> <p>More widely on Covid, governor have been kept abreast on most of the school's actions already via numerous routes of communication.</p> <p>One area to discuss in more depth is the baselining and how we are addressing this. The last totally secure data we hold is, in our opinion, from Christmas 2019. Formal assessment was not completed prior to the lockdown intervening as we had not reached the last week of term.</p> <p>We concluded that the data we have collated from the intervening period of external/internal education cannot be trusted due to the huge variation of pupil engagement in learning. This is despite significant investment in differing platforms of</p>

educational delivery, loaned laptops, staff engagement, paperwork etc. we found there was still a significant variation in data which is understandable considering the diverse family circumstances during this period of upheaval.

Therefore, there was no guarantee that pupil data previously held remained an accurate reflection of their attainment.

Therefore, we have retested throughout this first half of autumn term using PIRA/PUMA and NTS. We have stopped using GL, it was really limited. The teachers highlighted even though they knew a child had an incorrect answer, they were not able to see which the incorrect answer was, or how they had gone wrong. This did not allow visibility of the gaps impacting children's understanding. Additionally, as a platform it simply was not effective at keeping up to date with pupil mobility and was often out of date. By investing and using PIRA/PUMA and NTS, which are paper based, we have a new baseline score for all our pupils. This has been loaded into target tracker which has informed the data report governors have received.

We are currently preparing a Covid Recovery Plan (CRP) which we will begin to discuss with you as soon as possible to address the areas of need. We are constantly listening to staff and issues with behaviour, and we are just trying to amend strategies as we can whilst creating a recovery plan and observing behaviour patterns.

The data chart shows that our total departure children were 89% at age related expectations+, whereas our arrivals only 36% are working at age related or above. In addition, there is a large negative differential between what we are currently working with regarding Covid catch up, additionally alongside catch up the mobility seems to compound the challenges and makes gap closing doubly hard with the amount of catch up needed for all.

With these figures the Chair notes, that as teachers and the wider team there is nothing that you could have done to have a more positive effect for the children than what was delivered, in trying times. He wants to highlight that there is a positive impact from the school and what the team continue to deliver, that the whole team should be proud of their contribution during testing times. He notes as a governing body we really do not want this be a negative impact for the school team regarding any data as it stands, as they simply cannot feel responsible for a pandemic which has devastated educational provision for many.

*Is there a cost involvement with the change of using GL to the PIRA/PUMA?*

There is a cost involved but compared to the GL provision we had it is really cost neutral, although it is more administratively challenging, but if anything, possibly a slight saving.

*The data drop made me quite sad and think it will be quite a shock to parents, what are the feelings in the team and how are you informing parents?*

Indeed, us also, but we anticipated a drop. What we found hardest was the gulf between the 'haves' and 'have nots'; if a child was previously academically vulnerable, the gap has grown. If you were unable to access things as easily then the gap has widened.

In terms of reporting to parents, we are doing interim pupil reports for parents with phone/video calls to follow up after. We must have openings as to how to progress for the children.

*Also coming out of the pupil conferencing governors completed, I would like to note that they have missed their socialising and peer to peer support with the possibility that their mental health will have been impacted. Is this being targeted?*

Yes indeed, and this confirms something we have been leaning into over the last couple of weeks. We have found making our classrooms COVID secure results in very minimal peer to peer and pupil teacher interaction, which results in less creativity than we historically see at Leeming (particularly for older pupils). With such a static and rigid classroom layout this makes it challenging. We have asked teachers to re look at their classroom layout to allow for a shared space within their class bubble. This should allow for more directed teaching within the bubble by allowing a reconfiguration enabling group interaction. Quite often it is not how adults explain things to pupils, it is how children learn together and how they assimilate together and master skills, the Covid safe model is negatively impacting the ability for learning in this way. A little more warmth has already returned to the learning from the small changes we have made.

*We also must look at how unnerving it must be for children in the fear they are living with, particularly in what they can and cannot do and the mixed messages from government?*

Therefore, our rules re social distancing are much less strict as you go down the year groups. In school we have agreed from the beginning, we have followed our ethos in how they learn best, and we are doing our utmost to deliver a balance between children being emotionally secure and safe, and learning in an environment that allows their needs to be met.

We are seeing low level behaviour problems as there is no escape for the children from the bubble they are in and friends are often in other bubbles. We are also monitoring this for many pupils.

*Do we know if any of our families have been directly impacted from Covid?*

We have had some cases of children who have had parents ill but nothing massive in regard to the disease itself, but we are literally awaiting such an occurrence and the huge variation in parental attitudes and indeed what the actual guidelines are to support the children, parents and school.

*How do you want us to complete monitoring during this difficult period?*

Digitally we can complete the remote discussions with teachers however the book scrutiny etc will be more complex, but we can look at if this is possible online. We have trialled online pupil conferencing with a couple of our governors which raised a couple of glitches. It was quite tricky on a classroom computer as some pupils were quieter conscious that there were others around whilst they were chatting. That said Mrs Davies, being the TA in their bubble was able to take notes to report back as a staff governor.

As you can see, we are already up and running with the digital meetings, with both the Chair and Headteacher biweekly meetings, pupils' conferences, Covid updates etc being programmed via this route. The main area is to see how we have applied new protocols, added new areas of work, utilized staff during shielding to fulfil new projects. We are very open to any other ideas such as virtual class tours if you wish, but again with another lockdown starting for 4 weeks, we may want to address new systems for monitoring beginning next term.

	<p><i>The drop-in pupil figures are apparent, any news on this?</i></p> <p>A lot to do with the holding back of postings due to Covid, arrival of pupils is a slow trickle currently at 181 but due to go down. Postings in and out may be delayed again during the second lockdown. We can only really work with the figures as we have them at this moment in time.</p> <p><i>KD – Co-Chair left meeting at 1503</i></p>
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**Actions Arising / Resolutions 21/05b**

N/A

<b>21/06</b>	<b>Policy Update – Tabled in Advance</b>
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p><i>Lead – Chair</i>  <i>Purpose - Decision</i></p> <p>Policy Update: All tabled in advance of meeting.                  Policies to be reviewed:                  a) Staff Pay Policy                  b) Child Protection and Safeguarding Policy                  c) RSE</p> <p>No points raised on any policies. On RSE consultation with parents we had no concerns raised at all. The new program framework was not a huge change to how we previously addressed the subject, with much work being completed by HB during shielding.</p>

**Actions Arising / Resolutions 21/06**

Resolutions:

The above 3 policies tabled in advance of the meeting have been adopted unanimously.

**Agreed (5) Abstain None**

**NA**

<b>21/07</b>	<b>Health and Safety – Update</b>
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p><i>Lead – Headteacher</i>  <i>Purpose – Information</i></p> <p>H&amp;S visit due to check and update all paperwork was planned for last week, unfortunately Mr Bland had to cancel, and this is being re-scheduled.                  No further updates.</p>

**Actions Arising / Resolutions 21/07**

**NA**

21/08	SEND –
<p>Summary of Discussion (including questions and responses)</p>	<p><i>Lead – Headteacher</i>  <i>Purpose – Information</i></p> <p>There has been a shift in the SEND register, we had a few departures with significant SEND, but then we have had many new children arrive with historic SEND. Also, the support we would normally get free from the LA has decreased and outreach support is now minimal. Any existing referrals have been cancelled. As the reduction of services was planned in the summer term it has all happened during Covid and sadly it has largely gone unnoticed.</p> <p>We currently sit at 21% SEND which is significantly higher than the national average. In terms of funding, we have 6 children with EHCP support with one in draft pending review by LA. We secured 3 of 3 EHCP cases during lockdown and we still have a 100% success rate with our submissions. In terms of staffing, we are literally on the bare minimum for TA support for Send and wider catch up especially regarding SEMH provision.</p> <p>We are not recording children with Send post COVID who may just be temporarily below, but we may need to next term if the children have not been able to catch up in the small window of time.</p> <p>That said all our SEND have settled well and one child has noted to staff that they have had more help here from the adults here than they have ever had elsewhere in schools. Staff are trying to work out what is a barrier to learning and what may be a gap in learning.</p> <p>Compliments from governors to all staff regarding their continued dedication to learning and support for all the children.</p>
<b>Actions Arising / Resolutions 21/08</b>	
NA	NA

21/09	Discuss AOB -
<p>Summary of Discussion (including questions and responses)</p>	<p><i>Lead – Chair/Clerk</i>  <i>Purpose – Information</i></p> <ol style="list-style-type: none"> <li>1) HT training attended by Chair. LA advisor has been booked via portal an appropriate date which suits the 2 governor's attending, and the LA advisor will be confirmed as soon as possible.</li> <li>2) Headteacher noted as a point prior to next meeting that we are no longer projecting a deficit. We are looking at being in the black in the next 2 years, with in year deficits, which means hopefully we will not have any reactionary measures to deal with imminently.</li> </ol>
<b>Actions Arising / Resolutions 21/09</b>	
NA	NA

<b>21/10</b>	<b>Confirm Date of Next Meeting -</b>
<i>Summary of Discussion</i> (including questions and responses)	<b>December 2020 7<sup>th</sup> 1330 via Zoom</b>
<b>Actions Arising / Resolutions 21/10</b>	
NA	