

Leedon Lower School

Full Governing Body Committee Minutes

Date 04.02.2021
Time 6.00pm
Venue Zoom Virtual Meeting
Meeting Number 3

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	3/3	NM
Jenny Holding	Parent Governor	3/3	JH
Vicky Garwood	Staff Governor	3/3	VG
Clive Cornelius	Parent Governor	3/3	CC
Mike Fardell	Parent Governor	3/3	MF
Colette Goring-Farrow	Parent Governor	3/3	CGF
Trevor Dyson	Parent Governor	3/3	TD
James Pegg	Co-opted Governor	3/3	JP
Sarah Arkle	Parent Governor	3/3	SA
Amanda Dodwell	LA Governor	2/3	AD

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	3/3	RB
Kelly Burley	Clerk to Governing Body	3/3	KB
Gilly Brown	Deputy Head		GB
Gemma O'Reilly	Teacher / PPG Lead		G'OR

All supporting documentation detailed in these minutes is available on request.

1. Apologies for absence

Name	Post Held	Meetings attended this academic year	Known as
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None.

2. Any personal or business to declare

No interests were declared.
Two outstanding forms will to be returned ASAP.

Governor Actions:

KB to ensure two outstanding forms are returned.

3. Any Other Business Agreed as being Urgent

NM Committee meeting dates to be discussed.

4. Minutes of the last meeting (03.12.2020) and matters arising/follow up action

The minutes were unanimously agreed as a true record with one amendment under item 14.

The follow up actions were discussed:

Item 4: TD Site Agent Link visit has been postponed but is arranging a call with him to go through outstanding items to complete visit.

Item 4: AD completed Keeping Children Safe in Education September 2020 addition and PREVENT training

Item 4: TD completed the rest of his PREVENT training.

RB asked if the Clerk should complete the Safeguarding training. It was agreed KB would complete.

Item 9 - NM to contact H&S Advisor regarding the query on the H&S policy. Still outstanding.

Item 19 - JH and NM will liaise regarding Standards Committee meeting dates. Still outstanding.

Governor Actions:

TD Site Agent Link visit has been postponed but is arranging a call with him to go through outstanding items to complete visit.

KB to complete Safeguarding Training.

NM to forward Links to KB for training to be completed.

NM to contact H&S Advisor regarding the query on the H&S policy. Still outstanding.

JH and NM will liaise regarding Standards Committee meeting dates. Still outstanding.

5. Correspondence received

None.

6. Chair's action

NM informed the Online Safety Policy was approved. This will be covered in item 8.

7. Governor Elections

Parent Governor elections have commenced. Request for nominations went out to all parents on 1st February. The deadline for nominations is 10am on 22nd February.

One nomination has already been received. Some interest in the roles was generated from the school newsletter article which is positive.

NM, CC and TD terms are up in March plus there are already x2 Parent Governor vacancies.

NM informed the committee that at the end of TD's term he is no longer eligible for a Parent Governor role. NM proposed TD for the role of co-opt Governor. TD's skills in areas of risk management and assessment, GDPR, health & safety, finance, plus his role of Chair for F&GP committee are all essential to the functioning of this governing body. The committee unanimously agreed to appoint TD to this role. His term is 4 years (04.02.2025).

8. Policies to Review:

- **Safeguarding Policy:** Clarification was sort on the dates in the policy. RB will check them. Discussions were held regarding the best way for Governors to keep up to date with changes to the safeguarding policy. It was agreed that RB would include Governors on all the safeguarding updates he provides to staff with immediate effect. Agreed with no further amendments or comments.

- **Attendance Policy:** Amendment required as reference to another school made. Agreed with no further amendments or comments.
- **Charging & Remissions Policy:** Agreed with no further amendments or comments.
- **Physical Intervention Policy:** Agreed with no further amendments or comments.

Policies for information:

- **Online Safety Policy:** Page 4 refers to Primary age children needs to be amended and NM noted the wording regarding FGB sign off had changed from the version she had reviewed as part of her Chairs action. The policy now states it needs to be reviewed by the FGB annually, but this is not the case. No further comments were received.

Governor Questions:

Are all staff trained in physical interventions or is it just certain staff? RB confirmed that some staff are currently trained but not all. This is taken into consideration with staff allocation which can be a struggle. Staff have not been trained as the training has not been available during the lockdown, but all staff will be trained as soon as it is possible.

How are you going to obtain agreement to Appendix 1/2 in the online safety policy from all parents? The policy will be emailed out to all parents. The sent and delivered receipt will be a tacit agreement.

Governor Actions:

RB to check dates within Safeguarding policy and amend as required.

RB to add Governing Body to all safeguarding updates with immediate effect.

RB to amend reference to other school in Attendance policy.

RB to amend page 4 of Online Safety policy from Primary to year 4 children.

GB to amend the Online Safety policy review section.

9. Head Teacher's Report:

RB took the committee through the Head Teacher's report for the Spring term 2020/21. The report was available as a pre-read for Governors.

RB highlighted that FSM children had increased by 3% (from 14% to 17%) in last three months. Children identified with SEND has increased by 5%. The increase in both areas is down to the current lockdown.

Phonics year 1 - a pass rate of 80% was achieved. 4% higher than CBC's so this does mean Leedon's pass rate should be higher than the national average when published. This is a great achievement for KS1 staff.

GB fed back the latest parent survey results. This survey was more opinion driven rather than yes/no responses. The responses were overwhelmingly positive (98%). Parents are happy with the level of online provision. A couple of suggestions were made, and staff were asked if those suggestions could be accommodated. For example, a schedule of work is now provided at the beginning of the week so parents know what resources they may need in advance and further differentiation of work. The results have been shared with staff at the last staff meeting and to staff that have been shielding. Also, a board has been put up displaying positive comments parents have made.

A reminder will be sent about how to behave on zoom calls as it has become a bit relaxed.

Governor Questions:

Will the results be communicated to parents? The results will be shared with parents in the next newsletter.

How many children are currently in school? 84 in total. If anymore children start to come in this may impact online learning as another class would have to be opened in school.

Are there any children that still do not have online access? 16 iPad's have been issued. Invited certain children in that may not have access, work packs have been distributed to children as well.

How are these children identified? A mixture of ways. Lack of contact from families will trigger wellbeing contact from a child's teacher. NH is making over 80 phone calls a week to vulnerable children's families to keep in contact and identify any issues. We have physically visited (within social distancing regulations) some families and dropped provisions off etc. RB stated he did feel Leedon were doing as much as physically possible to maintain contact and engage families.

How is staff wellbeing? Staff are tired and it is hard work but the wellbeing survey results in January were more positive than previously. RB clarified staff are not having to physically teach children in school and manage online learning. This was stopped very early on. Those onsite are managing those children in school and LSA's (with support) are running the zooms sessions and online classes.

AD was asked how she felt about the provisions of Leedon compared to the rest of CBC?

AD the provisions provided are very good and consistent. Consistency seems to be an issue across the area. RB added that he thought this from the LC2 virtual coffee mornings he had attended.

10. Review against School Development Plan 2020/21

RB presented the current SDP. This was unable to be shared prior to the meeting but will be sent out after for full review with any comments/questions being submitted to the Chair for her to liaise with RB.

The curriculum overviews that each subject leader has produced are now available to view on the website. The progression maps will be produced and uploaded by April at the latest. GB highlighted that the curriculum overviews had been a really good process for all leaders to go through. It has ensured they really understand their subject area fully. At the next Standards meeting it would be great to go through this information in more detail. A deep dive into Maths is happening next week.

RB will organise a Governance Review when school is open again.

SIA input has been valuable. A plan now needs to be put in place as to how to use the rest of the time available.

RB informed the committee he was interim PSHCE lead until May when a member of staff returning from maternity will hopefully take on the role.

The Safeguarding Audit tool was submitted to CBC, and an action plan has been produced and is in place (covered in item 12). The website is a priority in this area.

Governor Questions:

How is catch up funding being used? Part of the funding will be used for phonics support when the school returns.

Could dates be added to the SDP; going forward as a working document this would be useful? RB to add dates as appropriate going forward when the school is open. The FGB reiterated this would be useful (thinking ahead to Ofsted) so the FGB could fully understand where the school is in terms of progress against these targets. Link visits and other committee meetings will need to feed into this.

Could the staff member responsible for each area also be added? RB confirmed that at present it was only GB and he given the current pressures but as school re-opens and other members of staff become more involved this will be added.

Governor Actions:

RB to distribute SDP plan to the FGB.

RB will organise a Governance Review when school is open again.

11. Review impact to date of PPG, SP and SEND

Sports premium funding is currently on hold until school reopens. A small amount has been used to help fund the online provision that is being provided.

GO'R presented an update on the PPG funding strategy and how it is progressing. The inclusion team is now meeting on a weekly basis to review all these children. GO'R has completed the provision mapping training which will help provide the FGB with a measured breakdown of

interventions, their impact, and the cost. Most interventions are on hold due to school closure, but the map takes this into account. Each intervention is tracked and measured for impact. Each child has an individual log. The weekly inclusion meetings mean that interventions are more regularly reviewed and can be amended much quicker if required.

All SEND, EAL, PPG, vulnerable and EHCP children parents have been sent a questionnaire about long- and short-term targets and this has influenced how the budget is spent. Each of these children now have a provision map.

Governor Questions:

How are you monitoring vulnerable children with not all of them being in school? All EHCP, PPG and EAL (except one) children are in school.

We need to be able to measure the impact and where the grant is being spent. We discussed being able to do this right down to LSA costings for certain interventions etc. Is this happening now? G'OR confirmed that the level of detail that is required by the committee can now be provided and tracked. It is difficult so far this year as with lockdown most of the interventions have not been completed but once the end point of an intervention is reached this information is available to be evaluated. Also have full budget control so can track much more effectively.

12. Safeguarding

Central Bedfordshire Safeguarding Self Audit 2020/21 and Section 175 self-audit 2020/21 were provided as pre-reads to the meeting. RB invited questions. The website is the main area that needs to be addressed as discussed earlier.

RB informed the committee that calls to the RELAY team have increased. In this event the Inclusion Team plus a pupil's teacher are informed. There is a high level of contact with vulnerable children's families.

Governor Questions:

Do you think you may have been a bit harsh in certain areas as you have highlighted action needs to be taken in areas, I think you comply? RB we have deliberately to make sure we can physically produce evidence of our practices. Its mainly tiny tweaks here and there. A detailed discussion took place around the Governance section of the audit and it was agreed that this would be reviewed at the next meeting of the FGB.

In terms of supervision if there is currently no policy how is this covered? Staff do have supervision after a disclosure/incident and they are given the opportunity to talk to someone but no formal policy is in place and this needs to be implemented. CGF advised that CBC are running a Safeguarding Course in relation to Supervision Policies that RB may find useful.

Governor Actions:

KB to bring forward Safeguarding Self Audit Governance section review.

13. Website Compliance

GB advised the committee of the progress in this area, it is still work in progress. The SIA had raised the website as something that needed to be reviewed. A huge amount of work went into the curriculum plans (discussed earlier in the meeting). Progression maps are not mandatory for the website but a beneficial process for Subject Leaders. Old documents have been removed. The website provider have provided a clean-up. SIA will conduct a deep dive in the next couple of weeks. GB asked the Governors if they will be contacting Subject Leads as they have been told to expect this. This will be covered in item 14.

NM confirmed progress against the action plan would be reviewed at the next meeting of the FGB.

Governor Questions:

Could a copy of the deep dive report be shared? GB will do this.

Who monitors website compliance? It does not form part of anyone's role. GB and RB are undertaking it the moment. Requirements change so often. MF asked if he could provide constructive feedback about the updates that are being undertaken.

What about checking compliance as well (refer to checklist on DfE website)? It was agreed that MF will take on the role as Website Compliance Governor.

Governor Actions:

GB to share copy of SIA deep dive report.

KB bring forward website compliance progress at next FGB.

MF to take on website compliance.

14. Link Meetings

Completed meetings (meetings completed virtually/telephone):

JH – EYFS

Meeting had been largely wellbeing catch ups only at this stage due to current school closure.

JP – Inclusion/SEND has sent a catch up email and will organise a call.

NM - has PPG meeting booking in

GB reiterated that staff are aware that Link Governors will be contacting them and are expecting to have meetings next week.

Governor Actions:

Outstanding Link Governor visits to be organised.

15. GDPR Breaches

One non reportable incident has occurred.

TD offered support in relation to GDPR as and when required particularly in the event of a breach he could help.

16. Governor development and training 2020/21

CBC whole school SEND training booked by JP.

TD is booked for training next week.

CGF is booked on two Safeguarding courses.

Certificates will be sent to VG.

17. Any other matters agreed as being urgent

NM will liaise with both committee chairs to arrange meeting dates.

Governor Actions:

NM will liaise with both committee chairs to arrange meeting dates.

The FGB once again extended their thanks to all staff for their hard work and commitment during such a difficult time.

Next FGB is planned for Thursday 25th March at 6pm via Zoom.

Minutes approved by the Governing Body on: 25.03.2021

Signed (Chair):



Actions

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Item 4: KB to complete Safeguarding Training.

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Item 4: JH and NM will liaise regarding Standards Committee meeting dates. Still outstanding.

Item 8: RB to check dates within Safeguarding policy and amend as required.

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Item 8: RB to amend reference to other school in Attendance policy.

Item 8: RB to amended page 4 of Online Safety policy from Primary to year 4 children.

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Item 10: RB to distribute SDP plan to the FGB.

Item 10: RB will organise a Governance Review when school is open again.

Item 12: KB to bring forward Safeguarding Self Audit Governance section review.

Item 13: GB to share copy of SIA deep dive report.

Item 13: KB bring forward website compliance progress at next FGB.

Item 13: MF to take on website compliance.

Item 17: NM will liaise with both committee chairs to arrange meeting dates.

Minutes approved by the Governing Body on: Signed (Chair):