



Present: Ian Grant (IG, Chair), Diane Smith (DS, Head teacher), Jasmin Arif (JA), Mohammed Ali (MA), Sue Jennings (SJ)

**In Attendance** : Wasiq Suleman (WS, Business Manager), Alison Wild (AW, Deputy Head teacher), Anne Mason (AM, Deputy Head teacher), Helen Osman (SGS Mentor), Wendi Thompson (SGS Clerk)

**The meeting started at 5.34pm with a prayer from SJ**

<p><b>1/20</b></p>	<p><b>Election of Chair and Vice-Chair</b></p> <p><i>The Clerk took the chair</i></p> <ul style="list-style-type: none"> <li>➤ <b>Election of Chair and confirmation of term of office.</b>  Nominee: Ian Grant. Proposed: MA. Seconded: DS  <i>[Ian Grant withdrew from the meeting]</i>  <b>RESOLVED: Ian Grant elected Chair of the Governing Body for 2020/21 and 2021/22.</b>  <b>Term of Office: 2 years.</b>  <i>[Ian Grant re-joined the meeting and took the chair]</i></li> <li>➤ <b>Election of Vice-Chair and confirmation of term of office.</b>  Nominee: Mohammed Ali. Proposed: IG. Seconded: DS.  <i>[Mohammed Ali withdrew from the meeting]</i>  <b>Resolved: Mohammed Ali elected Vice-Chair of the Governing Body for 2020/21 and 2021/22.</b>  <b>Term of Office: 2 years.</b>  <i>[Mohammed Ali re-joined the meeting]</i></li> </ul>	
<p><b>2/20</b></p>	<p><b>Apologies for Absence and their acceptance</b></p> <p>In light of the difficulties presented by Covid, the Governing Body (GB) agree to suspend for academic year 202/21 its practice of noting but not accepting apologies.</p> <p>Apologies were received and accepted from Sofia Mushtaq and Azeema Raja.</p> <p>Wasiq Suleman may arrive late.  Chair welcomed SJ to the Governing Body.</p>	
<p><b>3/20</b></p>	<p><b>Notification of Any Other Business and Order Variation</b></p> <p>Ofsted Visit Feedback Questions to be added to the agenda – 18/20  Child protection overview 2018/19 &amp; 2019/20 to be added to the agenda – 18/20</p> <p>No other business was notified.</p>	
<p><b>4/20</b></p>	<p><b>Declarations of Interest in items on the agenda</b></p> <p>No interests were declared in items on this agenda.</p>	

<p>5/20</p>	<p><b>Minutes and Matters arising from 13<sup>th</sup> July 2020</b>  <i>The minutes from the meeting on 13<sup>th</sup> July 2020 were circulated to Governors prior to the meeting</i></p> <p>The minutes were unanimously approved as a true record and signed by the Chair and retained by the school.</p> <p>There were no matters arising.</p>	
<p>6/20</p>	<p><b>Head teachers report</b>  <i>The Head Teachers Report was circulated to the Governors prior to the meeting</i></p> <p>The Head outlined key points from the report.</p> <p><u>Numbers on roll.</u>  The number of pupils on roll was increasing, with five applications received in the past week – this was very positive. Two pupils had left the school due to families moving home.  More applications for free school meals, perhaps reflecting increasing hardship amongst families due to Covid. This should feed through to increased Pupil Premium funding in due course.  Fifteen children joined reception in September 2020 which is an increase on September 2019. At least one, and possibly two more members of staff are required in Reception to support an increasing number of pupils with SEND.</p> <p><b>Is there any additional funding to support the increase in the number of SEND pupils?</b>  Two further families have applied for their children to enter reception but there is no preliminary paperwork or Individual Education Plan from the previous setting of either child, so any application for an EHP, with its associated funding, will have to start from scratch.</p> <p><u>Attendance</u>  SLT are required to send attendance figures to the DfE on a daily basis. 17 pupils are off-site learners and the school has been awarded laptops and Chromebooks to help those children.  The school was working hard to encourage parents to send their children to school. A number of pupils were absent due to self-isolation or parental anxiety.  Year 5 have two class bubbles absent due to a positive Covid test from a parent.  Year 4 have one class bubble absent due to positive Covid test from a lunchtime supervisor.  The positive tests increase parents’ anxiety and makes them reluctant to bring siblings into school from other year groups.</p> <p><u>Behaviour</u>  As Governors were aware, behaviour is monitored using CPOMS. It has altered due to lockdown, with a number of isolated incidents in several year groups – mainly Reception and Years 5 and 6. The pupils are now getting back into a routine and behaviour is improving. The well-being of the children is the top priority, and the school is ensuring as much outdoor activity as possible and avoiding narrowing the curriculum to just Reading, Writing and Maths.  Parents and children in the playground on return to school in September was hectic but through the help of a PCSO, routine has resumed. The staggered start times required to manage the Covid situation had presented difficulties for a number of working parents, but this had settled after the first week of term.</p>	

Staff constantly reassures parents, and parents appreciate the work that the staff does.

**Will pupils from the closed bubbles be back in school on Monday?**

Yes. The school has learned from the Year 5 closure and provided workbooks for pupils, because a number lacked online access and/or parents were not monitoring their engagement with online learning. Teachers have organised work books to be distributed among the children while absent. All the books have been collected apart from three. The class teacher issues between three and six books per year group.

*[Wasiq Suleman joined the meeting at 5.51pm]*

Microsoft Teams has been chosen as a safer option for remote learning as ZOOM has proven to present safeguarding issues. The school is also mindful of the need to ensure security for staff – who are teaching from their homes – as well as pupils, and Teams is the better option for both. Microsoft Teams has been funded through applying to the DfE. This will be used primarily by Year 3 upwards as they will benefit more and understand the system better. Feedback from Year 4 parents during the recent bubble closure has been positive. ZOOM will continue until Microsoft Teams is ready.

The school has had to use supply staff to cover staff absences during bubble closures. The Year 5 bubble closure took three teachers and a number of cover staff out of school.

Wellbeing

Pastoral care has proved to benefit the children who are struggling with anxiety after returning in September. One child has recently managed to return part-time after six weeks. Encouragement from staff has been very well received from the family. The Designated Safeguarding Leaders (DSL) and Senior Leadership Team (SLT) have managed to continue with door visits on a regular basis. Joanne Belgrave has been on hand to help with Safeguarding and the Early Years worker was proving very helpful in referring pupils to other sources of external support.

The Head alerted governors to the pressure on staff, particularly in the Pastoral Team. In addition to their usual work, catch up provision and provision of remote learning, the eight weeks of this half term had required staff to respond to continually changing guidance and to put a lot of time and energy into working out how to do things in a way that is safe for pupils but never the less enables them to settle in and learn effectively. The behavioural issues of returning pupils and the significantly increased number of SEND pupils meant that the Pastoral Team in particular were badly in need of a rest.

Children have got accustomed to using sanitisers though find social distancing difficult especially with the younger children.

Staff morale is good, though they are starting to flag under the increased workload. Staff rooms have been split into two to reduce numbers at any one time. The staff appreciated the school meals recommended by the GB. A lot of interest is shown for the Well Being Day which has been organised on November 2<sup>nd</sup> 2020 for all staff in school. Governors are very welcome to attend.

A full curriculum is planned, the SLT believe it important for pupil wellbeing to continue to offer a broad and balanced curriculum despite the gaps in learning. Forest School trained staff are continuing with lesson activities and an African Dancing group has visited school to entertain the children. A Bubble Party proved popular throughout the year groups on sensory day.

A comprehensive School Contingency Plan can be accessed on the school website

	<p>along with the schools Covid Risk Assessment, which the SLT have compressed – to make it easy for parents and others to digest.</p> <p>Priorities for the next term are mainly focusing on narrowing the gaps, particularly in Writing. Early Start Catch Up Booster sessions have been put in place and phonics fresh start activities are continuing daily. All pupils in all year groups are being supported to catch up, with additional, individually targeted support as required.</p> <p>Chair thanked the Head for her comprehensive report and expressed the GB's appreciation of the hard work from all the staff.</p>	
<b>7/20</b>	<p><b>Report from Committees</b></p> <p>The Chair reported that the following policies were approved at the Curriculum Meeting on 13<sup>th</sup> October 2020.</p> <ul style="list-style-type: none"> <li>• Administration of Medicines 2020/21</li> <li>• Admission Policy 2021/22</li> <li>• First Aid Policy 2020</li> <li>• Remote learning policy 2020</li> <li>• Pupil premium plan 2020/21</li> <li>• Sports premium plan 2020/21</li> </ul> <p>In relation to the Sports Premium Plan, the Chair reported that the school would be focusing on healthy lifestyles and providing opportunities for pupils to be outside. It had invested in an additional day of Sports Coaching per week and Forest School would continue to be an important element of the schools offer to pupils.</p> <p>WS provided a brief update on Finances. He reported that the school had been granted funding to reimburse Covid costs, as well as some funding towards the pending roof repairs. This project would also take up most of the projected budget carry forward. The KS1 toilets have been refurbished and are now finished. A full report will be given to the Finance Committee on Friday 23<sup>rd</sup> October 2020.</p> <p>The Governing Body approved unanimously that the Chair would become a Finance Committee member.</p>	
<b>8/20</b>	<p><b>Report on Chairs actions and Correspondence</b></p> <p>Chair asked the Governing Body for recommendations for new reliable and committed Governors. He acknowledged the difficulty in recruiting Governors who have the time available to commit to the Governing Body and the school as active governors. SJ said she may know a person within her congregation and will discuss the possibilities of becoming a Governor.</p>	
<b>9/20</b>	<p><b>Report on Governors visits to school, training and development</b></p> <p>Due to Covid, the routine governor visits to school have been suspended. The Head said if Governors wanted to visit their linked Year Group then it could be arranged, although Covid guidelines would have to be in place and, in particular, governors would have to remain within their year group's bubbles.</p> <p>Asked whether she would like to become a linked governor for a year group, SJ said that she would prefer not to do so at his meeting but asked that the Head advise her if</p>	

	<p>a link governor was needed for a particular year group. Chair said how committed Trefor Howarth had been during his term as a Governor and would like to say thank you for his services.</p>	
<p><b>10/20</b></p>	<p><b>Receive statutory annual SEND report to the Governing Body</b> <i>The SEND Report to the Governing Body was circulated prior to the meeting</i></p> <p>The school has a total of 68 children on the SEN register. SEND pupils have found the Clicker 8 system easier to use. A passport for the SEND pupils has replaced the old Individual Education Plans. The passports were more inclusive and better reflected the ability and needs of each pupil so individual pupils can have personal learning as the school recognises that each SEND pupil has different abilities. SEND pupils had reacted positively to the new passports. The school was reviewing the SEND register to ensure that a proper distinction was drawn between pupils with genuine SEND and those who were simply under performing and needed support to catch up. A new Educational Psychologist (EP) has been working with the pupils and been beneficial to both pupils and staff. The school was supporting applications from two Year 5 pupils for EHCP's and might need to do the same for two Reception pupils. The content of the next training day would be varied and would include</p> <ul style="list-style-type: none"> <li>• The next curriculum – this would involve a member of staff who had been involved in developing the curriculum for Science and Design Technology, and</li> <li>• Sessions with the Head to help support staff to understand their role – these sessions would include one-to-one support for staff with another senior leader.</li> </ul> <p>The Head said that this report would be presented in a similar format each year so that governors could see the impact of the schools SEND support on pupils.</p>	
<p><b>11/20</b></p>	<p><b>Approve SEF as updated to reflect the state of learning following the summer 2020 Covid closure</b> <i>The SEF Plan was circulated to the Governing Body prior to the meeting</i></p> <p>Due to Covid-19, no statutory progress and attainment data is available for 2020. The latest available is from 2019. The reason, the "Results" section of the SEF had not been updated. The updated SEF included updated information on Free School Meals and a lot on Covid. It made clear that results in 2021 were unlikely to be as high as in the past due to Covid, though staff believed that quite a high proportion of pupils would nevertheless reach Age Related Expectation by the end of the year. The pupils are slowly returning to a learning pattern. As Year 1 didn't finish Reception due to lockdown and Year 2 didn't finish Year 1, both years are finding it hard getting back into school learning. The adjustment was easier at the upper end of the school, where behaviours and attitudes had been embedded over the four or five years that pupils had been at school. Assessments are being carried out every half term to identify and address gaps in learning, particularly in Phonics. Staff are also supporting the pupils in English and Maths. Booster classes and intervention are a focus for next term. Additional reading and writing opportunities are also on the timetable for next term. Support for parents to enable them to help their child's learning while at home is available through the website and inline learning guidelines. Staff are supporting each other, CPD has been provided on Reading and Writing and a literacy consultant has been brought in to help staff identify next steps. Targets were</p>	

	<p>being set in the staff Performance Management meetings, which would be completed during the week of this meeting. The Head said that, by the time of the next assessment point, she expected to see significant progress compared to the assessment data from the second week of September 2020.</p>	
<b>12/20</b>	<p><b>Approve School Improvement Plan</b>  <i>The School Improvement Plan was circulated to the Governing Body prior to the meeting</i></p> <p>The Head said that targets would be set once the November assessments against the current year curriculum had been completed: The September assessments had been for baselining the current state of pupils' learning against the previous year's curriculum. There had been no indication of any plans by government to change the usual SATs and other tests in 2021, so pupils were being prepared for tests but not to the exclusion of a full curriculum.</p> <p>The Head said that all the staff in school were committed to developing their skills. This was particularly important in light of recent staff changes. She also commented that the SLT at the moment is the biggest team the school has had and this team support shows throughout the school. The school's approach to succession planning had enabled staff to step up into leadership positions.</p> <p>Quality of teaching was a major area of focus in the SIP, and staff in KS1 and KS2 all support and coach each other with the aim of ensuring that teaching was Good or better across school. Staff want the pupils to enjoy the curriculum. The Head said that if pupils enjoy the curriculum, the learning is greatly improved. A government pilot Baseline Test for Reception class has been postponed until 2021 due to Covid.</p> <p>The Well Wizard, which will visit school, gives pupils the opportunity to talk about worrying things. This gives staff a chance to support the pupils where needed most. The school recognises that some families are struggling to get back to normal after starting in September 2020. The SIP continues to emphasise the school's ethos as a church school and to address social and emotional development.</p> <p>The Head explained that a Catch Up Premium Funding Plan had been formulated. This plan ensures that the funding will enable the pupils extra support to ensure they are in line with the average standard expected.</p> <p><i>The Catch Up Premium Statement 2020/21 was circulated to Governors prior to the meeting</i></p> <ul style="list-style-type: none"> <li>➤ The Governing Body approved the Catch Up Premium Statement 2020/21</li> <li>➤ The Governing Body approved the School Improvement Plan</li> </ul> <p>The Chair noted that the SEF and SIP reinforced the need for the GB itself to perform effectively in support of all the work that staff were doing.</p>	
<b>13/20</b>	<p><b>Approve Pupil Premium Plan</b>  <i>The Pupil Premium Plan was circulated to the Governing Body prior to the meeting</i></p> <ul style="list-style-type: none"> <li>➤ The Governing Body approved the Pupil Premium Plan</li> </ul>	
<b>14/20</b>	<p><b>Approve Sports Premium Plan</b>  <i>The Sports Premium Plan was circulated to the Governing Body prior to the meeting</i></p>	

➤ The Governing Body approved the Sports Premium Plan

**15/20 Attendance Report and Target for 2020/2021**

*The Attendance Summary was circulated to Governors prior to the meeting*

The Head said that attendance across school was variable and the school may require external help to improve the attendance numbers. The Governors realise that the impact of Covid and that a lot of children are absent due to self-isolation, general ill health and on long term leave due to being out of the country, has an impact on attendance numbers. This should improve throughout the year. The Safeguarding Team is contacted by JA if there are any issues from worrying absences.

The Head reported that:

- Three pupils were out of the country. They were habitually poor attenders and the school was following its attendance procedures.
- Eleven requests had been received for leave in term time.
- Three children had been referred to the LA as Children Missing in Education: the school was seeking information on them.
- Seventy-one pupils were classed as Persistently Absent (attendance 90% or below) – all were due to Covid.

Managing attendance was a significant pressure on the time of the Pastoral Team and reduced the time available for other pastoral work.

Q. Is the high level of Persistent Absence due to parental anxiety:

A. Yes, largely.

Q. Is the large volume of work manageable?

A. (JA, Governor and Pastoral Manager): Yes, the team is coping.

**16/20 Appoint committee members and Named Governors for 2020/2021**

The Clerk Mentor observed that the GB was operating with only two thirds of the number of governors specified in its constitution. The Chair noted the significant number of Foundation Governor vacancies and asked SJ (Governor and member of the Parochial Church Council - PCC) whether there was any scope for the Diocese to appoint to these vacancies. SJ said that there was a single PCC covering all four local churches, and the congregations were largely elderly. Asked whether the Diocese could look beyond the congregations, she said that this would not be easy.

Governors were asked to review the current Named Governor roles and to review links to Year Groups.

GOVERNOR	ROLES & RESPONSIBILITIES	LINKED YEAR GROUP
IG	Curriculum Committee/HT Performance Management/ Staffing & Finance. Chair of Governors for Curriculum/FGB.	YEAR 4
MA	Staffing & Finance/ Named Safeguarding Governor. Chair of Governor for Finance Committee/Vice- Chair for FGB.	

EW	Curriculum Committee.	Year 6
SM	Staffing & Finance	Year 2
JA	Curriculum Committee/SEN	Reception
AR	Staffing & Finance	Year 1
SJ	FGB	
DS	HT/Curriculum Committee/FGB/Staffing & Finance	

**SJ asked what the linked role to Year Groups entailed.**

The Head and Chair explained that Governors are invited in to make visits or attend events and information sessions with the Year Group. The Governors recognised that due to Covid the visits would not be as easy as in previous years. The visits would have to be pre-arranged and only visit the year group linked to that governor role.

Chair said Governor numbers are depleting and realises that quality Governors are needed.

Chair said the main Governor roles have been filled.

- Safeguarding - MA
- SEN - JA
- LAC -

**17/20 Approve Committee Terms of Reference for 2020/2021**

It was agreed that the Head would email the current Terms of Reference to the Clerk who would review them with her mentor and circulate them to Governors with a view to their approval at the next meeting.

**18/20 New Ofsted Framework**

*The New Ofsted Framework 2019 was circulated to the Governing Body at the meeting.*

*The Child Protection Overview was circulated to the Governing Body at the meeting.*

AW presented the Governing Body with an overview of the Child Protection Framework. She explained that monitoring systems are no longer being used. Instead CPOMS<sup>1</sup> records all safeguarding concerns and actions, including referrals and disclosures, and is monitored by all staff. All staff now saw it as part of their role to keep parents informed about safeguarding matters, rather than seeing it as the role solely of the safeguarding team.

The agencies who are involved include Health professionals, Police and Social Care. There had been a significant and welcome increase in their engagement, usually in relation to individual children.

AW said there has been an increase in social care cases this year and an increase in core group meetings. This was partly due to lockdown and pupils not being in school, but also reflected a streamlining of procedures and more effectively joined up working with the local authority. Thus the increase in cases and meetings resulted from more effective LA action rather than an increase in the number of causes of concern.

She said that lockdown has been a challenge for a lot of families as the pupils have got accustomed to being at home, they then do not want to come back to school.

A big challenge to the staff has been making sure that all 400 pupils were safe and well

<sup>1</sup> CPOMS - a software application for monitoring child protection, safeguarding and welfare issues and generating related alerts and reports



	<p>while at home during lockdown. Phone calls from teachers and door visits from SLT were taking place. The DHT has found that the parents appreciate the class teacher making phone calls rather than the SLT as it is a “softer” approach. She said that some families appreciate the help from the school but some do not. Staff will continue to work with all the families, offer support and ensure that all children are safe and happy.</p> <p>AW said that, since the start of the school year, a small number of children had accounted for a significant proportion of time – this was not unusual. The Early Help Co-ordinator was effective in supporting pupils who gave cause for concern but who did not meet the threshold for Social Care cases. The Government had increased funding for agencies such as Barbados’s, which meant that external agencies had more capacity than last year.</p> <p>The Head added that the school was updating a number of policies to reflect the changes described by AW.</p>	
<b>19/20</b>	<p><b>Any other business referred from item 03/20</b></p> <p>None</p>	
<b>20/20</b>	<p><b>Date of next meeting</b></p> <p>Tuesday 8<sup>th</sup> December 2020</p>	

**The meeting ended at 7pm with a closing prayer from SJ**