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Little Paxton Primary School Governing Body

Minutes for the Curriculum & Standards Committee Meeting
held on Monday 11th January 2021 at 6:30pm

This meeting was held on Zoom
due to the Coronavirus pandemic

Present:

Anna-Sofia Conway (Chair)	Parent Governor	Nickie Moore	Head Teacher
Neil Donoghue	Co-opted Governor	Paul Warmington	Co-opted Governor
Richard Fairbairn	Co-opted Governor		

In attendance:

Gemma Pearce	Clerk
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1. Welcome

ASC welcomed members to the meeting.

2. Apologies for absence

Apologies received and accepted from:

David Jones	Co-opted Governor
Victoria McCauley-Eccles	Co-opted Governor

No apologies received from:

Bex Jenkins	Associate Member
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The meeting was quorate

3. Declaration of Interests

No new interests were declared

4. Feedback from Governor Advisor

Tina Hubbard from the Local Authority joined the last FGB meeting. PW provided an update on her feedback.

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Initials of Chair.....

Overall the LA are pleased with positive changes being made within the GB and how they are currently supporting school but they have made some suggestions on the areas for improvement. One key area that needs to hastily improve is around structured monitoring and having a calendar in place. LA keen to support the GB in the improvement process. Some key areas of feedback relevant to this meeting:

- The governing body need to create a structured governor monitoring visit programme/calendar (currently remote monitoring) and ensure this is shared with staff and in place from Spring Term 2021. It is recommended that link governors make contact with their link leads as soon as possible to move forward with the programme. Senior and Middle Leaders to have further opportunities to present areas of their particular role and responsibilities to the governing body.
- It is recommended that a safeguarding visit is undertaken as soon as possible - these should be conducted on a half-termly basis.
- Governors to ensure monitoring visit reports are written up in a timely manner and circulated and included on the full governing body agenda (to include a safeguarding question).
- A governor to undertake a school website check on a termly basis to ensure it is compliant.

The HT confirmed that she had recently had a meeting with a representative of the LA (Craig Duncan) and he saw this agenda and was pleased that LA feedback is being taken on board.

NOTE: Next Monday 18th January, 6-8pm, is the LA training with governors and the LA will be able to provide more details then.

QU: Was there any other feedback? There was some including needing to look at governor skill set to ensure everything needed for monitoring and this should be addressed when filling governor vacancies. PW said he would provide a full overview at the next FGB.

5. Actions Update

2020/2021- 032	Invite SENCo to present at next C&S meeting	HT & ASC	See below
2020/2021- 033	LA subject coordinator meeting agenda and dates to be circulated to C&S members	HT	Complete
2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	On hold – take to next C&S
2020/2021- 035	Discussion on SRE and look at updated SRE policy	CLT	See below
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	See below

2020/2021- 037	HT and Chair to discuss plan for policies to focus on the critical ones and to ensure policies are supportive of SDP and of use to the school	PW & HT	On-going
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2020/2021- 032 & 2020/2021- 036: It was agreed that it would be useful to invite the SENCO to present at the next C&S meeting and to discuss the SEN Report & Policy at the same meeting. It was agreed to build this in to the planning of governor visits and meeting schedule.

2020/2021- 035: The HT informed the committee that school had held an SRE parent forum to get parent feedback on the policy. School now need to incorporate this feedback in to the policy and this will be ready for the next C&S meeting.

QU: Were there many concerns raised on the policy at the meeting? The meeting was generally very positive and supportive of the policy. It was a healthy discussion and the HT felt it was a very useful meeting for informing the policy. There were some questions about handling bereavement which was discussed.

QU: Does the SRE policy fit in with plan to make policies more supportive of LPPS? Yes, it is not a model policy and is being adapted to the school. This should be the case for all policies going forward.

2020/2021- 037: It was discussed that there is still a need to improve the management of policies. There is not clear ownership of responsibilities in terms of preparing policies for governor review and what happens with policies following governor feedback at meetings. It was agreed that the HT, Clerk and SBM should arrange a meeting to discuss this.

ACTION: Set up policy process meeting ASAP

It was also discussed that the HT and Chair should meet before the end of January to discuss how to prioritise policies and ensure they are meeting the needs of the school. PW will also look to raise this at the governor training with the LA on 18th January.

ACTION: HT and Chair to meet about policy content and strategy.

6. Create governor visits schedule

Prior to the meeting the School Development Plan (SDP) was shared with the committee. The SDP contains 4 main objectives, sub-divided in to overarching actions. Each of these overarching actions is sub-divided in to actions with a leader assigned, timescale and monitoring. The HT discussed the SDP and highlighted that the actions that should have been completed in the Autumn Term have been done but this needs updating in the SDP.

ACTION: Within next 7-10 days HT make clear in SDP what has been completed.

The committee discussed various ideas for how to utilise the SDP to plan visits. It was agreed that it would make sense to start off focussing on the actions which have been completed to check that the impact of those actions has been felt by those involved and that this is resulting in positive changes.

It was agreed that it is important that the governor visits are not just box-ticking exercises but are beneficial to those involved.

The outcomes of governor visits should be recorded efficiently, presented at the next FGB and inform scheduling.

It was discussed that this is a large piece of work that should pull together plans for governor visits, FGB and committee agendas. It was felt that there is rarely enough time in the evening meetings to get to the heart of this, which is why this has been passed on through meeting agendas. The HT proposed dedicating a day to thorough planning as she has seen this work effectively at her previous school. She appreciated that this is a big ask of governors to give up some time over a weekend or in a work day to this, however it was agreed that in the long run this should save time by making evening meetings more focussed and efficient. The committee agreed that this was a good idea and that it would allow input of ideas and expertise from all the FGB. It was agreed that the training on 18th January will be beneficial to this planning and so it makes sense to wait until this has occurred.

It was agreed that by the end of January a date would be agreed for a meeting for anyone from FGB who wants to create all the schedules. This would be an in-depth meeting to create all the plans needed to support governor meeting structures and governor visits going forward. This may be a daytime meeting in Feb half-term or at a weekend. PW to arrange scheduling and coordinate with governors. All Governors & CLT to be invited.

ACTION: PW to schedule planning day

This agreement would cover items 7-9 and so no further discussion took place on these items.

- 7. Agree format for future governor visit reports**
- 8. Create schedule for staff presentations at governor meetings**
- 9. Create Safeguarding visit schedule**

It was noted that safeguarding and SEN should be on every agenda and on every monitoring pro forma from now on.

10. Nominate link governor with responsibility for website checks

The HT informed the committee that Fay Staple in school office has done a full website check and will be asked to do so on a regular basis. The school are also about to launch a new web-site – they are just finishing off the details. The HT gave the committee a preview of the new website and the committee were very impressed with the new look and feel. ASC offered to review the website if the school wished since she works in this area.

The committee discussed the need for a governor to review the website if this is a duplicate of work being done in school, it was agreed to make this a regular FGB agenda item for an update on website status from school.

ACTION: On FGB have standing agenda item to have feedback from school on website check.

11. AOB

The committee asked the HT how she was doing after a busy week with the new COVID-19 guidance for schools? The HT said the last week was very hard with no clear guidance, so it had been hard unpicking exactly what school are meant to be doing. They were getting very confusing messages from the DfE. After one week the school is changing plans a bit due to the large number of people in the building. The HT felt that the current set up with all staff in did not meet the stay at home guidance and was not the safest way to operate the school, and so the school will move to weekly rotation of staff with half in school and half supporting remote learning from home. The risk assessment is also being updated again looking at individual year groups for staff and classrooms. There have been a lot more children in school this time and the CLT are keeping up communication asking parents to keep children at home unless absolutely necessary.

The committee thanked the HT for all her amazing work at a difficult time and expressed thanks to all the staff for their efforts in the first week back in welcoming the children in school and supporting learning for those at home.

Dates of next meetings of the Governing Body

Resources Committee	25 th January 2021
Full Governing Body	22 nd February 2021
C&S Committee	22 nd March 2021

Meeting closed at 8.06 pm

Actions carried forward from previous meetings

2020/2021- 032	Invite SENCo to present at next C&S meeting	HT & ASC	ASAP
2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	Next C&S
2020/2021- 035	Discussion on SRE and look at updated SRE policy	CLT	Next C&S
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	Next C&S
2020/2021- 037	HT and Chair to discuss plan for policies to focus on the critical ones and to ensure policies are supportive of SDP and of use to the school	PW & HT	By end of Jan

Actions arising from this meeting

2020/2021- 048	Policy process meeting	HT, SBM, Clerk	By end of Jan
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2020/2021- 049	Policy content and strategy meeting	HT, PW	By end of Jan
2020/2021- 050	Mark up SDP with completed actions	HT	By 22 nd Jan
2020/2021- 051	Plan and schedule planning day	PW	By end of Jan
2020/2021- 052	Add safeguarding and SEND on all future agendas	Chair, Committee Chairs & Clerk	On-going