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**Little Paxton Primary School Governing Body**  
**Minutes for the Meeting of the Full Governing Body held on**  
**Monday 20<sup>th</sup> July 2020 at 6.30pm**

The meeting was hosted on Zoom due to social distancing during the Coronavirus pandemic

**Present:**

Ellen Barrett	Co-opted Governor	David Jones	Co-opted Governor
Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Neil Donoghue	Co-opted Governor	Nickie Moore	Head Teacher
Richard Fairbairn	Co-opted Governor	Christopher Muwanguzi	Parent Governor
Tim Gawler	Parent Governor	Paul Warmington (Chair)	Parent Governor

**In attendance:**

Rebekah Jenkins Associate Member  
Gemma Pearce Clerk

**1. Welcome and apologies**

Apologies received and accepted from:

Austin Willett Parent Governor

No apologies received from:

Katie Delgado Staff Governor

The meeting was quorate.

**2. Declaration of interest in any of the following items**

No new interests were declared.

**3. Approval of meeting minutes**

- a. FGB meeting 27.04.20 and
- b. extra-ordinary FGB meeting on 18.05.20

**c. extra-ordinary FGB meeting on 22.06.20**

Meeting minutes were circulated to governors for review prior to the meeting. There were no amendments and all the minutes were agreed and approved. Signed copies will be provided for storage in school when school returns as normal.

**4. Review of outstanding actions for 2019/20**

**FGB**

	<b>Action</b>	<b>Who</b>	<b>When</b>	
2019/2020 - 062	Review and improve Equality Policy	RF	Next FGB meeting	With school. Review at first FGB 2020-21
2019/2020 - 092	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	On-going	On agenda - RF and PW to start September before first FGB
2019/2020 - 095	Prepare a governor business planner and calendar that aligns school plans with governor activity including, meetings between Chair and HT, governor visits and curriculum presentations to governor meetings.	NM & PW	On-going	On agenda - NM and PW to start September before first FGB
2019/2020 - 099	Arrange finance governor briefing with the SBM and arrange handover with James Purser	AW, SBM	ASAP	Arrange with SBM in September
2019/2020 - 103	Liaise with LA on process for appointing LA Governor.	GP & PW	On-going	Pick up in September – PW to follow up with LA on timescales.
2019/2020 - 104	Re-contact Tracey regarding possible GB membership.	RF	On hold	GP Email her to see if she is still interested for September
2019/2020 - 107	Save and upload previous FGB minutes	Clerk	ASAP	Complete
2019/2020 - 108	Prepare draft of the GB annual report to circulate to GB for review within 3 weeks.	ASC, PW, RF and NM	By 18 May	Complete
2019/2020 - 109	Complete report on their visit to monitor new staff induction.	ND and KD	ASAP	Waiting for Katie's input from Mid-day supervisors. Can be ready for September
2019/2020 - 110	Safe-guarding during Coronavirus meeting.	DJ and NM	ASAP	Have been in discussion. NM has not yet

				completed annual safeguarding audit as LA said not needed but might be a useful session for September for NM and DJ. Also NM to provide DJ a report on safeguarding from Police. Schedule meeting for September.
2019/2020 - 111	Review previous committee minutes and actions and review if future meetings are needed.	RF, ASC, PW, NM	2 weeks before scheduled meetings	Complete
2019/2020 - 112	Review training options and make plans for their individual training needs.	All governors	ASAP	LA provided details of a bespoke training day of £700 for a days training. Half day safeguarding and half day finance. Expensive when training is available for free. Also need to complete action plan first to identify gaps for training.
2019/2020 - 113	Any governor completing training to send details to the Clerk.	All governors	On-going	Complete
2019/2020 - 114	Arrange transfer of chair@littlepaxton email to PW.	SBM	ASAP	Complete

## C&S

2019/2020 - 008	Governor monitoring visit – follow up visit to review data 2018/19 Y4 and Y5 (now Y5 & Y6)	EB	Summer 2020	No longer relevant. Remove. Create new visit calendar for 2020-21
2019/2020 - 016	Governor monitoring visit to impact of strategies in place to improve writing	RF and ASC follow up visit required	Second half of Spring Term	No longer relevant. Remove. Create new visit calendar for 2020-21
2019/2020 - 068	Notify governors of the date and time of the assembly in the summer term when pupils will share their work on the big questions with the whole school	RJ	ASAP	NA

2019/2020 - 069	Clarify the data with class teachers as to whether they were rating children against current expectations or the expectations for the end of the year	RJ	ASAP	Complete
2019/2020 - 070	Circulate the report for Governor visit for provision of reading	ASC	ASAP	Complete
2019/2020 - 071	Carry out and circulate the report for Governor visit for provision of Maths	RF, PW, ASC	ASAP	Has been written. RF to circulate
2019/2020 - 072	Arrange governor visit to look at impact of strategies to improve reading and writing	ASC, RF	Second half of Summer Term	No longer relevant. Remove. Create new visit calendar for 2020-21
2019/2020 - 073	Correct SMSC policy then file and upload	CLT and Clerk	ASAP	Re-review in AT
2019/2020 - 074	Correct Education visits policy	CLT and Clerk	ASAP	Re-review in AT
2019/2020 - 075	Circulate correct Marking and Assessment policy and collate feedback	CLT and Clerk	ASAP	Re-review in AT

## Resources

2019/2020 - 030	Arrange meeting of governors to review the school's vision and values	HT/PC/EB	Next FGB	No longer relevant. Will be on-going strategic vision of GB.
2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Spring term	Will be relevant as a valid visit to include in strategic plan. Could review with TA a month or so in to term to look at deployment in next years roles. <a href="#">QU: Is this a strategic necessity?</a> Yes, the GB need understanding and ability to check as it is part of the SDP but need to make sure the visit does not become operational. It is important for the GB to be able to provide evidence that they are monitoring

				school and why they agree or disagree with a school operational decision. Since the school is unusual in the amount spent on TAs it makes sense for GB to monitor this.
2019/2020 - 054	Governor visit to review staff induction process	ND and KD	Spring term	See above
2019/2020 - 076	Complete budget scenario planning	SBM and CLT	Next RC meeting	Complete
2019/2020 - 077	Complete and save Internal Financial Procedures document	SBM and Clerk	ASAP	Complete
2019/2020 - 078	Governor visit to review Internal Financial Procedures	JP and CM	Summer term	Remove to be more strategic
2019/2020 - 079	Merge Internal Financial Procedures and Financial Responsibilities policies	SBM	Next review date	Complete
2019/2020 - 081	Review lease agreement documents from LA	SBM, ND	When received	This referred to leases that pre-school and swifts have with school. Have SLA with school but lease with county. Has been allowed to slide in past. SBM in discussion with LA. <a href="#">QU: Does SBM need any support?</a> Ok at the moment but ND on hand to help if needed.
2019/2020 - 082	Continue tender process for school caterer	SBM	Update next RC meeting	On-going
2019/2020 - 083	Finalise and save policies from this agenda	SBM and Clerk	ASAP	Complete

The GB discussed the importance of becoming more efficient and working more strategically in September. The last few months have been focussed on the coronavirus situation and so the areas identified in the leadership and governance review have been somewhat on hold. It was agreed that there would be value in looking at developing a strategy group or holding some smaller group meetings eg of HT, Chair and Committee chairs to slim down processes and allow FGB meeting agendas to focus on the most important issues. It was agreed that this would form part of the process in carrying out the work on the leadership and governance review in September. It was agreed that at this time it is important that the HT has some time to rest and reflect before picking this up, but she is keen, come September, to have conversations around how school and the GB can be more effective in the time they have together.

## **5. HT Report**

### **QUALITY OF EDUCATION:**

The school reopened to EYFS, Year 1 and Year 6 children on June 1st. Approximately 75% of children who are eligible currently attend.

Children are taught in bubbles of up to 15 children. All teachers are currently teaching a bubble, except one, who continues to shield until August 1st. She is very active supporting the home learning.

Children who are back in school in EYFS bubbles have really progressed, due to the smaller group sizes.

### **BEHAVIOUR & ATTITUDE:**

We have had two separate incidents where boys in Year 6 were not socially distancing at the weekend. In line with school policy, these children were asked to go home for 7 days, before coming back and rejoining their bubbles.

### **ANNUAL REVIEWS:**

Exclusions: 4 fixed terms exclusions. 4 boys October/November as Behavior Policy was introduced.

Inclusions: None

Prejudicial Incidents: One in relation to the coronavirus outbreak, two in relation to BAME – incidents have been logged on the Incident form set up after OFSTED earlier in the year.

### **LEADERSHIP & MANAGEMENT:**

The HT said that she could not thank the CLT enough for all their hard work and support over the past 4 months. She acknowledged the tireless work of Bex Jenkins and Alison Gatward in supporting her throughout with positivity and dedication to the school and children. The HT acknowledged that the COVID period has been very tough on the CLT.

### **SAFEGUARDING:**

School received notification of four incidence of domestic violence during this period.

They have continued to take part in Child In Need meetings, Team around the Family meetings and Child Protection Core Group meetings. These have been via Skype so have been a little different.

The Inclusion worker continues to support vulnerable families and will make contact with family workers and social workers as necessary e.g. if a vulnerable child does not come into school and the reason for non-attendance seems peculiar. Phone calls are made weekly to the parents of vulnerable children who are not currently attending. These families have been offered places at school throughout the COVID lockdown and partial reopening of the school.

Safeguarding files for Year 6 leavers have been taken to the relevant Secondary Schools and signed for.

Conversations with DSLs in the Secondary schools have also taken place.

Staff have continued to raise any concerns or worries with the Safeguarding lead.

### **PREMISES, HEALTH & SAFETY:**

There have been some changes in preparation for September to school more open. An additional entrance point

to the school will be added for September. Locals who might be affected have been notified. Rubber matting has been added over the field so that when wet there is a clear, obvious and dry path to the playground for those entering school this way.

#### **PROGRESS ON THE SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN:**

The Head teacher has drafted the first version of a Recovery, Development and Improvement Plan (as provided by the Local Authority) and this has been shared with the GB. This will run alongside the School Development Plan that was updated just after OFSTED and shared with Governors. The RDIP will ensure proper thought and planning is in place to move the school forwards after the global pandemic – the implications of which we are still unsure. The school will need to go through a period of reconnection and recovery.

The HT has directed staff to a lecture on recovery curriculum – the return to school will not immediately be about gaps in knowledge but about reintegrating children in to school and recognition that they have been through a period of loss. It will be to allow children reconnect with school, teachers, and friends. Lots of PSHE and shared experiences across school.

The HT acknowledged there is still work on-going around curriculum, the CLT have spent a lot of time on measures, control and operations for September to enable school to reopen. Next part of it is the curriculum and the children. The HT highlighted the need to look at impact on SEN children and that there will also be more pupil premium children as parents circumstances have changed. Definition of vulnerable children will have changed. All teachers have been provided with a grid to monitor which children have been in school (and how long) over Covid, and which have been engaged at home with home learning. Children who have not been engaging at home are more likely to be vulnerable and so their new teachers will be able to keep a close eye.

#### **STAFFING:**

There will be 14 straight year group classes for September. 2 members of staff are leaving us – one was a temporary contract covering Maternity Leave. The school wish Miss Freeman and Mr Hart all the very best for the future and would like to thank them for all their hard work.

School welcome back Rochelle Clarke from Maternity Leave. She returned to work on July 1st.

School welcome two new teachers to the team from September. Miss Charlotte Clayton who has completed her second year of teaching and Miss Chloe Rose who is going to be the only NQT this year. Miss Clayton has a lot of SEND experience. The HT felt it was important to keep hold of experienced teachers at this time but she praised this year's NQT's for their work this year, they have earned a lot of respect from the parents of their classes.

School are currently interviewing for Teaching Assistants to work with some children with EHCPs.

#### **SEND:**

A child going into Year 5 has been given funding to support his needs as part of his EHCP.

There is one child coming into EYFS with a funded EHCP and four other children coming into EYFS with EHCPs going through. This is going to put a huge pressure on our Early Years Team and should be closely monitored and support given as much as possible.

#### **PARENTAL ENGAGEMENT:**

School have been in regular communication with parents about plans for September and they have had lots of supportive messages from parents.

### **6. HT update on Recovery, Development & Improvement Plan (RDIP)**

The GB were provided with a copy of the RDIP in advance of the meeting.

In September the school will operate in year group bubbles, this was the only logistical way to manage breaks, lunches etc.

KS1 and EY will eat lunch in the hall at set times in their bubbles and KS2 will eat in classrooms. Meals will be delivered.

The full reopening plan and risk assessment has been sent to LA.

Government have said there will be an update wc 17 August with update on school reopening. Can then review plan against this.

**QU: Is there anything the HT is worried about or is going to be challenging?**

Early Years (EY) unit is the biggest worry due to the nature of their school transition and the number of children with additional needs. School are currently interviewing to find one to one support. LA have been contacted to find out what happens if one to one support can not be recruited. School are aware they can get supply one-to-one TAs and school have details of best agency. 60 children will be starting who none of the staff have ever met, however the EY team are making a thorough plan on how to settle the children and put them in to classes.

**QU: Since you are not putting EY in classes yet will all children be assessed for possible SEN needs during the settling in period?** There are a lot of children to do that. They have been put in to 3 groups – 2 are coming in mornings. 3<sup>rd</sup> group is the one with significant SEN needs who are coming in afternoons in a smaller group. New SENCO has done a lot of work and is working well with teachers. She will help to identify EY children early on as this makes their school career much easier if needs are identified earlier. HT feels the current SENCO will pick up more children quicker as she is very proactive.

**QU: There has been some angst about the length of transition (i.e. part time schooling) for Reception children - what is the school's view and how has the response been received?** School have reduced the transition time in response to parent/carer feedback. Everyone seemed happy with this, school met with the families again today by Zoom. From 30th September they will be in full time

**QU: What is happening with Swifts?** The HT also has a concern about wrap around care – the guidance is it can be open with no bubbles. However Swifts have been slow in responding to enquiries. The HT wants to be reassured that have the necessary risk assessments in place and parents need to know what is happening in September.

The GB Commented that reopening plan looked very well thought through and well considered. The GB were fully supportive of the plan and thanked the CLT for the work done.

HT will revisit the REDIP over the holidays, in particular the curriculum and education. This will sit alongside the SDP and it was agreed it will be useful to go through it with governors in September to get opinions and input from governors, this could be an informal meeting. The GB supported this idea and PW agreed to look at how to coordinate this.

**QU: Is the HT going to stop and have a break until 17 August?** NM agreed she would try but will probably spend a lot of time thinking and evaluating herself. Switching off for her head space. The GB pointed out that reflecting is fine but GB encouraged NM to take some time for herself.

The Governors praised the HT for the positive changes she has made to the school and her dedicated support throughout coronavirus. They urged her to take a break over the summer and not spend too much time analyzing herself, others know she has done a fantastic job.

## 7. HTPM



Current HTPM is Ellen Barrett (chair), Paul Warmington (replaced PC) & Richard Fairbairn. Ellen is finishing her cycle. Austin agreed to replace Ellen as Chair with Paul and Richard as other members. Agreed.

## **8. Annual reviews**

### **1. Monitoring of Provision of Information under the Freedom of Information Act**

The HT informed the GB that they school have changed Data Protection Officer (DPO), the new one covers all LA schools. There was one issue where childrens' names were accidentally sent out. This was reported to the DPO and SBM and the office followed procedure and made an apology. The new DPO has seemed supportive and works well with the school. [QU: IS school in right place now?](#) Yes, the HT thinks LA support is now ok.

**2. Annual review of pupil attendance** - Not relevant now due to coronavirus.

**3. Exclusions** - Covered in HT report

### **4. Child Protection Monitoring Report**

See action point above (2019/20 – 110) – will be completed in September

### **5. Review racist incidents**

Included in HT report - a couple that have been logged and investigated. Was one recent Y6 issue that happened outside of school on social media that then came in to school. All children and parents spoken with and seems to have cleared. The situation was dealt with and reported as required. Satisfactory resolution

It was noted that the above areas are now being regularly reported to the GB through the HT report and so doesn't need an annual review.

## **9. Leadership and governance review**

HT has had a conversation with George Hayes from the LA – he will be in touch next term to see where we are at with progress against the Leadership and Governance Review. The GB are aware that they need to get back on to this for September and the Chair will arrange some more informal meetings to make progress on this.

## **10. Governor meeting schedule for 2020/21**

The GB was provided with a proposed meeting schedule for 2020/21 prior to the FGB.

It was suggested that since school will need some time to readjust upon starting in September that the C&S meeting be moved later than proposed. It was agreed however that it was important to have early discussions about the curriculum. However first school need time to see where pupils are after lockdown and build plans around this. It was proposed to move the C&S meeting to October and start the term with a strategic meeting.

**ACTION:** Clerk, Chair and HT to agree final meeting schedule and circulate to FGB.

## **11. Governor vacancies**

It was agreed to review all governor vacancies and make plans to fill them at the first FGB in September.

## **12. Correspondence received**

No correspondence had been received.

### 13. Any other urgent business

There was no other business.

The Chair and GB expressed their thanks to the school and CLT for all of their hard work through a very difficult time and wished them a good summer.

The meeting closed at 8.25 pm

### Actions carried forward from previous meetings

#### FGB

	Action	Who	When
2019/2020 - 062	Review and improve Equality Policy	RF	Frist FGB meeting 2020-21
2019/2020 - 092	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	On-going
2019/2020 - 095	Prepare a governor business planner and calendar that aligns school plans with governor activity including, meetings between Chair and HT, governor visits and curriculum presentations to governor meetings.	NM & PW	On-going
2019/2020 - 099	Arrange finance governor briefing with the SBM and arrange handover with James Purser	AW, SBM	Autumn Term
2019/2020 - 103	Liaise with LA on process for appointing LA Governor.	GP & PW	On-going
2019/2020 - 104	Re-contact Tracey regarding possible GB membership.	GP	ASAP
2019/2020 - 109	Complete report on their visit to monitor new staff induction.	ND and KD	ASAP
2019/2020 - 110	Safe-guarding during Coronavirus meeting.	DJ and NM	Schedule September meeting

#### C&S

2019/2020 - 073	Correct SMSC policy then file and upload	CLT and Clerk	Re-review in AT
2019/2020 - 074	Correct Education visits policy	CLT and Clerk	Re-review in AT
2019/2020 - 075	Circulate correct Marking and Assessment policy and collate feedback	CLT and Clerk	Re-review in AT

#### Resources

2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Re-review in AT
2019/2020 - 082	Continue tender process for school caterer	SBM	On-going

### New actions arising from this meeting

2019/2020 - 115	Agree final meeting schedule for 2020-21 and circulate to FGB	NM, PW, Clerk	ASAP
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