



Little Paxton Primary School Governing Body

Minutes for the meeting of the Full Governing Body held on Monday 12th July 2021 at 6.30pm

Present:

Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Ian Cunningham	Parent Governor	Nickie Moore	Head Teacher
Neil Donoghue	Co-opted Governor	Stephen Robinson	Co-opted Governor
Richard Fairbairn	Co-opted Governor	Paul Warmington	LA Governor
Tim Gawler	Parent Governor	Austin Willet	Parent Governor

In attendance:

Alison Gatward	School Business Manager (SBM)
Rebekah Jenkins	Associate Member
Gemma Pearce	Clerk

1. Welcome and apologies

The Chair welcomed the Governing Body (GB) to the meeting.

Apologies received and accepted from:

David Jones	Co-opted Governor
Christopher Muwanguzi	Parent Governor

No apologies received from:

Katie Delgado	Staff Governor
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The meeting was quorate.

2. Declaration of interests

There were no new interests declared

3. Governors' responsibilities: Challenge, Scrutiny, Support

The Chair reminded the GB of their role:

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- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

4. Approval of minutes from previous meetings

Minutes for FGB 14.06.21 were circulated for governors to review prior to the meeting

There were no comments and the minutes were approved.

Minutes for RC 21.06.21 will be circulated for remote approval after the meeting. Please provide any comments by end of week.

POST-MEETING NOTE: RC 21.06.21 minutes were approved by email

5. Actions update

2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	September	On hold
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	September	On hold
2020/2021- 067	Coordinate guidance notes and input from DJ on exclusion and disciplinary committee role and circulate to all governors.	Clerk, PW, DJ	ASAP	PW to discuss with DJ
2020/2021- 071	Follow up with Tracey Boram about governor position	PW, RF	By next FGB	To do – need to understand skills required to complement the GB. 2 vacancies currently but potentially more. ND and DJ potentially won't complete term
2020/2021- 074	Format SEF alongside SDP to be more user friendly.	CM and CLT	By September	On-going
2020/2021- 075	Build action plan on COVID learnings to feed in to SDP	VME	By next FGB	Documents shared with meeting agenda
2020/2021- 076	Clerk to ask all GB to send update on their training for record	Clerk	ASAP	Training record started, TG and GP to complete in summer holidays
2020/2021- 077	Chair to circulate governor action plan	Chair	ASAP	Complete – on this agenda
2020/2021- 078	Clerk to make sure all governors are aware of plans for next meeting so they have time to prepare a report.	Clerk	ASAP	Complete – on this agenda

The GB discussed the need for succession planning across all roles to be considered in the new academic year.

6. HT Report

The HT circulated a report prior to the meeting along with a recent fire risk assessment and safeguarding report.

Additional information provided:

- Maths adviser in today, went well, tied in to plans for September related to presentation, feedback and marking
- Meeting with Craig Duncan from LA on 5 July was very positive.
 - Discussed the Reading SDP objective to be based around lots of interventions in first part of next year which was well supported.
 - Impressed how staff had identified gaps in learning and were using googledrive as a resource to inform new and current teachers
 - Catch up funding – plan to use in-house staff delivering catch up and he supported that idea
 - Managing teacher time to have time for tutoring on top of normal learning will be key
- Attendance looking good – any families concerned about have received letters over year. A&I meeting about child in Y5 on reduced timetable. Plans made for them for September. Would rather they be in school at least some time. They have EHCP so difficult for staff member employed to be their support when they aren't in school. Lack of support from external agencies.
- 3 new children started (+2 in report)
- 5 leavers.
- Final LAIG meeting feedback in HT report. Happy with progress school has made and no longer required to continue. Has provided additional support for school. Vote of confidence in CLT on feedback on SEF and adviser visits.
- New staff induction ready to go
- More work on safeguarding adults being planned
- Annual safeguarding monitoring report completed and submitted to LA.
- HT will do safeguarding training for staff on inset day at start of Autumn Term, will record training for governors to view or can attend in person in possible (1st September at 1.30pm – RSVP)
- Responses to parent questionnaire circulated to parents – will look in more detail over holidays.
- New calendar developed by VME with curriculum plans made – maths week, science week etc. Lots of plans in place for September.
The GB commented that this is an excellent resource and will feed in to governor planning. VME to share when complete. Can add governor column. Will add to school email outlook calendar too for all governors to see.

QU: The HT report shows persistent absence in y5, why? May be an error CLT to check and feedback to GB.

The GB thanked SBM and rest of team on work done for the fire safety audit. Positive result with action plan to work on but work was appreciated. GB to ask for catch up in September on progress.

QU: Any resource implications? Will be covered by building and maintenance budget.

There were some areas in the report which the GB felt there were some inconsistencies in what is being asked for, PW and ND to follow up with SBM

The GB asked CLT for an org chart of all staff, classes and reporting lines. Suggested it would be useful to have on website for parents.

7. Resource Committee Proposal

Over the last year we have assigned SDP and statutory objectives to link governors and shaped FGB agendas around these roles. This has brought greater focus and accountability. These changes have increased the overlap between the remit of the FGB and the Resources Committee (RC). Therefore, we propose to disband the Resource Committee and bring its remit within the FGB.

To ensure continuation of responsibility,

a) The FGB agenda will include a resources line and a Health & Safety link governor report.

b) From time to time the FGB will appoint a sub-committee to address matters arising and report back to the FGB (e.g. reviewing large tenders, personal issues, building works, etc.)

c) In September the committees are reconstituted, and the terms of reference agreed, this gives an opportunity to make this change.

d) The Key has an article approximately describing the model of governance we are working towards:

<https://schoolgovernors.thekeysupport.com/the-governing-body/meetings/agendas/governing-boards-without-committees-circle-model/?marker=content-body>

RF explained the discussion that had been had at RC and plans to make working groups tasked to report back to FGB meetings and make meetings more streamlined.

The proposal was fully supported and will be reflected in ToR, constitution etc for approval at September FGB meeting.

ACTION: Chair to amend relevant documents to remove the resources committee

8. Link governor reports

The 'Governor action plan' and 'model statement of governance' was circulated to the GB prior to the meeting along with link governor reports.

a. Finance – Austin

- 3 months of this FY and budget on track. (Additional info to share with minutes to come from Austin)
- Visit completed on finances – looked at financial procedures manual and asked staff to demonstrate it in action. All being done correctly following systems
- Requirements for school to be independently audited to be discussed with county financial adviser as not clear what is required. Believe it may only be a requirement for academies but will check.
- 3 areas identified to look at next year:
 - Personal development for AW in role as a lot to learn
 - Cycle for financial planning process needs more work. Everything in school Sept – Jul but FY Apr-Mar. From practical point of view, budget set until Mar 22 but planning on staffing etc goes to Aug 22 so already committing to following financial year before knowing budget for following year. Suggests should be planning earlier – around November. Need more connect between what is needed to meet SDP and what is required to achieve it. Pupil numbers in Y5 now are very high so when they leave budget for 2023/24 will be impacted.
 - Capital expenditure and where may need significant resources in future is an area to look at. Brought up and spoken about in meeting but conclusions not reached, needs more of a planning process. GB to find a

better process to make decisions on capital expenditure and support SBM for long term planning on capital expenditure.

It was discussed there has never been a strategy to create budget so welcome AW looking at ways to develop it better. Will not have all the info about funding per pupil as it comes out very late but can do a lot more work with the info they have to tighten up budget planning earlier on in the year

QU: With regards Capex was any thought given when new build built to consider what may be required to keep rest of school up to standard? There is a maintenance plan from county but not great. Maybe an independent condition report of building would be valuable.

QU: Is there a depreciation line in budget? No.

QU: Is there a register of assets? On to do list for SBM, nobody to do it before her. Focus on biggest assets for depreciation planning first. £500 and upwards required but better to start at top end.

It was discussed that Seed funds for green investment in future needs to be considered. Lots to think about and GB need to find a better way to support CLT.

b. Safeguarding – David

- DJ was absent
- SR agreed to support DJ in this role going forward
- DJ has been carrying out visits but they need feeding back to FGB

c. Pupil Premium – Chris

- CM was absent
- Since CM and IC have been working jointly some PP info covered in the SEND report

d. SEND – Ian

- A lot of bedding in for Ian and Chris, good lines of communication with SENDCo and PP lead being developed
- Want to make a clear plan for expectations for next year, visits and intention
- Link visits are key
- Improve engagement with parents as survey attempts didn't work so considering different ways
- Improving knowledge of SEND across whole GB

The HT commented that next year Objective 4 in SDP will still be on SEND and gathering evidence and data, which will help. Objective plan in SDP will help structure for visits and what can be evidenced from visits.

Discussed OFSTED parental view and that some schools constantly use that to engage with parents to give feedback. It was discussed whether this is something GB should be promoting to parents as a way to ask for parent input.

It was agreed that parental engagement will be easier when teachers see parents in the playground and when parents allowed in school eg for coffee mornings.

It was agreed that the staff in role SEND and PP roles are really driving these areas forward and the developing relationships between governors and staff

e. Effectiveness of Leadership & Management – Paul

- This has been a positive year

- Clear leadership structure in school is bedding in and working
- Clear vision with SDP which is well known across staff
- Thank you and well done to CLT
- Evidenced rise in educational standards attributed back to clear structure and people knowing their role and who can support them in their role
- Challenge is ensuring all staff feel enabled and this is on-going to bring everyone along, standard challenge when making changes
- In the next year CPD training for staff important, lack of CPD has been available so key to promote this to all staff and deliver
- PW wants to do more looking up and down levels of the school with face to face visits to get understanding of their knowledge of the SDP
- Look at training analysis
- Plan for all school meeting in September to start next school year. Lots of staff and governors don't know each other not helped by COVID. Conversation around SDP and how everyone works to support it.
- Staff have always been motivated to do best for children even in past when ignored by management so excited by their potential now that they have a voice and clear role

QU: When new governors are recruited is this an area for more support? Yes it would be good to have more than one person looking at this area

The GB agreed that the structure that has been put in place by the HT is a big achievement.

f. Curriculum/Quality of Education – Richard, Neil & Tim

- 2 terms has given a clarity to the role of governors
- Met school and identified a few monitoring points. This is a huge objective in SDP so wanted to pick a few focused areas to start.
- Have had a number of monitoring visits including one in school this week which was great to talk to children, staff and CLT. Focussing on live marking as this was an identified objective – how to identify gaps in knowledge in the moment. Lots of research behind why they are doing the structure – saw it applied consistently in the classes, teachers understand why they are doing it and are adapting it in to their class situations. Children understood why their books are being marked that way.
- Catch up was another focus area, looked across a phase. Clear that school has broad approach to catch up, joined up approach across school.
- Pass to PW – good knowledge of phase leaders in own class but did they understand whole phase – phase leaders role to continue to develop
- Looked at end of year data – difficult this year as no benchmarking or standardised testing so hard to analyse but very encouraging that all year groups predicted attainment levels across core subjects were colour rated. All teachers identified what they have seen and plans to address any issues.
- Excited by year planner and coordinating visits with that.
- Start of next year with new SDP will review objective again to identify key monitoring points for year.
- Particularly thought provoking that in one year group the children had effectively been broken in to 3 working groups and so phase leader seeing every child in that year group once every 3 weeks – building up good knowledge of all children.
- Good having several governors in one areas as means visits don't get kicked down the road.

Discussed going forward how, when re-constituting each year, it makes sense to build monitoring groups around size and importance of each SDP tasks. Also avoid creating siloed experts, there is a case for mixing it up as part of succession planning. Maybe where there is one link governor should bring one any other governor along to meetings.

Discussed important that foundation subjects don't get under-represented in this objective. Consider bringing English under this group. English replacing maths in SDP - Discuss in September

g. Maths – Anna-Sofia

- In spite of COVID maths levels seem to be good
- As a result of remote working had consistent usage of white rose maths (WRM) which has been valuable
- Fluency, problem solving and reasoning and greater depth is provided for by WRM
- Times Tables Rockstars being used so multiplication has become more consistent
- Progression maps in progress to address issues in previous stats where children weren't being followed across years
- Displays have been considered alongside maths objectives (eg clocks in classrooms). Consistent approach to bringing maths to the children
- Keen to get in to school to see it all in action
- Greater depth children surveys across year groups to get their input, important work
- Would like to see more around disadvantaged children
- Maths leads would like to get in other classes more, wasn't possible with COVID
- Important to think about how to bring parents along, has been an impressive maths improvement journey so would be good for parents to know.
- If focus is moving to English next year take parents on journey of how children and school are being developed.
- Use website more eg put maths week report on website, build in to plan so teachers know it will be part of their roles when planning activities.

QU: SDP this year said maths was a key area of focus, school are saying maths is being replaced by English in SDP next year, from what you have seen has maths made enough process that it is no longer a top priority? Should still keep an eye on it in a normal non-COVID year to check children remain in levels or more move from ARE to GDS in proportions expected.

QU: From schools perspective – why English not maths in SDP next year? Maths will still be a big focus with a lot of help provided. But can only have 4 objectives on SDP and need to prioritise. A lot of work has happened on maths, leads have developed, teachers know what they are doing so is HT confident that subject leads can keep driving it forwards. Writing has been the area children have lost with COVID. Reading fluency is key to access all areas of English so is the first area of catch up intervention.

SUM-UP

- Massive improvements seen in all areas
- Don't tell people enough – a lot of success happening that needs to be communicated -Governors can support with this if school wanted
- Clear objectives to be set out in September
- Better idea of skills needed from new governors – Capex and leadership and management

Chair thanked governors for all the time they have given to developing the GB and understanding and knowing the school. The GB agreed it has been a very positive journey so far.

ACTION: PW to draft an action plan to confirm in September, shared and discussed ahead of September meeting

QU: There has been a significant change in governance, do we need to do self-assessment on that? It would also be useful to receive feedback from school on if changes in governance have been valuable to them. It was agreed this should put on agenda in new school year, does naturally fit in.

It was commented that a summary of the annual governance statement is also worth circulating to parents as well to highlight the changes the GB has been through to parents.

ACTION: PW, ASC to look at a format for communicating summary of year to parents

9. Topic discussion for next FGB

It was agreed that there would not be a topic presentation in September as this is a big planning meeting. However the agenda would include a section for self-reflection as part of objective setting.

10. Training update

TG will keep sending info on new training over to governors. It was recommended that governors need to get training booked in quickly next year as they were booked up quickly this year, especially if remains on-line

TG and GP working on database

11. Dates for next years meetings

Proposed dates were circulated prior to the meeting – these dates were agreed.

12. Correspondence received

No correspondence had been received.

13. Safeguarding

No safeguarding issues were identified from this meeting

14. Any other urgent business

The GB thanked RJ for all her work in DHT role.

15. Dates of next meetings of the Governing Body

Full Governing Body 20 September 2021

The meeting closed at 9.06 pm

Actions carried forward

2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	On hold until new school year
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	On hold until new school year

2020/2021- 067	Coordinate guidance notes and input from DJ on exclusion and disciplinary committee role and circulate to all governors.	Clerk, PW, DJ	PW to discuss with DJ over summer
2020/2021- 071	Follow up with Tracey Boram about governor position	PW, RF	On hold further to skills audit
2020/2021- 074	Format SEF alongside SDP to be more user friendly.	CM and CLT	By September

New actions arising from this meeting

2020/2021- 079	Amend relevant documents to remove the resources committee	Chair	For Sept meeting
2020/2021- 080	PW to draft an action plan to confirm in September	Chair	For Sept meeting
2020/2021- 081	Compile summary of year for parents	ASC, PW	ASAP
2020/2021- 082	Submit annual governance statement	Chair	ASAP

Signed by.....