



## Little Paxton Primary School Governing Body

### Minutes for the meeting of the Full Governing Body held on Monday 14<sup>th</sup> June 2021 at 6.30pm

#### Present:

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

#### In attendance:

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:

Ian Cunningham	Parent Governor	Christopher Muwanguzi	Parent Governor
Katie Delgado	Staff Governor	Stephen Robinson	Co-opted Governor
Tim Gawler	Parent Governor		

No apologies received from:

David Jones	Co-opted 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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Initials of Chair.....

- 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 24.05.21 were circulated for governors to review prior to the meeting

There were no comments and the minutes were approved.

#### 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 follow up asap
2020/2021- 071	Follow up with Tracey Boram about governor position	PW, RF	By next FGB	PW to follow up ASAP
2020/2021- 074	Format SEF alongside SDP to be more user friendly.	CM and CLT	By September	On-going
2020/2021- 077	Review Supporting Pupils with Medical Conditions Policy at PP and SEND link governor meeting	CM, IC	Next FGB	On this agenda
2020/2021- 079	PW to circulate LA update email	PW	ASAP	PW to complete ASAP
2020/2021- 080	PW and SR to chat and sort mentoring and governor induction	PW	ASAP	Complete

#### 6. HT Report

The HT provided a verbal update.

##### Attendance

- There is a child in Y5 with poor attendance - a letter has been sent to parents on instruction of the education welfare officer requiring 90% attendance or prosecution. The parent initially said in that case they would home school, but then agreed to try again to get the child to school. SENDCo in contact with family.
- Overall attendance is good.

##### Safeguarding

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Initials of Chair.....

- Probably two more children to add to safeguarding register but meeting on 14/6 was cancelled – will be rearranged.
- Y6 safeguarding files have been photocopied and stored and the originals transferred to secondary schools.
- Y5 child still has risk assessment in place – requires 2 adults to be watching child at all times. Working with LA to manage this. Parent and child keen to go to Hilltop but need to see whether that will be possible.

## H&S

- Benches around the edge of playground have now caused 4 significant injuries so they are being taken out
- Have had the roof report looked over – some issues identified – need to get contractor in to look at as it relates to new areas – identified ‘latent defects that Coulson are responsible for’
- The caretaker is off long term sick

## CPD

- The HT is attending a leadership conference

## Parental engagement

- The HT is planning a working party of parents with tradesman skills to come in and help with some issues in school on 3 July. All would be socially distanced and mostly outside to meet COVID guidelines.

**QU: What is planned for this years leavers?** Y6 production is being put together, probably filmed or live zoomed. They are investigating options to perform outside live within COVID guidelines. Booked outdoor silent cinema trip as an activity.

## 7. Staff update

### VME AND RJ left the room

The HT had sent a summary of changes to the Central Leadership Team (CLT) in advance of the meeting.

- Jo Foster is moving to Deputy Head Teacher (DHT) role in another school, which meant a phase leader role was vacant
- Beth Embrey is leaving as she is re-locating
- RJ has been missing teaching and when recruiting for the phase leader role felt this role would suit her – she would like to drive teaching and learning, spend more time in the classroom and less time on management
- The HT was fully supportive of RJ fulfilling her needs and believes she is a huge asset to the children as she is a fantastic teacher
- It would also provide the opportunity for her to work in Upper Key Stage 2 which is an area of interest for her, and an area of the school that needs further work according to OFSTED, so this would be a good synergy
- Proposal would be RJ does 3 days in the classroom.
- VME has been asked to step in to the role of non-teaching deputy for 2 terms from September. This would give VME a chance to test the role and also allow advertising for the position at a better time of the year - advertise Spring Term to start next Summer Term.

**QU: Is the new leadership structure something that works with these personnel changes?** 3 strong phase leaders will be in position but other members of staff have shown interest to move forward. May only need a DHT 3 days a week due to increased support from phase leaders. Will have to see how it evolves.

**Are individuals involved happy?** Yes. RJ was missing the classroom and so this is a good move. It was emphasised that this should not be seen as a demotion but a sideways move to a different focus but she is still a very important and valued member of the school. The HT will continue to speak with her regularly to ensure she is happy with the changes.

**QU: Any financial implications?** School Business Manager looking at finances – 2 expensive teachers leaving, and changes to VME and RJ should be ok. Will need finances from CPD budget - lots of work to build leadership and different levels. CPD for those who have shown desire to further themselves

**QU: At the moment core leadership team of 3 – dynamic of that will change – will RJ still be part of that now? Who is CLT now and is everyone aware of dynamics?** Last 3 months have been a challenge professionally for HT after 18 months of firefighting against COVID. Last 3 months have added clarity and she feels positive, sees focus and priorities. Sees excellent support from VME as shes an executor, whereas HT is a starter. Bex will drive UKS2 which was an area of weakness for OFSTED. CLT have been able to get back to talk to children which has been great.

**QU: Is there more the GB could do to support HT and RJ given how they have been feeling?** HT has support from other HT'S nationally and she is excited to be attending leadership conference where shed will look to more experienced / confident HT to mentor. Started reading again and getting a lot from that. RJ is ok – it has been a tough few months but HT being careful not to make RJ feel pushed out. Will make it very clear in comms with parents that this is not a demotion but an opportunity. She will take on a strong phase leadership position and mentor other phase leads as she knows the role. The GB reminded the HT that she has their support whenever needed.

The GB congratulated Jo Foster on her new role and wished Beth Embrey luck with her move.

The GB were supportive of these changes and agreed that it really makes the most of RJ skills and rapport with the children. Good step for VME as she brings complementary skills to the HT. It puts a very strong teacher in place of greatest concern and addresses some of big OFSTED concerns. Supports that to progress in teaching you don't have to be a manager. Very positive step forward.

## **8. Topic discussion**

This item was discussed first to allow non-governor staff members to leave after.  
Molly Dellar joined for this item

VME and MD had spoken with staff throughout the school to get their thoughts on what good learnings have come from COVID and running the school and teaching in this time. Initial reactions were generally more negative but once people started to consider this they did start to see some benefits and lessons from the time.

OFFICE

- Virtual parents evening was a big success and something to continue for some parents?
- Meant meetings ran to time
- Site more secure and better control of people on-site – keep this control
- Gates closing at strict time = less late arrivals, improved attendance
- All training on-line, meant less time travelling and less money spent on supply

QU: [Do people lose out on networking with on-line training?](#) Yes, in some cases this is true. In person events are useful for meeting people from other schools to share experiences. HT is excited to be attending an in person conference next week.

#### TEACHING TEAM (teachers, TA, LA)

- PSHE focus before and after lockdown has improved. No longer discrete, good for pupils and also was a request from OFSTED  
 QU: [Is different PSHE content being covered?](#) Following KAPOW provider so mapped out across school - so each year builds on previous years knowledge. COVID made PSHE more important, made wellbeing a focus. Seen kids have been more mature talking about these things. Seen values of PSHE as a standalone subject.
- Before COVID were trying to build in knowledge retrieval/recall as part of lessons. This is more engrained now so teachers are aware of potential gaps. Retention is improving and knowledge gaps are reducing.
- Teachers developing new ways of monitoring recall to keep children engaged.
- Wider understanding of other year groups curriculum as teachers had to look at gaps from first lockdown and build on that – gaps often from previous years curriculum. Teachers have widened knowledge of their phase – fits HT vision of teachers being phase experts rather than year group focussed. Brings teachers together as whole school.
- GoogleDrive has been a great resource for identifying what children have done and knowledge gaps.
- Will keep googledrive as allows everyone to access same documents – just needs some structure and streamlining to be more user friendly
- Bring back moderating across phases
- OFSTED RI due to gaps in planning – this is addressed in the current way of working to be more holistic overview
- Teaching teams in bubbles have worked very closely together and learnt a lot from each other – will expand this to working in this way in phases
- When working in bubbles staff worked with people they hadn't worked with before and learnt from them
- Small groups in school – significant progress for vulnerable children and children in school. Saw value in small group teaching and so classes are now doing more small group work. Staff rotate around small groups – allows them to build rapport and identify needs quicker. May be helping children with a specific need that previously may have been classed as SEN.
- Already considering transition to next year and staff learning about children they will teach next year.
- Will mix up phase learning, class learning and small group learning in future
- In first lockdown had mix of age groups in a bubbles and saw value in children working across ages too – consider how this can be implemented eg. Previous science week. Looking at more whole school activities.
- Quality first teaching for children easier in small groups – learn how to help children in class before moving them on for additional help. There isn't always a learning barrier.
- Smaller groups help children's confidence

- TAs have said children more resilient than expected
- Teachers have become better at adapting plans and curriculum to meet needs of whole cohort – gave teachers confidence to think on feet and change plans to meet needs of whole group. Y6 did reading fluency intervention and 97% of children improved. As a result, fluency is something that will be taught across school
- Teachers more fluid – responding to what they are seeing in the classroom – more efficient
- Gaps in English identified since children returned to school so have invested in English resources
- Improved ICT and video call skills – consider what this has enabled and how to build on this.
- Learning to personalise teaching schemes they use and appreciate they are not just an off the shelf solution
- Class read was valued during lockdown – getting squashed out again so agreed need to make this a priority in class
- Closer parent teacher conversations going on during COVID – parents considering how they can help and support. Important to keep the level of communication to keep parents engaged in learning. EY considering newsletters. More info on dojo. Videos of teachers and HT to continue as it was nice for parents to see staff.
- Built school and parent community
- PE kit to school saves time and reduces lost property
- Assemblies on zoom have been successful

QU: Is there anything school should be doing to encourage increased confidence that has been seen in staff? CLT have plans - have been discussing peer observations, try out some of the research that staff have been looking at.

QU: How will this be pulled together to capture change and build on these positive ideas? Staff and CLT to review and look at which areas can be changed. Some already changing and some simple ones can just be implemented. Plan to share the list of positives with staff either written or RAG rated with what can be changed. All points already linked to SDP so will be used when updating SDP for September and will pull this info in to it (eg prioritise reading above maths).

QU: You say buy in from some parents has improved but not all – is it still significant numbers? Yes still a fairly large number. Often a handful in each class who will never respond – need to work on reaching those. Comms needs to balance how many messages parents are willing to engage with from school in a week.

The GB commented that this is a very important piece of work and the positivity is great to see. They thanked VME and MD for pulling it all together and agreed that it is now important that the school build an action plan specifically from this to capture the most important aspects that should be continued and feed in to SDP.

It was agreed that it would be important to communicate these insights to parents when appropriate.

It was commented that although a lot of the changes resulting from these insights would be operational that governors role would be to check these are being enabled and followed through which would be possible if they are built in to the SDP.

**ACTION:** VME to build action plan to feed in to SDP, and look at way to share insights with parents.

## 9. Review of policies

- Supporting pupils with medical conditions policy

Confirmed HT named appropriately as the link person in the policy.

The policy was approved

## **10. Link Governor Reports**

- **Finance – Austin**
  - No update since last meeting
- **SEND – Ian**
  - Not present but sent email update prior to meeting.
- **Effectiveness of Leadership & Management – Paul**
  - Continuing conversations around CPD – will write up at appropriate time
- **Curriculum/Quality of Education – Richard, Neil & Tim**
  - Plan to book visit before end of term
- **Maths – Anna-Sofia**
  - Written up report on visit to share with Luke and Molly and then circulate to GB

It was noted that it is important that governors start writing up meetings and visits in order to evidence all the work that is being done.

## **11. Topic discussion for next FGB**

It was discussed that as the next meeting will be the last of the year it would be useful to have an evaluation of the year by governors. Each link governor was asked to bring a full update and so the agenda will dedicate more time to the link governor reports, rather than having an additional topic discussion. This will also be linked to reviewing the current academic years Governor action plan and its impact and to also identify actions for next academic years plan.

## **12. Training Opportunities**

Tim was not present at the meeting but he provided an update by email that all LA courses are fully booked for this term. Governors were encouraged to do online training and to let TG and the Clerk no of any training completed.

**ACTION:** Clerk to get all GB to send update on their training for record

## **13. Correspondence received**

No correspondence had been received.

## **14. Safeguarding**

QU: Has anything changed from COVID? No in fact there is more awareness and communication from being home. But no additional work

**14. Any other urgent business**

PW informed the GB that a governor action plan is meant to be updated regularly with actions, intention and impact. Until now the Chair has been doing but this needs to become something that is part of meetings. PW to circulate action plan so governors can take ownership of their areas and make sure it links in with their report at the next meeting.

ACTION: Chair to circulate governor action plan

ACTION: Clerk to make sure all governors are aware of plans for next meeting so they have time to prepare a report.

PW informed the GB that a LAIG meeting was being held on Thursday 17<sup>th</sup> June and that outcomes from this would subsequently be shared with the GB.

**15. Dates of next meetings of the Governing Body**

Resources Committee 21 June 2021  
 Full Governing Body 12 July 2021

The meeting closed at 8.31 pm

**Actions carried forward**

2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	September
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	September
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
2020/2021- 071	Follow up with Tracey Boram about governor position	PW, RF	By next FGB
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- 075	Build action plan on COVID learnings to feed in to SDP	VME	By next FGB
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2020/2021- 076	Clerk to ask all GB to send update on their training for record	Clerk	ASAP
2020/2021- 077	Chair to circulate governor action plan	Chair	ASAP
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

**Signed by Chair**.....

**Date**.....