

St William's Primary School
Minutes of the meeting of the Full Governing Board (via Teams)

20 October 2020 6pm

Present: Hilary Anderson (HA), Chair; Sarah Shirras (SS), Headteacher; Annelies Hall (AH); Jackie Cole (JC); Samantha James (SJ); Gareth Flack (GF); Kirsty Sims (KS); Vicky Buxton (VB); Mark Bloomfield (MB); Peter Bower (PB); Jon Bendall (JB)

Minutes: Sharon Knight (SK)

Agenda item	Action									
1	Welcome and apologies There were no apologies.									
2	Declarations of business interests/conflicts of interest for this meeting None.									
3	Minutes of last meeting and matters arising Signed as a true record. There were no matters arising. HA commended SK on her minutes.									
4	<p>School updates</p> <p>Before SS began her update GF's son showed governors a picture in the paper in which he featured. <i>Chat. JC said well done.</i></p> <p>SS said it had been a long half term and staff were tired. She gave a massive thank you to the whole staff team. Classrooms had not felt too different, there had been a positive attitude and much had been about routine.</p> <p><u>Attendance.</u> MB had prepared a comparison of children's attendance this year to date with last year, in accordance with Ofsted requests:</p> <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">% attendance</th> <th style="text-align: center;">% X coded absence</th> </tr> </thead> <tbody> <tr> <td>2019-20</td> <td style="text-align: center;">96.49%</td> <td style="text-align: center;">6.42%</td> </tr> <tr> <td>2020-21</td> <td style="text-align: center;">96.79%</td> <td style="text-align: center;">7.52%.</td> </tr> </tbody> </table> <p>Code X reflected non-statutory absence and was being specifically used for Covid related absence this year. SS explained the impact of Nursery on the X code, which her and MB had looked at more closely. <i>Chat. HA said it looked really good; well done everyone.</i> SS said 3 children were still not back at school. VB was working with the families, and reported ongoing anxiety around the bigger picture. <i>Chat. HA said thank you to VB.</i> SS added both families had been in touch with John Fisher (County Council attendance team). He had visited to speak to her and VB so he also had the school's perspective.</p> <p><u>Staffing.</u> An ideal appointment had been made to replace a teacher (Miss Begum) who was leaving at Christmas. Jacob Merrell, a university lecturer who wished to return to teaching, held a MA in primary maths, and had interacted with the</p>		% attendance	% X coded absence	2019-20	96.49%	6.42%	2020-21	96.79%	7.52%.
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	<p>children very positively. SS was to let the class and parents know.</p> <p><u>Teacher appraisal.</u> SS explained the peer development system would continue and there would also be a 1:1 with each teacher, partly to ensure everyone was OK. Some meetings had been held and would be finalised on 22/10. SS described the responsibilities of the SMT in the process. SS, MB, HA and AH were to meet about the Pay Policy on 21/10. Action.</p> <p><u>Remote learning.</u> SS explained this meant learning from home. Blended learning was a mixture of home and school based learning. There would be a legal obligation for schools to offer an equal option for home and school based learning from 22/10. The challenges included having more than 1 child learning from home and preparing suitable packages. Enough class books had been purchased for each child to have their own copy. Action. VB was to give a more formal update on remote learning at the next FGB. She explained the use of Tapestry in remote learning for Nursery, Reception and Y1. Ys 2 to 6 would use Microsoft Teams; every child would take home an exercise book containing a log in for Teams as well as systems already used in school, eg Rockstars. MB was to develop user guides. Laptops would be loaned to children and parents where necessary. Parents would be able to log in for remote parent evenings.</p> <p><u>Inset day.</u> SS explained there would be a yoga session; continuation of 1:1 teacher appraisal meetings; Tapestry sessions for Nursery, Reception and Y1 staff; some family visits to Nursery; and 3 presentation videos on the website.</p> <p><i>Chat. HA said this all looked great. Q: GF asked whether thought had been given to sponsoring a post on FB. A: SS said a link had been added today as well as on school Twitter. Q: JB asked whether thought had been given to parents promoting the school. A: SS said this was a good idea and that parents could be asked before cut off date for applications for places in January. Chat. HA said good idea. Q: GF asked about paying FB for coverage to a wider audience; the cost was not great. A: SS said she would look at this, adding this had been used previously; a payment of around £14 had resulted in a message to tens of thousands of people. Chat. VB wondered about posters with QR codes. KS wondered about school pages on EDP. SS was to check.</i></p>	<p>SS, MB, HA, AH</p> <p>VB</p>
5	<p>Safeguarding update</p> <p>HA thanked governors for doing safeguarding training. JB said he thought it was really good. Teresa and Linda, pastoral workers, had done some mental health training and there had been further training around county lines. They were also to undertake designated safeguarding training, hopefully next term, so they had the knowledge when offering pastoral support. <i>Chat. JC thought this was a good investment.</i> SS</p>	

	<p>said the LA had a rigorous system around why children were not attending if they were having social worker input, so school had to report on a weekly basis. VB advised of an issue involving the use of a mobile phone which had elements of upskirting. This had been managed well by the team and dealt with via the parents. <i>Chat. JC commented "surely not!"</i> The pastoral team were working with about 8 families. VB said good relationships continued with families contacted via email during lockdown.</p>	
6	<p>Statutory assessment update VB advised that she (KS2), Jade (KS1) and Jo (EYFS) were to be trained as LA moderators after half term. Y2 had had completed their first phonics screening check. They had been grouped for phonics in a fluid way which could be adapted for targeting. 60% of children achieved 32% (the pass mark) securely. Eighteen of the 21 who did not were under by just 5 marks. Focussed, intensive support was therefore possible. <i>Q: HA asked when screening proper would take place. A: VB said it would be next half term, so all would be done and dusted by the end of Y2. Q: HA asked whether there was a time frame within which this had to be done. A: VB said it just had to be during the 2nd half of the autumn term.</i></p>	
7	<p>Finance update SS said there would be a full revision budget on 24/11. The latest monitoring report was much the same as the last. There was a need to know how much the overspends etc were one-offs, eg sanitiser dispensers. The £4k for additional Covid related expenditure had been received. Every school who had applied had received this. The government was clear it would not be made available again. The budget was healthy. There were 3 or 4 lines which may need readjusting/consideration on 24/11.</p>	
8	<p>Sarah's secondment – discussion and questions SS explained she would be seconded for 3 days a week as LA Senior Advisor for Leadership. The school would be well paid for this. VB would cover for her and she had the support of the whole team. SS felt that this situation would bring the attention to others who contributed to SWP and they would receive the credit. She said she was very appreciative for the opportunity and that it would have a very positive impact on the school. There would be a discussion about how the additional funds could be used on 24/11. SS and VB would have a discussion over duties. Parents would be told via email on 21/11. <i>Chat. JB offered his congratulations and said it sounded like a great</i></p>	

	<p><i>opportunity. SS thanked him along with everyone who had wished her well.</i> HA said this was a good opportunity for SS and for the senior staff to strive and grow in their professional lives. She added it was a good opportunity for VB; SWP would be in an able hands. <i>Chat. JC agreed this was a really good opportunity for ss and VB. GF said “well done” to both. SJ said “well done” to SS and “congratulations” to VB. Q: HA asked what VB’s title will be. A: SS said AH would probably have a view. Chat. SJ liked Head of School. HA agreed.</i> HA said she would continue to pop into school to see VB. <i>Q: JB asked, in relation to SS’s possible CEO designation, about her exposure to CEOs in public and private sectors. A: SS replied many aspects of what she would be doing were consistent with CEO. Chat. HA said SS/VB would officially be a job share. Q: GF asked whether VB would relinquish some of her responsibilities. A: SS explained how VB could work and that she would decide how the extra money could be spent.</i></p>	
9	<p>Chair’s update HA said she visited school at least once a week but that she could go in more often if needed. She invited governors to contact her whenever they needed. She added she had signed the Safeguarding Policy and final School Fund audit report. She invited those governors who had not already done so to do the safeguarding training. The virtual governor conference on 20/10 about resetting governance had been really good; it was well run and well put together. SS had run the finance workshop HA attended, which had covered the bigger picture. HA congratulated her on making it so clear. Dr Louise Smith, Director of Public Health had given the closing keynote speech in which she shared her concern over children’s wellbeing, mental health and Covid protection in schools. Action. HA was to send slides. <i>Chat. SS agreed it had been very well organised.</i></p>	HA
10	<p>SDIP – format and link governor roles SS said the structure of the SDIP before the pandemic was the best SWP had ever had. The Education Endowment Fund, run by the Sutton Trust, had produced a report based on research based education, with an overview specific to 2021. The report had links to :</p> <ol style="list-style-type: none"> 1. High quality teaching for all, including a SEN document which also focussed on great quality teaching. 2. Targeted academic support, including interaction with TAs etc, and the role and use of tutoring. 3. Wider strategies, including residential. 4. Business development, MB’s role, which in the context of SWP included cleaning, Shining Stars, finance and health & safety in daily activities. <p>SS had emailed the first draft of a document linking a governor to each area, eg Jade and Jon had maths. Action. MB was to develop an electronic proforma for governors to</p>	MB

	feedback to FGB on meetings with link staff member. SS would discuss link roles with staff. She would have refined next steps before the next FGB. Teachers would contact governors before Christmas. <i>Chat. JC thought it looked good.</i>	
11	AOB JC said she felt the meeting length of an hour and a half was manageable at the end of a day after a lot of virtual meetings. HA said there was no need to cover masses in one meeting. Action. HA was to meet with AH about HR training, to hopefully fit it in before Christmas. HA checked everyone was happy with the way the meeting had been run, which they were.	HA, AH
12	Date of next meeting: Tuesday 17 November 2020 at 6pm via Teams.	