

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

29 September 2020 6.30pm

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); Nicola Finch (NF)

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 SS asked for amendments to be made in respect of H&S visits from NCC and £4k claim from government. Action. SK to make the amendments and email minutes to HA for signing. There were no matters arising.	SK
4	Nominations and voting for Chair and Vice Chair SK advised she had received nominations for HA as Chair and JC as Vice Chair. Their appointments were unanimously agreed.	
5	Introduction of new governor HA introduced JB as the new co-opted governor and welcomed him to the GB. He described his skills and background. Governors introduced themselves and described their roles and background, as did NF.	
6	State of the "St William's nation" report SS briefly reminded governors of SWP's situation before lockdown to the last FGB. <u>Shining Stars</u> had been open for 4 weeks in the summer which had given child care for some parents who had not had any for some time. MB confirmed there had been a financial loss of just over £1k but pointed out this was not a typical year. Spare capacity had been offered to families. SS reported parents had said they were pleased this had been offered. Chat. JC felt this was a positive development. <u>Return to school in transitional week.</u> There had been 3 Inset days covering subjects, equality, safeguarding and step-on. Once children returned, year groups and phases were given autonomy over breaks. SS said staff had found the return tiring as nothing had been instinctive. Some After School Clubs had been started. Chat. HA thanked staff who had run these. Singing was able to resume when children could be well spread out. PPA cover had been by people allocated to phases, which	

	<p>had been explained to parents. Gates – parents largely keeping on the move; any issues would be addressed. In general the return to school had been very positive; most children were delighted to be back. Q: AH asked about attendance. A: SS confirmed this would be covered later in the meeting.</p> <p>Staffing. Site Manager (Scale F) would be replaced by Caretaker (Scale C) as MB would cover some of Site Manager responsibilities. The new appointment (Glenn) was currently overlapping with Site Manager and was to start later in the week. Shining Stars staff had been reduced with cover provided by a temporary member of staff when necessary. The shielding TA (Julie) had retired and been replaced with Vicky Faulkner in 5GS. Chat. HA had sent her a card from all governors. The possibility of an extra TA in the afternoons was under review; there were a number of practical jobs for TAs at the moment. All TAs currently paid Scale D were to receive an honorarium payment at Scale E (equivalent to Cover Supervisor) until end November. Q: HA asked for a sense of catch up time for reading. A: SS confirmed this would be covered later in the meeting.</p> <p>Attendance. The Norfolk approach has been to work with families who were finding it difficult to come to school. One SWP family was home educating; 3 other children from 2 families had still not returned to school – VB was working with these. Every school had an allocated Attendance Officer. In general attendance was up and down; 31 children had been off at some point due to members of their families being tested. Code X (children of non-statutory age off) had been extended for any Covid related absence. These would not show up in data. Action. MB to begin including this in the statutory overviews. There were more than the usual number of children for the time of year with runny noses. Chat. JC said the number of children with coughs and colds was partly due to having no contact with other children for 6 months. HA agreed. Other absences (8 yesterday, 9 today) were due to SRB attendance.</p> <p>Exclusions. There had been 1 fixed term exclusion of 1 day for purposely breaching the rules on mixing group.</p> <p>Staff absence. There had been 34 days of which 12 were Covid related. There had been no multiples. All had worked from home. This was being carefully monitored. Action. MB was to send the comparison to last year.</p> <p>School dinners contract. Edwards & Blake were not taking any income from schools during lockdown, saving SWP £2,700 per week. Last week hot dinners started and were being delivered in polystyrene containers and there were a few concerns over quality. MB will order biodegradable containers to use once polystyrene ones have run out. VB said staff were recycling what they could. Classrooms were a bit messy after eating</p>	<p>MB</p>
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indoors. Y1 were in the dining room and this required cleaning between groups. Q: AH asked whether children had given feedback on hot lunches. A: SS said it was mixed and added some were still having packed lunches. Chat. SJ said Y1 lunches were going well and were an enjoyable time. Q: JC asked whether any thought had been given to rotating year groups eating in the dining room. A: SS replied Y1s would find it difficult to eat in classrooms. A: VB added it made more sense for Y1s to use dining room as it required minimal walking.

Building improvements. These included:

- Covid-related adaptations
- New handbasins
- Cold drinking water machines were to be made more easily available
- There were 3 staff rooms which fit in with phases
- £20k of roof work had been completed
- Outsides of stairs had been boxed off for children's safety
- Cycle rack had been removed; now front, back and KS1 playground
- New office for Jo Smith closer to EY/KS1 area
- The Nest had been divided into 2, making space for Y6 child with specialised curriculum.

Staff appraisal. Some teacher appraisals needed to be carried out by half term. It was hoped the Pay Policy would be ready soon.

SDP. This ground to a halt as focus was on getting school to work properly. SS proposed use of Education Endowment Fund: Guide to Supporting School Planning to shape the SDP. MB sent the link to all. The 3 tiers were:

- Tier 1, teaching – Quality first teaching.
- Tier 2, targeted academic support. Since lockdown the focus had been settling children back. Government is giving schools catch up funding of £80 per child, not based on school's social context. SWP would therefore receive about £32k. The government national tutoring scheme, worth £130m overall, would also provide funding and would be tailored to the needs of the children.
- Tier 3, wider strategies, eg parental engagement, social & emotional support, routines and behaviour support.

Chat. KS said staff were getting used to routine and expectations. VB, HA and KS commented favourably on the model. Q: PB asked whether it would be possible to have a structure of help for parents, despite SWP having already provided a great deal. DB agreed. A: SS replied SWP knew how more could be done, adding families had spoken of lack of motivation. Children were being shown what they could use at

	<p>home, so if necessary, the offer would be more comprehensive. VB added the next offer would include more feedback to children from school. <i>Chat. HA thought children and parents would have a better sense of needing to continue children's education in the event of a 2nd lockdown.</i> HA said she liked the idea of the SDP revolving around the 3 tiers. She added new ways of governor contact with staff around SDP were being looked at.</p>	
7	<p>Safeguarding update and information regarding online link for safeguarding training for governors</p> <p>VB advised that MB had sent a link to access online training delivered by The Key. SWP had bought into this system which provided good scenarios. <i>Chat. KS said it was very good. HA was pleased to hear that. MB said it would be good for high volume training. SS said it would also be good for new members of staff, adding Gregg had done the training.</i> VB said the Safeguarding Policy had been updated, including an annex covering Covid. Action. MB was to send the policy around and add the policy to the website once HA had signed the first page. Action. HA was to sign the first page. Chat. SS suggested JB meet with VB for a briefing over safeguarding. Action. VB shared slides of the updated policy, including the areas, what staff needed to know, and what had been added (summary; parts 1,2 and 4; annexes A and B). <i>Chat. HA said well done to mental health champions; would be so valuable to school.</i> VB said additional units could be accessed via The Key. SS said learning should be more efficient with the use of shorter sessions. <i>Chat. AH agreed that short training sessions were a good way forward.</i> VB added school attendance information had been updated. The office were maintaining a log of those being tested. Parents were able to 'phone. In terms of attendance expectation, VB was working with 2 families. The NCC attendance team congratulated SWP for how well they were supporting families. Action. Governors were to advise SK when safeguarding training had been completed. SK was to update GH training records.</p>	<p>MB</p> <p>HA</p> <p>JB, VB</p> <p>All</p> <p>SK</p>
8	<p>Statutory assessment update</p> <p>VB advised that current Y2s would have taken the phonics check in Y1, and that they would be tested by whichever test school chose. They would have half a term to be prepared. Y1s who did not pass would retake the test in Y2. Mini assessments would be undertaken. EYFS would be phonics checked, KS1 assessment would continue, Y2 would be teacher assessed, Y4 would do the multiplication test as they did not do this last year, and Y6 tests would continue. VB added there were still moderators in school. <i>Chat. SS gave a thumbs up to school moderators.</i> VB talked about circles: if a child was inside, all was well, and if on the periphery, or outside, all was not so well. She said staff were using more formative assessments to determine where children were so</p>	

	<p>they could address what they needed. SS said staff teams were being utilised well. VB said she had asked staff to capture where children were from a mental health point of view and an academic buoyancy point of view. <i>Chat. HA loved school thinking about academic buoyancy. Q: AH asked about parent evenings. A: SS said that was a known unknown. Thoughts had included giving teachers release time to do these online. Videos had been posted. There was a need to personalise how any child was doing. Also each year group had an email address through which parents could communicate. Q: PB asked whether parents would be made aware of how children were progressing according to circles. A: VB replied this was currently being used for teacher to capture where children were, adding it was probably a bit early to be having conversations with parents.</i></p>	
9	<p>Finance update SS shared the latest budget. The next revision was due on 24 November, and JB would be invited to attend. SS highlighted lines showing differences from the expected 41.67% for the financial year. Supply, training, learning resources, Shining Stars, catering supplies, refuse collection, water and sewage were lower than expected. Building & maintenance and ICT learning resources were higher than expected. She concluded the bottom line (£131k c/f) was really healthy. <i>Q: AH asked whether SWP had received any more money from NCC for the roof. A: SS confirmed all the expected £150k had been received. Q: AH asked whether there was concern about costs for pay rises for support staff. A: SS confirmed these had been built in to the spreadsheet. HA said it had been really helpful to be at the June budget revision and was looking forward to attending on 24 November.</i></p>	
10	<p>Recap and review of governor assigned roles. How can these be fulfilled in the current climate? HA reminded governors of the non-SDP roles set last academic year. There was discussion over how certain roles could be achieved in the current climate and how things might look eg safeguarding, EYFS, developing staff, parental & community engagement and data. There would be future discussion on how governors would support the SDP and whether further roles should be created. Action. Governors were to send HA ideas on how they envisaged carrying out their roles and how they could tie in with school staff. <i>Chat. SS felt a link member of staff for each governor role would be a good idea, with meetings in person or virtually. Also a link to each phase. JC asked whether school was happy to have governors visit. SS confirmed outside visitors were allowed provided all was well and sanitation used. After children had gone home was best. There was a system which could ensure track & trace. SJ reminded that her role was phonics. SS confirmed JB's remit would be finance.</i></p>	All

11	<p>NGA membership update HA confirmed NGA membership had been updated to gold to give GB access to more and included discount to learning link. There were about 50 training modules as well as bite size. <i>Chat. NF said Brundall found gold membership good value and pointed out it also gave access to NGA advice line.</i> HA gave username and password.</p>	
12	<p>Governor training Action. All governors to do safeguarding training. Action. AH to provide HR virtual input to which Brundall would be invited. Action. HA and NF to discuss content. <i>Chat. VB said all staff had got something out of safeguarding training. KS said it had been a refreshing approach and had made her think more. AH advised SK of training she had undertaken to be added to GH. Action.</i> NF said NGA learning modules were great and it was possible to pop in and out. It was good for governors with specific links. <i>Chat. KS said it would be good to know more about staff governor role.</i></p>	<p>All AH HA, NF</p> <p>SK</p>
13	<p>Dates for meetings 2020 – 2021 After discussion about time it was agreed meetings would begin at 6pm. Dates were as follows: 20 October, 17 November, 15 December, 2 February 2021, 2 March, 20 April, 18 May, 22 June and 13 July when data in.</p>	
14	<p>AOB None.</p>	
15	<p>Date of next meeting: Tuesday 20 October 2020 at 6pm via Teams.</p>	