Townley Primary School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

TEAMS Virtual Meeting of the Full Governing Body
Thursday 2nd December 2021 at 6:15pm

Name	Initials	Role	Present / Apologies / Absent
Sarah Bayliss	SB		Present
Yvonne Chenery	YC		Present
Simon Freeland	SF		Present
Maria Higgins	MH	Headteacher (HT)	Present
Nathan Lansdell	NL	Associate Member	Present
Jeanette Redding	JR	Vice Chair	Present
Sue Rudge	SR	Chair	Present
Paul Simpson	PS		Present
Giles Thorlby	GT		Apologies
Sophie Pheasant	SP	Clerk	Present

		Action	By whom
1. Opening Formalities	*1.1 Those present and apologies* The Chair welcomed those present and stated apologies on behalf of GT. *1.2 Acceptance of apologies*		

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	Apologies accepted by all present. *1.3 Annual declarations of interest forms* SR confirmed there are now none outstanding. *1.4 Declarations of Interest relating to an Agenda item* None		
2. Minutes of previous meeting and matters arising	*2.1 Action Points from meeting dated 07.10.21* AP1 - Declarations of interest - completed AP2 - Amend the standing orders - completed AP3 - Amend the TOR - completed AP4 - Leave minutes and policies in Chair's in-tray – completed and signed AP5 - Produce attendance report identifying the Covid absences - completed AP6 - Write to FOTS - completed AP7 - Read KCSIE and notify RBL - completed AP8 - Read GSWP and notify RBL - completed AP9 - Complete Cyber Security and Prevent training – completed by majority *<u>Action Points from meetings prior to 07.10.21</u>* SR explained that she attended a pay committee meeting with GT and SF. Staff salary increases are completed but they still need to confirm HT's salary with EPM. SR said this will be complete by the end of this term. Chair said the SEF is to be reviewed and updated, and that the dining hall will be kept under review. Chair explained that there are still some outstanding visit reports to be uploaded to Teams.	AP1. Safeguarding training AP2. Provide a photograph for profile in newsletter	GT PS and NL

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	2.2 Matters Arising Referring to 'Code of Conduct' page 4, Chair explained that she is still waiting for a response about whether a separate code of conduct is needed for governors or whether governors are to abide by the agreed code of conduct for all staff. Chair reminded all governors of the importance of checking and monitoring information provided by HT. All present accepted the minutes pertaining to the previous meeting. *2.3 The Chair to sign the minutes* The Chair signed the minutes pertaining to the previous meeting.		
3. Headteacher's report	*3.1 Headteacher's Report* All present confirmed they had read the report. <u>Handyman</u> HT informed GB that she's appointed a handyman and that he should be starting on Monday 6th December 2021 if all checks are completed <u>Teaching Standards</u> Governor Challenge – A Governor referred to the report's use of "All teaching remains good" and asked HT if it refers just to the day that HT looked at it or if it is consistent and how HT knows. HT response - HT explained that it is consistent and that she knows because she is in classrooms and lessons daily, that subject leaders observe lessons, and because of the work in pupil's books. HT also explained that each teacher and TA has a teacher-on-a-page document where she notes all significant information pertaining to observations,		

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	and that a primary adviser has linked her with another school as moderation who will observe teaching in every class when safe to do so. The Governor then suggested that "All teaching is good" should be reworded to "All teaching remains consistently good across all curriculum areas." <u>Light and Life Assemblies</u> Governor Challenge - Governor asked HT what 'Light and Life' assemblies are and how they benefit the school. HT response - HT explained that 'Light and Life' are a Christian group that perform an act of collective worship combining live action and a puppet. Due to the pandemic, these assemblies are currently only virtual. HT added that the children engage well with these assemblies and that some children write letters to them in their spare time. HT also said these assemblies are a good way for children to learn bible stories and that it provides the children with another voice. Governor Challenge – a Governor questioned how religious these assemblies are as not all pupils have Christian beliefs. HT response - HT explained that assemblies are a daily collective worship that must be of a broadly Christian nature. Parents can choose to withdraw their children from assembly and those children are given other activities to do in a different area. <u>FOTS Meeting</u> A Governor asked if the FOTS meeting had happened. HT replied that there was a quorate outdoor AGM last week, that a Vice Chair was elected and the Treasurer remains the same.	AP3. Reword part of the report as suggested by JR	HT

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	National Tuition Data Governor Challenge – A Governor asked for more information on the national tuition data, as HT said that more information would be provided. HT response - HT explained that the data shows that the nine children receiving maths tuition have not made the progress we had hoped. Test papers indicate that the children do not have the stamina needed to complete the tests so a teacher is now working with those children to assess this. Governor Challenge – The Governor asked if it is possible that the tuition program is not fit for purpose. HT response - HT replied that children seem well engaged and enjoy the tuition, and that the impact of the pandemic is likely a contributing factor, especially regarding stamina. A Governor commented that his son enjoys the tuition. Support for SEND funding Governor Challenge – A Governor asked if HT had any more success with accessing support for funding and cross boundary issues. HT response - HT explained that she has managed to get some funding for four children and that MPs Steven Barclay and Elizabeth Truss are still working to support children in Norfolk awaiting diagnosis. Some parents have also emailed Elizabeth Truss to add a personal touch. HT has again written to both MPs regarding concerns with funding and support delays. EHCPs	AP4 update in next meeting	HT

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	Governor Challenge - governor asked how many pupils there are with an EHCP and how that breaks down across Cambridgeshire and Norfolk. HT response - HT said there are nine children with EHCPs, four in Norfolk and five in Cambridgeshire, that two other Cambridgeshire children have been assessed, an application has just been made for a Norfolk child and school is currently gathering evidence for two other Norfolk children. Currently, there is one child in Year 5/6, three in Year 3/4 with a fourth due any day, and five in Year 1/2 with an ECHP. Governor Challenge – a governor questioned why this school has four times the national average for ECHPs. HT response - HT explained that lots of parents out of catchment come to view the school as other schools have told them that they cannot meet their child's needs. A Governor pointed out this is illegal and HT agreed. One Governor shared her personal experiences about viewing other schools and explained that the schools were very careful with their wording but made it clear they did not want her children there. HT response - HT explained that she has to accept children with an ECHP from Norfolk when we are not at PAN or when we are formally directed to take them, although she did refuse to take on a fourth child in year 1 with an EHCP and the LA supported her decision. A Governor commented that the school has a good reputation for being inclusive but that governors need to be mindful of the funding issues and the impact and effect that the number of EHCPs within the school have on staff and other children. HT response - HT explained that she had spoken to Norfolk this week and asked them to allow her to help their (Norfolk) schools become more inclusive.	AP5 To be updated in next meeting	HT

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	HT invited SB as SEND Link Governor to meet with her to discuss SEND further as there is too much to go through in this meeting. <u>Bagels</u> HT explained a new scheme where the school receives funding for bagels and will continue to do so until 2023 because of the school IDACI (Deprivation Index) quintile. Governor Challenge – a governor asked if morning bagels have improved punctuality or attendance. HT response - HT explained that the morning bagels have improved punctuality and attendance, especially among pupil premium children. They have also had a positive impact on behaviour in creating a settled start to the day. <u>Wellbeing Charter</u> HT explained that DfE have released a staff wellbeing charter to show that they are committed to the wellbeing of their staff. Ofsted have also signed the wellbeing charter. HT stated that she believes staff wellbeing is one of the main drivers to pupil attainment because if staff are happy and enjoying their role it assists them in doing their best for the children. HT said she discussed the charter with teaching staff and they have agreed to it. HT has signed it on behalf of the school. HT added that staff have asked for there not to be any more policies around this so they can focus on their jobs while doing the best for themselves.		

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4. SIDP and SEF	SIDP HT explained that some of the plan will need to change as, in January, she will be acting Head at Spring Meadow Primary for three days a week providing them with support at LA's request. SEF SR suggested that the SEF update positive actions that the HT had stated about the impact of the morning bagels, and the floor books for Early Years and Hawker class.	AP6 Add new information to SEF	HT
5. Safeguarding Updates	*5.1 Self Review Audit of Single Central Record* S/G Governor explained what the single central record (SCR)is for the benefit of new governors. She then explained that HT and herself had attended a course with the safeguarding lead of the LA and that he shared a document that allows the school to audit the school central record. SR, HT and staff member (TC) had completed the document together and all is compliant and in place. *5.2 My Concern - breakdown of categories of concern, Autumn 2021* Governor challenge S/G Governor asked for details of the most dominant areas of concern. HT explained that she can't give a breakdown of categories on My Concern because the category of concern is only recorded where child protection is open to Section 47 or Section 17. The concerns logged are generally early help incidents so will not be recorded as a category. However, HT stated that most incidents that have been raised since returning in September 2021 have been linked to domestic abuse.		
6. Finance Updates	*6.1 Sports Premium*		

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	HT said she is really pleased that last year all year 6 pupils managed to swim 25 metres despite the school closing two weeks early because of the pandemic. HT added that the children are active and are outside a lot including activities with Sports Active. HT explained that she is having difficulties getting the outdoor concrete table tennis table because she only wants one. HT has chased local companies but has not been provided with quotes. HT added that she would like to develop competitive school sports with other schools but that transport is too expensive at the moment. A governor asked if it was possible to borrow a local secondary school's mini bus. HT explained that Neale Wade have said they will allow us to borrow their mini bus but only if we have driver and nobody has a mini bus licence. Also, the timings would not work as Neale Wade will need to use the mini bus at the end of the school day. Even so, it is still worth considering in the future. *6.2 Pupil Premium* HT said that Miss Hammond has been fantastic regarding Pupil Premium this term. She has helped HT to write the report and lead on it. Miss Hammond now has a different perspective on it as her ELSA work now allows her to work with children across the school rather than being limited to a 'bubble'. *6.3 Pay Committee Report (GT)* GT, SF and SR agreed to all suggestions by HT regarding staff pay increases etc. *6.4 HTAR (JR)* The HTAR has been conducted ; all objectives were met despite Covid. They have made recommendations to the Pay Committee and it will be settled before 31st December 2021. *6.5 Budget update and GB actions*	AP6 Arrange another Pay Committee meeting	GT

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	HT said there is no budget update available as Ms Chisholm has been absent for a week. HT said that there may possibly be a carry forward £60,000 for next year, which is not a huge budget. This time last year there was £120,000 to be carried forward. She reiterated that the school lacks funding for some children that need extra support for their additional needs. SR said there is a virtual meeting with Annette (SFA)at 1pm on Friday 14th December. Chair suggested a meeting in January, after SFA visit on 13th to look more closely at funding involving all interested Governors so that we can scrutinise BMR more closely. HT said that broadband costs £3,150 and this is an increase of 50% on just one item. *6.6 Energy Efficiency Funding* HT said that the council have a new initiative for schools. She said there is someone coming to visit the school on 6 December to assess the school's energy efficiency but that she doubts they will be able to find a way to make the building eco-friendly as it's an old building. HT is cautious about changing the building and its heating as the heating system has not caused any problems. HT said there is energy efficient lighting throughout the school and acknowledged that new taps could reduce a lot of energy usage but said they would have to be push down ones that younger children will not be able to manage.	AP7 Chair to arrange Zoom meeting AP8 Feedback from meeting to next GB	SR HT
7. Health and Safety	<u>Charlotte's Garden</u> HT explained that tree surgeons have removed trees from Charlotte's Garden and that it is therefore not safe at the moment, because the site is now not secure. All staff have been informed and are aware of potential dangers. The area is not currently in use. A quote for fencing has been received and as soon as the invoice is paid the fencing will be installed. The fencing payment/installation has been delayed by office staff absence. <u>GLEADS</u>		

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	HT said that no one is accepting responsibility for the defects in dining hall plans and that GLEADS architects are supposed to be coming back. HT said the LA are chasing it.		
8. Website Compliance	Mrs Evan's contact details are now on the website. NL said he's audited the website and he does have some issues with its functionality - some ports require more clicks than others. He also said the website is outdated and difficult to navigate. Another Governor said that their partner finds the website frustrating at times because of navigation issues. S/G link Governor confirmed that Safeguarding is easy to find, in less than 2 clicks as recommended, HT said the website is compliant with DfE requirements and content and this is confirmed in recent Governor audit of DfE statutory requirements.		
9. Governor monitoring, training and CPD	*9.1 Monitoring visits* Chair said there were thirteen visits on Teams and that reports should be checked by HT before uploading as she is aware of specific issues that might be affecting individuals. *9.2 Training and CPD* Chair said that twenty sessions were logged. Some have still to complete PRIDE and/or Cyberbullying. Chair explained to everyone that we aim for two training slots per Governor each term and that this is usually exceeded showing that Governors acknowledge the need to keep up to date. *9.3 Issues arising from Governor visits* One Governor said that handwriting and presentation seems to have deteriorated because of educational gaps caused by Covid. Another said that some books display a lot of worksheets and that some marking didn't address key errors or provide corrections. She added that her comments regarding worksheets was not a criticism but an observation.	AP9 Monitor in Spring term booklooks	ALL
10. Policies and Procedures	*10.1 Policies* 3. Admissions		

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	10. Complaints 19. Governor Allowances 41. SRE 45. Mobile devices 54. Managing serial complaints 57. NQT 58. LAC 59. Exclusions (ii) EPM Pay Advice Note - Chair said that the EPM Pay Advice Note is now a statutory document and that governors need to note acceptance so that it can be actioned with regard to teacher's pay. (iii)Guidance for schools on the use of images All policies and procedures listed were agreed.		
11. Communication with Stakeholders	*11.1 The Heron and Welney News* HT said both The Heron and Welney News are good for promoting the school. Welney News allows free range and one child will be writing a piece for the February issue. The Heron does not publish work by the children unless they are doing a competition or have specifically asked for contributions but both allocate a minimum of a whole page each month. *11.2 Facebook* Response to the Facebook page has been very positive. It was used to asked for raffle prizes and many donations were received from parents and community businesses. HT said she was surprised that a recent incident at school was not mentioned on Facebook and that it is a testament to how well the incident was dealt with.		

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	11.3 Newsletters HT has not received any feedback directly about the newsletter but parents of children have told another teacher that the newsletter is invaluable to them. Staff have said they've enjoyed reflecting on their week with the children and including photos of the children adds a more personal touch. *11.4 Parental communication and ParentView* HT said there has been no negative parental communication. Some parents have overpaid for the panto trip so that others may attend. Parents have donated enough books for the term, butter and money for the bagels, and copier paper. EYFS received a card from a parent thanking staff for the support they received when they had another baby. HT said that fifteen parents had used ParentView up until yesterday and that she has been targeting parents and asking them to use ParentView. 100% would recommend Townley and there were no responses below 'Agree'. HT said that generally unless people have something to complain about they are unlikely to go on ParentView and that if they are unhappy she would prefer them to raise the issue with her directly so that she can deal with it. A Governor commented that this year it is more difficult to approach parents in person due to the pandemic to ask them to complete Parentview.		
12.Education news and correspondence	HT said that she received a personal response from Liz Truss, MP. Liz Truss is trying to improve cross county funding issues for children under Norfolk community care.		
13. Impact of meeting and impact of Townley on other schools	*13.1 Impact of meeting* • Governors agreed that the meeting showed clearly how well governors know the school • there was a lot of questioning and many challenges raised • a lot of information was shared, and there were many positive comments. • GB agreed to meet to focus on budget issues moving forward • Pleasing to see the positives about our school from parents and community		

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	13.2 Impact of Townley on other schools HT will be supporting Spring Meadow for one term and will also be supporting new headteachers locally. This will allow communication with schools that might not otherwise come into contact with Townley. Chair still working with another school in her role as Cambs Leader of Governance but likely to withdraw soon as new HT now settled in there. VC still active in 2 other academies/colleges in Cambs.		
14. Any other business	No other business discussed.		
15. Future meetings	Thursday 3rd February 2022, 6.30pm Thursday 24th March 2022, 6.30pm Thursday 5th May 2022 – Budget setting Thursday 19th May 2022, 6.30pm Thursday 7th July 2022, 6.30pm The meeting closed at 8:32pm.		

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