

Townley School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

TEAMS Virtual Meeting of the Full Governing Body Thursday 15th July 2021 at 6.30pm

Name	Initials	Role	Present / Apologies / Absent
Sarah Bayliss	SB		Present
Yvonne Chenery	YC		Apologies
Simon Freeland	SF		Present
Maria Higgins	MH	Headteacher (HT)	Present
Jeanette Redding	JR	Vice-Chair	Present
Sue Rudge	SR	Chair	Present
Giles Thorlby	GT		Present
Rebecca Blakeway-Long	RBL	Clerk	Present

This meeting was held at a time when the whole School had closed as a result of Covid. The HT was unwell and had lost her voice, so the meeting concentrated on key elements only

		Action	By whom
1. Opening Formalities	<i>1.1 Those present and apologies</i> The Chair welcomed all. Apologies from YC as she is self-isolating and unable to access a device.		

Signed by the Chair on

2021.....

	<p><i>1.2 Acceptance of apologies</i> Accepted.</p> <p><i>1.3 Declarations of Interest relating to an Agenda item</i> None</p> <p>Clerk took over the chairing role</p> <p><i>1.4 Appointment of the Chair</i> SR volunteered to act as Chair over the next academic year. <u>Governors agreed</u> to accept SR as Chair</p> <p>SR resumed role as Chair</p> <p><i>1.5 Appointment of Vice Chair, HTAR panel and Pay Committee</i> JR volunteered to act as Vice Chair over the next academic year. <u>Governors agreed</u> to accept JR as Vice Chair SF, JR and SB agreed to form the HTAR panel GT, SF and SR agreed to form the Pay Committee</p> <p><i>1.6 Resignation of Angela Fraser-Wicks (AFW)</i> The Chair informed the GB that AFW had resigned due to work commitments. The HT will put a notice in the Heron, SB will speak to the village Eco champion, Nate, to see if he would be interested. All Governors to make enquiries.</p>		
2. Minutes of previous meeting and matters arising	<p><i>2.1 Action Points from meeting dated 27.5.21</i> <u>25.3.21</u> AP4. Completed. AP5. c/f AP7. Completed.</p>		

AP1. Make enquiries into a replacement Governor

	<p><u>27.5.21</u></p> <p>AP1. c/f. See item 4 below</p> <p>AP2. Completed.</p> <p>AP3. c/f. Everyone has admitted that there is a problem, but no one is taking the blame. The School has been told that the situation will be resolved by September. The HT is waiting for the air handling unit people to respond with a solution.</p> <p>AP4. Completed</p> <p>AP5. Completed</p> <p>AP6. Completed</p> <p>AP7. Completed</p> <p>AP8. Completed</p> <p><i>2.2 Agree the Minutes</i></p> <p>Governors agreed to accept the Minutes</p> <p><i>2.3 Chair to sign the Minutes</i></p> <p>The Clerk will leave the Minutes and Policies listed under item 10 in the Chair's in-tray for signature at the beginning of the academic year.</p>		
4. Headteacher's Report	<p>The HT provided Governors with a written report in advance of the meeting. Written questions had been forwarded to the HT and responses received.</p> <p>Governor Challenge – why were the wellbeing sessions that the HT attended unhelpful?</p> <p>HT response – the emphasis was not right. Most of the sessions were around child wellbeing and the strategies discussed were things that we do routinely at Townley. The last session was the most useful as this discussed Staff wellbeing.</p> <p>Governor Challenge – what are CUSP and CLUSP?</p> <p>HT response – CUSP is the Curriculum Unity Schools Partnership and CLUSP is the Curriculum Literacy Schools Partnership. CLUSP includes guided reading and a number</p>		

	<p>of books are required. Friends of Townley School (FOTS) have started fundraising and they have already received around £300 in donations.</p> <p>Governor Challenge – Emerald class met a virtual Viking. How did this impact on their learning?</p> <p>HT response – the Viking was an alternative source of learning. He was able to answer a whole range of questions to which the Teacher would not necessarily know the answer.</p> <p>Governor Challenge – what are you doing to alleviate the gap in the notional Special Educational Needs (SEN) funding?</p> <p>HT response – a Norfolk representative came to the last Local Authority Improvement Group (LAIG) meeting. The difficulties with the funding were raised at this meeting and the HT was informed that Norfolk are changing processes, but they will not take effect for another year. The Norfolk representative asked the HT to talk to her privately after the meeting. The HT also informed Stephen Barclay MP of the problems.</p> <p>Governor Challenge – the attendance figure has not been completed. How does attendance relate to national?</p> <p>HT response – Townley is mainly in line with other Cambridgeshire schools. Jonathan Lewis at the LA has stated that we are in line with national and that our vulnerable pupil attendance is better than Cambridgeshire schools. YC was due to provide more information on attendance but unable to attend.</p> <p>Governor Challenge – the School Improvement and Development Plan (SIDP) refers to Claire King, a Governor who has resigned, on a number of occasions.</p> <p>HT response – this is an older copy, the version for September has been updated. Updates to the Self Evaluation Plan (SEF) have been made by JR, GT and SR. SF, YC and SB will look at their parts over the summer. JR offered assistance if required.</p>		
4. Safeguarding updates	<p>The Safeguarding Wheel has been uploaded to TEAMS. This contains all aspects of Safeguarding that Governors should consider in their meetings across the year. CoG will add aspects to each meeting agenda from Autumn term to be considered by the relevant Governor.</p>		

	<p>The HT has submitted the Annual Safeguarding Report to the LA and is waiting for a copy to be returned. There were no gaps in the report and all Safeguarding training is up-to-date.</p> <p>The Safeguarding Review Tool has also been uploaded to TEAMS. This is an audit document. There are a few amber areas that need to be considered, but it could be that these are not relevant or that Townley approaches them differently.</p>		
5. Finance updates	<p><i>5.1 Budget</i></p> <p>The Budget has only recently been set. There is an overspend on Staff training and development, but this is offset by Opportunities Area Funding (OAF). Early Years funding should even out when further monies are received at the end of term. Although Pupil Premium and free school meal (FSM) income is likely to be lower than expected, it is hoped that further Covid catch-up funding will be received. The Budget includes an allowance to take into account a 2% teacher pay increase. The LA Finance Officer was complimentary about the annotations made by the School Secretary on the Budget.</p> <p><i>5.2 to 5.5 Catch-up funding, OAF, Pupil and Sports premium</i></p> <p>All paperwork has been uploaded to TEAMS for Governors to review. The HT recommended that all Governors print out the OAF paperwork, so that they are able to answer any questions that Ofsted may ask. All monies received to date have been allocated, but the HT can now apply for next year's funding. This is likely to be for more generic offers rather than bespoke offers.</p> <p>JR noted that the recent OAF meeting was very interesting. It was clear that the local OAF co-ordinator was very clear about the impact that the funding had on the School. The Chair wrote to the OAF to thank them for their support.</p>	AP2. Print out OAF information	All
6. Governor Reports and Monitoring	<p><i>6.1 Governor reports</i></p> <p>The Chair asked Governors to upload their reports for the end of term. It was noted that JR had to cancel 2 visits due to staff absences and illness.</p>	AP3. Upload all visits reports	All

	<p>6.2 <i>Actions arising from visits</i></p> <p>The Chair will send this to Governors after the meeting. There are only about 4 items to consider.</p> <p><i>Post meeting note...completed same day</i></p>	AP4. Send actions to GB	SR
7. GB action plans	<p>Leadership of Governance and SIDP/Recovery Plans</p> <p>These are working documents. They have been updated and uploaded to the monitoring channel in TEAMS. The Chair will continue to work on the documents over the summer and invited other Governors to RAG this also.</p>	AP5. RAG Action Plans	All
8. 5 key points from the LAIG	<p>This was very positive and is the final LAIG meeting.</p> <ul style="list-style-type: none"> • Huge congratulations to the HT, governors and staff who have continued to move the school forwards to the point that we are all now confident that the school will be judged as good at the next Ofsted inspection. • Due to these improvements the school will no longer need the Local Authority Implementation Group (LAIG) and this will be the last meeting. • The LAIG is pleased to hear that science across the school is very strong, there is effective leadership from the subject leader and the quality of work in books is good, showing good progress year on year and in lessons. • The learning environments are consistent across the school and children are confident to speak about their learning. • EYFS continue to be good and this includes the outdoor classroom which is in constant use. • It is pleasing to hear that foundation subject leaders are producing draft SEFs for their subjects and thanks go to them for this additional work. • Governance continues to provide a high level of monitoring and accountability against overall school improvement and therefore the school will not be considered as high support for the next academic year. 		

	<ul style="list-style-type: none"> The school has addressed issues from the last Section 5 inspection but needs to continue to work with the 2 families where there is persistent absenteeism and the negative views expressed by a minority on Parentview. 		
9. Governor training and CPD	<p><i>9.1 Training and CPD</i></p> <p>All Governors are invited to join the Safeguarding training during the INSET morning of Thurs 2nd Sept. This may be done in person or virtually</p>	AP6. Governors to attend Safeguarding training	All
10. Policies and Procedures	<p>No 4. Appraisals and capability No 7. Charging and remissions No 10. Complaints No 14. EYFS No 35. Pay No 50. Staff discipline</p> <p><u>Governors agreed</u> to ratify the above Policies, subject to a footnote in the Complaints Policy, cross referencing it to the SEND Policy.</p>	AP7. Amend Policy No 10 to cross reference to the SEND Policy	HT
11. Covid lessons	<p>Staggered starts worked well.</p> <p>Governors discussed Covid and the whole school closure today. The HT phoned all Teachers at 6.30am today to inform them that the School is closed and by 9am everyone had on-line learning in place. CoG commended all staff for their speedy and professional response.</p>	AP8. CoG to write to all staff to thank them for setting up remote learning so quickly	CoG
12. Communication with stakeholders	<p>All members of the GB have had a profile in the newsletters. All Governors are happy for their profile to be uploaded to the website.</p> <p>Communications this morning were excellent, with only a few families turning up to School.</p>	AP9. HT to upload profiles	HT

13. Education news and correspondence	The HT has been in communication with Stephen Barclay MP regarding SEND funding. A film crew has been in School, recording Early Years. This footage will be used in schools in India. The film crew were very happy with the footage and informed the HT that she should be very proud of the Early Years Staff. Townley will be allowed to use the material for marketing purposes, so there is a plan to provide the parents with a film night.		
14. Impact of meeting and impact of Townley on other schools	(i) the film footage can be used not only in Cambridgeshire, but internationally (ii) Governors are continuing to contribute and challenge in meetings (iii) a potential new Governor has been identified (iv) attendance has been very good (v) the School's response to Covid has been commendable (vi) communications with parents are good		
15. Any other business	Governors agreed to shutting the School on 6 th June 2022 for the Queen's Platinum Jubilee. The Pay Committee needs to meet before the FGB October meeting. GT will co-ordinate with the HT. Training on appraisals should be offered by the LA in the Autumn Term. SF agreed to help with anything that is needed in School during the current closure.	AP10. Arrange a Pay Committee meeting before 7/10/21	GT / HT
16. Future meetings	Thursday 7 th October 2021, 6.30pm Thursday 2 nd December 2021, 6.30pm Thursday 3 rd February 2022, 6.30pm Thursday 24 th March 2022, 6.30pm Thursday 5 th May 2022 – Budget setting Thursday 19 th May 2022, 6.30pm		

	Thursday 7 th July 2022, 6.30pm		
	The meeting closed at 7.55pm		