

Townley School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

TEAMS Virtual Meeting of the Full Governing Body Thursday 7th October 2021 at 6.30pm

Name	Initials	Role	Present / Apologies / Absent
Sarah Bayliss	SB		Present
Yvonne Chenery	YC		Present
Simon Freeland	SF		Present
Maria Higgins	MH	Headteacher (HT)	Present
Nate Lansdell	NL	Associate Member	Present
Jeanette Redding	JR	Vice Chair	Present
Sue Rudge	SR	Chair	Present
Paul Simpson	PS		Present from 6.47pm
Giles Thorlby	GT		Present from 7.36pm
Rebecca Blakeway-Long	RBL	Clerk	Present

		Action	By whom
1. Opening Formalities	<i>1.1 Those present and apologies</i> The Chair welcomed all.		
	<i>1.2 Acceptance of apologies</i>		

Signed by the Chair on

2021.....

	<p>N/A</p> <p><i>1.3 Annual declarations of interest forms</i> Declarations are still required from YC, SF, NL and PS</p> <p><i>1.4 Declarations of Interest relating to an Agenda item</i> None</p>	<p>AP1. Complete declarations of interest</p>	<p>YC, SF, NL, PS</p>
2. Governor membership	<p><i>2.1 Introduce prospective GB members, NL and PS</i> The Chair welcomed NL and PS to the meeting and introduced all members of the GB. The Chair informed Governors that it is proposed that NL will join as an Associate Member and PS will join as a Co-opted Governor. NL lives locally and has a background in cyber security and IT. He currently runs a design studio and is building the village Community Centre website. PS runs the local pub, the Dun Cow. He has a background in work-based learning apprenticeships. He completed due diligence with sub-contractors, was a practitioner in continuous improvement and has been involved with inspections from bodies such as Ofsted.</p> <p>NL and PS left the meeting.</p> <p><u>Governors agreed</u> to appoint NL and PS to the GB <u>Governors agreed</u> to give NL full voting rights.</p> <p>NL and PS re-joined the meeting.</p> <p><i>2.2 Approve membership of Committees</i> Pay: GT (Chair), SR, SF HT Annual Review (HTAR): JR (Chair), SF, SR</p>		

<p>Appeals: See item 3.2 below</p> <p>Approve designated responsibilities for:</p> <p>Safeguarding – SR</p> <p>Maths – JR</p> <p>English – SR</p> <p>Middle leadership – SR</p> <p>Finance – SR and PS</p> <p>Science – JR and PS</p> <p>Funding streams – SF and PS</p> <p>Special Educational Needs and Disabilities (SEND) – SB</p> <p>H&S – SF</p> <p>Website – GT</p> <p>Safer internet – NL</p> <p>Personal Social Health Ed (PSHE) / Relationships and Sex Ed (RSE) – JR</p> <p>Governor training – GT</p> <p>Community development – NL</p> <p>Attendance – YC</p> <p>Early Years (EYFS) – YC</p> <p>Wellbeing (Staff and Children) – SB</p> <p>RE – SR</p> <p>Art – SB</p> <p>Music – SF</p> <p>PE – NL</p> <p>DT – PS</p> <p>History and Geography – GT</p> <p>IT – NL</p> <p>Modern foreign languages (MFL) - JR</p>		
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	SR explained that Governors are not expected to know everything about their areas of responsibilities, rather their function is the check that the Subject Leads have an overview of their subject, by posing pertinent questions and reading subject SEFs.		
3. Renewal of statutory documentation	<p>3.1 Standing orders Governors discussed whether to allow blended approaches to GB meetings. Governors agreed to allow blended meetings with prior notice. Governors agreed to accept the standing orders, subject to the amendment re blended meetings The standing orders to be amended to allow Associate Members voting rights on the GB.</p> <p>3.2 Approve Terms of Reference (TOR) There are no changes to the TOR, other than the election dates of the Chair and Vice Chair. Governors discussed Committee membership. Governors agreed to retain flexibility in disciplinary and appeals panel membership Governors agreed that panel support should be sought from another GB if necessary Governors agreed to accept the TOR subject to the above amendments</p> <p>3.3 Approve Code of Conduct (CoC) Governors discussed the CoC. The EPM CoC is designed for all adults in the School, whereas the National Governance Association (NGA) CoC is designed for Governors only. They each have a slightly different emphasis.</p> <p>PS joined the meeting</p> <p>Governors agreed to accept the EPM model whilst also retaining the specific Governors responsibilities</p> <p>3.4 Approve Governor visits protocol (GVP)</p>	<p>AP2. Amend the standing orders</p> <p>AP3. Amend the TOR</p> <p>Sue version, but I'm awaiting a response from Gov section</p>	<p>SR</p> <p>SR</p>

	<p><u>Governors agreed</u> to accept the GVP</p> <p>3.5 <i>Instrument of Government (IoG)</i></p> <p><u>Governors agreed</u> to accept the IoG</p>		
4. Minutes of previous meeting and matters arising	<p>4.1 <i>Action Points from meeting dated 15.7.21</i></p> <p><u>25.3.21</u></p> <p>AP5. c/f</p> <p><u>27.5.21</u></p> <p>AP1. c/f. See item 4 below</p> <p>AP3. c/f. Another meeting is due to take place this month.</p> <p><u>15.7.21</u></p> <p>AP1 – completed</p> <p>AP2 – completed</p> <p>AP3 – c/f</p> <p>AP4 – completed</p> <p>AP5 – completed. This will start afresh in this academic year.</p> <p>AP6 – c/f. The HT will provide Governors with Safeguarding training at 6pm on 2nd December.</p> <p>AP7 – completed</p> <p>AP8 – completed</p> <p>AP9 – NL and PS to provide profiles.</p> <p>AP10 – c/f</p> <p>4.2 <i>Agree the Minutes</i></p> <p><u>Governors agreed</u> to accept the Minutes as an accurate record</p> <p>4.3 <i>Chair to sign the Minutes</i></p> <p>The Clerk will leave the Minutes and Policies listed under item 11 in the Chair’s in-tray for signature.</p>	<p>AP4. Leave Minutes and Policies in Chair’s in-tray</p>	<p>RBL</p>

<p>5. Headteacher's Report</p>	<p><u>Roll</u> The School lost 14 Y6 children in July and has admitted 11 new children in September. There are currently 88 children in YR-Y6 and a further 17 children in the Nursery. There are 15 available places across the year groups. Governor Challenge – are any year groups full? HT response – Y2 and Y3 are full, but there are only 6 children in Y4. Governor Challenge – what will happen if new families move into the area and want a place in Y2 or Y3? HT response – if the children are in the catchment area, then we would consider their admission, but this would be subject to infant class sizes. <u>Attendance</u> In the Summer Term, there were 4 persistent absentees, 1 of whom was in hospital. At the end of the first week of the Autumn Term, attendance was very high at 98.7%. Then Covid hit. The School has recorded 19 cases since the August bank holiday. In the past 9 days, only 1 new case has been recorded. The absences have had a huge effect on the attendance figure, so it currently stands at 90.1%. As children off with positive Covid case now need to be recorded as an I code, and are required to isolate for 10 days, this will potentially show up as being persistently absent, depending on the day they have the PCR test. Previously positive covid cases were marked with an X code, which meant children did not show up as PA, or affect the overall attendance figure for the school. The Government has now stated that they will be focusing on persistent absentees. Governor comment – that the Government focus is impractical with such high Covid numbers. HT knows the likely PA children. What is important is that the children are able to catch up with their missed learning. Governor Challenge – what is the attendance like with the Covid absences taken out of the figures? HT response – I will find out and let you know. <u>Staffing</u></p>	<p>AP5. Run attendance report omitting Covid absences</p>	<p>HT</p>
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<p>There were no new Staff at the beginning of the Autumn Term. However, there is a new Cook in the kitchen.</p> <p><u>Staff wellbeing</u></p> <p>The first week back was great, the staff have been fantastic. They helped to clean the School due to caretaker having Covid.</p> <p>Unfortunatley, due to the high number of children testing positive or having covid symptoms, staff have had to provide lots of home learning, so their wellbeing has taken a dive, as it is effectively double planning as the children at home are required to access the same learning as those in school.</p> <p><u>Monitoring</u></p> <p>Maths, English and SEND monitoring has been completed in line with the school monitoring calendar. Teacher performance management has taken place.</p> <p><u>SEND funding</u></p> <p>Notional SEND funding of £35k is received. However, the School has 8 children with Education Health Care Plans (EHCP), with a further 3 in the pipeline. In addition, the funding is not just for children with EHCPs in place, it is for all children who have need. The local MP has been contacted about the situation and the HT is awaiting a response.</p> <p><u>New reading books and the library</u></p> <p>New reading books cost about £1500 per term and the HT is in the process of setting up a School Amazon Wishlist. The Friends of Townley School (FOTS) have been fundraising and they have already raised almost £600. It would be nice if the GB could write to FOTS to thank them for their efforts.</p> <p>As the School has lost its library area, the HT would like to have a mobile library that can be pushed between classrooms. Alison Chandler, the Cluster Administrator, spent a day with the HT completing an application for Foyle Foundation funding.</p> <p><u>Premises</u></p> <p>COSHH training has taken place. A new fire risk assessment has been drawn up and the plans for the proposed extension are still ongoing.</p> <p><u>Peer mediation</u></p>	<p>AP6. Write to FOTS</p>	<p>Chair</p>
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	<p>This started before the first lockdown and involves pupils from Y5 and Y6 acting as playground buddies and dealing with situations of playground conflict. Work is being carried out so that this is re-introduced by the end of the Autumn Term.</p> <p><u>National Tutoring Programme (NTP)</u></p> <p>9 children are participating in the NTP. The children stay after school with a Teaching Assistant (TA) in order to study Maths. They are very engaged with the learning.</p> <p><u>Artsmark Award</u></p> <p>The School intends to work towards obtaining the Artsmark Award. A fee of £500 is required and an anonymous donor has offered to cover this payment.</p>		
6. School Improvement and Development Plan (SIDP)	A new SIDP has been uploaded to TEAMS. This is a working document and can be updated with comments and questions by Governors.		
7. Local Authority (LA) Adviser feedback	Belinda Harvey (BH) from the LA met with the HT and the Chair recently. It was a very positive meeting and the HT was readily able to answer every question posed. BH noted the high number of SEND children, which then requires a high number of TAs. The difficulty of obtaining funding from Norfolk was noted. MH took BH on a virtual walk of the School and BH commented positively on the inviting environment.		
8. Safeguarding updates	<p><i>8.1 Keeping Children Safe in Education (KCSIE)</i></p> <p>All Governors need to read Pt1 and the Annex of KCSIE and report back to the Clerk.</p> <p><i>8.2 Sexual harassment, sexual violence, Guidance for Safer Working Practices (GSWP)</i></p> <p>The HT recently attended a useful sexual violence course.</p> <p>All Governors need to read the GSWP and report back to the Clerk</p> <p>This item is subject to a confidential minute.</p>	<p>AP7. Read KCSIE and notify RBL</p> <p>AP8. Read GSWP and notify RBL</p>	<p>All</p> <p>All</p>
9. Finance updates	<i>9.1 Budget position</i>		

Although the School is waiting for money to be received from Norfolk, the end of year carry forward is now predicted to be in the region of £40k. 6 months ago, the prediction was £70k. Will be clarified further after meeting with SFA later this month. There have been large overspends on TAs and supply. This was partly due to bubble working and partly due to sickness absence. In addition, although some TAs are only on low hours contracts, the child that they work with may need the TA to work longer hours.

Staff training has been overspent already, with the prediction that there will be an £8500 overspend by the end of the year.

Governor Challenge – will the £4050 for taking on the CUSP curriculum have to be paid every year?

HT response – no. This will be an ongoing cost of just a few hundred pounds each year. The Chair noted that the carry forward may well decrease further due to factors such as (a) the fire risk assessment has stated that the curtains are no longer fire retardant (b) un-funded interventions are required for areas such as speech and language (c) the PE shed roof is leaking and needs to be replaced.

The HT informed Governors that she would appreciate their ongoing support with the budget.

9.2 Pupil Premium

The report has been shared with governors prior to the meeting. School has 15 pupil premium children for which it receives funding of £21,175. On the census there were 17 children eligible for the PPG. At the moment it is unclear how many children will be eligible for the recovery premium. The aim is to use this money on the NTP.

9.3 Sport Premium

Sports Premium report draft has been shared with governors. It is anticipated that the sport premium received will be spent on the swimming pool again, as this was successful last year. This report will be ready in full for the December meeting.

	<p><i>9.4 Opportunity Area Funding (OAF)</i> The HT does not anticipate that much more money will be forthcoming from the OAF. £10k is currently available for the Cluster Group, but there are 13 schools in the Cluster.</p> <p><i>9.5 Salary reviews</i> This will be discussed by the Pay Committee. The Pay Committee is scheduled for 18.10.21.</p> <p><i>9.6 Replacement for Mobile</i> No update is available at this point in time</p>		
10. Governor monitoring, training and CPD	<p><i>10.1 Governor Hub</i> The Clerk explained how Governor Hub works in Norfolk. The HT said that at this point in time, the LA are simply looking to move the Knowledge Hub onto Governor Hub and access to the information will be free of charge as we subscribe to the Governance SLA</p> <p><i>10.2 Monitoring visits</i> The Chair has taken the termly operational plan and annotated it with areas that need to be monitored. It would be useful if Governors could “piggy back” onto monitoring that is already due to take place within the School to positively impact staff wellbeing.. Governors should aim to carry out 2 pieces of monitoring per term, 1 on a key responsibility and 1 on an area such as pupil voice or assemblies.</p> <p><i>10.3 Skills audit feedback</i> The Chair noted that there are 6 areas where Governor knowledge drops below average, but these are not the most important areas. For example, 1 of these areas is knowledge of Charity Law. The NGA has recently amended the audit and this no longer features. As a whole, the GB has a good range of skills.</p> <p><i>10.4 Training and CPD</i> The Chair asked all Governors to complete the cyber security and Prevent training.</p>		All

		AP9. Complete cyber security and Prevent training	
11. Policies and Procedures	<p>No 8. Safeguarding No 9. CoC No 16. First Aid No 20. H&S No 22. IoG No 23. Intimate care No 30. Physical intervention No 37. Behaviour No 44. Supporting children with medical conditions No 46. Whistleblowing</p> <p><u>Governors agreed</u> to ratify the above Policies.</p>		
12. Education news and correspondence	<p><i>12.1 Termly briefing from the LA</i> These documents are on TEAMS</p> <p><i>12.2 Links with local magazines</i> The School is now receiving good coverage in the Welney News and the Heron. The Chair of Governors was invited to join the Heron Executive Committee and has accepted.</p>		
13. Impact of meeting	<p>(i) the FGB is fully constituted, with an additional Associate member (ii) the FGB has a good range of skills (iii) budget concerns were shared with the GB (iv) SEND concerns were shared with the GB (v) the GB is aware of and is fulfilling its statutory obligations (vi) good feedback from the LA</p>		

	(vii) stable and confident Staff		
14. Any other business	Safeguarding training at 6.15pm on 2.12.21. If Governors are unable to attend, they should complete the NGA safeguarding training		
15. Future meetings	<p>Thursday 2nd December 2021, 6.30pm (6.15pm for Safeguarding training)</p> <p>Thursday 3rd February 2022, 6.30pm</p> <p>Thursday 24th March 2022, 6.30pm</p> <p>Thursday 5th May 2022 – Budget setting</p> <p>Thursday 19th May 2022, 6.30pm</p> <p>Thursday 7th July 2022, 6.30pm</p> <p>The meeting closed at 9pm</p>		