

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD VIA MS TEAMS
ON 24TH MARCH 2021**

Governors Present:	Claire Carter	Chair (CC)
	Clare Daniel	Head Teacher (CD)
	Wendy Clark	(WC) (<i>arrived at item 4</i>)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Revd. Caroline Throup	(CT)
	Vicky Wilson	(VW)

Also in attendance: Diane Murdoch Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 6:04pm.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

All governors were in attendance. There were no additional items of business.

2. CONFLICT OF INTEREST

Governors were provided with the opportunity to declare any potential pecuniary interest or conflict of interest between an individual and the board of governors as a whole in connection with the business to be discussed during the meeting. None were declared.

3. MEMBERSHIP

a) Governors approved and confirmed the following:

- Resignation of Maxine Drabble (MD) from the governing board with effect from 4th March 2021.

Following the resignation of MD, a new Vice-Chair was required. VW was nominated, accepted the nomination, and was duly elected as Vice-Chair until the autumn 2021 FGB meeting.

b) There were three vacancies for Co-opted governors and one vacancy for a Foundation governor.

A suitable candidate for Co-opted governor had been identified and would meet with CD to further discuss the role with a view to joining the governing board in the summer term 2021.

c) There were no terms of office due to expire before the next meeting.

d) The school office applied for DBS and Section 128 checks for all new governors within 21 days of their taking office.

e) There were no associate members to be appointed.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the autumn term board of governors meeting on 2nd December 2020 were agreed as an accurate record and signed by the Chair for retention by the school.

Action: CC to provide the signed part one minutes to the school.

The action list from the previous FGB meeting was reviewed and all items were agreed as completed or ongoing. There were no matters arising from the minutes.

WC joined the meeting.

5. CHAIR'S ACTION AND CORRESPONDENCE

CC had approved and signed the updated risk assessment prior to the reopening of the school on 8th March 2021. The only changes required to the risk assessment were the inclusion of staff Lateral Flow Testing (LFT) twice weekly and the removal of the staggered start times for pupils. The updated risk assessment had been published on the school website and link to the document circulated to governors and parents.

6. COVID-19 UPDATE

- a) This was covered under Item 5.
- b) CC and CD had attended a Diocese event regarding headteacher wellbeing which had been beneficial. It had been useful to share experiences with other headteachers.

Q: How is wellbeing generally within the school?

A: There was a lovely, positive atmosphere in school when pupils returned on 8th March 2021 and staff and pupils were pleased to be back on site. There had been no reports of anxiety. Some older pupils had been a bit emotional upon the return to school. The school was focussing upon mental wellbeing and staff had sufficient time to address any concerns.

- c) The AA committee had maintained an overview of remote learning throughout the lockdowns and it was confirmed that the details of the school's provision for remote learning were published on the school website by 25th January 2021.
- d) Curriculum and continuity of learning for all pupils had been closely monitored by the AA committee throughout the lockdowns.
- e) Pupil attendance would be covered under Item 8.
- f) All disadvantaged pupils had engaged with learning during lockdown. Four pupils had not engaged with remote learning, none of whom were within the technical definition of 'disadvantaged'. These pupils had received weekly safeguarding visits, been provided with devices and internet access as required and received paper packs of work to complete.

Q: Have those four pupils settled back into school now?

A: Three have settled well. The school had concerns over one pupil and had spoken with the parents to try to address the issues.

- g) Staff were undertaking LFT twice a week.

7. HEADTEACHER'S REPORT AND MATTERS ARISING

The Headteacher's Report had been circulated to governors prior to the meeting. CD spoke to the report and highlighted the following:

- The DfE had confirmed that there would not be any statutory testing this academic year 2020-21. The new Early Years Foundation Stage (EYFS) framework would be statutory from September 2021 and a presentation providing information on this was available to governors on SharePoint.
- Staff continued to use Insight to monitor pupil performance and collect data. From September 2020 there had been multiple bubbles isolating and staff had been unable to complete the autumn 2020 assessments. These were now being completed. Data for Reception was updated on a weekly basis and all areas of learning had positive progress. Data for Years 1 to 6 was shared with governors and pupils had above average progress from September 2020. Parents had worked really hard with their children during lockdown.

Q: There had been concern over the current Year 1 cohort due to their missing most of Reception. How were they progressing?

A: More data had been uploaded for Year 1 and had been made available to governors for monitoring. Year 1 were receiving catch-up interventions. All groups in receipt of catch-up interventions had made excellent progress and the impact of the Covid-19 Catch-Up Premium could be seen within the data.

Governor Comment: Insight is a really valuable tool and shows pupil progress and performance data clearly.

Action: CD to run an information session for governors on Insight.

- The school would return to 'closing the gap' work next week and continue to provide catch-up interventions.
- Staff CPD had continued and this had been easier to access remotely. A member of staff had started ELSA training and was combining the assessment strategies encountered with the established materials used in school from Visyon, Pathways and the Wellbeing Recovery Programme.
- The school continued to support a large number of pupils whose needs are managed by other agency involvement and was currently involved in referring 3 pupils to CAMHS. The school was working increasingly with private Educational Psychologists to support pupils.
- Five pupils had joined the school and four had left due to moving out of area. Two of those who left had been in receipt of free school meals (FSM). The school had offered a place to a prospective Year 3 pupil and was awaiting confirmation from the Local Authority (LA) that they would be joining.
- There were currently eight pupils in receipt of Pupil Premium.
- Attendance was high. In the pre-pandemic year 2018-19, whole year attendance had been 96.4%. For 2019-20 it was 94.22% and for 2020-21, attendance to date was 94.76%. Attendance for spring term 2021 was 98.91%.
- Staff had worked well together to manage the combination of remote and on-site learning and all staff had demonstrated excellent leadership skills.

Governors noted the excellent pupil performance data which was testament to the hard work and dedication of the headteacher and staff.

8. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

Minutes from the standing committees had been circulated to governors via SharePoint. The chairs of the committees spoke to the minutes and provided the following updates:

Resources Committee – The committee had considered the new LA IT system and reviewed budget. PE and School Sport Premium would be used to further develop active playground opportunities for all pupils. Breakfast Club and After School Club numbers were now looking stronger.

PPP committee – The committee had reviewed relevant policies and monitored wellbeing of the school community.

AA Committee – Home learning had been monitored and the committee had reviewed the Attendance Policy.

There were no other reports or recommendations to receive.

It was confirmed that the school Safeguarding Audit form (Section 175 return) had been submitted.

9. FINANCIAL MATTERS

- a) The school had provided an additional TA for 2 days per week in Class 2 to support pupils in Year 1. Governors were advised that budget had been impacted by the lack of expected SEND funding which was budgeted at £50K. The budget for 2020-21 had just balanced. The forecast for 2021-22 was a deficit of -£34K. A letter would be sent to the LA by 30th June 2021 regarding the failure to set a balanced budget. Governors **agreed** the budget and noted that the school had provided support for pupils with the expectation of receiving SEND funding, but this had not materialised.
- b) Details of the Covid-19 Catch Up Premium had been included within the headteacher's report. The school had provided an additional teacher for 2 days per week in Year 1 and a teacher to deliver interventions in Year 4, 5 and 6.
- c) Benchmarking had been reviewed within the Resources committee. The school were mid-table for spending and had a support staff budget which was fractionally higher than average.
- d) Staffing structure had been reviewed by the Resources committee and no changes would be made for 2021-22.

Governors agreed to hold a short Extraordinary General Meeting to discuss items 9e to i, to allow all governors sufficient time to fully review, consider and approve the documents. It was noted that any new governors could also be appointed at this meeting.

Action: CD/CC to schedule an E-FGB meeting in April 2021.

10. SCHOOL DEVELOPMENT PLAN (SDP)

Quality of Education – Progress information would be uploaded as soon as it was available.

Behaviour and Attitudes - Governors noted that the school provided a tailored approach to meet pupils needs.

Personal Development – The school used resources and programmes such as Mentally Healthy Schools and had held a Neurodiversity Celebration week in school.

Leadership & Management – The school was focussing upon subject leader responsibilities and during the summer term 2021 would produce a subject leadership booklet. Subject Leaders were identifying gaps in learning and drilling down into the National Curriculum Objectives.

11. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

This was covered in Part Two.

12. STRATEGIC GOVERNANCE – ORGANISATION ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2021-22

Governors agreed to continue with the current level of LA clerking provision.

13. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

Governors had completed training on Headteacher’s Performance Management, SFVS and Emotionally Healthy Schools. Governors noted the requirement to keep CC informed of any training completed outside of that booked via Governor Hub.

14. SCHOOL POLICIES

All policies had been reviewed within committees and there were none requiring approval of the FGB.

15. MEETINGS

The date for the remaining full governing board meeting for 2020-21 was confirmed as 25th May 2021 at 6:00pm.

16. ANY OTHER BUSINESS

There were no additional items of business.

WC left the meeting.

The meeting moved to Part Two at 7:13pm.

.....Chair

.....Dated