

ST KATHERINE'S PRIMARY SCHOOL
Local Governing Body Meeting
Monday 30th November 2020 by ZOOM

Present: John Edgar (Chair of Governors (CoG)/Co-opted Governor), Ruth Powell (HT), Caroline Loveland (Staff Governor), Richard Dalton (Co-opted Governor), Mark Fletcher (Parent Governor)

In attendance: Sarah Aikenhead (DHT/Associate Governor), Liz McLaren (Schools Clerk, minutes)

Item number	Action
1 Welcome and any introductions 1.1 The CoG welcomed everyone to the meeting. 1.2 It was advised that the meeting was being recorded for the purpose of minuting and this recording would be deleted once the draft minutes had been approved.	
2 Apologies for absence 2.1 Apologies for absence were received from Marek Campbell (Parent Governor). 2.2 The meeting was declared quorate.	
3 Declaration of business interests and any other admin matters 3.1 LM advised that the return of one Business Declaration form was still pending.	LM to chase ASAP
4 Minutes of the last meeting (date) and any matters arising 4.1 The minutes and Confidential Annex of the last LGB meeting, held on Thursday 9 th July, were duly agreed and signed by the Chairman. 4.2 The last action points were discussed and decisions made as follows: <ul style="list-style-type: none"> Leadership & Management and Welfare reports had been completed. The Quality of Education report was still outstanding. RD was asked to look at this and report back in due course. Safeguarding - CoG and CL had attended the school safeguarding course. LM had e-mailed to Governors details of a training course on 28th January 21, which had been organised by Carina Cuddington, CAO to the TB. Governors had been asked to attend. RD, JE, MF would be attending. LM was asked to check if MK could also attend. All other actions had been completed.	RD ASAP LM ASAP
5 Any other urgent business 5.1 There was no other urgent business.	
6 Update on Trust matters 6.1 The draft minutes of TB meeting held on the 7 th October 2020 were duly noted. 6.2 Nothing further to discuss 6.3 Nothing further to discuss	
7 Trust policies The following policies, approved by The Trust board meeting of 7 th October, were duly noted by the Governors:	

<ul style="list-style-type: none"> • Safeguarding/Keeping Children Safe In Education • Managing Allegations against Staff • Risk Register • Online Safety Policy • Charging and Remissions • Pay & Reward • GDPR- Data breach Action Plan • Finance 	
<p>8 School strategic matters</p> <p>Headteachers report</p> <p><u>Staffing Update</u></p> <p>8.1 Two new member of teaching staff had started in September, covering yrs 2 and 5. Further information available in the Confidential Annex for Governors.</p> <p>8.2 Other new starters since September had included three 1:1 TAs (yrs 4, 2 and 1); 3 midday supervisors and an admin assistant (afternoons). Further recruitment was in the pipeline for a 1:1 TA and a Yr 3 teacher. Further information available in the Confidential Annex for Governors.</p> <p>8.3 Eco clean had taken over as the new school cleaning company. Further information available in the Confidential Annex for Governors.</p> <p>8.4 Contract Dining now supplied school lunches. Further information available in the Confidential Annex for Governors.</p> <p>Q. Has Covid 19 impacted on the response to advertisements?</p> <p>A. The response has been quite good and shows little impact from Covid 19</p> <p><u>Staff Appraisal</u></p> <p>8.5 The HT advised that Staff Appraisal were running well. Staff had been very proactive despite the difficult circumstances with Covid procedures. IT training for TAs had been postponed for the time being, as hands on discussion was needed with this specific training. There were no concerns.</p> <p><u>Professional Development Summary</u></p> <p>8.6 Recent training sessions and meetings had been held by Zoom. The Governors were impressed with the standard of training and number of meetings that had taken place despite current circumstances.</p> <p><u>Admissions & School Roll</u></p> <p>8.7 The HT reported that there had been 6 leavers (mainly relocation) and 16 new starters since September.</p> <p>8.8 The inset day (before the second lockdown) had been very positive with a lot of visitors. Covid guidance had been followed with fewer staff on site and wearing masks. Additionally there had been an eight day gap before children returned and during this time the school had been deep cleaned.</p> <p>8.9 The Friday evening visits had been curtailed due to Covid, so instead, prospective visitors had been phoned and had viewed Dominic's online tour which available on the website.</p> <p>8.10 Nursery places were currently standing at 33 but would increase to 43 in the New Year.</p> <p>8.11 Despite Covid 19, admissions and school roll numbers remained very positive, though there were still some concerns regarding Yr 1 numbers.</p> <p>8.12 Feedback from new parents had been very positive in regards to online learning.</p> <p><u>Inclusion</u></p> <p>8.13 Further information in the Confidential Annex for Governors.</p> <p><u>Safeguarding</u></p>	

8.14 Further information in the Confidential Annex for Governors

Attendance

8.15 This currently stood at 96.9% . In line with guidance, this figure didn't include children who were self-isolating and being educated at home. Persistent absence figures were relatively normal for this time of year even without Covid 19.

Behaviour

8.16 T1 was good. T2 figures would be due out towards the end of term but would be likely to show that some key children were struggling. Some had multi-issues. The Nurture TAs were working very hard with these children to improve behaviour.

Q. Why is there such a big difference in figures from last year?

A. It's almost impossible to complete a like for like comparison with year. For example, children are playing in smaller groups and can't see friends in different year groups. Life in school, this year, is totally different from last year.

Q. Have the additional issues, for example around safeguarding, impacted more on children's overall behaviour?

A T2 figures may show a slight increase. Initially, though children were happy they were more subdued and needed time to settle, which they have done now.

Health & Safety

8.17 There had been two reported incidents. One child had fallen off the climbing frame. Further information in the Confidential Annex for Governors

8.18 A fire drill and lockdown practice had taken place.

8.19 The sink hole had been inspected and deemed not dangerous or likely to get any bigger. Repair work was under way to fill in the hole.

Premises Update

8.20 The scaffolding was in place and work underway to replace the roof. There had been some leaks during this time with damage to carpet and furniture and this had been dealt with.

8.21 The HT reported that parental walk way had been completed successfully and the morning drop-off and afternoon pick-up times were working well.

8.22 Fencing had been placed on the boundary with Five Acre Wood school for safeguarding reasons. No problems had occurred.

Budget Update

8.23 A new budget system had been introduced. There had been initial hurdles and lots of changes but the system was running more smoothly now. Budgets for September and October had been completed. November's report would be available in due course.

Covid 19 Update

8.24 The HT reported that the systems in place were working well.

8.25 A Yr 3 classroom had closed and parental feedback had been very supportive. The Yr6 bubble had been isolated twice. The EYFS bubble had closed.

8.26 Covid absences: 8 pupils had been sent home with symptoms. 3 pupils were awaiting results. 3 staff were absent with positive results and 34 staff were in self-isolation (8 of these for the second time)

8.27 Home learning had been set up on the website and Google classroom had been set up ready for January 2021. Staff would be able to feedback and homework will be paperless.

8.28 The CoG commented that the staff and the Covid 19 system were working well and asked the HT to pass on thanks from the Governing Body to all members of staff.

<p>Internal report</p> <p>8.29 The Internal Reviews had taken place virtually. SA and HT had completed a walk around the school with Peggy Murphy (Acting CEO CPP) conducting a subsequent online interview. It was successful though hard to evidence without actually visiting the school in person. Strengths showed that the team are reflective and creative in their approach to the curriculum/learning and the HT confirmed that a strong team had been involved in this discussion with PM. This showed the positive leadership in school. Feedback had been received advising that both the interview and level of staff knowledge at SKPS had been impressive.</p> <p>8.30 Subject Leader shadowing is proving very positive. Online coaching training is underway and will hopefully be used more across the school.</p> <p>8.31 A poll regarding the understanding of all staff to key areas of SDP, eg, coaching, nurture, etc, will be carried out in due course. The action plan on evidencing Covid catch-up spending is underway.</p> <p>8.32 The CoG felt that this was all very positive and congratulated everyone that had taken part.</p> <p>School Strategic Document</p> <p>8.33 The HT advised that the Strategic Document had been updated to include clarity on the Wellbeing and Mindfulness time. A 30 minute wellbeing session runs in each classroom first thing in the morning and again in the afternoon, if needed. This had proven to be incredibly successful and the children looked forward to coming into school each day and consequently attendance had improved as a result.</p> <p>8.34 Data figures on pages 6-11 had been tightened up in order to create a clearer picture of Covid 19 and its impact. Data shown in black and blue made it easier to track children/groups in terms of yearly targets. The dip in baseline in September showed where children weren't in school. The data helped significantly in seeing where the extra Covid 19 catch-up funding needed to be spent.</p> <p>8.35 The School Strategic Document for 20/21 was duly approved.</p> <p><u>Any school statutory documents (including school specific policies for approval)</u></p> <p>The HT outlined changes to the following policies:</p> <ul style="list-style-type: none"> • Emergency Lockdown Procedure • Emergency Evacuation Procedure • Accessibility Plan • Pupil Premium Review • Sports Premium Review • Covid Catch up Plan <p>8.36 The HT outlined the decision making behind the Covid Catch up Plan. The CoG commented on how impressed he was with the amount of thought and cohesion that had gone into producing the report. Governors agreed with this.</p> <p>Q. Who will manage the budget for each item?</p> <p>A. This will be managed by the Staff Leads under each Action.</p> <p>8.37 The above policies were outlined and agreed by Governors.</p> <p>8.38 An additional policy had been added to the list and discussed and agreed in the Confidential Annex for Governors</p>	
<p>8 Safeguarding and disability matters</p> <p>9.1 All safeguarding had been covered in the HT report and monitoring reports.</p>	

<p>10 Any other school matters</p> <p>10.1 There were no other school matters</p>	
<p>11 Governor monitoring</p> <p>11.1 Recent monitoring reports:</p> <ul style="list-style-type: none"> • <u>Quality of Education</u> This would be completed in due course. • <u>Welfare</u> MF confirmed that everything remained very positive in school and he felt it was important that the school highlighted its achievements, such as the award for "Wellbeing School Status". The introduction of wellbeing had shown that there had been no refusals from children, to attend school, since this had been introduced. SKPS is continuing to focus on teaching and developing during Covid 19. There was confidence that children's welfare was being looked after in the best possible way. • <u>Leadership & Management</u> During the absence of the HT and subsequently SA, the school ran fantastically well under the direction of SA and then DT. The CoG congratulated by SA/DT for the way in which they had managed. Development of leaders throughout the school had accelerated over the this year and it was felt that staff had a much better understanding of what constituted leadership. This was a real strength for the school. The FLOs work had had a positive impact on attendance. The Covid Catch up plan was excellent. Drop ins had continued despite Covid and teaching standards showed targets were being met. At such a difficult time the strength of leadership shone out and this was a credit to the school. Covid bubbles were working well despite the difficulty in observation. There had been an incident where an IT employee had been refused entry to the school without a suitable DBS check. Accordingly policies had been reviewed and amended to ensure continuity across the Trust. The support from school, in phoning children and staff in isolation, has been very beneficial. 	
<p>12 Any other governor matters</p> <p>12.1 Any LGB training needs</p> <ul style="list-style-type: none"> • An online training session had been arranged for 28th January 2021. Governors were invited to register. Further information on content and joining instructions would be forwarded on in due course. <p>12.2 Other matters</p> <ul style="list-style-type: none"> • None to report <p>12.3 Including membership</p> <ul style="list-style-type: none"> • One vacancy for a Co-opted Governor remained. The skills needed for the post were finance and general business. 	
<p>13 Agreement of confidentiality and action points</p> <p>13.1 It was agreed that one pending policy and some items on staffing and contracts would remain confidential.</p> <p>13.2 Action points were listed in the table below.</p>	
<p>14 Points to feed back to the Trust Board</p> <p>14.1 There were no further items to feed back to the Trust Board</p>	

15 Dates for next LGB meetings and any school events

- Dates for next LGB meetings were confirmed as below:
1st February 2021
22nd March 2021
17th May 2021
8th July 2021
- RT advised that going forward, she would forward on the fortnightly newsletters to all Governors

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

Para no	Action point	By whom/when
3.1	LM to chase Business Declaration form for MC	LM asap
4.2	RD was asked to review the Quality of Education Monitoring report and feedback at the next meeting.	RD – next meeting
	LM to liaise with MC regarding online training course	LM- ASAP