

**St Katherine's Primary School**  
**Local Governing Body Meeting**  
**Monday 22<sup>nd</sup> March 2021 at 5pm**  
**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); Marek Campbell (Parent Governor)

**In attendance:** Sarah Aikenhead (DHT/Associate Governor), Dominic Tweddle (AHT); Liz McLaren (Schools Clerk, minutes)

Item number	Action
<b>1 Welcome and any introductions</b> 1.1 The CoG welcomed everyone to the meeting. 1.2 It was acknowledged that meeting was being recorded for minuting purposes. The recording would be deleted once draft minutes had been approved.	
<b>2 Apologies for absence</b> None received	
<b>3 Declaration of business interests and any other admin matters</b> 3.1 No Business Interests were declared and there were no further admin matters.	
<b>4 Minutes of the last meeting and any matters arising</b> 4.1 The minutes and Confidential Annex of the last meeting held on 1 <sup>st</sup> February 2021 were duly agreed and signed by the Chairman. 4.2 The CoG had spoken to the Trust Board regarding marketing. The Equity form had been completed and included updates to the website. The HT advised that both Twitter and Facebook were now working and being used on a daily basis. 4.3 The School were in the throes of collecting in the laptops	
<b>5 Any other urgent business</b> There was no other urgent business	
<b>6 Update on Trust matters</b> 6.1 There was no comments on the following documents: <ul style="list-style-type: none"> <li>Trust meeting minutes of 9<sup>th</sup> December 2020 and 10<sup>th</sup> February 2021.</li> <li>Trust Board AGM minutes of 9<sup>th</sup> Dec 2020</li> </ul> 6.2 Nothing further received 6.3 Nothing further to approve	
<b>7 Trust policies</b> 7.1 The following policies were noted by the LGB: <ul style="list-style-type: none"> <li>CPP Risk Register                The HT voiced concerns on page 3 over the method of reporting. She advised that SKPS had had positive external/internal reviews but the report still</li> </ul>	

<p>showed the school as “requiring improvement”. It was felt misleading and unfair. The CoG agreed to take this to the next Finance Committee meeting.</p> <ul style="list-style-type: none"> <li>• Code of Conduct This policy was duly noted by Governors. LM advised that that the Acceptable Use/ Wi-Fi policy/Online Safety Policy would be forwarded on in due course and added to the next agenda.</li> </ul> <p>17.20pm The HT left the meeting, The AHT joined the meeting</p>	<p>CoG</p> <p>LM/All Governors next meeting</p>
<p><b>8 School strategic matters</b></p> <p><b>Headteachers Report</b></p> <p>The DHT updated Governors with the HT report</p> <p><u>Staffing Update</u></p> <p>8.1 1x1:1 TA had started in Yr 4. A midday supervisor position was being advertised. 2 teachers were on maternity leave. The posts were being covered by 1xNQT and the transfer of a second member of staff from a different bubble.</p> <p><b>Q. Have all teachers now returned to school?</b></p> <p>A. Yes, all teachers are now back in with one teacher due to go on maternity leave in June. Currently there are 30 teachers, 579 pupils including Nursery.</p> <p><u>Staff Appraisal</u></p> <p>8.2 Staff appraisals had been carried out following the first lockdown. SLTs had carried out the majority of the mid-year appraisals but Yr Group leaders had carried out the TA appraisals within their own bubbles. There were no issues but that had been some evidence as to where support could be needed. There was positive feedback on the new skills learned during lockdown.</p> <p><u>Professional Development Summary</u></p> <p>8.3 PDS had taken place despite lockdown. Pig Wrestling and training in My Concern training had taken place. RD volunteered extra help with My Concern if needed</p> <p>8.4 CL advised that she and other members of staff were undertaking a 20-month Level 5 apprenticeship course in Leadership and Management. The course included, coaching, time management and leadership styles and would be of benefit in supporting teams at school. The course linked into previous coaching sessions with Mark Burns.</p> <p><u>School Improvement</u></p> <p>8.5 The DHT advised that the Strategic Document would be updated at the end of T4.</p> <p><u>Admissions and School Roll</u></p> <p>8.6 It was confirmed that there had been 59 new starters and 17 of these, across year groups, had started since the last LGB meeting. The reasons for admission varied from being unhappy with their previous school/online methods of teaching to moving into the area. There were 12 leavers in September. It was agreed that the benefits of moving to St Katherines should be promoted and publicised locally.</p> <p><b>Q. Do we have final numbers for September admissions?</b></p> <p>A. We have a rough idea but the final numbers are due in April.</p> <p><u>Inclusion</u></p> <p>8.7 There were currently 466 children in school. 63 (12%) of these were SEN. 13 on HNF. 8 ECHP plans in place with possibly one pending. The DHT would clarify this.</p> <p><u>Safeguarding</u></p> <p>8.8 The School were now using My Concern which was working well and made reporting safeguarding issues easier to report. The system cross referenced between families and was very easy to use.</p>	<p>CoG/HT</p> <p>DHT</p>

<p><b>Q. Can you advise what is happening with the green forms and whether they are transferred across?</b></p> <p>A. Paper files are kept for the statutory period. A tag is placed on My Concern so that there is continuity between the change from paper filing to online reporting. Visitors/Midday Supervisors are still required to complete green forms for easier access. Desk top computers have been set up to allow TAs and other staff access to online reporting too.</p> <p><b>Q. Has there been any increase in safeguarding issues since the children have returned to school?</b></p> <p>A. Not safeguarding specifically but perhaps more wellbeing issues. We were aware of this though through the wellbeing calls that had been made and followed up during lockdown. Some families in distress have made us aware of their children and the potential for extra support.</p> <p><b>Q. Are you getting more outside agency support when needed?</b></p> <p>A. Yes. We have to be persistent but we do get it eventually.</p> <p><u>Attendance</u></p> <p>8.9 Whole school attendance currently stood at 96.3%. Persistent was 10%; authorised absence 3.3% and unauthorised absence 0.3%. The FSM attendance stood at 94.66% with persistent at 16%, authorised absence at 4.41% and unauthorised at 0.93%</p> <p><b>Q. Does this show that all school attendance is improving year on year?</b></p> <p>A. Yes that's correct.</p> <p><b>Q Why has the persistent figure for FSM children more than doubled?</b></p> <p>A. We think that this is due to lockdown. The FLO has been working hard to keep track of the children and specifically for those that aren't attending. Extra support has been given to parents and children when needed.</p> <p><b>Q Can we find out what is driving this figure in reality please?</b> DHT to confirm</p> <p><b>Q. How is the All-pupils attendance figure of 96.3% calculated? Was this put on hold during lockdown and re-started again?</b> DHT to confirm</p> <p><u>Behaviour</u></p> <p>8.10 There were no reported issues for T4</p> <p><u>Health &amp; Safety</u></p> <p>8.11 There were two reported incidents in T4. Additionally, 2x Fire drills and 2x Lockdowns had been undertaken. The sink hole repair was still pending. A Health and Safety walk had been conducted during the lockdown period.</p> <p><b>Q. What were the actions from the H&amp;S report?</b></p> <p>A. These will need to be confirmed and the report can be sent out to you.</p> <p><u>Premises Update</u></p> <p>8.12 The roof repairs had been completed and scaffolding removed. There had been heating issues and the insurance company were involved.</p> <p><b>Q. If you are currently dealing with heating issues do you think there would be any type of grant available that could help make the heating system "greener" and faster?</b></p> <p>A. That may be possible and we can look into this with the Trust Board Estate Management.</p> <p>8.13 The DHT advised that the new Food Bank shed had been delivered; new interactive white boards had been installed across school during lockdown; fencing had been erected in the SLT outdoor area to accommodate the school dog and the wellbeing area was under development.</p> <p><u>Budget Update</u></p>	<p>DHT</p> <p>DHT</p> <p>DHT</p> <p>CoG</p>
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<p>8.14 The Feb monitoring report had been completed and a bid submitted to the Equity Fund. The DHT agreed to send a copy of the Feb monitoring report to Governors.</p> <p><u>Other</u> <u>Covid Update</u></p> <p>8.15. The DHT advised that the Covid report would need to be updated to include the nursery, office and after school bubbles which had been closed due to a positive Covid test.</p> <p>8.16 201 children had attended, overall, during the last lockdown however, the number of vulnerable children attending had increased. This was due to an initiative to bring vulnerable children back into school where necessary. The CoG praised this decision.</p> <p>8.17 Inside the school, class bubbles were still in place, staffing permitted. However, outside the children were in year group bubbles. Each year group had their own midday supervisor and TA.</p> <p><b>Q. How are you tracking staff as they move between each group?</b></p> <p>A. We don't need to as staff remain overall within the same year group.</p> <p>8.18 Remote education procedures had been put in place. Nursery and Yr R learning had been accessed via the website. Yrs 1-6 had used Google classroom. Members of staff had taught online from home and had received support from in school with checking and feedback. The AHT advised that the system had worked very successfully and that staff should be commended for how well they had adapted to this situation. Appraisals had shown just how competent staff were. Feedback from both children and their parents had been very positive.</p> <p><b>Q. Because remote teaching has gone well, are there plans to carry on using this system for home learning?</b></p> <p>A. We are planning to do this. This has provided consistency and has proven that it works well. Teachers continue to upload learning onto Google Classroom for any children who cannot attend school. The DfE had provided money for delivering remote learning and this has been used to invest into Real Smart which brings all the learning apps together into a central location. We also invested into Maths Watch which is a system that provides maths videos and a home work setting. Marking is automated and likewise the feedback. It will also benefit teachers in terms of work balance and wellbeing and allows children to access digital learning during lesson time. Children are now more confident and upskilled in the use different electronic devices.</p> <p><b>Q. Thinking ahead, is there a plan then to introduce paperless homework?</b></p> <p>A. yes definitely.</p> <p>8.19 Art lessons via Zoom had been very successful with both children and families joining in. These had continued even though school was now open. The Food bank has been accessed by those in need and donations had come in from staff, families and local organisations. CL advised that PASS PE sessions had also taken place during lockdown. These had been positively received and had helped with wellbeing. Some bubble closures had taken place since the start of the academic year but parents had been supportive of the whole process.</p> <p>18.05 The HT returned to the meeting.</p> <p><b>Staffing</b></p> <p>8.20-8.23 A discussion had taken place on Staffing issues and Governors noted and agreed with the HT decision. Information is contained in the Confidential Annex for Governors.</p>	<p>DHT</p>
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<p><b>Internal Report</b> 8.24 The report had been sent out to all Governors and there were no further questions.</p> <p><b>School strategic document</b> 8.25 The HT confirmed that this would be updated and sent out in due course.</p> <p><b>Review Feedback</b> 8.26 Quality of Education – the CoG advised that he was delighted with the report. RD commented that Governors had absolute confidence in the teaching and learning at SKPS and that staff should be praised for doing a fantastic job. MC concurred and praised the work that had gone into the monitoring of Pupil Premium and tracking pupil progress. 8.27 Welfare – the school was praised for all the work that had gone into looking after staff and pupils at school. 8.28 Leadership &amp; Management – the SLT had completed a Spotlight review which had highlighted different strengths. The CoG commented on the evidence of strength of leadership, which shone out across the school and had showed a big consistent improvement over the past two years.</p> <p><b>School Statutory Documents:</b> 8.29 Covid Catch-Up - the HT advised that policy had been adapted to challenge the impact on the children. The AHT was overseeing the maths tuition which had already started. The school dog would be arriving on May 14<sup>th</sup> and in the meantime, regular weekly updates would be given to the children. 8.30 Twitter – each teacher had been encouraged to place a daily tweet on the school account and these were being filtered and retweeted. 8.31 Equity Fund – The Cog explained that the Trust Board had created the fund to share out amongst the Trust schools for specific enhancement projects which would benefit the children. The SKPS report had been updated to reflect the focus on outdoor, wellbeing and nurture, with the priority focus being the development of a Forest School. The HT would forward on the report in due course</p> <p><b>Q Who makes the decisions on the Equity Fund release?</b> A. It would be down to the Trust Board as a whole. They are open to all ideas and worked towards equity across the Trust schools.</p> <p>8.32 Budget Information – the HT confirmed that February figures showed that figs were as expected and the report would be sent out. Swimming lessons would be starting again soon. 8.33 RSE Policy and Curriculum – this had been updated to make it clearer that parents had the choice of opting out of the sex education session, if they wished. The PHSE had purchased the Programme Builder for Education to aid the curriculum. 8.34 Health &amp; Safety Spreadsheet – further information is contained in the Confidential Annex for Governors. 8.40 Confidentiality Agreement 8.41 Data Protection Policy had been superseded by the TRUST BOARD document All of the above documents were noted by Governors.</p>	HT
<p><b>9 Safeguarding and disability matters</b> There was nothing further to report</p>	
<p><b>10 Any other school matters</b> <b>Q. When is the next single central record due?</b> A. We have been doing these in pairs during Dec 20 and Mar 21 as Governors have been unable to come into school during lockdown.</p>	



<b>11 Governor monitoring</b> 11.1 It was agreed that the HT would send out the next set of dates to Governors	HT
<b>12 Any other governor matters</b> 12.1 <u>LGB responsibilities</u> – the CoG advised that the current list had been sent out to all LGBs. This was to ensure that Governors were aware of all of their responsibilities and also to confirm that the Trust Scheme of Delegation worked correctly for LGBs. Any amendments would be fed up to the Trust Board. Governors were asked to read the document and to report back to CoG/LM with any comments, within 4 weeks. 12.2 <u>Feedback from Governor Training on 10<sup>th</sup> March</u> – It was reported that the training had been very informative/interesting and matched with where SKPS currently stood. CL commented on the content of the training and agreed to forward on her notes. The CoG had requested copies of the slides. 12.3 <u>Any other matters</u> – nothing further to report 12.4 <u>Including Membership</u> – a Governor vacancy still stood and ideally a person with finance experience would be preferred.	ALL       CL/CoG
<b>13 Agreement of confidentiality and action points</b> 13.1 Confidential items were agreed and action points agreed as list below.% 13.2 In response to item 8.9, <u>Q. How is the All-pupils attendance figure of 96.3% calculated? Was this put on hold during lockdown and re-started again?</u> the HT confirmed that the 96.3% attendance figure since September, did not include Covid and lockdown.	
<b>14 Points to feed back to the Trust Board</b> <ul style="list-style-type: none"> <li>• Risk Register concerns</li> <li>• Potential grants for Eco heating.</li> </ul>	
<b>14 Dates for next LGB meetings and any school events</b> <b>Weds 19<sup>th</sup> May 2021 at 5pm</b> <b>Weds 7<sup>th</sup> July 2021 at 5pm</b>	

Signed.....

Date.....

**(Chair of governors to initial bottom of every page)**

#### **ACTION POINTS**

Para no	Action point	By whom/when
7.1	To take concerns over the SKPS standards in reporting on page 3 of the risk register to AL.	CoG
7.1	Wi-Fi/Online Safety Policies – to forward on and add to next agenda	LM
8.6	To advertise and promote the benefits of moving to SKPS (following admission reasons to SKPS)	CoG/HT
8.7	To clarify if there is one further EHCP pending	DHT
8.9	To ascertain how is the All pupils attendance of 96.3% calculated	DHT
8.9	To ascertain why the persistent figure for FSM children has more than doubled.	DHT
8.11	To send out the H&S report	DHT

8.12	To research and discuss with AL a grant to upgrade heating system	CoG
8.14	To send Feb budget report to Governors	DHT
8.31	To send out Equity bid submission to Governors	HT
11	To send out next set of monitoring dates	HT
12.2	To send out notes from FST training	CL
12.2	To chase slides from FST training	CoG