

St Katherine's Primary School
Local Governing Body Meeting
Monday 17th May 2021 at 5pm
By Zoom

Present: Richard Dalton (Chair for this meeting and Co-opted Governor) Ruth Powell (HT), Caroline Loveland (Staff Governor), Mark Fletcher (Parent Governor); Marek Campbell (Parent Governor)

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

Item number	Action
1 Welcome and any introductions 1.1 RD 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.	
2 Apologies for absence 2.1 John Edgar (JE, Chair of Governors /Co-opted Governor) had given apologies (holiday) 2.2 The meeting was declared quorate.	
3 Declaration of business interests and any other admin matters 3.1 No Business Interests were declared. There were no other admin matters.	
4 Minutes of the last meeting and any matters arising 4.1 The minutes of the last meeting held on Monday 23 rd March were agreed. These would be signed by the Chair at the next face to face meeting. 4.2 Matters arising: <ul style="list-style-type: none"> HT would send out the H&S report following the next walkabout. JE to chase slides from the FST training Wi-Fi policy to be c/f. All other action points had been completed	HT JE LM
5 Any other urgent business There was no other urgent business	
6 Trust matters 6.1 The Trust Board minutes of Weds 31 st March 21 had been forwarded onto Governors. Q. I understand that Governor Hub has been purchased by the Trust. Will we still continue to use KLZ? A. The TB purchase this annually for extra resources, however SKPS currently uses KLZ to upload Governor information and meeting documents. LM advised that she would investigate the reason for the purchase and report back. 6.2 Nothing further received from the Trustees 6.3 The Scheme of Delegation and Finance Policy had been forwarded onto Governors for discussion and comments. The documents were duly noted and there were no further comments.	LM

<p>7 Trust policies</p> <p>7.1 The following policies which had been uploaded onto the CPP website were duly noted by Governors:</p> <ul style="list-style-type: none"> • Children in Care • Risk Register • SEND • Admissions <p>RD advised that he will liaise with JE in due course to see if there are any issues from the above documents that he would like to raise with the TB.</p>	RD/JE
<p>8 School strategic matters</p> <p>Headteachers Report</p> <p><u>Staffing Update</u></p> <p>8.1 The HT advised that there had been few staff changes this term. A member of staff was due to go on maternity leave in June. Another would be returning from maternity leave at the same time. The gap in cover would be covered by SA/DT.</p> <p>8.2 A 1:1 temporary contract for a HNF child had been advertised. Shortlisting had taken place for a Middy Supervisor and interviews for this post were imminent.</p> <p><u>Staff Appraisals</u></p> <p>8.3 Mid-year appraisals had taken place and there were no concerns. Staff had given positive feedback on the new skills that they had learned during lockdown.</p> <p><u>Professional Development Summary</u></p> <p>8.4 My Concern training had started and was working well. Documents were in the process of being migrated over to the new system.</p> <p>8.5 2 x Yr 6 teachers and 1 x Nursery Leader had completed Leadership courses. Since March, staff had undertaken a wide variety of training courses. Some of these courses were intended to enhance training for Nurture TA's (in particular those covering year groups), for example the courses in Anxiety Based School Avoidance, Attachment Vulnerable Child, Bereavement Training and Drawing and Talking Therapy. There had been a very clear positive impact in particular from the Drawing/Talking Therapy. Inside training around English, training on the focus of expectations in lessons and Alan Peat training had also taken place.</p> <p><u>Admissions and School Roll</u></p> <p>8.6 The HT advised that admission applications were still arriving. The admission figure currently this stood at 63 in reception, so just over 2 classes. Further information was contained in the Confidential Annex for Governors.</p> <p>8.7 The HT advised that there were 15 HNF children. One Child would be leaving at the end of the academic year.</p> <p><u>Safeguarding</u></p> <p>8.8 There had been some Safeguarding issues this term but these have been dealt with satisfactorily.</p> <p>Q. How is the new Safeguarding system, My Concern, working and have all staff been trained in using it?</p> <p>A. All staff have now been trained on the new system and the feedback is very positive. The system is easily accessible and easy to use and gives a greater all-round picture of circumstances. However, the green forms are still available if staff cannot access a computer for any reason.</p> <p><u>Attendance</u></p> <p>8.8 Attendance figures stood at 96.7%. FSM attendance was lower due to lateness rather than non-attendance. The HT reported that the FLO was dealing with this as a priority.</p> <p>8.9 Information was contained in the Confidential Annex for Governors.</p>	

<p><u>Behaviour</u></p> <p>8.10 Incidents had been recorded and the HT outlined the reasons for these in her report. Support had been put in place where necessary to address any issues.</p> <p><u>Health & Safety</u></p> <p>8.11 It was confirmed that Fire Drills and a Lockdown had been undertaken during the term. The sink hole was still awaiting repair. A Health and Safety walk had also been undertaken.</p> <p><u>Premises Update</u></p> <p>8.12 The HT reported that the heating system was working and the flooring had been replaced. The wellbeing area was in the process of being developed by the site staff.</p> <p><u>Budget Update</u></p> <p>8.13 The Budget monitoring report for March and the Equity Fund bid had been sent to Governors. There were no comments on these.</p> <p>Q. Are Governors happy with the budget report? There is an increase in the reserves for this year but will the £100k deficit still be in place for next year?</p> <p>A. yes that's correct.</p> <p><u>Covid Update</u></p> <p>The HT update Governors on changes since March.</p> <p>8.14 The Covid Catch Up Fund had been updated. The Risk Assessment had also been updated but would be updated again at the end of the academic year.</p> <p>8.15 It was hoped, after half term, to create a separate upper school and a lower school staff room but this would depend on how staff felt. Some of the younger members of staff were yet to be vaccinated and may have concerns and the school would take this into account.</p> <p>8.16 Further clarity would be given on drop off times for parents.</p> <p>8.17 It was anticipated that the library and art room could be opened up again.</p> <p>8.18 A trolley of 30 laptops had been purchased and the purchase of a trolley with 30 I-pads was pending and the funding for these had been agreed in the budget. The IT suite was being de-commissioned with the computers being installed in classrooms, where requested. It was intended that the IT suite would become a designated music room in due course.</p> <p>Q. In terms of accessibility for staff, where will the IT equipment be stored?</p> <p>A. It will be stored in the Year 4 area, so very central to the whole school. Going forward we are hoping to have two sets of each which will increase accessibility.</p> <p>Q. Do you anticipate integrating IT in to all areas of teaching?</p> <p>A. yes, this will happen.</p> <p>8.19 There had been two positive cases of Covid with two more members of staff in self-isolation since the last update.</p> <p>8.20. Home study was being completed online via the school website.</p> <p>8.21 The Food bank and school uniform shop had both continued to be very well used.</p> <p>School Strategic Document</p> <p>8.22 The HT explained that the data had been updated to include the end of March impact. The report showed the current status of the school. The Quality of Education and Behaviour/Welfare sections had been upgraded to Outstanding following the recent walkabout. In the key years' areas for next year, namely Yrs 1 and 5, the behaviour for learning was fantastic and these years had made very good progress. An external inspection would be taking place on 21st June.</p> <p>Q. How is the structure of the day for the External Visit?</p> <p>A. The timetable for the day is pending at the moment but we have requested a full report that we can place on the school website.</p> <p>Q. Can Governors attend please to see the process through and hear the feedback?</p>	
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<p>A. Yes that would be a good idea. However, we will only receive feedback on the final day. Once we know the structure of the visit, I can advise you and the decision made then. MC and RD expressed an interest in attending and HT would advise them of details in due course.</p> <p>8.23 RD commented that the Strategic document clearly showed positive feedback and positive trends in terms of teaching and learning and the high level of scrutiny had been maintained throughout.</p> <p>Any School Statutory Documents</p> <p><u>Covid Catch up fund</u></p> <p>8.24 The HT explained that until recently SKPS had paid into Pearson for 1:1 online learning for YR 6 but that overall it wasn't felt to be satisfactory. Instead, DT had trained 3 x HLTA/HTAs to carry on the online learning in-house. The funding saved by doing this had been re-allocated towards English learning and the library. Additionally, it was advised that an Early Help bid for £11 k had been submitted and additionally the PTA had submitted an Early Years bid on behalf of the school. There was no further update available on these.</p> <p>Q. There are a couple of discrepancies showing between the figures on the Covid 19 policy and the budget spreadsheet. Please can you explain these?</p> <p>A. The transfer of figures over to the spreadsheet is work in progress and once completed will balance with the Covid 19 report.</p> <p>Q. Why have the hens been added to both the Equity bid and PPS funding?</p> <p>A. We decided to split the cost for this project. The initial set up costs, so hen house, run and purchase of chickens has been allocated to the Equity bid whilst the upkeep of the chickens will be ongoing from the PPS funding.</p> <p>Q. Where will the forest be set up?</p> <p>A. Along the top of the field by the little forest and wild life garden. The larger trees will be planted in October by a professional local company. A canopy with benches will be placed in the middle of the existing forest with the smaller canopy in the wildlife garden. A prayer corner will be created in the corner of the wildlife garden.</p> <p>8.25 LM mentioned that under the Queens Green Canopy Organisation it may be possible for the school to apply for free trees. LM to forward on the link.</p> <p><u>Equity Fund update</u></p> <p>8.26 There were no further comments</p> <p><u>Pupil Premium Spending</u></p> <p>8.27 There were no further comments</p>	<p>HT/MC/RD</p> <p>LM action</p>
<p>9 Safeguarding and disability matters</p> <p>9.1 There were no safeguarding or disability matters to report.</p>	
<p>10 Any other school matters</p> <p>The HT advised on other school matters:</p> <p><u>Plan for extra Open Days.</u></p> <p>10.1 The HT advised that extra school Open Days will take place on 25th May and 25th June. Advertising for these was imminent via various Facebook pages, Twitter and via leaflets which would be distributed to local nurseries. Places would need to be booked and visitors would be shown briefly around the school, following the same process as with previous visits. If restrictions were to be lifted at any point, then the lengths of the visits would likely be extended. The school had received very positive feedback from the prospective new starters. To date, everyone that had viewed the school had then gone on to complete and submit an application, so the school were confident that places would be filled once the next round of visits had finished. RD offered to put up signage at the front of the Holmesdale School.</p>	<p>RD action</p>

<p>Q. Can you confirm that the visits will be in person and not virtual.</p> <p>A. These will be in person and under current Covid guidelines, so temperatures will be taken, everyone will wear masks and social distancing will be observed. Viewing will be restricted but there will be displays for visitors to see internally. Externally we will be showing them the forest, nurture garden, swimming pool, etc.</p> <p><u>Assessment Update</u></p> <p>10.2 It was advised that the school does not currently use a designated scheme for assessments, however, research had been carried out into a programme called Insight. The programme seemed to run in a similar way to the current school operation but with the added advantage that it produced termly and end of year reports. A trial on the basic package had been booked for Term 6 and a decision would then be made on whether to continue. If agreed then it would be in operation from September. It was hoped that using this system would mean less work for staff and thereby impacting positively on their wellbeing.</p> <p>Q. Has this been explored at Trust level?</p> <p>A. Yes it has and they are also going to be using it. Overall it will save a lot of admin time, for example in filling out forms.</p> <p>Q. Does this allow bespoke input?</p> <p>A. We were persuaded to watch it and were surprised at how alike it was to our current processes but how time-saving it was too. The process is the same as before with data being inputted and analysed but overall, time is saved across the whole process.</p> <p>Q. Can this programme be used at Pupil Progress meetings, etc?</p> <p>A. Yes definitely, along with data from drop ins and Book Looks, etc.</p> <p>10.3 MC expressed an interest in attending a PP meeting to see the Scheme operating. It was agreed that the HT would advise MC of the next PP date.</p> <p><u>Change of External Review Date</u></p> <p>10.4 The External Review date was confirmed as June 21st</p>	<p>HT action</p>
<p>11 Governor monitoring</p> <p>11.1 After discussion it was agreed that the next Governor Monitoring would take place on Tuesday 5th July 21. The HT advised that this would be a full walkaround though it may be possible that masks might still have to be worn on the day.</p>	
<p>12 Any other governor matters</p> <p><u>Update on NGA Learning Links</u></p> <p>12.1 LM advised that other Governors had had problems signing into the NGA learning links. It was agreed that Governors should advise LM should this occur.</p> <p><u>LGB responsibilities from the Scheme of Delegation</u></p> <p>12.2 The HT outlined that the TB Policies and Procedures were currently under review. There were no further comments on the Scheme of Delegation.</p> <p><u>Safeguarding Training</u></p> <p>12.3 After discussion it was agreed that the HT would conduct a further Safeguarding training session for Governors on Monday 7th June at 5pm. HT would send out invitations.</p> <p><u>Terms of Office</u></p> <p>12.4 LM advised Governors that their Terms of Office were due to expire at the end of October 21. The HT requested standard CPP documentation which LM would forward on.</p> <p>12.5 A discussion was held on Governorship and the current vacancy for a Co-opted Governor. It was agreed that LM would send on information on the Role of Governors to MC who had been liaising with JE over a potential candidate.</p> <p>12.6 /12.7– Information can be found in the Confidential Annex for Governors.</p>	<p>HT + RD/MF/MC</p> <p>LM</p> <p>LM</p>

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13 Agreement of confidentiality and action points 13.1 Confidential items were agreed and action points agreed as per the list below.	
14 Points to feed back to the Trust Board 14.1 There were no points to be fed back to the TB	
15. Dates for next LGB meetings and any school events 15.1 LM confirmed that the next LGB meeting date was Thursday 8th July 2021 at 5pm	

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
4.2	HT to send out a new H&S report once the next walk has been done	HT in due course
4.2	To chase training slides	JE by next meeting
4.2	To add Wi fi policy to next meeting agenda	LM in due course
6. 1	To find out the reason behind the Governor Hub purchase	LM in due course
7.1	To liaise with JE in regard to any issues on the TB policies	RD/JE
8.22	HT to advise MC/RD of procedures for the external inspection day on 21 st June 21. MC/RD to attend.	HT – MC/RD in due course
8.24	To send on Green Canopy Org link to LGB	LM -ASAP
10.1	Open day signage to be erected at the front of Homesdale School	RD ASAP
10.3	MC to attend an assessment day at school. HT to advise	HT ASAP
12.3	Safeguarding training on Monday 7 th June at 5pm.HT to send invitation.	HT – RD/MC/MF
12.4	Send parent/staff election documentation to HT	LM – in due course
12.5	Send info on Gov Role to MC	LM ASAP