

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Tuesday 15th December 2020 at 5.30pm VIRTUAL MEETING HELD BY MS TEAMS

Present:

Chris Pleeth, Co-Chair (CP), Kim Greenslade, Head teacher (KG), Ali Bachelor (AB), Barbara Stokes (BS), Sarah Hancock (SH), Stephen Meredith (SM), Kirstie Lord (KL), Daniel Moncrieff (DM), Jo Griffiths (JG) and Jenny Bishop (JB)

Also present: Jane Burden, Clerk to Governors

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome and Opening Prayer	Co-Chair welcomed everyone to the meeting and opened with a prayer.	
2.	Apologies	No apologies received for this meeting. Meeting declared quorate.	
3.	Declaration of Interests	No new business or other interests declared for this meeting.	
4.	Minutes of previous meetings	Minutes from FGB meeting on 10 th November 2020 had been circulated in advance of the meeting and were AGREED as a true reflection of the meeting by those who had been in attendance and will be signed by the Chair when able to return to school.	
5.	Matters Arising/Actions	Statutory Forms – all received by Clerk. Training feedback forms – circulated by Clerk. Governor monitoring forms – agenda item for discussion. Contact details for Wildlife Trust – sent to Head. Meeting Effectiveness - 4 way meeting being arranged in January. Governor details on school website – completed. Pre-School Hire Agreements – Head has met with the School Surveyor who will help with chasing this up.	
6.	Safeguarding	Incidents/Referrals since the last meeting One referral made for family assessment. Safeguarding Audit Head will meet with the SG Lead in January to review and complete Audit; will be presented to February FGB meeting.	
7.	SENDCo Report	Termly SENDCo Report Report had been circulated in advance of the meeting. SG and SEND Leads met with SENDCo which had been a really positive meeting. As SEND Lead was new in her role, SENDCo shared a lot of background with her which she found really useful. Questions were focused on the issues faced under the current circumstances in respect of COVID-19. SENDCo advised that work with the pupils and teachers had gone well; a weekly catch-up with the Head has also be re-introduced which is really positive; there is a reduction in numbers on the SEND register; hasn't found that COVID-19 has had any more of an impact on the children on the SEND register than those who are not; SENDCo updated the lead governors on the work being undertaken around dyslexia and the packages being put in place. SEND Lead was questioned as to how she thought SEND was operating in the school. SG Lead indicated that it is all working very well. SEND Lead responded that she felt the SENDCo was very knowledgeable, skilled and passionate about the children; SENDCo knows all the pupils on the Register and their learning needs; SENDCo cares for the pupils and does not treat any differently. Governors questioned child-led precision teaching. Head gave spelling as an example which is very specific to each child and what they know or don't know; the children are given 5 words, and sounds, to help with the spellings and will keep learning these words until they are full embedded in their learning and will then move to another 5 new words.	

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		Head also confirmed that the weekly meeting with the SENDCo was previously in place but due to the COVID-19 situation this drifted away but is now back in place. Governors questioned the funding via an EHCP Head confirmed that the school had just been notified that the application had been successful although the banding had not yet been confirmed; this was a further meeting in January to progress the application further.	
8.	Policies and Procedures	The following Policies/Procedures has been circulated in advance for governor consideration: Pay Policy – this Policy had been reviewed by the Pay Committee and was being recommended for approval by the FGB; SM proposed and JB seconded; all AGREED. Teacher's Appraisal – this Policy had been reviewed by Pay Committee and was being recommended for approval by the FGB; DM proposed, and AB seconded; all AGREED. Governors Allowances – previously agreed at the FGB meeting on 10th November 2020.	
9.	Head Teacher's Report	Head Teacher's Report Report had been circulated in advance of the meeting and the following items were referenced: Attendance – School = 95.02%; National = 84.6%; Somerset = 93%. As always, attendance has been monitored this term; school is working with one family in respect of attendance. A further 12 children (7 families) have been off since the report was written and have been self-isolating; only three asked by the school to go home and test. Pupil Numbers – actions to increase numbers include on site school tours (except during the lockdown period); a video tour of the school led by two Year 6 pupils which accessible through the website; a Facebook page has been created to get the school's name into the public domain and a leaflet has been prepared to be put in nurseries. Facebook page – a well-received and positive page. SEND Report – figures in the Head's reports should reflect one less pupil. Pupil Premium – two additional pupils since the report was written; funding will be received in April. Figures in the indicative budget in February will be based on the October census 2020. It is possible that funding for 2 pupils may be clawed back by SCC. Quality of Teach and Learning Head advised that whilst she is not necessarily in the classrooms doing observations, she has seen from moving around the school on a regular basis very productive classrooms, practical activities and lots of creativity around the school. Governors questioned the Marking and Feedback Policy. Head advised that this has a lot of new content in respect of a new process being introduced. Head to forward to copy to AB. Governors questioned the situation in respect of marking in books. Head advised that a lot of research has gone into the marking of books nationally and it has been established that the quality of feedback can have a +8 month impact; reactive and direct feedback can have an immediate effect on the child; the feedback is included in the planning for the next lesson; the new process will help with the children's development and reduce teacher workload. In January the staff are meeting to review the impact of this new process. Head will also undertake lesson observations in the spring term and will see the new process in practice. Assessment Head advised that NFER tests have been taking place alongside teacher assessment which allows staff a more detailed look at progress. Termly test gives standardized scores which allows monitoring of progress. Data Yr5 and Yr6 results are awaited and will be reported in more detail at the January meeting. Yr2 Phonics – small cohort and all passed. Head gave credit to the children for all their hard work in respect of tests. Safeguarding The school is working with 2 families together with additional referral referenced above.	

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		Behaviour and Welfare Children's attitude to learning is positive. They came back to school in September ready to learn. Stamina was an issue for many at the start – many children were tired in the afternoons during the first few weeks. Teachers had planned for a relaxed start to the term to focus on children's wellbeing. The change to the morning drop-off has been received well and the majority of children leave their parents happily at the gate and walk into school. Teachers reported children struggling with routines towards the end of the first half term but better again after the break. Classrooms are always productive and calm during Head's walks and visits (to the door), whatever the activity is taking place. ELSA Support Two pupils have a weekly 1:1 session and four pupils on the 'check in with' list meaning that their programme of 1:1 sessions has come to an end and the ELSA checks in with them every two/three weeks. The ELSA delivers PSHE to all cohorts except Reception. This is now in its third year and is having a positive impact in reducing the need for 1:1 support as children Exclusions None to report. Manual Handling Intervention One reception child being carried part way into school. The child's mum was present when the child was picked up by the member of staff. Child does not want to be on their own so an 8.30am start time has now been put in place for this child. Covid19 Staff continue follow safety controls well but hand washing and surface wiping has an impact on timetables. Risk assessments are constantly reviewed and staff consulted; as reported at the last meeting the most recent consultation was on the wearing of masks in communal areas and staff were against the suggestion. Classroom temperatures are now being monitored as windows need to be open and rooms ventilated; this is difficult when cold and some of the classes may have to move rooms. Some additional heaters have been purchased to overcome the heating problems and the children are wrapping up in woolly gloves and hats, are bringing in blankets and are doing the Golden Mile more often. It is worse in the mornings. Staffing During the Autumn term 1 TA and 1 HLTA left and these posts have not been filled; 1 TA has had their contract extended. The Lunchtime Supervisor also left, and the hours have been replaced but lunchtime hours reduced as a whole this term due to current lunchtime arrangements; there are four lunchtime supervisors on duty each day, one for each class which will need to change when the serving of hot meals starts. After School Club now runs until 5.30pm with two staff members present until 4.30pm and the Head covers the last hour. Kingfisher support staff hours have been reduced due to numbers of children attending. Staff Absence has been lower than ever for the Autumn term. Development and Training A list of training and development undertaken by staff was included in the report. Date for End of Term At quite late notice the DfE indicated that schools could close on Thursday 17th December and take 18th December as an Inset Day due to timescales for COVID-19 track and trace; Public Health also asked that school have a named staff member available as a contact. Head confirmed that the school would not be swapping Inset Days and would be closing on 18th December as originally scheduled. SEF SIP Visit Health and Safety Walk Website Updates List of Policies Parental Concerns Head reported that she is receiving positive comments about the systems in place in the mornings; Head is at the school gate and sees all the children individually as they arrive.	
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		Co-Chair, on behalf of all the governors, recorded their thanks to the Head and the whole staff team for all their hard work over the last 9 months.	
10.	Governor Monitoring	The following visit reports were presented/summarised: Teaching and Learning The new Marking and Feedback Policy had been discussed; whilst teachers recognize this involves a culture change the positive benefits were acknowledged; culture is to monitor and support; really good Policy to have in place. Use of community for teaching and learning experiences had to be minimized due to COVID-19, but a watching brief is being kept on this area for the future. Positive that all teachers can teach all subject but that each has their own specialism. Similarly, the HLTAs are taking the lead on topics – importance of the roles being recognized. Wellbeing It was noted that the impact of Covid and new processes and procedures have been taken on board; less opportunities for teachers to meet daily; very conscious of the cold classrooms; all staff look after each other. Review in spring and acknowledge the support is being given by governors. SEND As reported above. Behaviour and Attitudes It was noted that all the children are excited by learning and are proud of their achievements; core values are embedded throughout the school; children learn the values and culture of the school; ELSA teachers PHSE across the school; virtual Phonics sessions are being held with parents so they are better equipped to help at home. School displays change termly; MS teams assemblies have taken place during Covid; in respect of progression the values are built upon year on year; Tas and LSAs also link in with the work which also links with behaviour management; specific behaviour links to be built on. The older children are very street wise and are good at self-evaluating; values are embedded from Reception through to Yr6 and the children can articulate these. Church Distinctiveness Again, core values are in place and a project is currently under way to show how the children are using the core values in their work. Reading Positive meeting with the subject lead from which their love of reading was really evident. Wider selection of reading materials available and school reading events being considered; library has been updated and now has more KS2 material available; accelerated reader discussed together with Read Write Inc; activities including verbal book reviews, author focus and reading awards were shared; leaflet has been sent to parents encouraging reading; outdoor reading area and use of the reading bench was also discussed. Noted that reading is now heading in the right direction for the children of the school. Governors all felt that the process had worked well and asked the Head if she could establish from the staff how they felt the process worked and whether it needed any changes for next term.	
11.	School Focused Item	School Item As discussed at the last meeting, suggestions for how this could be achieved were mentioned. The Head has posted some images of the children's learning on Sharepoint and will add to this during next term. Examples of work are also on the Facebook page.	Head
12.	Health and Safety	Health & Safety Walk H&S Lead updated the meeting in respect of a Health and Safety walk undertaken on Thursday 10th December. It could be seen from the visual inspection of the building and attitude of the staff that generally all is well in respect of H&S. However, some minor points were noted:- • Items are stacked higher than should be ideally; • Heaters for the classrooms – as they are new no PAT testing is required – details to be added to Asset Register; • Ventilation of classrooms – the two cabins are cold; there is a contingency to move to warmer rooms if required;	Head

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		• Pond – still in place and uncovered – Warning notices need to be put up and the pond needs to be covered with a mesh covering; • Health and Safety posters are up to date with contact details; • Medicine cabinet – to be clarified if a requirement to be locked or not. H&S Lead thanked Head and all staff for their work in this regard under the current circumstances.	Head
13.	Governor Items	Governor Training feedback forms – have been circulated and completed forms are being received by the Clerk. Summary of Clerk's briefing November 2020 – details circulated for governors. SFVS – delegated to Finance Committee to review and update. HTPM – it was confirmed that this has been completed and approved; all parties were very happy with the review.	
14.	Correspondence	None to report to this meeting.	
15.	Meeting Effectiveness	For this meeting in particular, governor input on future impact for the children included – ✓ HT Report and challenge ✓ Approving Policies ✓ SEND Report ✓ Virtual monitoring successful – more focused; staff governor added that the teachers felt supported by the governors and that monitoring went well ✓ Monitoring Visit feedback – very useful; good to have the monitoring in one week; focused time for all; strategic direction ✓ More effective meetings and good feedback being received ✓ Virtual meetings successful	
16.	Any other Business	School Carol Service – weather permitting the carol service will be held on the playground as it has been determined that all children can be accommodated in a safe way. Virtual meeting with staff – governors thanked all staff for their time in respect of virtual meetings. Clerk's appraisal – to take place in January; Clerk to forward dates to both Co-Chairs.	Clerk
17.	Date of Future Meeting(s)	Dates of future meeting(s): i. Tuesday 9th February 2021 at 5.30pm via MS Teams There being no further business the meeting closed at 7.00pm.	All to note

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ACTION POINTS SUMMARY			
Actions from this meeting			
15/12/2020	Item 11 – children’s learning to continue to be shared with governors	Head	Ongoing
	Item 12 – Heaters to be added to Asset Register and Pond to be covered	Head	ASAP
	Item 16 - Clerk’s appraisal to be arranged	BS/CP/Clerk	January 2021
Actions from Previous Meetings			
10/11/2020	External funding opps with Wessex Water to be discussed with Head	AB	Ongoing
10/11/2020	Head/CP/BS/Clerk to meet to consider meeting effectiveness	Head/CP/BS/Clerk	January 2021
14/07/20	KG to contact SCC about standard hire agreements for the Pre-School building	KG	Ongoing

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