**Tutshill Church of England Primary School**

**FGB 3 meeting**

**G3 Monday, 11th January 2021 18:00 – 20:00**

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| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)  Katharine Clarke Co-Chair  Marion Evans Co- Chair  Vicar David Treharne  Alex Watson  Amanda Cooper  Natalie Fryer  Tom Robinson  Jo Kibble  James Bradbury  Diana Cave |  |  |
| Marion Evans – FGB 3 Chair  Also attending Nina Williamson (Clerk) | | |

Meeting held virtually through Microsoft Teams.

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **41.** | **Opening Prayer** | 5 mins | Chair |  |
| **42.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **43.** | **Declarations of Interest** | 5 mins | Chair |  |
| **44.** | **Approve minutes of last meeting** | 5 mins | Chair |  |
| **45.** | **Matters arising from last minutes** | 15 mins | Chair | Pen Portraits  Skills Matrices for GB review |
| **46.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **47.** | **Policies for ratification:**  **SEND**  **Allegation**  **Looked After**  **Performance Management**  **First Aid** | 10 mins | HT |  |
| **48.** | **Annual Self Disclosure Form** | 5 mins | HT | All to complete and return |
| **49.** | **Annual Governors Report** | 15 mins | Chair | Decide what is to be included and delegate responsibility |
| **50.** | **Update on provision and offer of remote learning** | 10 mins | HT | Change to agenda item following national lockdown and remote learning |
| **51.** | **Heads Report** | 10 mins | HT | Headline data from Autumn 2, Staff Wellbeing, Curriculum |
| **52.** | **SDP** | 5 mins | HT | Update on the school priorities |
| **53.** | **Governance Review** | 5 mins | HT | Approved and paid for by GCC |
| **54.** | **COVID-19 update** | 5 mins | HT |  |
| **55.** | **Parent views/ communication** | 5 mins | Chair |  |
| **56.** | **Safeguarding** | 5 mins | HT/AW |  |
| **57.** | **Chair’s comments & correspondence** | 5 mins | Chair | Questions for questionnaire |
| **58.** | **Any Other Business** | 5 mins | Chair |  |
|  | **Dates and times of next meetings:**  **FGB 4, Monday 29th March 2021**  **FGB 5, Monday 17th May 2021**  **FGB 6, Monday 19th July 2021** | 5 mins | Chair |  |

FGB 3 Chair – Marion Evans

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| **41.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **42.** | **Welcome and Apologies**  The Chair welcomed all to the meeting. No apologies received. |  |
| **43.** | **Declarations of Interest**  None received. |  |
| **44.** | **Approve Minutes of Last Meeting**  Minutes were accepted and approved. |  |
| **45.** | **Matters arising from last minutes**  Pen portraits are still required for some Governors. Skill matrices still outstanding for some Governors. | Pen portrait required for James Bradbury (photo received). Pen portrait required for Alex Watson (photo received).  Clerk to email those who have not completed skills matrix. |
| **46.** | **To agree items of Any Other Business previously notified.**  Agenda items 50 and 51 have been modified in light of national lockdown and guidance issued. Governors received amendment to agenda items by email notification. |  |
| **47.** | **Policies for ratification**  It was explained that the policies for ratification were the responsibility of the FGB and had already been reviewed by the committees before being presented to FGB.  **SEND –** SEN Governor to meet with SENDCo  **Allegations Management** – No comments  **Looked After** – No comments  **Performance Management** – Comments received and will be passed to school administrator to update  **First Aid** – No comments  Governors were asked whether they were happy to ratify policies pending amendments noted. All Governors agreed. | Policies to be sent to Chair for electronic signature following minor amendments. |
| **48.** | **Annual Self Disclosure Form**  Form to be completed have been placed under files on eSchools. Self-disclosure form is to be completed annually as part of Single Central Record checks. All Governors asked to complete and send to clerk. | Forms to be returned to clerk by 29.01.21 |
| **49.** | **Annual Governors Report**  A discussion was had previously and although there are some elements of the report that are statutory, there will be problems with reporting on attendance and performance. A Governor queried whether there was any value in creating a report at the moment. It was agreed that there was still lots to report and celebrate and school has been functioning in an incredible way during the national lockdowns. It was asked whether it could still be called an annual report and whether a summary would be more appropriate. It was discussed that the format of the report could be a letter from the Co-Chairs which includes the probity statement and a summary of the year. All Governors were asked whether they would like to contribute to the summary and submit stories from their perspective of what the school has achieved and done well this year. It was agreed that these would be submitted by 29th January with the summary being sent out by February half term. | Summary stories to be submitted to HT by 29.01.21 |
| **50.** | **Update on provision and offer of remote learning**  Tutshill School was fully prepared to re-open on Tuesday, 5th January with children in school and face to face learning, however, following the announcement by the Prime Minister at 8pm on Monday, 4th January all schools were told to close and move to remote learning. Only vulnerable children and children of critical/keyworkers would be able to attend the school site. It must be noted that following the announcement all staff worked to ensure that communication went out to parents and plans put in place to start providing a remote learning offer whilst keyworker children were on site. Parents were advised that if they had previously registered as keyworkers then children would be able to attend the following day but it was unknown how many children would arrive. The keyworker/critical list is much expanded compared to the previous lockdown in March. A poll was sent out to parents to register and by the middle of the week Tutshill School had 50% of children requesting a school place. In the first lockdown, there were only ever a maximum of 16 children on site a day but this lockdown has seen that number rise to 70 children. Guidance from DfE changed on a daily basis and school kept in regular contact with parents, however, this is difficult as parents find out the information at the same time as the school. The mixed messages from DfE have caused a split in the community with regards to the keyworker children attending school. DfE have stated it is a legal responsibility for schools to provide ‘X’ amount of hours of learning. Learning platforms were already in place and these were able to be set up very quickly. Tutshill School has taken feedback from the previous lockdown and is aware that children/ parents would like more interaction. It is not possible to stream live lessons due to the interruptions of the classroom which is not fair for the children at home. Lessons/teaching input are therefore pre-recorded with the main content uploaded eg. Maths/ Phonics which still allows children at home to see the teacher. Staff are providing three Teams meetings a week which will provide PSHE or Mental Maths sessions for example, these will act as class sessions and catch up rather than live lessons. Class teachers are providing feedback to children at home, teaching assistants are supporting in class to try and ensure there is no advantage/disadvantage to being at home/in school. These measures are all dependent on staffing. Unfortunately, school is aware that if a member of staff tests positive for covid they will not be able to work as they will need time to recover. This is known due to a number of staff who have tested positive over the Christmas holidays. A Governor asked whether all staff were in school. Due to the high numbers of children in school and the way the teaching assistant hours are contracted currently, the majority of staff are in school. There is no contingency for staffing if unwell. A Governor asked if emailing the parents to advise of high numbers attending had caused some parents to reconsider sending their child to school. Some have advised that provision is not needed in the current week but generally not. Government guidance says schools cannot cap numbers but children should be kept at home where it is possible to do so. If there were less children, then there could be less staff needed due to the way in which bubbles can be created. The current system means teachers are doing twice as much and working incredibly long hours. Staff are unable to carry on this capacity for any length of time. In March, it will have been a year without any time off and there is concern for staff well-being. A Governor stated that this would be discussed at the next HR committee meeting. A Governor asked whether school could challenge parents to find out whether they were at home when requesting a place for their child at school. This cannot be done without confrontation and not thought to be appropriate given that guidance is clear with regards to not capping pupil numbers. A Governor asked whether the school could do a shorter day. There is no guidance to suggest this is possible. A Governor wanted to feedback some ideas and asked whether it was possible for teachers to produce a timetable for the day as children like to know the structure. An additional question was asked whether it was possible to identify which staff member is leaving feedback on *SeeSaw* as currently it just states the school name rather than whether it is class teacher or TA providing marked feedback to the children. HT stated that these suggestions would be looked into. A timetable was thought possible but would need to be made clear that it does not need to be followed and parents/children can work at times to suit them. |  |
| **51.** | **Heads Report**  HT advised that this item would also incorporate agenda item 52 (SDP). There has been lots of correspondence to and from parents which has been positive. School is aware of a parent who has contacted Ofsted to report how well the remote learning provision is working for the children. This is directly as a result of the Education Secretary, Gavin Williamson, stating in his speech to Parliament that parents had a right to complain to Ofsted if they did not think the quality of learning was good enough. There has been a change of focus on the SDP and this will now look at the catch up funding which was provided to help children catch up after the last lockdown. This is now the third lockdown and school is continuing delivery for those disadvantaged. The Autumn data is looking good. Assessments were undertaken in week 3 to identify gaps from the first lockdown and this has given baseline entry data. The data shows that the progress made for children in Years 1 and 2 has been slightly less than that made for those in Years 4, 5 and 6. This can be attributed to the fact that the younger children were those allowed back to school in the Summer Term and therefore the knowledge gaps were not so large as those who did not attend school. There will now also be no 2020/2021 data as SATS have been cancelled so assessments will continue in house. Data tracking on *Insight* is continuing. The Teaching and Learning committee will look at the impact in greater depth at their next meeting. English is the weaker subject across the school and teachers are aware that grammar is hard to teach at home. Writing is delivered differently in classrooms with extended ways in which writing can get back on track will be looked at with the English Subject Leader. Reading is still looking good across the school. Catch up funding will be used to purchase additional subscriptions such as online reading books. It is easier to identify what has been missed with Maths.  There could still be the possibility of a SIAMS inspection in the Summer term once they have been reinstated. Last Ofsted visit was in 2018 and the school is due to have another next academic year but this will possibly be delayed. However, Ofsted could ring at any time to enquire about remote provision. HT would like staff to be coached so that they are confident to talk about Deep Dives for their subjects.  Catch up funding plan will be on the school website by Friday, 15th January. A Governor asked how much catch up funding the school was expecting to receive. Approximately £16,400 equivalent to £80 per child. School will be using some to fund additional online learning platforms such as Reading Eggs, Timetables Rockstars and rolling out Trick Box. |  |
| **52.** | **SDP**  See agenda Item 51. |  |
| **53.** | **Governance Review**  School has been offered the review next week but have asked for a delay due to the current situation. The review will look at whether the Governing Body is operating in the correct way and will look at ways to improve. Once the review is complete they will provide a short/medium/long term work plan. The review is fully funded. It was asked whether Governors would be happy to postpone the review to week 4/5 of the term. It was felt that everyone has a lot on and perhaps it would be better to postpone to Spring 2, which was agreed. |  |
| **54.** | **COVID-19 Update**  The majority of the information had already been discussed at earlier points. A Governor asked whether there was any news on vaccinations for teachers. There is no priority for teachers to be vaccinated currently, however, this was being discussed and teachers are likely to go into a category for priority vaccinations. |  |
| **55.** | **Parent views/ communication**  There has been lots of communication mostly positive. Remote learning does not suit all and teachers would much rather have the children in school. It was decided to postpone the parent questionnaire until March. |  |
| **56.** | **Safeguarding**  A Governor has recently attended safeguarding training and Single Central Record training. The Governor will commence audit checks on the records and this is to be arranged with the School Business Manager. Vulnerable children are in school during lockdown which assists with safeguarding their well-being. PEP reviews are taking place. There have been no calls/referrals from MASH. Welfare checks are taking place for children not on site. Social Services had contacted the school who were looking at a family regarding a sibling link. Covid safety checks and risk assessments are in place. |  |
| **57.** | **Chair’ comments & correspondence**  Nothing to report. |  |
| **58.** | **Any Other Business**  Vicar David Treharne wanted to note that he had met with Mrs Driver regarding the SIAMS inspection and it had been a constructive and positive meeting. He also wanted to pass on thanks to the school community for the online worship and carol service that the school had taken part in before Christmas. |  |
|  | **Date and Time of next meetings**:  FGB 4, Monday 29th March 2021  FGB 5, Monday 17th May 2021  FGB 6, Monday 19th July 2021 | Clerk to send invite for Team meeting. |
| Meeting Closed at 19:40  **Date and time of next meeting: Monday 29th March 2021 @ 18:00** | | |
| Approved by Chair as being a true record of the meeting  Signed…………………….……………………………………………………..Print……………………………..……………………………………………….Date…………………………..……………………….. | | |

Text Key:

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|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |