**Tutshill Church of England Primary School**

**FGB 1 meeting**

**G1 Monday, 28th September 2020 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  Lisa Hebborn  Amanda Cooper  Natalie Fryer  Abigail Ryder  Jo Kibble  Tom Robinson  Diana Cave | James Bradbury |  |
| Marion Evans – FGB 1 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** |
| **11.** | **Opening Prayer** | 5 mins | Chair |  |
| **12.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **13.** | **Declarations of Interest** | 5 mins | Chair |  |
| **14.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **15.** | **Approve Minutes of Last Meeting** | 5 mins | Chair |  |
| **16.** | **Matters arising from last minutes** | 10 mins | Chair |  |
| **17.** | **Update on COVID in school** | 5 mins | Chair/ HT | Attendance; Test and Trace; Bubbles/ Day to day running; Comments re drop off and collection; Training and webinars |
| **18.** | **SDP** | 10 mins | HT | Draw attention to targets including SIAMA and Ofsted |
| **19.** | **Heads Report** | 15 mins | HT | Recovery Assessment – updates. INSIGHT with obs Spring assessment will carry forward. Staff setting targets for end of year observations |
| **20.** | **Attendance** | 5 mins | HT | Self-isolation |
| **21.** | **Parent views/ communication** | 5 mins | Chair |  |
| **22.** | **Safeguarding** | 5 mins | HT | Risk Assessment. PEP |
| **23.** | **Chair’s Comment & Correspondence** | 5 mins | Chair |  |
| **24.** | **Any Other Business** | 10 mins | Chair |  |
|  | **Dates and times of next meetings:**  **FGB 2, Monday 16th November 2020**  **FGB 3, Monday 11th January 2021**  **FGB 4, Monday 29th March 2021**  **FGB 5, Monday 17th May 2021**  **FGB 6, Monday 19th July 2021** | 5 mins | Chair |  |

FGB 1 Chair – Marion Evans

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| **11.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **12.** | **Welcome and Apologies**  The Chair welcomed all to the meeting. Apologies received from James Bradbury. David Treharne will be leaving the meeting at 7pm. Alex Watson will be arriving late. |  |
| **13.** | **Declarations of Interest**  No declarations of interest. |  |
| **14.** | **To agree items of Any Other Business previously notified**  No items notified |  |
| **15.** | **Approve Minutes of Last Meeting**  Minutes were accepted and approved from the following meetings:  FGB 6 on 6th July 2020  Extraordinary Meeting on 13th July 2020  AGM on 3rd September 2020 |  |
| **16.** | **Matters arising from last minutes**  Pen portraits still required for Governors. Thanks were given to those Governors who had completed. | Pen portrait required for James Bradbury (photo received). Pen portrait required for Alex Watson (photo received). Pen portrait and photo required for Lisa Hebborn |
| **17.** | **Update on COVID in School**  The term has started well and things are settling down smoothly. There is a high level of foot traffic on the pavement outside the school and in response to parental concerns, staff went out to help. All staff had appropriate PPE including masks and high visibility jackets and were able to help and show parents where to stand and wait. Some problems are caused by children and parents arriving too early and adding to the congestion. Parents and children responded well to the additional help and the school drop off is working well. The School Crossing Patrol Co-ordinator for Gloucestershire was also asked to attend site to look at the possibility of moving the crossing in order to ease congestion at the narrowest point of the path. However, it was advised that whilst the crossing was busy, on balance, it was better to keep the existing crossing in place. This was deemed safest as vehicles are used to stopping at that point, it is clearly marked with ‘Keep Clear’ and pedestrians are also used to crossing at this point.  There have been some frustrations from parents regarding staggered drop off and collection times and two families are refusing to bring their children in at the correct times. SHE unit at GCC has been contacted and the advice is very clear that where schools are able to implement staggered start and collection times they should do so. If there should be a positive case at school, this will allow the school to close a bubble rather than having to close the whole school. School has also looked into the possibility of allowing siblings to arrive together but there is nowhere for them to be looked after until lessons begin. Government has made clear that measures in place now are likely to last for a minimum of six months and therefore measures at school will remain for this amount of time also. Where parents are not arriving at the child’s start time, and bringing the family in at one time, one sibling is missing 30 minutes a day, two and a half hours learning per week or 47.5 hours over six months. Parents will be contacted to reach an agreement.  Children have adapted well and are fully aware of measures in place and why they are there. They are happy, excited and eager to learn. There were concerns that some children may find it harder to return than others but these concerns have not been realised. HT has conducted lesson observations and apart from the physical layout of the school you would not know any difference compared to how school was before Covid.  Risk assessment has been updated with new regulations and sent to SHE unit for approval. Changes have been communicated to parents and a new version is on the school website.  There has only been one family that has not returned to school due to underlying health concerns and no children have been taken out of school for Elective Home Education.  A Governor asked whether there had been any anxiety amongst parents or children especially those that had just started. Home visits were conducted in the first week of term to allay any concerns and meet the new families as induction sessions did not happen in the Summer term as normal. Parents are aware that staff are accessible by contacting the office to request a call-back from teachers.  A Governor asked whether more families were walking to school. It is hard to tell whether any more than usual are walking to school because of the staggered start and finish times, however, Year 5 and Year 6 children with permission from parents are able to walk to and from school on their own. Traffic management around school does not appear to be any worse.  A Governor wanted to feedback that from a parent’s point of view, the staggered start and collection times have made arriving at and leaving school much easier. However, they do feel for the parents who have to wait for half an hour because they have a child in Year 6 and Reception. HT commented that this was one of the reasons for allowing Years 5 and 6 to walk unaccompanied and thereby reducing the wait for other sibling year groups. All schools are operating differently depending on the individual site specific circumstances.  A Governor asked why they had seen parents leaving the school site when they are not allowed to be on the premises. It was explained that for the first week only, the new Reception parents were able to stay with their children for 30 minutes at the start of the session to settle them in. Due to the staggered playtimes, it meant that the parents had to leave the site via the school office. All protocols were followed and parents had to use hand sanitiser/ wash hands on arrival. Only 1 parent per child was allowed with a maximum of 6 in a group.  A Governor asked whether we had received any additional funding for Covid expenses. Schools are not allowed to claim anything for the wider reopening but there has been an amount of £500 approximately received for expenses incurred prior to this. School has created a new cost centre for Covid expenses so that the expenses are easily identifiable when overspent. |  |
| **18.** | **SDP**  HT presented School Development Plan which is not yet fully completed but as a ‘plan on a page’ for Governors.  Priority 1: *To identify knowledge deficits due to lockdown and accelerate leaning to ensure pupil can access current year curriculum.* Online/ remote learning must be available. Some classes have already uploaded live lessons where pupils are self-isolating. Feedback from the live lessons has been good. As there is no Key stage data from 2020, the data from 2019 is being used to assess. (Following a factual accuracy check the correct dates are mentioned in the documents and these now correlate).  Priority 2: *To close the gap in attainment between non disadvantaged and disadvantaged children.* The priority remains having analysed Spring 2020 data. Pupil premium statement and allocation of funds is currently being worked on.  Priority 3: *To close the gap between boy and girl’s attainment.* The priority remains having analysed Spring 2020 data. A Governor asked whether the gap has increased. The gap has not increased but it is still there. There are some years where the trend has been bucked but overall the gap remains. A Governor asked whether there had been any assessments yet and what the outcome of these were. Baseline assessments were completed in week 3 which have been marked and analysed but are not yet on the data tracking system. The assessments are being used to identify where interventions and additional support are needed and identify where the catch up funding will be spent. A Governor asked if this was looked at in greater detail in the Teaching and Learning Committee. HT advised that the data is drilled down in much greater depth for this committee.  Priority 4: *Children on the SEN register will make better rates of progress compare the previous year*. The priority remains having analysed Spring 2020 data.  Priority 5: *To ensure low and middle attainers make expected progress.* The priority remains having analysed Spring 2020 data. A priority is to make sure the middle attainers get the correct support. It has also been noticed that the more able children may not have been challenged. Year group teachers are working in pairs to identify gaps. Tutshill School will receive approx. £16,000 in catch up funding which will be used for after school support. HT advised that there will be an entry/ exit strategy to demonstrate that the spend has had a positive outcome.  Priority 6: *SIAMS- to achieve excellence in the next inspection*. The SEF needs to be rewritten. Inspections have ceased until further notice. A Governor asked what is the SEF. The SEF is a self-evaluation form and it is a document which is used to review what we are doing and to identify the next step in the journey.  Governors commented that this format of SDP for FGB meetings was a useful document and would like to keep this format in future. Priorities would be looked at in detail in committee meetings and reported back to full GB meetings.  A Governor asked how the catch up funding will be communicated to parents. HT advised that this year there will be telephone calls instead of parental consultations during which the outcomes of the assessments will be discussed and targets set. Parents of children that require catch up sessions will be contacted with a personalised letter detailing times and sessions as parental consent will also be required.  A Governor asked where the catch up sessions will be provided by the same teacher and how this will work with class bubbles. Staff are able to go into different bubbles for the benefit of the education of the pupils. |  |
| **19.** | **Heads Report**  Staff Information  There has been very low absence with 1 Covid test and 1 self-isolation due to a member of the household being tested positive. SLT have all been given time to complete tasks whilst HT is not on site. Deadlines need to be met and staff are aware of time management in order to meet these. Busy Beehive cannot be delivered currently as bubbles are unable to mix, however, there is KS1 and KS2 nurture provision every afternoon. Impact of provision is being monitored. One teaching staff member resigned over the Summer holidays and position has been appointed. One teacher is due to go on maternity leave at end of December and will be on leave for a year. An advert for the position will be placed. One lunchtime supervisor is retiring. The position has been advertised.  Quality of Education  HT has monitored teaching profile of the school which remains consistently good with pockets of outstanding. The learning environment is stimulating and the children are engaged in their learning. All teachers are continuing with their planning. A few areas for improvement were identified and being actioned. A Governor asked what was meant by not using names. Staff use initials to identify children and with a slight change of pro-forma this has been missed on some occasions and HT wanted to check that evidence of challenge is not being missed.  Staff have re-written objectives and these are updated regularly on INSIGHT. A Governor asked what are the objectives. These are the key objectives that lead back to the national curriculum. Research has shown that children need to have key objectives in order to progress. A Governor asked if this was presented in more depth at Teaching and Learning committee. Yes. The information is broken down and presented in greater detail.  Personal Development  Staff meetings have been held and staff have been upskilled on Blended learning. Remote learning takes place if there is whole school lockdown and blended learning takes place when children are asked to self-isolate. Children at home are to have the same access to learning as those in school. Some lessons in school are filmed which can then be uploaded instantly to class pages. A Governor asked if these are live lessons. Lessons are recorded for blended learning which can then be published within 20 minutes. If there was a local lockdown or bubble closure, there is a potential of running lessons through Microsoft Teams however there are some safeguarding issues eg. Parents must be with children at the time. A Governor asked if this would cause problems for staff if they also had children at home. It was agreed that whilst not in a national lockdown if teachers own children were still attending school this would not cause a problem for teaching but potentially there will be an issue for staff trying to teach and look after their own children.  Staff need to complete further online training for Neglect, Domestic Abuse, Child Sexual Exploitation and Female Genital Mutilation. HT asked whether Governors would also like to complete training. It was agreed that Governors should complete safeguarding training.  David Treharne left the meeting at 7.05pm.  Behaviour and Attitudes  Children have returned to school positive and happy. A Governor asked how many children are off in comparison to normal absence. HT advised that there are the normal coughs and colds. There have been approximately 6 or 7 children in the first few weeks who went for Covid tests but this number has now decreased. No child has been sent home from school and asked to go for a test. A Governor asked if school was achieving the 97% attendance target. HT advised that there are higher levels of absence but parents have been sent plenty of information including flowcharts to help them understand when children should or should not attend school. A Governor asked if HT had used the DfE helpline and whether it was helpful. HT advised that she had used it but not found particularly helpful. This comment was not intended to suggest the staff were unhelpful but that they are only reading from a script and therefore it is difficult to get a definitive answer. The guidance has also changed five times since reopening which does not help.  School leadership and management  There is a strong leadership team in place but thanks were also given to the teaching assistants. They are able to temporarily step into any class when asked e.g. SLT called out of class for behaviour issues and the school is still able to run smoothly.  There have been a number of in year admissions who have settled in well. School is at 210 and is 1 over PAN in KS2. A Governor asked whether children are still moving from other schools. SBM is still receiving a number of enquiries and has waiting lists for children from other local schools. A Governor asked whether there are many military families in the area and had the school heard about the wrap around care for military families. HT advised that this would be looked into.  Safeguarding  Annual reviews taking place. Review of opening and closing procedures has been undertaken with changes made. Changes have been added to risk assessment and sent to SHE unit. | Clerk to send training links to Governors. |
| **20.** | **Attendance**  Attendance was discussed at point 19. HT advised that school is continuing to circulate guidance. Symptomatic members of households are to get a test which has an impact on sibling attendance. |  |
| **21.** | **Parent views/ communication**  None |  |
| **22.** | **Safeguarding**  Taken under Head’s report at point 19. No referrals have been made. There has been 1 PEP. |  |
| **23.** | **Chair’s comments and correspondence**  None received. Any concerns raised have not turned into complaints. |  |
| **24.** | **Any Other Business**  A Governor wanted to comment on Trick Box and point out that it is a very good initiative. Children have found it to be very positive and a very powerful tool in the current climate. HT agreed it sits well with vision and values of school and learning behaviours.  HT asked if Governors would like any staff presentations. It was agreed that trends and results of recent assessment would be presented at FGB 2 and there would be an SLT presentation at FGB 3.  It was pointed out that in line with Government restrictions, Governing Body meetings will continue to be held remotely for the same time. |  |
|  | **Date and Time of next meetings**:  FGB 2, Monday 16th November 2020  FGB 3, Monday 11th January 2021  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 19:30  **Date and time of next meeting: Monday 16th November 2020 @ 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 |