**Tutshill Church of England Primary School**

**FGB 4 meeting**

**G4 Monday, 29th March 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  Amanda Cooper  Natalie Fryer  Lucinda Driver  Tom Robinson  Jo Kibble  Diana Cave |  | James Bradbury |
| Kathy Clarke – FGB 4 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** |
| **59.** | **Opening Prayer** | 5 mins | Chair |  |
| **60.** | **Welcome and Apologies for Absence** | 5 mins | Chair | Staff Governor Election |
| **61.** | **Declarations of Interest** | 5 mins | Chair |  |
| **62.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **63.** | **Approve minutes of last meeting** | 15 mins | Chair | Pen Portraits still to be sent to Clerk to upload on website. |
| **64.** | **Matters arising from minutes** | 5 mins | Chair |  |
| **65.** | **Purchase of iPads** | 5 mins | Vice Chair |  |
| **66.** | **Policies:**  **Safeguarding**  **Complaints Procedure**  **Continuing Professional Development**  **Exclusions**  **Pay**  **Finance** | 10 mins | HT/Chair | Policies to be ratified at FGB |
| **67.** | **Federation** | 10 mins | Co-Chairs/HT |  |
| **68.** | **Heads Report/SDP** | 10 mins | HT |  |
| **69.** | **SEF** | 10 mins | HT |  |
| **70.** | **INSET Day – Teaching and Learning Deep Dives** | 10 mins | NF |  |
| **71.** | **Parent views/communication** | 5 mins | Chair |  |
| **72.** | **Safeguarding** | 5 mins | HT |  |
| **73.** | **Chair’s comments & correspondence** | 5 mins | Chair |  |
| **74.** | **Any Other Business** | 10 mins | Chair |  |
|  | **Dates and times of next meetings:**  **FGB 5, Monday 17th May 2021**  **FGB 6, Monday 19th July 2021** |  |  |  |

FGB 4 Chair – Kathy Clarke

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| **59.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **60.** | **Welcome and Apologies**  The Chair welcomed all to the meeting. James Bradbury was absent. Lucinda Driver was welcomed to the meeting as the new staff Governor who was elected unopposed. |  |
| **61.** | **Declarations of Interest**  None received. |  |
| **62.** | **To agree items of Any Other Business previously notified**  No items notified. |  |
| **63.** | **Approve minutes of last meeting**  Minutes from FGB3 meeting on 11.01.21 were approved. |  |
| **64.** | **Matters arising from last minutes**  Pen portraits and skills matrix still required for a Governor. All annual self-disclosure forms have been returned to the clerk. Summary stories for the annual report were returned to the Headteacher. The Chair asked when they would get to see a draft of the report so that the Co-Chairs were able to add in their comments. The aim is to be able to send this out next week so that the report can be released in Term 5. The Chairs will liaise once this is received and will add their comments. | Pen portrait required for James Bradbury (photo received). |
| **65.** | **Purchase of iPads**  The Headteacher commented on behalf of James Bradbury that the School Business Manager had, after discussion with the Finance and Resources committee (F&R), sourced and presented three quotes for the purchase of new school iPads. The current iPads are leased and it was felt that by purchasing the next batch this would be of best value to the school. The cost of the iPads including the cases and support and licences for five years is £10,660. In line with the finance policy, the value of the quote means that the purchase must be approved by the FGB. It was asked whether the FGB agreed to the purchase of the iPads to be funded from the schools Capital budget taking into consideration that all necessary questioning and interrogating had been undertaken by the F&R committee. All Governors agreed and there were no further comments. |  |
| **66.** | **Policies**  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.  Safeguarding – HR committee. A Governor asked whether the links in the document had been checked as some were not working previously. It was confirmed that some time had been spent checking these.  Complaints Procedure – HR committee. There were a few small updates.  Continuing Professional Development – HR committee  Exclusions – HR committee. Adopted standard national policy due to legislation  Pay – HR committee. Adopted LA/National policy.  Finance – F&R committee. Adopted LA policy  Admissions – F&R committee. A Governor noted that this had been added to the policy list since the agenda was sent out. It was confirmed that this was changed last year from T&L committee to F&R committee. It was explained that the policy is taken from the GCC guidelines and is standard admission procedure. It is the School Business Manager who deals with admissions queries and therefore appropriate to move to the F&R committee. In year admissions follow GCC procedures.  Headteacher asked if there could be a better way to look at the policies and proposed that a review sheet is used. The sheet would go to the committee convenor for completion after the committee feedback. The cover sheet could then be used at the FGB to show that policies had been through due process. A Governor asked whether this would apply to all policies and there was concern that this may make a lot of extra work as there are a lot of policies. It was agreed that the process would be tried at the HR committee before rolling out.  All policies were ratified. | Any policies not signed to be sent to the committee convenor. |
| **67.** | **Federation**  Thanks were given to all those that attended the LA federation information training session. It was felt that the session was a marketing exercise by the LA and a more balanced proposal was needed. The Co-Chairs have also contacted the CoG at the WFF federation who very kindly prepared a presentation for them followed by a detailed discussion. Tutshill Governing Body have a collaborative working agreement with WFF Governing Body. The Co-Chairs would like to share the presentation with the rest of the Governing Body and proposed that an extraordinary meeting is needed to fully discuss the idea of federation. Governors were asked to read the presentation and the information provided by the LA and come prepared with 3-5 questions each regarding the federation and have an open and frank discussion around it. There are no obvious answers from what has already been shared and there are pros and cons to both sides. It was agreed that an extraordinary meeting should be held but no date has been set. | Co-Chair to send presentation to clerk for distribution. |
| **68.** | **Heads Report/SDP**  The Headteacher shared the report with Governors.  1 member of staff is on long term absence. Absence insurance for the pre-existing condition has been sourced. Staff have completed monitoring on their subjects and have reported back. Some subjects were harder to deliver during lockdown due to practical resources being needed eg. Science. Plans are being made for Summer term accordingly. School is expecting a SIAMS inspection during the Autumn term. When school reopened on 8th March to all pupils, there were reports and concerns form parents that children had been experiencing a lack of motivation, however, since the return, children are more positive and happy and there is clear excitement at being back at school.  Children have taken part in assessments since return to school to establish where the knowledge gaps are. It is clear from the assessments that some children have had more support than others and intervention groups have been planned accordingly. Staff are trying to not to use the phrases “lost learning” and “catch up” as it comes across negatively with the children. There is no guarantee that children will be where they need to be by the end of the year and subject leaders are redesigning their curriculum maps to match. These will be presented next term. A Governor asked what plans were in place for after school catch up sessions that had been discussed previously. The Covid catch up plan has been published and some staff have shown an interest in offering these sessions. They will be held in the Summer Term and identified by year group. SLT will refine the wording and approach to parents and children. A Governor asked how many children are expected to attend the sessions. It will be about 4-6 children per year and the sessions will be bespoke with children of similar ability. Assessment will be analysed further in the T&L committee meetings. SLT have had training for Ofsted Deep Dives. LA consultant will deliver staff training and SLT will meet to have mock deep dive interview.  Behaviour from children has been positive and well behaved. The covid measures have inadvertently reduced low level behaviour incidences. Pupils with additional needs still need to be supported with external agencies, alternative timetables and additional adult support.  Headteacher would like to reinstate Governance review for Summer. Aspects of the Governors’ roles need to be completed such as Governor visits. Governors are to contact staff via the school office to arrange these.  Section 175 audit has been completed and returned. There have been no referrals to MASH. Governors need to complete training on Prevent and Channel. There has been an incident over the weekend but no referral made as yet. A Governor asked whether the incident at the weekend had happened at home. It was confirmed the incident took place outside of school. A Governor queried why the report did not list Y4 class. This was an oversight and will be corrected.  The SDP is on eSchools and shows the school direction for this year. The plan is to show whole school movement which is hard when 50% off the school have not been present. The plan has been added to with the green sections being the most recent additions. The Headteacher commented that she would add a colour key to the plan. |  |
| **69.** | **SEF**  The SEF will be looked at alongside the SDP in Summer Term 1. |  |
| **70.** | **INSET Day – Teaching and Learning Deep Dives**  Mrs Fryer shared a presentation which looked at the Teaching and Learning (T&L) model at Tutshill. The model has been developed over a number of years and is bespoke to Tutshill School. It has been developed with our pupils in mind. School values are at the heart of the model and asks what do we want our children to be. Children from Tutshill can be identified when they move to secondary school because they will show their learning behaviours. Children will be able to demonstrate resilience; risk taking; reflection; evaluation; co-operation; resourcefulness; curiosity. Bespoke stickers have been created which are given to children when they show these positive behaviours. Teachers at Tutshill School have developed this model and they know the children so are able to personalise the learning. There is a meta cognitive learning cycle of planning – monitoring-evaluating. At the planning stage the teacher prompts the children to think about the learning goal and consider how to approach the task. Monitoring sees the teachers prompting pupils to implement their plan and monitor progress towards their goals. Evaluation means teachers prompting children to determine how successful the way of working they have chosen has been in terms of helping them reach their goal. We want our pupils to leave Tutshill School saying “I can do this”. A Governor asked whether these are brand new concepts. The concepts have been taken from other models and brought together to create a bespoke model for Tutshill. A Governor asked if children are needing more coaching and whether skills had been lost during lockdown. There are some children who are needier and need to work on their independence and regain confidence. A Governor asked if there is a lot of training required for staff. The skills have been built up over a number of years and is revisited regularly with training ongoing. It was noted that this model could not be delivered without the team of teachers currently at Tutshill. It was suggested that this presentation could be shared with stakeholders as it would be a good way for parents to appreciate what is special about the Teaching and Learning at Tutshill. |  |
| **71.** | **Parent views/ communication**  None received. |  |
| **72.** | **Safeguarding**  PEPs have been attended for LAC. There are children with additional needs who are being supported. There have been no referrals to social services. |  |
| **73.** | **Chairs’ comments & correspondence**  None received. |  |
| **74.** | **Any Other Business**  Following the meeting a Google poll was set up to seek formal agreement from all governors to continue the collaborative agreement with Woolaston School under the current arrangements for the academic year 2021-2022 whist consideration is given to a more permanent way forward. |  |
|  | **Date and Time of next meetings**:  FGB 5, Monday 17th May 2021  FGB 6, Monday 19th July 2021 | Clerk to send invite for Team meeting. |
| Meeting Closed at 19.45pm  **Date and time of next meeting: Monday 17th May 2021 @ 18:00** | | |
| Approved by Chair as being a true record of the meeting  Signed  Print: Dr Marion Evans Date: 17th May 2021 | | |

Text Key:

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