

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
Thursday 3rd DECEMBER 2020 AT 6.30PM**

PRESENT:

Mrs C Dale
Mr K Graham
Mr S Haylen
Mr G Martin (from item 11)
Mrs J Nemeth
Mr Z Onubugu
Mr M Parker
Mrs S Tysall (Chair)
Mrs S Weeks (Head Teacher)
Mrs A Willis

IN ATTENDANCE:

Miss K Lewis	Clerk
Mr P Haylock	Deputy Head Teacher
Mrs G Mills	Assistant Head Teacher/SENCo
Mrs E Willis	Deputy Head Teacher

Item	Agenda Item	Action
1.	WELCOME AND APOLOGIES FOR ABSENCE Apologies were received and accepted from Mr T Baughan and Mrs P Baines. The meeting was quorate.	
2.	DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST There were no declarations of interest in any agenda items.	
3.	BOARD MATTERS 3.1 <u>Board Membership</u> Membership of committees and areas of responsibility were noted. It was reported that an application form to fill the remaining co-opted governor vacancy as discussed at the September meeting had been received, and a meeting with the applicant would be arranged. This was now likely to be after Christmas and the Clerk would inform the applicant. 3.2 <u>Governor emails</u> Emails had now been transferred to a different platform and governors informed about their new addresses.	Clerk
4.	MINUTES 4.1 <u>Minutes of 30 September 2020</u> The minutes were approved and would be signed by the Chair. 4.2 <u>Actions and Matters Arising</u> 4.2.1 <u>Completion of annual declaration of interests forms</u> Outstanding forms would be emailed to the Clerk. 4.2.1 <u>Statement on COVID-19</u> A separate statement had been included on the website. 4.2.2 <u>Arrangements for HT Performance Management</u> This had taken place on 24 th November.	Governors

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	<p>4.2.3 <u>Website</u> AW and MP volunteered to review and monitor compliance of the website. The Clerk reported that she had begun an audit which she would send to AW.</p> <p>Governors were reminded to review and prepare their personal statements for the website and send to the Clerk by 11th December.</p> <p>All other actions had been completed or were covered on the agenda.</p>	<p>Clerk, AW, MP</p> <p>Governors</p>
5.	<p>CHAIR'S ACTION No emergency action had been taken by the Chair.</p>	
6.	<p>School improvement 6.1 <u>Review School Improvement Plan (SIP) 2020/2021</u> The document had been circulated and questions were invited.</p> <p><i>Leadership and management - it was asked if lesson observations had been undertaken for all staff.</i> SW confirmed that they had been.</p> <p><i>Personal development - governors asked how counselling was being provided.</i> SW explained that this varied depending on need. There were a number of children receiving support. SW provided the example of transition to secondary school and particularly anxious children.</p> <p>Governor involvement with the development of the SIP was discussed, together with the focus on monitoring outcomes and progress and ensuring adequate time for questions and discussion throughout the year. A workshop was suggested at the point when the SIP was in development, which could be held during the second half of the summer term or beginning of the autumn term, and built into the calendar. The Chair and Vice Chairs would liaise on this with SW and the SLT. While the SIP was part of committee agendas, it was agreed that there should be more emphasis on the relevant sections for each committee. It was noted that MP and SW worked closely together on its implementation.</p>	<p>ST, MP, GM, SW</p> <p>Clerk, committee chairs</p>
7.	<p>HEAD TEACHER'S REPORT The report had been circulated and questions were invited.</p> <p><i>A governor referred to the attainment and progress figures and noted that they were low for working at expected and above. It was asked if this was a result of children not being in school and what was in place to support them.</i> It was explained that the data had been significantly affected by COVID. All schools were in a similar situation. A full report had been provided on this data to the Achievement and Standards Committee. A key issue was not being able to mix bubbles and bringing in experienced adults to work with children. However, children were catching up quickly and the data showed where the children were at the time of the assessments not where they were would eventually be.</p> <p><i>It was asked how the government catch up funding was being used.</i> It was explained that the school was holding the money for the present. The school did not want to use online tutors who the children were not used to, and would much prefer to spend the funding on experienced, retired teachers who had previously been used very successfully. As soon as the school was able to mix bubbles it wanted to focus on using this expertise across groups. If it was felt at any point that this would not be possible due to COVID restrictions continuing, then there would be no option but to allocate the funding in a different way. However, bringing in qualified adults</p>	

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	<p>was felt to be the best option for Poverest children. It was confirmed that there were interventions already in place.</p> <p><i>The absence figures were raised and the number of children with below 90% attendance.</i> It was explained that this reflected the COVID situation and went back to September.</p> <p><i>It was asked if work would be set for the children over the Christmas holiday.</i> It was confirmed that some work would be set while acknowledging that children needed a break. Reading would be part of this given the impact of children not being in school.</p> <p>The situation with regard to SATs next year was discussed. There would be no published data.</p> <p><u>English Report</u> An autumn term English report prepared by KS1 and 2 leaders had been circulated. <i>It was asked if “No Pens Wednesday” to develop oracy skills across the school had been a success.</i> CD said that it had very much benefited the children.</p> <p><u>SEND</u> The SEND report prepared by G Mills was reviewed. <i>It was asked how many children were now in the Provision.</i> G Mills confirmed that with 20 children the Provision was full.</p> <p><u>COVID-19 update</u> Governors were very impressed and congratulated the school on the way it had dealt with the crisis. SW said that the school had been in the fortunate position of not having to close a bubble and the investment in technology had allowed it to engage with children at home.</p>	
8.	<p>REPORTS FROM COMMITTEES</p> <p><u>8.1 Achievement and standards and Safety, Behaviour and Community (SBC) joint meeting 21st October 2020</u> The minutes had been circulated and were noted. The Terms of Reference (ToR) for the Committees had been circulated. It had been agreed to add to the ToR for standards:</p> <ul style="list-style-type: none"> • that the Terms were drafted in line with the Governor Vision Statement • add the example of surveys to point 4 on responsibilities and obtaining the views of pupils. <p>It had agreed to add to the ToR for SBC:</p> <ul style="list-style-type: none"> • that the Terms were drafted in line with the Governor Vision Statement • the example of surveys to point 4 on responsibilities and obtaining the views of pupils • safety and environmental impact of journey to and from school <p>The ToR were approved.</p> <p><u>8.2 Resources committee 25th November 2020</u> The minutes would be circulated.</p> <p>The Terms of Reference for the Committee had been circulated and were approved unchanged.</p> <p><u>8.3 Pay Committee 8th December 2020</u> It was reported that the meeting had been postponed to take place after</p>	Clerk

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	<p>the HT performance management review on 24th November. An update would be provided to the Board following the meeting.</p> <p>The Terms of Reference for the Committee had been circulated and were approved unchanged (subject to discussion on 8th December).</p>	Clerk
9.	<p>LINK GOVERNOR AND MONITORING VISIT REPORTS</p> <p>9.1 <u>Safeguarding</u> The Chair reported that she continued to meet with SW every fortnight.</p> <p>9.2 <u>Premises, health and safety</u> JN's visit report had been discussed by the Resources Committee. There were no issues JN wished to raise and the report was noted.</p> <p>9.3 <u>Pupil Premium</u> AWs visit report had been discussed by the Resources Committee. There were no issues AW wished to raise and the report was noted.</p> <p>9.4 <u>Early Years</u> The Chair's visit report had been circulated. She said she had been very impressed. The school was part of a pilot for NFER for the new curriculum 2021-22. The Chair would visit again at the end of term. EW said that the school was in a unique position because of the pilot.</p> <p>9.5 <u>SEND</u> The Chair and G Mills had met to discuss the SEND position.</p>	
10.	<p>AFACT UPDATE</p> <p>The minutes from the Trust Board meeting held on 24th June had been circulated. The Trust Board had met more recently on 7 October. A number of items were on hold due to the pandemic. SW reported that headteachers from the Trust schools had continued to meet regularly and had supported each other during the crisis.</p>	
11.	<p>Statutory and other policies for approval/approved</p> <p>11.1 <u>Admissions 2021/22</u> Approved Feb 2020.</p> <p>11.2 <u>Pay</u> Approved by Pay Committee and by FGB by email.</p> <p>11.3 <u>Child Protection and Safeguarding</u> Approved by SBC committee and by FGB by email.</p> <p>11.4 <u>Governors' Behaviour Statement</u> Approved by SBC Committee and by FGB by email</p> <p>11.5 <u>Updated Virtual Meetings Policy (COVID-19)</u> The policy had been circulated and was approved. The current advice regarding school meetings was discussed. The situation would be kept under review, but the Board and committees would continue to meet remotely next term.</p> <p><i>Awareness of issues around social media and grooming were raised, particularly in the current environment.</i> SW confirmed that this was covered in PSHE lessons.</p>	
12.	<p>GOVERNOR TRAINING</p> <p>Governors were reminded about the resources available.</p>	

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13.	<p>AOB</p> <p>13.1 <u>Thanks</u> SW thanked governors for the support they had provided during this unprecedented time. The Chair thanked SW, the SLT and all staff on behalf of the Board for their hard work and dedication during a very difficult term.</p> <p>13.2 <u>Additional day</u> The Chair had agreed with SW that the training day allocated for 4th January would be an additional day for staff to work from home instead. This was approved.</p> <p>13.3 <u>School Street</u> It was acknowledged how successful the School Street had been. It was felt that the school should proactively push for a 20 mile an hour speed limit along Tillingbourne Green. SW confirmed that she had already spoken to the LA about this.</p>	
14.	<p>CONFIDENTIAL ITEMS</p> <p>There were no items.</p>	
15.	<p>DATES OF NEXT MEETINGS- SPRING TERM</p> <ul style="list-style-type: none"> - FGB meeting: 23rd March 2021 6.30pm - Committee meetings: <p>Standards and SBC: 25th February 2021 6.30pm Resources: Wed 17th March 2021 6.30pm</p>	

The meeting closed at 7.40pm

Signed: Date: