

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
TUESDAY 23<sup>RD</sup> MARCH 2021 AT 6.30PM**

**PRESENT:**

Mr T Baughan  
Mrs C Dale  
Mr K Graham  
Mr S Haylen  
Mr G Martin  
Mrs J Nemeth  
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 E Willis	Deputy Head Teacher
Mrs K Hopper	Senior Teacher KS2 for item 7
Mrs N Preston	Senior Teacher for Item 7

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	It was acknowledged that this was the first FGB meeting since Pauline Baines had sadly passed away in February. In her memory, governors recognised the significant contribution Pauline had made to the Board and the School - she would be very much missed.	
1.	<b>APOLOGIES FOR ABSENCE AND DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</b> There were no apologies.  There were no declarations of interest in any agenda items.	
2.	<b>BOARD MATTERS</b> 2.1 <u>Board Membership</u> It was reported that ST, SH and SW's meeting with the potential governor had been arranged for 26 <sup>th</sup> March.  2.2 <u>Governor areas of responsibility and returning to arranging visits/meetings</u> Membership of committees and areas of responsibility had been circulated. Governors were asked to begin making arrangements with the School for visits/discussion about their link governor areas,	<b>Governors</b>
3.	<b>MINUTES</b> 3.1 <u>Minutes of 3<sup>rd</sup> December 2020</u> The minutes were approved and would be signed by the Chair.  3.2 <u>Actions and Matters Arising</u> 3.2.1 <u>Website</u> AW had completed an audit of the content which had been sent to the SLT. PH confirmed that the issues identified had been addressed. With regard to the layout of the site, comments had been shared with the website providers. Work was beginning on a website for AfACT together with a standard layout for all schools in the Trust. Views from Governors on layout would be welcomed. It was accepted that retaining a school's individuality was important but that one provider across the schools would be more cost	<b>Governors</b>

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	<p>effective.</p> <p>Governors were reminded to review and prepare their personal statements for the website and send to the Clerk as soon as possible.</p> <p>3.2.2 <u>SIP workshop</u> This would be arranged during the summer term and Clerk would liaise with SW and the SLT on a date.</p> <p>All other actions had been completed or were covered by the agenda.</p>	<p><b>Governors</b></p> <p><b>Clerk, SW</b></p>
4.	<p><b>CHAIR'S ACTION</b> No emergency action had been taken by the Chair.</p> <p>4.1 <u>Chair and Vice Chairs' meeting 18th February 2021</u> A note of the meeting had been circulated and was noted.</p>	
5.	<p><b>School improvement</b> 5.1 <u>Progress of School improvement Plan</u> An updated document had been circulated. It was accepted that progress had been halted due to lockdown. Questions were invited.</p> <p><b><i>It was asked if learning walks had taken place and if so, what was their focus.</i></b> SW confirmed they had been completed virtually and looked at how children were working and engaging now they were back in school. This had also been monitored during lockdown.</p> <p><b><i>It was asked how the EYFS curriculum was developing in light of the changes in September.</i></b> EW said that currently the focus was on which children were at expected and those children who were not where they should be. The next project after Easter would concentrate on reading and writing using a program called NELI (Nuffield Early Language Intervention).</p> <p><b><i>Governors asked about the impact of reducing lunchtimes to 45 minutes from an hour.</i></b> It was reported that this had had a positive impact on behaviour.</p> <p><b><i>Governors raised staff referrals for intensive therapeutic support.</i></b> It was confirmed that Head of Pastoral Care Kerry Boorman had seen members of staff who required additional support. It was agreed that it would be useful if KB could join the next FGB to discuss safeguarding and wellbeing.</p> <p><b><i>Governors referred to the targets that had been set for this year and asked if they would need to be revised.</i></b> It was confirmed that targets were updated as the year progressed. When these targets had been set another lockdown had not been expected. <b><i>It was asked how the situation would be communicated to parents.</i></b> It was confirmed that it would be discussed at upcoming parents' reviews.</p> <p>The meeting discussed encouraging children to read at home and engagement with and support for parents.</p> <p>It was confirmed that a message had been sent out to parents about their wellbeing.</p> <p>With regard to health and safety, JN reported that a health and safety and premises report prepared by the by the school had been provided to the</p>	<p><b>SW – invite KB to next FGB</b></p>

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	<p>Resources Committee and she had met with the school before lockdown to discuss any issues. Governors were reassured that all was on track. JN would visit again once she could come into school.</p> <p>It was noted that COVID infections had been kept to a minimum.</p> <p>5.2 <u>SEF</u> An updated SEF had been circulated and was noted.</p>	
6.	<p><b>Wellbeing, Health and Safety</b></p> <p>6.1 <u>Risk assessment for the return to school on 8<sup>th</sup> March</u> The risk assessment had been circulated. It was confirmed that a summary version of the document has been prepared and would be issued.</p> <p>6.2 <u>Wellbeing and mental health</u> JN had met with the school to discuss wellbeing. EW had put together an action plan which she would rag rate. SW was also working with CD as part of her staff governor role.</p> <p>Mental health week was under way. Teachers were monitoring children and SLT were monitoring staff. SW reported what the events had been organised for staff to support their wellbeing. It was confirmed that there was a good network of communication to identify any concerns. <b>Governors asked if this was the same for pupils.</b> SW confirmed that there was support in place for pupils and parents.</p>	SW
7.	<p><b>HEAD TEACHER'S REPORT</b></p> <p>The report had been circulated together with English and maths reports from Kelly Hopper and Nicola Preston, who were welcomed to the meeting. Questions were invited.</p> <p><b>Governors raised a particular year's data and while children had done well in reading and maths writing had dropped significantly.</b> It was confirmed that while writing had been affected by lockdown, the school was confident that children would be soon be back on track. NP explained about Stamina for Writing and that every class would continue with 5 Minute Write which had been very successful. NP referred to her report which provided a detailed summary of what was in place.</p> <p>It was noted that the dip in Maths was a national issue and KH's report set out what the school was doing to address this. <b>Governors raised explaining to parents how maths was taught.</b> NP said that Parent workshops were planned to teach the key concepts. This would also be a part of Celebration of Learning. Online resources were being discussed.</p> <p>KH and NP were thanked for their reports and left the meeting.</p> <p>SW reported that retired teachers would be coming in after Easter to support small groups and this should have a significant impact on enabling children to catch-up.</p> <p>SW had provided a comparison with the first lockdown, which included a return to school survey completed by the children.</p>	
8.	<p><b>PROPOSAL TO MOVE TO TWO-WEEK AUTUMN HALF TERM HOLIDAY</b></p> <p>Information had been circulated on the proposal to move to a two-week October half term holiday to provide continuity between the schools in AfACT and with other schools in the borough. The proposed term dates for</p>	

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	2021/22 had been provided. Consultations had been undertaken with parents and staff. The majority were in favour. Those parents who had disagreed had thought that there would be a shorter summer holiday and SW had explained that the number of teaching days had not changed. It was confirmed that there were no issues amongst staff regarding the training day dates in the calendar. The move to a two-week half term and the dates for the next academic year were <b>agreed</b> .	
<b>9.</b>	<p><b>REPORTS FROM COMMITTEES</b></p> <p>9.1 <u>Achievement and standards and Safety, Behaviour and Community (SBC) joint meeting 25<sup>th</sup> February 2021</u> The minutes had been circulated and were noted.</p> <p>9.2 <u>Resources Committee 17<sup>th</sup> March 2021</u> The minutes would be circulated. GM provided a report. Some issues required clarification from the LA before the budget for the next year could be produced. A new layout for the financial information was being discussed and being followed up by GM and AW. Wellbeing was also a focus for the committee.</p> <p>9.3 <u>Pay Committee 8<sup>th</sup> December 2020</u> GM reported that the Committee had approved the Head Teacher's Performance Management Panel's recommendations and after reviewing anonymised reports, agreed pay recommendation put forward by SW. The focus on wellbeing during performance managements interviews had been discussed. The FGB supported the Committee's decisions.</p>	
<b>10.</b>	<p><b>LINK GOVERNOR AND MONITORING VISIT REPORTS</b></p> <p>10.1 <u>Wellbeing</u> JN had provided a report under Item 6.2.</p> <p>10.2 <u>Teaching and learning</u> MP had viewed a virtual lesson.</p> <p>10.3 <u>Chair and Vice Chair visits</u> ST and MP had continued to meet regularly with SW.</p>	
<b>11.</b>	<p><b>AFACT UPDATE</b></p> <p>The minutes from the Trust Board meeting held on 7<sup>th</sup> October had been circulated. The Trust Board had met more recently on 10<sup>th</sup> March. A number of items remained on hold due to the pandemic. SW reported that headteachers from the Trust schools had continued to meet regularly and SLTs had also met. The group continued to work with the LA as maintained schools.</p>	
<b>12.</b>	<p><b>Statutory and other policies for approval/approved</b></p> <p>The following policies/documents requiring FGB agreement and been approved via email:</p> <ul style="list-style-type: none"> <li>- Updates to Child Protection and Safeguarding Policy</li> <li>- SEN information on website</li> </ul>	
<b>13.</b>	<p>Governor development:</p> <p>13.1 <u>Training reports/feedback/resources</u> Governors reported on training they had undertaken using The National College. Governors were reminded to send details of training completed to the Clerk.</p>	<b>Governors</b>

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14.	<b>AOB</b> 14.1 <u>Friends of Poverest</u> It was agreed that a card from the Board should be sent to Friends of Poverest to thank them for all their fundraising efforts on behalf of the school.	<b>TB</b>
15.	<b>CONFIDENTIAL ITEMS</b> There were no items.	
16.	<b>DATES OF NEXT MEETINGS- SPRING TERM</b> The Clerk would liaise with the school on dates for the summer term FGB and committee meetings.	<b>Clerk</b>

The meeting closed at 8pm

Signed: ..... Date: .....