



SUBJECT TO RATIFICATION

**GIRTON GLEBE PRIMARY SCHOOL
LOCAL GOVERNING BODY MEETING**

Held on Tuesday 10th November 2020 at 1815 hours – by zoom

LGB Governors Present:

Rowena Barnes (RB – Chair); Drew Spencer (DS – Head); Colin Black (CBL); Corinne Garvie (CG); Peter Goodwin (PG); Nigel Howlett (NH); Margaret Hyde (MH); Tim Pegler (TP); Alex Read (AR)

Others in attendance: Tom Austin (Associate Member - TA); Jo Pyle (JP); Ryan Kelsall (RK - IVC), Natalie Drewery (cam clerk), Katie Tween (cam clerk – observer)

Apologies: n/a

Non-Attendance: Anyela Carmargo Rodriguez (ACR), Pieter Wallace (PW), Martin Rigby (MR) link Trustee

The meeting took place remotely due to covid-19. The meeting was quorate and RB took the chair.

ACTIONS REQUIRED

ITEM	ACTION	DEADLINE	RESPONSIBILITY
2	PW and NH to provide the pecuniary interest declarations	26.01.21	PW, NH
3	DS to undertake staff governor nomination process by end of term	19.12.20	DS
4	DS to circulate a signatory sheet for KCSIE, to be returned to DS Update: RB,ACR,PW to action KCSIE Signature sheet	26.01.21	RB, ACR, PW
4	All to consider the role of co-chair and speak to RB/DS	26.01.21	ALL
6	Governors to consider the use of NGA training modules as these are low cost.	ON GOING	ALL
8	AS to provide an update on numbers of pupils considered to be vulnerable as a result of lockdown.	26.01.21	AS
9	RB to set up zoom meeting for RB, DS, PW, AR, TP re surveys and report back at the next LGB	26.01.21	RB
11	RB to clarify with John Sayer re governance of H&S within the Trust.	26.01.21	RB
11	DS to circulate the dates of RK's coaching with staff & governors to review dates and set up monitoring meetings.	26.01.21	DS / ALL
11	RB/ DS to arrange a date for the Data Scrutiny Review Meeting	26.01.21	RB/DS



MINUTES

		Action
1.	Introductions and apologies for absence	
	The Chair welcomed attendees and introduced the new cam clerk, Katie Tween. The Chair advised that the meeting agenda would be taken out of order, with declarations being item 2 and the surveys being after the HT's reporting. Further, AOB items would include the swimming pool and school 70 th anniversary updates. No apologies were received. The meeting was quorate.	
2.	Business Interests	
	a) Declarations of Interest to items on this agenda There were none.	PW and NH to provide the pecuniary interest declarations
3.	Governance Matters	
	Staff Governor position – It was noted that Jo Pyle's term of office as Staff Governor had expired, as such, she was in attendance only tonight. The school was asked to conduct a staff governor nomination process prior to the end of term.	DS to undertake staff governor nomination process by end of term
4.	Minutes of last FGB meeting, Action Points & Matters Arising: 29 September 2020	
	<p>The draft minutes had been circulated in advance of the meeting. There were no comments, they were agreed as an accurate record and the minutes were APPROVED.</p> <p>The action points were reviewed:</p> <p>Action Point:</p> <p>2 - Clerk to notify Trust CEO of RB nomination for Chair – <i>actioned and notification was received that RB has been approved by the Trust as Chair of Governors.</i></p> <p>3 - All to complete business interests and return to the Clerk, to forward to the Trust Business Manager – <i>in hand, PW and NH to complete.</i></p> <p>4 - FGB minutes to be signed and retained on the hard-file when covid-19 restrictions lift – RW and former committee Chairs to send their signatures to Clerk, to include on the approved minutes; the school to then make arrangements to print for the hard copy file held in school - <i>actioned.</i></p> <p>4 - Standards & Curriculum outstanding action items: Surveys for parents and pupils will need to be picked up on this term – <i>actioned, on this agenda.</i></p> <p>6 - All to consider the role of co-chair and speak to RB/DS – <i>no interests were expressed; RB asked governors to reconsider and speak with RB.</i></p> <p>6 - CB/NH/PW to join zoom session with Director of Finance – <i>RB sent an email to Tracey Sendall but to date has not had a response. RK noted that Finance is in the midst of the annual financial audit at the moment.</i></p> <p>6 - RB/NH/AR to meet to review LGB business for academic year – <i>actioned.</i></p> <p>6 - All to consider individual and LGB training needs & feedback to CG as training link – <i>in hand.</i></p> <p>6 - CG to undertake NSPCC Safer Recruitment training – <i>actioned.</i></p> <p>8 - DS to circulate, via Clerk, Procedures & Practices document which was shared with parents - <i>actioned.</i></p>	All to consider the role of co-chair



	<p>8 - Link Governors to confirm their availability to RB to participate in SLT monitoring dates – <i>on agenda</i>.</p> <p>8 - DS to arrange a Trust Office 365 training session for governors – <i>DS sent trial information to some governors; this needs actioning before introducing to all governors</i>.</p> <p>8 - AR to check if governor accounts are set up for Teams use - <i>actioned</i>.</p> <p>9 - School Data Scrutiny meeting to be held in January – <i>date to be arranged, on agenda</i>.</p> <p>10 - DS to circulate a signatory sheet for KCSIE, to be returned to DS – <i>actioned; in hand. RB, ACR, PW to action</i>.</p> <p>11 - RG,PG,TP to meet re key areas for governor monitoring – <i>actioned, on agenda</i></p>	<p>RB,ACR,PW to action KCSIE Signature sheet</p>
<p>5.</p>	<p>Trust Links</p>	
	<p>The Chair invited RK to comment on any notable points from the Trust; there was nothing to report at this stage.</p>	
<p>6.</p>	<p>Chair's Report and Update</p>	
	<p>RB had circulated a report in advance of the meeting.</p> <ul style="list-style-type: none"> • New clerking arrangements were highlighted. • The Learning Alliance Governance Review has been forwarded. RB has spoken with Jim Wallace regarding ways of working; this is work in progress. • The agenda planning schedule has been circulated; key priorities of the SDP will be a focus for each meeting. <p><i>Q/. A governor queried what the content of the focus would be, for example safeguarding.</i></p> <p><i>A/. The Chair responded that in January, the Safeguarding focus will enable DS to provide the annual safeguarding training for governors.</i></p> <p>RK clarified that at IVC, governor training is aligned alongside each of the areas and leaders are invited to make presentations at meetings. Governors are encouraged to undertake NGA training modules ahead of the meeting. NGA training is a small cost, but remains accessible to all.</p> <p>The Chair thanked RK for this insight and suggested she would look into NGA, noting that staff presentations has already been built into the agenda plan.</p> <p><u>The annual agenda planner 2020-21 was agreed.</u></p> <ul style="list-style-type: none"> • H&S – The Chair advised that the LGB had been approached by the Trust to set up a H&S committee, particularly with the current climate, and as the school no longer has a School Business Manager (SBM) who would have dealt with many of the responsibilities. DS clarified that the Trust have picked up many of the SBMs duties, but the committee will have an overview of H&S. John Sayer is responsible for H&S compliance at the Trust. The Chair noted that a new caretaker has been appointed and it's hoped his role will dovetail in with the committee. DS advised the caretaker will not take up his appointment until early December, due to a pre-booked holiday and required self-isolation. The committee membership will be: MH, RB, NH, CG and will meet on Wednesday 25th November, time to be confirmed. • The Chair extended thanks to all staff for their hard work in keeping the school open and asked for governors to give consideration as to how this LGB can thank the staff appropriately. Staff's diligence has meant the school has 	<p>Governors to consider the use of NGA training modules as these are low cost.</p>



	<p>remained open. DS acknowledged the school's response to COVID and gave credit to the way staff have followed the protocols and taken on the additional workloads. Staff are observing all the procedures and encouraging parents to do the same.</p>	
<p>7.</p>	<p>School Update and HT Report</p>	
	<ul style="list-style-type: none"> - Managing COVID-19 outbreaks - Remote Learning Plan - Safeguarding - Staffing and staff wellbeing <p>DS advised that a great deal of support has been received from Lucy Scott, Ryan Kelsall and Fran Di Franco from the Learning Alliance. A Trust review has been conducted by the Head at Bushmead Primary, identifying lots of positives and providing recommendations to build upon. RK is providing coaching for leaders. RK confirmed that he had been taken by the good examples of practice and leadership; coaching has focused on how staff know what they are doing is effective and helping DS to explore consistency across all subjects, including checking its impact.</p> <p>In respect of safeguarding & COVID, DS highlighted there has been no positive returns for pupils or staff; the number of tests being taken by pupils has been kept to a minimum. 3 staff are currently off due to self-isolation, having had outside of school contact, or health vulnerability. The school office is currently short staffed, therefore urgent communications by parents is via email only, specifically to keep up the testing log. Parents are being requested to wear face masks on site, and staff will wear them when bringing children out at the end of the day. This is not mandatory, but important to step up and observe the protocols.</p> <p>Remote Learning provision is in place, with short and long term planning. For short term, for pupils self-isolating awaiting a test result, staff will provide work the night before, for pupils to continue working as their peers. For long term, if bubbles are closed due to COVID or staff illness, one week's work is provided of a standalone topic via Oak Academy and teacher video. A bank of this work is being prepared.</p>	
<p>8.</p>	<p>School Development Plan</p>	
	<p>DS highlighted:</p> <ul style="list-style-type: none"> • Catch up funding amounts to £14k; interventions are in place, with specific targets and learning gaps to fill. TAs are carrying out the interventions, and the school is looking to extend the support through the National Tutoring Scheme, which provides 15 hours of tutor time at £147. • Risk assessments have been updated for staff vulnerabilities; specifically for those who were vulnerable under the last lockdown. Individual risk assessments are being put together. • The curriculum is a key piece of work; being embedded for year groups. Subject leaders have been carrying out good work on the long term plan. The skills grid is now in place and as classes are in straight year groups, so much more can be done with the curriculum and provide enrichment of topics. 	



- User collaboration: this is being used for staff appraisals and will continue to be developed.
- All teaching staff appraisals are complete; salary reviews have been undertaken by the Trust.
- The vulnerable pupils list has been extended, not just to include FSM, EAL, but those with academic or social concerns. New behaviour tracking grids are in place, held on Teams, to allow all SLT to monitor and plot trends. Clear measurable targets have been set for interventions for vulnerable groups or those on pupil premium passports.

Q/. A governor queried how many pupils are now considered vulnerable.

A/. DS advised that the total number has not been calculated, but this can be provided.

Q/. A governor questioned how the children's knowledge gaps have been determined.

A/. DS explained this has been taken through a mix of parents' consultations, teacher assessments, and where the children should have been on target tracker.

Q/. Noting that governors could not be present at parents evening, a governor queried if the parent view on how the school had managed lockdown was sought.

A/. DS advised that the feedback on the school gate has been positive. TA and JP concurred that the parent consultations worked well and had noted how pleased families were to be back at school, having had a mixed experience during lockdown. Comments were that they had missed seeing the children's books.

RK added that across the Trust, remote parents' evenings had gone well, so much so that going forward they will look to provide a blended offer through the school year of feedback through written reports, online and face to face consultations.

Q/. A governor asked if there were any barriers to teaching under the current arrangements.

A/. DS advised that it was the flexibility of cover which was the biggest factor; one teacher and TA per class bubble and therefore no cover. For teachers, the structure means they are able to deliver a range of teaching; overall it's business as usual. The time spent outside of teaching with COVID protocols is more time consuming. JP and TA added that having no guided group work or sitting amongst the pupils has been the biggest difficulty.

Q/. A governor questioned if the children who are struggling find it harder to keep pace.

A/. TA confirmed they did not, as staff know who struggles and will adapt their teaching accordingly.

Q/. Considering PE and lunchtime provisions, a governor asked if these had needed to vary.

A/. DS explained a plan was in place to start providing hot meals; however the kitchen lead has had to self-isolate and subsequently the replacement has also had bubble closure implications. Outdoor PE activities are encouraged where possible, any indoor activities require low respiration and equipment to be sanitised. The local sports provision is being maintained.

Q/. A governor queried if the school was finding certain activities or subjects harder to deliver.

AS to provide an update on numbers of pupils considered to be vulnerable as a result of lockdown.



	A/. DS advised that the sharing of equipment was a challenge, being mindful of what's used and ensuring it's sanitised; on the whole the school is keeping going and delivering all subjects with safety tweaks.	
9.	Parent, Pupil, Staff Questionnaires	
	<p>The Chair advised that this item was due to be led by PW, as he had previously worked on these. She noted that as the questionnaire was not completed last year, a three year trend cannot be analysed. Extra questions had been inserted, mostly designed around the Ofsted Parent View questions and governors were invited to discuss how the surveys should be conducted this year.</p> <p>RK provided the IVC approach, which is to use the Ofsted Parent View questions and a survey for staff based on Investors in People. He noted that there were currently no parent view responses logged on Ofsted which the school may wish to consider promoting.</p> <p>Discussing this further, governors agreed a way forward: Review the Ofsted Questionnaire & PW, DS, AR, TP, RB hold a zoom meeting to discuss how to progress and the timescale, which it was suggested should be towards the end of the spring term.</p>	RB to set up zoom meeting for RB, DS, PW, AR, TP re surveys and report back at the next LGB
10.	Policies	
	<p>Policies</p> <p>a) Use of Mobile Phone in School October 2020 – DS advised this is a LA document, reflecting COVID arrangements. It reiterates the messages from the Acceptable Use Policy and Code of Conduct.</p> <p>Decision: The Policy was AGREED.</p>	
11.	Other Standing Items	
	<p>a) Governor Training & Briefings – CG advised she completed the Safer Recruitment training on 01/10/2020. No other training details have been provided to CG as training Link Governor.</p> <p>b) Governor monitoring reports / visits – The Chair highlighted the monitoring schedule noting that this was mostly reportable back to LGB. Governors discussed the practicalities of monitoring during lockdown, noting key areas to pick up would be H&S, behaviour, book scrutinies.</p> <p>Governors considered that it was important to carry on monitoring, virtually if necessary, providing short reports for assurances. If practical, governors may be able to meet with subject leaders after RK's coaching sessions.</p> <p>Safeguarding – PG to speak with DS Pupil Premium – AK to liaise with TA</p> <p>Considering the need for a data scrutiny review meeting, DS commented that data would be available at the end of term, so a meeting in January would be possible.</p>	<p>RB to clarify with John Sayer re governance of H&S within the Trust.</p> <p>DS to circulate the dates of RK's coaching with staff & governors to review dates & set up meetings.</p> <p>RB/ DS to arrange a date for the Data Scrutiny Review Meeting</p>
12.	Other Items	
	<p>Swimming Pool & 70th Anniversary arrangements</p> <p>The Chair noted that she had emailed the Chair of FOGG regarding the anniversary arrangements, but received no response. She will re-contact and AR will ask the Treasurer to pass on the contact to the Chair of FOGG.</p>	



	MH reported that she had spoken to Mr Whitehead who would still be keen to come back to the school to commemorate the swimming pool if arrangements can be made, post COVID.	
13.	AOB	
	A governor questioned how the school will manage for the next 4 weeks without a caretaker. DS commented that SLT will manage the fire doors in the mornings; if cold weather arrives, there may be gritting issues.	
	The Chair thanked all for attending and closed the meeting at 19.55 hours. Next LGB meeting: Tuesday 26th January 2021 at 18:15 hours	