



APPROVED

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

Held on Tuesday 29th September 2020 at 1815 hours – by zoom

LGB Governors Present:

Rowena Barnes (RB – Chair); Drew Spencer (DS – Head); Tom Austin (TA); Colin Black (CBL); Corinne Garvie (CG); Peter Goodwin (PG); Nigel Howlett (NH); Margaret Hyde (MH); Tim Pegler (TP); Jo Pyle (JP); Alex Read (AR) and Anyela Carmargo Rodriguez (ACR).

Others in attendance: Lucy Scott (LS – CEO), Natalie Drewery (cam clerk)

Apologies: Pieter Wallace (PW), Martin Rigby (MR – Chair, The Learning Alliance)

Non-Attendance: n/a

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	Clerk to notify Trust CEO of RB nomination for Chair.	LGB 10/11/20	CLERK
3	All to complete business interests and return to the Clerk, to forward to the Trust Business Manager.	LGB 10/11/20	ALL / CLERK
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.	LGB 10/11/20	CLERK/RB/NH/PW/CB
4	Standards & Curriculum outstanding action items: Surveys for parents and pupils will need to be picked up on this term	LGB 10/11/20	RB
6	All to consider the role of co-chair and speak to RB/DS	LGB 10/11/20	ALL
6	CB/NH/PW to join zoom session with Director of Finance	LGB 10/11/20	CB/NH/PW/DS
6	RB/NH/AR to meet to review LGB business for academic year	LGB 10/11/20	RB/NH/AR
6	All to consider individual and LGB training needs & feedback to CG as training link	LGB 10/11/20	ALL
6	CG to undertake NSPCC Safer Recruitment training	LGB 10/11/20	CG
8	DS to circulate, via Clerk, Procedures & Practices document which was shared with parents.	LGB 10/11/20	DS/ CLERK
8	Link Governors to confirm their availability to RB to participate in SLT monitoring dates.	LGB 10/11/20	LINK GOVS / RB
8	DS to arrange a Trust Office 365 training session for governors.	LGB 10/11/20	DS
8	AR to check if governor accounts are set up for Teams use.	LGB 10/11/20	AR

Version 1: 29/09/2020

Signed & Dated:10/11/2020

Page 1 of 9



9	School Data Scrutiny meeting to be held in January.	LGB JANUARY	RB
10	DS to circulate a signatory sheet for KCSIE, to be returned to DS.	LGB 10/11/20	DS / ALL
11	RG,PG,TP to meet re key areas for governor monitoring	LGB 10/11/20	RG/PG/TP

Version 1: 29/09/2020

Signed & Dated:10/11/2020

Page 2 of 9



MINUTES

		Action
1.	Introductions and apologies for absence	
	The Chair welcomed attendees to the first meeting of this academic year and in particular, Lucy Scott CEO of TLA. It was noted that this will be a very different year mainly due to the COVID-19 situation. Apologies were received from Pieter Wallace and Martin Rigby. The meeting was quorate.	
2.	Governance Matters	
	The Clerk led this item. a) Chair of Governors to be recommended to Trust CEO In accordance with the Scheme of Delegation, governors were invited to make a recommendation to the Trust in respect of the position of LGB Chair. CB recommended RB, which RB accepted. b) Election of Vice Chair of Governors Nominations were invited for the position of Vice Chair of the LGB; RB informed that PW had indicated he was happy to stand for re-election; this was accepted by all. Decision: PW was approved as Vice Chair of the LGB RB was asked to take the Chair.	Clerk to notify Trust CEO of RB nomination for Chair.
3.	Business Interests	
	a) Pecuniary Interests Forms (to complete and return to the Clerk) Governors were reminded of the need to complete the Trust's declaration form, and return a copy of it to the Clerk, who was asked to return these to the Trust's Business Manager. b) Declarations of Interest to items on this agenda There were none.	All to complete business interests and return to the Clerk.
4.	Minutes of last FGB meeting, Action Points & Matters Arising: 07 July 2020	
	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. The action points were reviewed: Action Point: Item 3. FGB minutes to be signed and retained on the hard-file when covid-19 restrictions lift – the Clerk asked RW and former committee Chairs to send their signatures to her, to include on the approved minutes; the school will then make arrangements to print for the hard copy file held in school. Item 9: Link Governors MH / RB to discuss the role of H&S link governor: MH has agreed to take on the H&S link governor role. Item 9: Link Governors EK to share training records with CG: this has been actioned. Standards & Curriculum outstanding action items: Surveys for parents and pupils will need to be picked up on this term.	CLERK/RB/CB/PW/NH Surveys – roll forward.

Version 1: 29/09/2020

Signed & Dated: 10/11/2020

Page 3 of 9



	<p>Data Task Force – on agenda</p> <p>School Visits – on agenda</p>	
5.	Trust Links	
	<p>LS confirmed that the Scheme of Delegation has been approved for the school. The Trust is awaiting confirmation of the change of name to The Learning Alliance.</p>	
6.	Chair’s Report and Update	
	<p>RB had circulated a report in advance of the meeting.</p> <p>RB offered thanks to all for recommending her re-election as Chair, which would be her 6th year. She acknowledged the good group of governors who have supported her and together they have enabled the school to transition from RI to Good and into joining The Learning Alliance. She recognised that COVID has provided new ways of working to support, interact and challenge the school on, but at the same time, keep staff and children safe. The new academy will refocus governors on teaching & learning, with a priority around staff and children’s wellbeing. The LGB will also need to consider how it can adapt to the Trust changes and challenges of COVID to fulfil its role during the academic year. Given RB has been Chair for 5 years, she explained this will be her last and when her term ends next September, she will step back, therefore challenged the LGB to give consideration to succession planning and appointing a co-chair during this year to enable a smooth transition.</p> <p>DS extended thanks to RB for her help and support to the school, acknowledging that she will be missed once she steps down.</p> <p>Referring to the report, RB noted that only one item remains outstanding from the academy conversion, a CCTV survey of the drains. This has been actioned and agreement reached that the LA will fund the work. A breakdown of expenditure is being collated.</p> <p><u>New arrangements for LGB-</u> RB advised that it had been thought that some co-opted governors might need to be reallocated as parent governors, however MR has confirmed this is not necessary; membership will transition as currently recorded. The financial year for the school will change to September – August. A small group was agreed to meet with the Director of Finance to review the school’s budget.</p> <p><u>Q/. A governor observed that the Scheme of Delegation referenced ‘oversight of the budget management responsibility’, however noted this has not been included on the LGB agenda.</u></p> <p><u>A/. RB acknowledged that having spoken to other Trust Chairs, the Trust will need to support the LGB when this information is available and suggested that a small group of governors meet to review governor business items for the academic year.</u></p> <p>LS summarised from a Trust perspective, the Director of Finance can present / provide budget reporting and will liaise with DS during the course of the year.</p> <p><u>HTPM – Objectives for this academic year were set this week. Feedback has been provided to DS in respect of his excellent leadership during this challenging year. In response to a query to LS, LS confirmed that the Chair should make the remuneration recommendations to herself, which will be presented to the Trust Board.</u></p> <p><u>Governor Training –</u> RB explained that although the school have signed up for Cam Clerks, it has not signed up for the LA Governor Training, as there was uncertainty</p>	<p>All to consider the role of co-chair and speak to RB/DS</p> <p>CB/NH/PW/DS to join zoom session with Director of Finance</p> <p>RB/NH/AR to meet to review LGB business for academic year</p> <p>All to consider individual and LGB</p>



	<p>around what the Trust may provide. Following discussion, it was agreed that last year's LA training had not been good value and as the Trust can provide some local training, it will utilise a mix of the Trust and external training.</p> <p>Q/. A governor queried if there will be a requirement for governors to hold Safer Recruitment, will they be involved in recruitment, if so, do the Trust provide this training.</p> <p>A/. LS confirmed that governors will be involved in school recruitment, there is no specific Safer Recruitment training which the Trust can provide and recommended this is sourced externally.</p> <p>RB confirmed she DS and PG are Safer Recruitment trained.</p>	<p>training needs & feedback to CG as training link</p> <p>CG to undertake NSPCC Safer Recruitment training</p>
7.	School Update and HT Report	
	<ul style="list-style-type: none"> - Covid-19 response and planning - Safeguarding - Staffing and staff wellbeing 	
	<p>DS provided an oral update to the meeting on key issues, which would encompass the School's update:</p> <p><u>Recovery Plan and Risk Assessment</u> – The last FGB highlighted the logistics of the re-opening plan. Cognisance has been taken of the DfE guidance covering H&S, curriculum and remote learning. School is running smoothly, with staggered opening and starts to the day. The challenges are weather (wet play and indoor PE sessions) and how we trace pupils going for tests. The school has adopted a cautious approach re symptoms, advising parents / staff to take tests. Parents have been supportive and sensible. A thorough record of those attending tests, with dates & results are being collated. Currently 23 children have been tested; the majority have gone for tests themselves, a small number are due to family isolation. There have been no positive results, but the school remains vigilant and following the guidance re cleaning. We have been able to demonstrate that the risk assessment and process for cleaning has worked well.</p> <p>Q/. A governor questioned if there had been any positive results from the 23 children tested.</p> <p>A/. DS confirmed there have been no positive tests.</p> <p>Q/. A governor commented that the concern is not the low transition risk between children, but the higher risk between adults, in particular parents and expressed concern that parents dropping children off are, at times, coming close to one another.</p> <p>A/. DS advised that letters have been sent to parents to encourage social distance; staff have also had to remind parents to keep 2m away when approaching them.</p> <p>Q/. A governor wished to express thanks to the school for the hard work the school is doing to keep the children and their families safe.</p> <p>A/. DS acknowledged this, noting that parents have been very patient and understanding in this respect.</p> <p>Q/. A governor noted that over the next few months there will be an increase in coughs /colds, with children being absent from school and questioned what will be in place for home learning.</p> <p>A/. DS advised this will be covered in the SDP discussion, but confirmed there are both short and long term plans in place.</p>	



	<p>HT Report- DS talked through the pupil numbers, noting the 7 class structure allows for capacity in year groups. There have been several new joiners and expected in year admissions too. There are 174 pupils on roll, reviewing the vulnerable groups, it was highlighted that there are no FSM+6 this year.</p> <p>Q/. Referring to the breakdown of pupil numbers, a governor queried if the smaller number on roll is reflected in SEND or FSM percentages.</p> <p>A/. DS confirmed the reduction is marginal; EAL has increased, with Pupil Premium a similar figure to last year.</p> <p>Q/. A governor questioned if the EHCP applied for last year came through.</p> <p>A/. DS confirmed that it had been successful.</p>	
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8.	School Development Plan	
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	<p>DS highlighted that this includes a COVID response; how we will support the wellbeing of staff and children, and identify & address gaps in learning. He summarised the school will continue to develop teaching & learning and push the boundaries of what the school was doing before COVID. The Recovery Plan was designed to assist HT's prioritise getting the school back up and running; this has been RAG rated for priorities and added to last year's priorities which remained outstanding. DS talked through the formation of the SDP, referencing last year's priority to tailor the curriculum, which he noted could now be addressed having straight year classes, rather than mixed year groups. This has enabled a more definitive development of topics and long term planning. The DfE expect long term planning to be in place by Summer 2021, we are on track.</p> <p>Factoring in COVID, staff are identifying gaps in learning, understanding pupils' wellbeing and supporting vulnerable children. Staff may need to extend the scope of those considered vulnerable, based on pupils experience of lockdown. The Catch Up funding (approx. £80 per pupil) will be used to tailor specific interventions. Parent consultations will be used to explore how the families dealt with lockdown.</p> <p>Home Learning – to consider the continuity of learning, the school has adopted a three stage approach:</p> <ol style="list-style-type: none"> 1. Child at home awaiting test: class teacher will email, via parentmail, daily class work; 2. Child out of school for general absence: no work will be provided; 3. Closure of bubble(s): a weekly provision menu has been planned, with directed tasks and online learning via Oak National Academy. Also, the classteacher@ email account will be opened up for a weekly video link to the children. <p>Q/. A governor questioned what proportion of pupils may need support / intervention.</p> <p>A/. DS advised that staff are currently assessing pupils; the data will be collated and reviewed by SLT for communality.</p> <p>DS invited TA and JP's observations on the start of term in respect of the pupils: TA noted that he had been struck by the increased number of pupils hands up, asking for assistance; they have been lacking the confidence to deal with tasks. Basics, such as maths calculations, sentence formation and correct use of punctuation have been forgotten. They are happy to be back in school, but it is clear that some families have struggled more than others.</p>	<p style="color: red; text-align: right;">DS to circulate, via Clerk, Procedures & Practices document</p>
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	<p>JP added that there seems to be less independent working, although it is clear that they have worked hard at home and progress has been made. They have good social development.</p> <p>DS summarised that the high expectations in class remain the same; overall pupils are settled, are learning well and have good learning behaviour. This is credit to their parents and class teachers for preparing and settling them in.</p> <p>DS noted that the SDP will be provided annually, the evaluation will be ongoing. Referring to the Governance section, it was expected that this will form the basis of governor monitoring, alongside the SLT monitoring sheet. Link governors were asked to assess the SLT monitoring and get back to RB to confirm availability to participate remotely.</p> <p>Governors discussed the future use of Office 365, for remote participation and record keeping, noting that training would need to be provided to some.</p> <p>Q/. A governor questioned how the Early Years children had settled into school. A/. DS confirmed that despite the lack of usual transition, they seem settled.</p> <p>Q/. A governor queried what percentage of pupils have returned to school. A/. DS clarified that 94+% are in attendance; only one child has not returned, due to a specific health condition. Staff are confident in the procedures if a positive test is obtained, the challenge is waiting for the results. He noted there is an optional letter to send to parents if there is a suspected case in their bubble; the school have opted not to send these.</p> <p>Q/. Referring to the issues around testing, a governor asked if members of staff are perceived to be high priority for testing. A/. DS confirmed that the LA have provided two sites for front line testing. Also, schools have access to 10 home testing kits for staff / vulnerable families.</p> <p>Q/. A governor asked if these tests might be made available to staff household members, to enable a swifter return to work if isolating. A/. DS confirmed that if a staff member's absence impacts the operation of the school, the tests will be extended to household members. LS agreed from a Trust perspective, if the absence affects operation, there is capacity to buy in a test.</p> <p>DS clarified that if a staff member in a bubble has to test or isolate, the school bubble will close. Further, if staff are sick for other than COVID, the bubble will still close, as the school cannot rely on supply teaching.</p> <p>Q/. A governor asked how parent consultations will be managed this term. A/. DS explained that the school will use parentconsultation.co.uk to arrange virtual consultations with parents, noting the wider Trust have used this successfully.</p> <p>RB considered that governors have normally attended parents consultations, but clearly cannot participate this time, but queried what other governor involvement may be required.</p> <p>DS advised that a time managed open day is being held for the new September 2021 intake and requires stakeholder involvement; this is on Saturday 7th November. Timeslots will be allocated and governors are invited to sign up to be involved in a small family tour.</p>	<p>which was shared with parents.</p> <p>Link Governors to confirm their availability to RB to participate in SLT monitoring dates.</p> <p>DS to arrange a Trust training session for governors. AR to check if governor accounts are set up for Teams use.</p> <p>Governors to notify RB of availability for 07/11/20 open day</p>
<p>9.</p>	<p>Whole School Data Review</p>	
	<p>DS advised that as per DfE guidance, there was no requirement for data to be provided last year. Progress will be assessed this term and presented to LGB in January.</p>	<p>School Data Scrutiny meeting to be held in January.</p>



<p>10. Policies</p>	<p>Policies</p> <ul style="list-style-type: none"> a) Child Protection & Safeguarding b) Guidance for safer working practice for those working with children and young people in education settings c) Whistleblowing - DS advised the only change to this was the listed LA personnel. d) Staff Acceptable Use Policy for E-safety e) KCSIE 2020 – Governors to confirm they have read Part One & Two f) Charging Policy g) Equalities Policy <p>Decision: The Policies were AGREED.</p> <p>Q/. RB queried if there is a standard Trust format for policies, for the school to be using.</p> <p>A/. LS advised that school based policies can remain in the same format; the wider Trust policies will be sent from the Trust.</p> <p>DS advised that the school was currently moving online for child protection and safeguarding record keeping, it will use My Concern. Training is being sought through the Trust and this should be in operation by the next LGB.</p>	<p>DS to circulate a signatory sheet for KCSIE, to be returned to DS.</p>
<p>11. Other Standing Items</p>	<ul style="list-style-type: none"> a) Governor Training & Briefings – as previously discussed under item 6. b) Governor monitoring reports / visits – link governors to join SLT monitoring. A small group was agreed for reviewing the key areas for this year and to plan ahead. RB, PG and TP to meet virtually. 	<p>RB,PG,TP to meet re key areas for governor monitoring</p>
<p>12. Other Items</p>	<ul style="list-style-type: none"> a) Review of link roles and governor responsibilities – as previously agreed. b) Code of Conduct for Governors (review and confirm) – RB noted that previously the GB had a lengthy Code of Conduct, but the Clerk had circulated the NGA Model Code, which was briefer; she queried whether governors wanted to meet to review or were happy to agree the NGA Code of Conduct. <p>Decision: Governors were in favour of adopting the NGA Code of Conduct.</p>	
<p>13. AOB</p>	<ul style="list-style-type: none"> a) School 70th anniversary 2021 – RB highlighted that due to COVID, it was unclear whether this will be able to take place, but the situation will be monitored. RB will speak to FOGG re the celebrations. b) Swimming pool development recognition – RB advised that a small group of ex-pupils had made contact expressing a desire to have the parents who helped to dig the swimming pool, 60 years ago, to be recognised, in the form of a plaque (with no cost to the school). MH advised that she has been in communication with a local resident, Eric Whitehead; the group are keen to recognise this achievement. <p>Governors discussed how it would be good to recognise their efforts and requested MH continue to pursue this further, with the proviso that COVID may prevent a ‘ceremony’.</p> c) AC, as Link Governor, reported back on a FOGG meeting, noting that £6150 had been received when Cottontails charity closed; FOGG are looking at further ways to raise funds. Current schemes are through uniform sales. There are some vacancies on the committee. 	



The Chair thanked all governors for attending and closed the meeting at 2020 hours.

Next LGB meeting: Tuesday 10th November 2020 at 18:15 hours
