

Haslingfield Primary School

Minutes of the Governing Body Meeting

Held via Zoom, at 6.00pm on 2nd December 2020

Governors present: Graeme McLeod (Head), Paula Durrant – (PD) Donna Peck (DP) Jenny Reavell (JNR) Janet Reinemann (JR) and Tim Robinson (TR)

Also in attendance: Kathleen Baptie (Clerk KB)

<p>1. Election of New Officers to be led by Headteacher</p> <p>i. Chair PD was nominated again for the role by JNR and SL 2nd, all members were in favour.</p> <p>ii. Vice Chair JNR was nominated again and agreed to continue in post. All members in favour.</p> <p>2. Apologies for absence. None</p> <p>3. Declarations of Pecuniary Interests Declarations were sent out by email to all members and are awaiting return by email to KB.</p> <p>4. Approval of the Minutes of 12th Nov 2019, 12th Feb 2020 and 12th May 2020 The minutes of the three meetings noted above were approved.</p> <p>5. Matters arising from Minutes None</p> <p>6. Head Teacher's Report GM gave an account of the school's present position and briefed governors on progress made during current COVID restrictions. which included;</p> <ul style="list-style-type: none">• Building Condition Survey – CCC has identified priority areas for future development of the building and grounds, which will be actioned over the next two years.• Contextual Update and Attendance - The class and personnel structure of the school was discussed along with the current attendance figures, which was also compared to previous years.• Staffing Update - There is a long standing vacancy for a School Business Manager and an additional round of advertising is due to go out tomorrow with an amendment to consider a Job Share. All other posts within the school remain filled.	
---	--

<ul style="list-style-type: none"> • Safeguarding Information Monitoring information was presented to the governors. • School Development Plan/Recovery Plan/Covid info DP has continued to develop the school curriculum while working with other subject leaders. The deputy headteacher has begun headteacher training, linking research and projects to school development. SC-B has begun senior teacher training, linking areas of her project work to the assessment of mathematics; in turn, related to 'COVID catch-up' within our school development plan and recovery plan. DP is developing approaches to close gaps, in writing in accordance with our SDP and recovery plan. • PSHE including mental health – surveys. All children had the opportunity to join their peers in school at the end of the summer term, for varying lengths of time. A parent survey was conducted to gauge the impact of the school's remote learning. There was a good response and the school was able to ascertain the effectiveness of learning and along with pupil well being. Consequently, as a result, teachers adapted PSHE sessions to provide targeted support to the children. Staff were also able to support the parents through discussion. There are approximately 4 PSHE sessions per week – depending on need. There were also questionnaires for children to ascertain how they felt before coming back to school and how they felt once they were back in their classrooms. The staff made it a priority to deal with the children's concerns. Each class has a 'Chatterbox', which we relaunched as an initiative, allowing children to notify adults of any worry or concern they may have, anonymously if they wished. These boxes are checked regularly and the staff have developed lots of strategies to support the children. A questionnaire has also been sent to parents about the new policy on Sex and Relationships. • Catch Up Funding – the school will be using the majority of the funding to support children in small groups in accordance with the school's recovery plan. To increase the value of this fund further, we have agreed with a teacher known to the school to register with a tutoring program, which draws further financial aid from the governments Educational Endowment Fund. We currently intend to employ them for 15 hours a week. The school is already experienced in employing a small group tutoring approach, which will continue to run alongside this new program. GM has advised that he would like this up and running by January. 	
--	--

<ul style="list-style-type: none"> • Risk Assessment updates. The school has carried out risk assessments during COVID-19 to ensure a high standard of safeguarding could be achieved; key assessments having been registered and approved with Cambridgeshire County Council. • KIT Visit The school buys in the services of Cambridgeshire County Council to provide assistance and challenge the school as it seeks to provide an outstanding level of provision and standard of education. This year the school has a new Local Authority Officer working with us; in her report recognising that ‘the school are ambitious for pupils as reflected in their challenging targets’. The school recognises that home schooling for KS1 children can be more challenging for parents and that this will have had a greater potential impact on attainment in the short term; however, it is appreciated that the school is considering ways to address this aspect of recovery over an extended period of time. A Governor asked if the EEF could be used for KS1. GM confirmed that priorities are based on need first rather than Key Stage; included in the needs assessment is the requirement for older children to be fully prepared for secondary school. • Strategic direction discussed in KIT • School Development Plan – Discussion for strategies used to enable Year 6 boys to be making the same progress in writing as they are in maths • Recovery Planning – Progress is in line with planned expectation. • Curriculum and Professional Development - DP has carried out a review of the curriculum on a 2 year cycle involving the other curriculum leaders. It was noted that discussions between Governors and subject leads should be encouraged by Zoom/Teams so that Governors have a good understanding of the topics. Safeguarding • The schools method of recording Child Protection issues has changed from paper to digital; the system is capable of effective analysis when required. • GM has completed his Safer Recruitment refresher training. • Single Central Record – 2 members of staff have jointly been 	
--	--

working to ensure this is kept up to date.

- Personnel files are being re-organised following a review
- **GDPR Audit**
The school GDPR representative was previously NP, however the school have decided to assign a Local Authority Data Officer. They have completed an audit for the school and the admin team are making appropriate adjustments when needed.
- **Governor Website**
TR requested personal statements from everyone for the website, which will also show the type of Governors and term of office information

7. PPDP priorities for 2020-2021

Discussed in Head teacher's report.

8. Approve following Policies which were sent by email 18th Nov 2020

The following policies were approved and ratified;

- Mobile Phone Policy
- Behaviour Policy
- Remote Education Policy
- Safeguarding and Child Protection
- Attendance Policy
- Charging and Remissions Policy
- Complaints Procedure

9. Named Governors/Committee Membership

Resources Committee– JNR confirmed she was happy to continue as chair of Resources Cttee.

Standards & Attainment Committee – PD confirmed she is happy to continue on the committee.

PD suggested that members stay in their current Cttees for the time being until a new skills audit is carried out.

Named Governors

- TR - SENCO, PE, Website, GDPR
- JR – Forest School
- JNR – Literacy, Art, RPSHE

10. Governor Calendar – work cycle plan

PD has completed a work cycle plan which has been sent to everyone.

There is a new Foundation Governor joining from the charities.

It was noted that all members were in favour of SL continuing as Associate Governor.

11. AOB

Governors recognised the exceptional support staff have given to the school, particularly during COVID.

<p>12. Date of Next Meeting</p> <p>The following meetings in January will be virtual;</p> <ul style="list-style-type: none"> • Standards Committee – 6pm Weds 13th Jan 2020 • Resources Committee – 6pm Weds 20th Jan 2020 <p>It was agreed to hold an Extra-ordinary meeting on 20th January 2021 when we will have new members and will be able to allocate them to a Committee.</p> <p>Meeting finished at 7.50pm</p>	