



**THE NON-CONFIDENTIAL MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF FRODSHAM WEAVER VALE PRIMARY SCHOOL
HELD AS A VIRTUAL MEETING ON THE THURSDAY 3RD DECEMBER 2020 AT 5.30pm**

Members of the Governing Board

| Name | Category of Governor | Designated Role | End of term | In Attendance |
|------------------------|----------------------|--------------------|---------------------------------|-----------------------|
| Peter Van Geffen | | Headteacher | | ✓ |
| Colin Whelan | Co-opted | Chair of Governors | 22 nd November 2022 | ✓ |
| Ken McLarney | Co-opted | | 22 nd November 2022 | ✓ |
| Christine Owen | LA | | 30 th September 2024 | ✓ Joined at 5.56pm |
| Sally Baker | Co-opted (Staff) | | 2 nd March 2023 | ✓ |
| Steph Cawte | Parent | | 14 th June 2022 | ✓ |
| Rebecca Goldsmith | Parent | | 14 th June 2022 | ✓ Joined at 5.37pm |
| Jane Smith | Co-opted | | 13 th June 2021 | ✓ |
| Ruth Curtis | Staff Governor | | 8 th March 2022 | ✓ |
| Martin Mc Kee | Co-opted | | 30 th September 2024 | ✓ |
| Vacancy | Co-opted | | | |
| Vacancy | Co-opted | | | |
| Vacancy | Co-opted | | | |
| Vacancy | Co-opted | | | |
| <u>Other Invitees:</u> | | | | |
| Julie O'Shea | | Clerk to Governors | | ✓ |
| Sara Wakefield | | Bursar | | ✓ |

NON-CONFIDENTIAL

1. APOLOGIES

All Governors were present at the meeting.
Rebecca Goldsmith joined at 5.37pm and Christine Owen 5.56 pm.

2. AUTHORISED/UNAUTHORISED ABSENCE

There were no absences.



3. DECLARATION OF PECUNIARY INTEREST

There were no verbal declarations of pecuniary interest or conflict of interest between an individual and the governing board as a whole with the business to be discussed during the meeting.

The annual declarations had been updated and forwarded for publication on the school website.

RG joined the meeting at 5.37pm

4. GOVERNANCE - MEMBERSHIP/CONSTITUTION

To receive any changes to the Governing Board since the last meeting.

In accordance with statutory requirements, Governors are to:

- Review membership.

The Governing board continues to run with four Co-opted Governor vacancies, the board will consider reconstitution at the end of this academic year.

- To approve Terms of Reference

The Chair had drafted and circulated the proposed Terms of Reference for the tactical and strategic Governing board meetings.

Minor amendments were to be made including the addition of health and safety to the tactical terms of reference, these will be amended and circulated prior to the next meeting.

ACTION: CW to circulate the amended Terms of Reference within the next week.

ACTION: To add the Terms of Reference for the tactical and strategic meetings to the next full governing board meeting for approval.

- To review and confirm the list of Governors with special responsibilities

The list of roles and responsibilities had been circulated to all Governors by the Chair prior to the meeting.

1. Safeguarding/Child Protection – Ken McLarney
2. SENd – Rebecca Goldsmith
3. Disadvantaged/Pupil Premium – Colin Whelan
4. Health and Safety – Ken McLarney
5. Emotional Health and Wellbeing Staff and Children – Steph Cawte/ Sally Baker
6. SFVS Working Party, Finance and HR– Christine Owen (Lead) - All Governors
7. Website – Ruth Curtis
8. GDPR and HR– Martin McKee
9. Training Liaison – Jane Smith / Sara Wakefield

RESOLVED: That the above list of recommended roles and responsibilities was agreed by the Governors.



- Governor Code of Conduct, all Governors to sign on an annual basis

ACTION: The Code of Conduct to be uploaded on to teams and Governors to confirm through teams that they agreed to abide by it.

- Approve Annual Governance statement for 2019/20

ACTION: CW to complete the Annual Statement of Governance for publication on the website.

CO joined the meeting at 5.56pm.

ACTION: The clerk to send the skills audit to Martin McKee.

5. MINUTES OF LAST MEETING

The non-confidential minutes of the Full Governing Board meeting held on the 1st October 2020 had been circulated for review prior to the meeting.

RESOLVED: Minutes of the full governing board meeting held on the 1st of October 2020 were agreed as a true and accurate record by the board.

6. MATTERS ARISING

To discuss matters arising which will not be covered elsewhere during the meeting and review actions from the previous meeting.

| Item | Who | Action | When | Outcome |
|------|--------------|---|---|-----------------------------|
| 3. | Governors | Governors to complete the Declaration of Pecuniary Interest form | By the 9/10/20 and return to the clerk. | Completed RG outstanding |
| 6. | Clerk | to send a welcome to Governance pack to Martin McKee | ASAP | Completed |
| 6. | Chair | to compile the terms of reference for the tactical and strategic meetings for review. | Prior to the FGB in December. | Covered |
| 6. | Clerk | to add roles and responsibilities to the next FGB agenda. | Prior to the FGB in December | Completed |
| 6. | Chair | To seek views on Governors roles preferences. | prior to the FGB in December | Completed |
| 6. | Head Teacher | to add Martin Mc Kee to | ASAP | Completed |



| | | | | |
|-----|------------------------|--|--|--|
| | | Getting Information About Schools. | | |
| 6. | Clerk | to add the checking of GIAS to each strategic meeting agenda. | Ongoing | Ongoing |
| 6. | Governors | to read and confirm in Teams that they have read KCSIE 2020. | ASAP | RG outstanding |
| 6. | Head Teacher and Chair | to discuss what should and shouldn't be accessed through personal devices and potential solutions for the school | ASAP | Ongoing. Each teacher has a laptop, we are not doing live video lessons we are using the VLE. |
| 10. | Head Teacher | to compile a proposal of what IT equipment will be needed and a cost and how it will be used | Before the next meeting in December | Ongoing |
| 10. | Head Teacher and Chair | to discuss further how teaching online can be best utilised. | ASAP | Ongoing No bubbles had needed to close yet. |
| 13. | Head Teacher | to review the 2019/20 SEF and consider the 2020/21 SEF in line with the SDP | For review at the December FGB meeting | Completed and included on the agenda. |
| 14. | Head Teacher | the PPF and SPF plans will be updated | By half term and will be available to Governors. | Completed included on the agenda. |
| 15. | JS | to share the link to the online course 'Introduction to Autism' with Governors. | ASAP | The link to the online course had been sent, Governors to complete the online course by Easter |
| 18. | Clerk | to add training to the next FGB agenda | Prior to the next meeting | Completed |
| 18. | Clerk | to circulate the Edsential Training schedule when it is available | ASAP | Completed |
| 18. | Clerk | to circulate the skills audit to all Governors and collate the information | ASAP | RG outstanding |



7. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There had been no action taken on behalf of the governing board since the last full governing board meeting.

8. FINANCE ITEMS

To discuss and agree any financial items requiring full GB approval.

| Item | Outcome |
|--|---|
| Present Latest Financial Forecast 20/21 (including Covid Impact) | Review with challenge/actions, as appropriate |

The financial forecast and finance report had been circulated to governors prior to the meeting for review.

The current budget position shows a carry forward from 2020/21 of £27,586, 2021/22 shows a carry forward of £33,709 and 2022/23 shows a deficit of £40,921.

The claim for exceptional funding relating to specific Covid19 costs March-July 2020 received for £2,494. There are no further claim periods identified.

Areas of higher spend continue for additional cleaning materials, classroom resources, first aid, furniture, and supply staff costs to cover for isolating staff. Anticipated forecast spends are estimated and included in the budget reforecast.

Private nursery income was zero for the summer term; the current forecast has been reduced to allow for this.

Q. We have a high needs pupil who ~~h~~was left to school, do we still get the funding for that child?

A. No, it ends on the day that they left.

Q. Do we lose all of the money?

A. No, it is pro rata for the time that they have been here.

Q. Do we get the Pupil Premium Funding for the whole year?

A. Yes, we get the Pupil Premium Funding for the whole year.

It was noted that pupil numbers moving forward may be lower than normal and the budget is reliant on the -pupil numbers.

Q. Have the number of children in nursery been impacted this year?

A. We have eight in nursery who are likely to apply for a reception place. The forecast is for there to be eleven children- in reception in September 2021.+

Q. Would it be beneficial to do a stay and play when we can?

A. It would be difficult as there are no unnecessary visits supposed to take place on the site. We have 18 children in nursery in total and we are reaching out to siblings. There is a difficulty in attracting 3-year olds, we are mainly getting mainly 2-year olds.



Q. There is over £70,000 pounds swing between now and 2023?

A. It is based on the projected census numbers which were 113 in this academic in reality this will be 108 and 94 is predicted for next year, this equates to a £54,000 reduction in funding and PPF.

-We have had a number -of large GRT families leave alongside the large Year 6 cohort, 26 leaving and 11 coming in. 105 pupils plus 7 in the resource provision is our ideal financially viable model which gives a teacher and a teaching assistant in each class.

Historically we were told that there was a shortage of places in our area, the current situation ~~it~~ could be due to migration, high numbers in the area peaked two years ago and may peak again in another two years. There has been a growth in pupil numbers within other relatively local areas with the building of new houses.

~~There are two schools within Frodsham that are first choice schools and two there aren't, we are one of the ones that aren't.~~ We may get additional children that don't get places at one of ~~these more popular~~ the other schools within Frodsham, we do tend to get an additional two or three children through migration.

Currently we have no GRT families and one traveller parent in nursery which is unusual.

Q. Do other schools in the area have many traveller families?

A. Some do, but the traveller families often opt for Catholic schools due to religious characteristics.

We have been looking at ways that we can increase the pupil numbers and we've discussed the progression from nursery to reception class with things like free uniform or capturing parents. The ASIA Head Teacher had shared that at her own school the pupils are given a Chromebook as they progress into Year 3 and they now have fully technical technically literate children over a two to three year period.

Q. Do we know how many nurseries in the local area have ceased trading due to Covid?

A. We don't get information on that, currently we have 9 applications for reception 2021, 6 are 1st choice 3 are 2nd choice and there are a couple in nursery who haven't applied yet. As a school we need to stand out to attract new families.

Governor comment: I have concerns over the idea of Chromebooks as we would need parents to sign a contract to say they wouldn't sell the Chromebook -. ~~We do have parents who would sell them,~~ free uniform may be a better option.

Governors were asked if there were any other concerns about the budget, mobility is reduced currently so they needed to decide if they are happy to accept this forecast? Pupil numbers are a concern and Covid catchup has been included so there will be additional costs involved.



Governor comment: 2 action ideas from the Head Teacher on how we can resolve the issue with pupil numbers and trial ideas. It was noted that there is was not much time to do this as applications need to be completed mid-January.

Q. What are the plans for the catch-up funding?

A. It is included in the Headteacher's Report we can discuss it then, we will get £9,040, £80 per child based on the October and January census.

RESOLVED: That Governors supported the steps being taken to improve the 3 year budget plan.

| | |
|------------------------------|---|
| Catch Up Funding Utilisation | Review with challenge/actions, as appropriate |
|------------------------------|---|

We will receive £9,040 funding for Covid19 catch up work @£80 per pupil which is now incorporated into the finances. The first payment of £2,260 has been received; the balance £6,780 will be paid to the school in 21/22.

The IT resources budget has been increased to reflect some additional curriculum resources purchased to date for Covid Catch Up. Costs for additional resources, including access to the National Tutoring Programme, still need to be incorporated into the forecast, as the school plan is developed.

| | |
|---|------------------|
| Present 2019/20 School Fund (unaudited) | Review, approval |
|---|------------------|

The Unofficial School Fund summary and spreadsheet had been circulated to governors prior to the meeting for review.

There is currently a balance of £2,812.39 available, recent purchases had included class resource packs and resources throughout school.

The audit will be circulated once received.

| | |
|--------------------------------|------------------|
| School Fund Terms of Reference | Review, approval |
|--------------------------------|------------------|

The Terms of reference had also been uploaded for governors to review prior to the meeting. The following two additions had been included.

Point 2 – ‘The fund is also used to collect fundraising for charitable agencies.’

Point 4 – ‘In exceptional circumstances (e.g., pandemic or when faster timescales for transactions are required than those available from the CWaC budget account) the School Fund account may be used to make payments. Details of the transaction will be recorded and approval sought, from both the Headteacher and Finance Governor, prior to the transaction taking place. Funds will be repaid from the CWaC budget



account, as soon as possible, to ensure there is no net impact on the School Fund account balance.

Q. Is it possible to have tracked changes on these documents?

A. Yes, we can. The Chair explained how tracked changes works and it was agreed that it would be used in future, as it will save time when there are a large number of documents to be read .

RESOLVED: That the Governors agreed to adopt the terms of reference for the unofficial school fund.

| | |
|---|------------------|
| Amendment to Financial Scheme of Delegation | Review, approval |
|---|------------------|

Following the completion of the operational level financial skills matrix, the financial scheme of delegation had been reviewed. The Manual of Internal Financial Procedure will need reviewing as a whole but it was proposed to increase the Bursars delegation amount(with Head Teacher approval) to £1,000, previously they had only been able to complete purchases of £30, dual signatories had now be added

RESOLVED: That the governors agreed to increase the bursar's sign off amount to £1,000.

ACTION: That the monthly credit card check needs to be completed by the lead finance governor.

ACTION: CO to be added to the system to review the purchases on credit card.

| | |
|-------------------------------------|--------|
| Summary of Staff Business Interests | Review |
|-------------------------------------|--------|

The list of staff business interests had been circulated prior to the meeting for review.

Q. Can I ask why this was sent out as a PDF is there a reason?

A. Yes, The Head Teacher has signed this off, that is why it was sent as a PDF.

RESOLVED: That Governors acknowledged the staff business interests were logged and noted for reference.

| | |
|------------------------------|--------|
| Gifts & Hospitality Register | Review |
|------------------------------|--------|

The Gifts and Hospitality register had been uploaded prior to the meeting for governors to review. There had been no new additions to the gifts and hospitality register between 20/01/2020 and 20/10/2020.



| | |
|---|---|
| Staff Financial Skills Matrix | Review with challenge/actions, as appropriate |
| <p>The Staff Financial Skills Matrix had been circulated prior to the meeting for review. The matrix had been completed to ensure that the elements off to two C's in each area were in place and allow Governors to understand where we are limited. Training for the new finance system Best for Business is due to take place after Christmas and the admin will also be trained on this as well as the Bursar.</p> <p><i>Q. Is there any value in adding a Governor as a control and cheque check to this training?</i> <i>A. It is a large task, maybe not.</i> <i>Q. When does best for business launch?</i> <i>A. It is due to launch in mid-February.</i></p> | |

9. HEADTEACHER'S REPORT

The Headteacher's report on the risk assessments and systems in place, safeguarding update and current pupils position and catch up-, had been circulated prior to the meeting for governors to review.

- Accident Report

The format for accident reporting had changed during recent months with the type of accident and the area the accident occurred in being logged, the document had been circulated prior to the meeting. There would usually be on average 65 accidents per month for September there had been 115, and October 95 so significant increases.

~~Possible~~ ~~R~~ reasons for this could be cramped areas for children due to ~~being in the~~ bubbles, reduced staff supervision due to the class bubble structure. In response to this the senior leadership team ~~had~~ made the decision to stagger lunchtimes, this increases the amount of space available for the children to play in. ~~This is to be~~ ~~and we will~~ ~~monitored~~ ~~this and to~~ see what impact this has on the accident figures.

- Staffing Structure

There had been a number of staff changes in the autumn term as detailed in the document circulated prior to the meeting.

Staff Leavers

- Reception Support Assistant
- Welfare Assistant

Staff Newcomers

- Reception Support Assistant
- Welfare Assistant
- Class Support Assistant

Q. Does the Deputy Head Teacher have any staff members ~~this~~ reporting to her?



A. Key stage two bubble and a ~~lot~~ number of support staff report to the deputy. The support lead takes immediate responsibility for the staff within that bubble.

- Staff Absence

The staff absence figures were reported, all staff absence is at 20.1%, sickness is 34.5% and the total is 56.6%.

The Head Teacher explained that he had asked the Bursar to do a further piece of work removing Covid absences so that the figures without these could be seen.

Q. Are Covid absences logged under sickness or absence?

A. It is a mixture. There have been 12 1/2 days of teacher absence and ten of these have been Covid related.

- Staff Training

Staff had undertaken safeguarding training, and new to Year 2 and Year 6 training with the literacy company.

There is also the 'Our Way of Working' Leaders Module being undertaken by a staff member.

- Curriculum

The curriculum report and the curriculum self-evaluation had both been made available to governors prior to the meeting. The self-evaluation had taken place in March and the report was correct on the 26th of November 2020.

The staff meeting structure had changed and there is a focus on the curriculum, it is going well but we are trying to address the feedback element as we are struggling with this a little.

Staff and subjects had been split into teams so that subject leadership is shared between staff members as below.



| Team Name | Subject | Subject Lead | Team Member 1 | Team Member 2 | Team Member 3 |
|-----------|--------------------------|------------------|------------------|------------------|-----------------|
| Alpha | English | Sally Baker | Ruth Curtis | Tyler Roberts | Alice Pemberton |
| Beta | Maths | Sally Baker | Kim Sands | Melanie Burkey | Alice Pemberton |
| Alpha | Science | Kim Sands | Melanie Burkey | Peter Van Geffen | |
| Beta | Humanities | Ruth Curtis | Tyler Roberts | Peter Van Geffen | |
| Gamma | Physical Education | Alice Pemberton | Peter Van Geffen | Tyler Roberts | |
| Gamma | Art / D&T | Sally Baker | Melanie Burkey | Ruth Curtis | Kim Sands |
| Delta | Music | Tyler Roberts | Ruth Curtis | Sally Baker | Kim Sands |
| Delta | Computing | Melanie Burkey | Peter Van Geffen | Alice Pemberton | |
| Epsilon | SMSC | Peter Van Geffen | Ruth Curtis | | |
| Epsilon | PSHE | Tyler Roberts | Cory Ann Taylor | Sally Baker | |
| Epsilon | Religious Education | Zoe Hayes | Kim Sands | Alice Pemberton | |
| Epsilon | Modern Foreign Languages | Melanie Burkey | Zoe Hayes | | |

Q. How many teams are there?

A. There are five different teams. Each person from a team represents that team at the meeting each week with the latest updates on the subject.

Q. With five teams this could mean a staff member attending fortnightly meetings is there any way that the teaching assistants could help with this?

A. The hours do not cover teaching assistants attending the staff meetings.

Governor comments: I am a little annoyed that small schools like ours are expected to do the same level of work as larger schools with many more teachers.

The Head Teacher shared the staff self-evaluation of curriculum knowledge alongside the curriculum self-evaluation which the school were ready to launch in March 2020.

Curriculum Action Plan 2020-2022

Objective - Improve quality of the teaching and learning of the broader curriculum

- Securing first rate teacher and staff CPD on Science, Art , Physical Education and Music
- Empowering teachers by providing knowledge of the pedagogy of each subject
- Being accountable to an award that is quality assured to ensure that our pupils are being provided the quality curriculum they are entitled to.

We will continue to aim to receive the School Games Mark and at the end of this year we will also look to achieve the Eco Mark and over the next two years we will look to go for the Gold Arts Mark and the Science Quality Mark.



Q. ~~With t~~*The awards you are looking at, is there any evidence that these bring pupils through the door?*

A. *The Science Quality Mark includes CPD for the staff it gives us the opportunity to develop the curriculum and professional accreditation.*

Q. *Do we need to discuss the progress of these awards, does it need to become an agenda item?*

A. *We will sign up for the Eco award and look at the changes to the sports award and we will bring it to the next meeting to discuss further.*

- COVID19 Risk Assessment

Covid risk assessments had been circulated prior to the meeting this has been updated three or four times with the 23rd of November being the most recent version.

Q. *Do we need to add the risk assessment to the policies there's no mention of it elsewhere?*

A. *No. The risk assessment was updated on the 23rd of November and it will be updated again on the 4th and 18th of December and include any Public Health changes. The SLT will be working up until the Monday pre-Christmas as part of the track and trace system.*

Q. *I wondered if we needed a formal review every 1, 2, 3 or 4 weeks in a policy?*

A. *No, it is being updated regularly it is not necessary.*

- Safeguarding Update

The Safeguarding Report had been circulated prior to the meeting for governors to review and formulate any questions.

The following numbers of children are supported at various levels:

- Child in Need: 2 children
- Team around the Family school led: 2 children
- Team around the Family other agency lead- 5 children
- Child Protection: 4 children
- Universal: 27 children
- X2 families have been heard at MARAC this half term.

Q. *What is MARAC?*

A. *It is an abbreviation for Multi Agency Risk Assessment Conference.*

We have had a drop in incidents, this is largely due to the preventive work school staff have put in via their unique child lead interventions.

We work closely with Social Care, Early Intervention, Cheshire Constabulary, Domestic Abuse Team, Weaver Vale Housing Trust, Starting Well, Young Carers and Helsby High School.

These partnerships have flourished over the past 18 months.



Q. Would WVHT be a good place to look for a new governor?

A. Yes, we fit into the deprivation criteria.

Assembly so far this term have included

No Outsiders, My Happy Mind, NSPCC, Black History, a World War II evacuee assembly, and we have collected for the Frodsham Food Bank and launched the Anti Bullying Week with an assembly.

-The national expected 'good' school attendance is 95%+. This current academic year's attendance to date is 93.4% which is an increase from 91.7% on the last report, the same time last year we had 95.6%. The current national average is 89%. There are new codes on **SIMims** that relate to COVID-19 that shouldn't affect our overall attendance.

As with the summer boxes deliveries, we have been approached to work with the same cluster to provide Christmas boxes for our PP children and families that have been furloughed to receive some extra help this Christmas.

We have secured funding to deliver food and activities over Christmas, we will receive these in the last week of term and will distribute to homes on Friday 18th December 4pm.

There are 5 families that we are aware of that will not be getting presents, so this support is important.

Governors discussed the importance of raising the profile of these activities within the wider community.

- Catch Up Support Plan

The Head Teacher explained to the governors that although the school will receive £9,000+ in catch up funding from the Government this is significantly less than the other three schools in the local area. Last year we had 62 children in receipt of Pupil Premium Funding.

Q. Why aren't we getting more ?

*A. It is based on £80 per pupil so 113 pupils times £80 gives us the £9,040. We have also had a shortfall on the **DFE** technology requests, we didn't get the support that we needed for our pupils.*

We have put together our catch-up funding action plan **ander** shared this with the parents. Each pupil will have their own individual catch up plan in place, the interventions within school are very much dependent on staff absence as to how the children will be progressing and we will look to put measures in place where necessary.

We will use the NTP programme which is being used by Helsby High School, the tutors are all quality assured and DBS checked. We are getting £13,500 worth of tutoring for our pupils at a hugely discounted rates.

Q. Has this been booked?

A. Yes, it has.

Q. Can I asked about the resourcing of this, it is such good value is it likely to be oversubscribed and will they still be able to deliver this?



A. Yes, I understand the concern but we are the first primary school to have signed up to this and we have had confirmation back that it will be delivered. During the day we struggle for space to deliver interventions these sessions will run 3:30 until 4:30pm and will work on specific activities that we want them to teach.

Q. Do you think there will be problems with children staying after school?

A. We will sell it as £200 worth of free private tuition and we will aim to keep the children for the sessions. We have bought into what the Government has put into place to support catch up, 80% of the children need to be pupil premium children to access this particular NTP.

Governor comments: We are investing £13,500 in their children. It will be worthwhile checking in the new year if there are any new PPF families.

10. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN (SDP)

The SDP 2020-22 had been circulated to governors prior to the meeting for review and any questions.

The Head Teacher informed the governors of changes to the primary school assessments which had been made that day. Currently the Year 2 phonic screening will take place, there will be no KS1 SAT's next year or KS2 SAT's, the Year 4 times table test will run but it will not be compulsory, there will be no league tables and data will not be published.

The RAG rated format of the SDP will be regularly reviewed over the next two years and will sit alongside the Covid catch up plan.

ACTION: Page 18 item 3 to assign governors to the priorities within this plan prior to the next meeting.

Governors discussed the monitoring and reporting on the SDP and how this could be done.

11. SELF EVALUATION FORM (SEF)

To receive an overview of progress made against the 2019-20 SEF

To review proposed SEF 2020-21

The self evaluation form is currently in work and will be ready for mid-January prior to the February meeting off the Full Governing Board.

ACTION: The Head Teacher to circulate the SEF in mid-January.

12. PUPIL PREMIUM AND SPORTS PREMIUM

- To receive a report on the proposed school's Pupil Premium spending 2020 - 2021.

The review of the impact of the Pupil Premium spend 2019/20 had been circulated prior to the meeting for governors review. The Education Endowment Foundation format had been used for the report the same format will be used for the 2020/21 plan.

It is still a draft document and the Head Teacher asked for any thoughts or questions to be sent to him.



Q. Do we get PPF through the maintained root for the nursery children?

A. I will check if we are required to report on this.

ACTION: the Head Teacher to check if the nursery PPF needs to be reported on.

- To receive a report on the school's Sports Premium spending and impact 2019 - 2020. The Sports Premium Funding was not available for this meeting.

13. SEND

The SEND report had been circulated prior to the meeting for governors review.

Q. What was the review of provision that reduced the numbers from 69 to 47?

A. There were a number of pupils who needed to be assessed to see if they were development issues they were SEND. There was over 50% SEND which is higher than the national figures, we have taken a number of children off the register and will continue to monitor them.

The -SEND link governor had met with MB the SEND lead and another Governor (SC) to review the current SEND provision.

The report of the meeting had been circulated to governors prior to this meeting. The RAG rating system had been reviewed as it currently does put the school SEND provision into unsatisfactory. The lead is doing a brilliant job, it is a long journey and when you look at the RAG rating, we need to be mindful to get it right.

Q. Where is the RAG rating?

A. It is in the long-term plan.

Q. When you challenged about the RAG rating, what was the answer?

A. I think when you look at it some of it looks worse than it really is and that more progress has been made than the lead thinks.

ACTION: The Head Teacher to discuss with SEND lead the progress on SEND.

14. POLICIES

The following policies had been circulated prior to the meeting requiring Full Governing Board approval.

- Whole School Pay Policy

It was noted that the policy only formatted correctly when downloaded.

RESOLVED: That the Whole School Pay Policy was agreed and adopted by the board.

- HSE Policy

The date on the policy needed amending to 2021.



RESOLVED: That the HSE Policy was adopted by the board.

- COVID 19 H&S Policy

RESOLVED: That the Health And Safety Policy was adopted by the board.

- SEND Policy

The SEND Policy had been updated in February 2020 this has now been reviewed with the new local offer and the new local authority paperwork added as an appendix.

RESOLVED: That the board agreed to adopt the SEND policy.

15. CLERKS UPDATE / LOCAL AUTHORITY REPORT

The clerk provides regular updates of the latest guidance and advice as it becomes available.

ACTION: The clerk to circulate the schools bulletin when it becomes available.

ACTION: The Clerk to circulate the roles and responsibilities document for governors.

16. GOVERNOR TRAINING AND VISITS

The Skills Audit is to be carried forward and into the spring term.

ACTION: The clerk to circulate details of any governor training as soon as they become available.

ACTION: The clerk to inquire what the price of the Edsential Effective Questioning training for governors would be to present to the whole board.

17. DATE AND TIME OF NEXT MEETING

The next meeting will be held on **Thursday 11th February at 5.30pm.**

18. GOVERNOR IMPACT

The Head Teacher asked governors to write a fortnightly letter to parents about what is going on in school starting in January 2021.

RESOLVED: That the governors would write a fortnightly letter to parents about what is going on in the school currently.

Q. Do we give parents the opportunity to input their views in the format of you said/ we did?



A. Governors -have sought the parents viewpoints by manually taking sheets into parents evenings and collating these and write a report from this . It is the you said we've done approach.

There was no further business the non-~~is~~ confidential meeting ended at 8:25 PM.

Signed _____ Date _____

