

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

<u>FULL GOVERNING BOARD - VIRTUAL</u>		DATE:	19th September 2022
CHAired BY: John Clements (JC)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Steph Harvey (SH) John Clements (JC) Russ Green (RG) Liz Kane (LK) Gemma Tozer-Howe (GTH) Jennifer Elliott (JE)			
APOLOGIES:			
Absent without apology:			

Questions from governors will be highlighted in grey.

Agenda Items	
1.	<u>Opening Prayer & Welcome</u> 1. Opening Prayer taken by SH.
2.	<u>Apologies and sanctions of absence.</u> 1. None.
3.	<u>Declarations of Interest & Correspondence</u> 1. No declarations of interest. 2. No correspondence.
4.	<u>Approval of minutes from last meeting (11.7.22) and update on actions</u> 1. Agreed as accurate by the Full GB – to be signed by the Chair when next in school. 2. Actions update: <ul style="list-style-type: none"> • Action 1 – in process. Action: JC to discuss attendance issues with JW and follow up on progress on safeguarding audit action plan. • Action 2 – in process. Action: JB to finalise changing of signatories on Jackie Box Memorial Fund. • Action 3 – completed • Action 4 – completed

- Action 5 – Plan for self-evaluation has been agreed but exercise itself to be finalised and undertaken. **Action: JC to prepare GB self-evaluation exercise.**
- Action 6 – completed
- Action 7 – completed
- Action 8 – completed. NP will provide FFT training at the Full GB training session on 16.1.23. SH will continue to provide data analysis to GB at meetings prior to this. GTH was invited to come into school if available and have a bespoke session as the Lead Governor for Data and Curriculum.
- Action 9 – completed
- Action 10 – completed
- Action 11 – completed
- Action 12 – in process. **Action: JB to ensure updated Nursery Admissions policy on website.**
- Action 13 – in process. **Action: JC to send JB finalised GB Annual Impact Statement 2022.**
- Action 14 – this will be possible to complete when Action 13 has been completed.
- Action 15 – completed.
- Action 16 – action no longer required – governors will edit the SIP Monitoring Record directly themselves. **Action: SH to allocate editing rights of the SIP Monitoring Record to all governors.**

5. School Vision and Strategic Priorities

1. Discussion of draft School Improvement Plan (SIP) – circulated prior to the meeting.

The GB noted that this has now been amended to show the priorities for the current year as well as upcoming years. SH advised the GB that it is difficult to meaningfully plan beyond two to three years ahead due to the changes in cohort, curriculum or government that can happen.

LK asked how governors can best assess whether the anticipated impacts have been achieved. SH advised that success criteria and impacts are listed within the separate action plans which will be shared with governors. These will also be transferred into performance indicators for teachers. SH explained that it is difficult to set progress/attainment targets as specific percentages as the school demographic is not fixed and can change in-year. The main aim at present is for children to return to working at pre-pandemic levels. Children who require accelerated support have been identified, as have potential barriers to progress, together with plans to address these.

JC asked if Learning Flowers are still in use.

SLT have discussed their use across the school. They reflect well the characteristics of effective learners, and the Early Years curriculum is underpinned by these. Further up the school however, the vocabulary around learning is more connected to growth mindset. It has been agreed that Learning Ambassadors will promote a particular aspect from the Learning Flowers each week and observe children who exemplify this. This should make the process of using the flowers more simple but richer.

JC noted governors have been aware that Speech and Language needs in Early Years seem to be increasing widely, and not just at St. Martins. He asked if anything particular regarding this should be added to the SIP.

SH advised that early identification of need has been included in the SIP to ensure that a broad approach is taken to identifying barriers to development – this will include speech and language. There are many issues that could affect speech and language and SLT do not wish to narrow the focus only to that, as in doing so, this could lead to other barriers not being explored fully.

2. Review School Vision

The GB discussed the vision statements which had been revised by SLT and approved how these were now worded.

3. Approval of 22-27 SIP

Decision: The GB agreed to approve the 22-27 SIP.

4. Questions from governors on monitoring process and completion of SIP Monitoring Record.

The agreed to approach to recording governor SIP monitoring has been recorded at 4.2 (Action 16).

The GB discussed whether governors had sufficient capacity to take on an additional role in monitoring a specific subject across the school. It was agreed that GTH will monitor Maths, JE Early Years Reading and JC Science.

JC asked SH to pass on the GB's thanks to the SLT for all their work in creating the SIP and for clearly incorporating the outcomes of the GB's SIP Review in the summer.

6. Governing Board Annual 'Housekeeping' 2022-23

1. 'Key Information for Governors – Sept 22'

The contents of this were formally noted by the GB.

2. Review of Terms of References for Lead Governors and Committees

Decision: These were all re-approved by the GB. GTH will be the third member of the Pay Committee if no new governors have been recruited by then.

3. GB Annual Cycle of Work

This was re-approved by the GB. **Action: JB to add in the agreed SIP Priorities.**

4. GB Code of Practice and Meeting Protocol

These were re-approved by the GB.

5. Review and signing of Declarations of Interests and Safeguarding Declaration

Actions:

- **Governors to advise Clerk in advance when coming into school so that the paper Declarations forms can be ready for them to review and sign.**
- **JC and JE as Chair and Lead Governor for Early Years to each sign a Safeguarding Declaration form and to advise Clerk when next coming into school**
- **Governors to re-affirm (and amend if necessary) their declarations of interest on GovernorHub**

6. Keeping Children Safe in Education (KCSiE) 2022

All governors have been provided with access to a copy of KCSiE 2022 on GovernorHub.

Actions:

- **JB to create new confirmation declaration for having reading KCSiE 2022 on GovernorHub and notify GB when undertaken**
- **All governors to confirm on GovernorHub they have read KCSiE**

	<p><u>7. Confirmation of arrangements for Headteacher Appraisal 2022</u> Helen Eversett has been confirmed as External Advisor. The appraisal will take place on 4th October 2022 with JC, LK and GTH as the governor panel. LK and GTH have both been booked onto the relevant training.</p> <p><u>8. Format of GB meetings 2022-23 (virtual/in-person)</u> It was agreed that the first and third meetings of each term will be held in person, along with the annual SIP Review session. All other meetings will be held virtually.</p>
<p>7.</p>	<p><u>Impact Analysis: Pupil Premium Spend 2021-22</u></p> <p>1. The GB discussed that the identified strategic priorities reflect the PP analysis from 2021-22. It was noted that the analysis format has now been changed to a three-year strategy which must be updated annually. This has led to a more forward-thinking, evidence-based approach being required from schools. This was something that the pandemic previously made difficult, so SH feels this is a positive focus.</p> <p>The GB noted how the school has ensured that the school identifies and recognizes the needs of all disadvantaged pupils and not just those in receipt of Pupil Premium. A significant amount of PP spend was used to benefit and support disadvantaged pupils through part-funding the Family Advocate role and the Inclusion Lead in the Hub. This will continue in 2022-23, along with further PP money being spent to release staff so that they can undertake mentoring roles, facilitate interventions (e.g., Lego Therapy), and run after school clubs. Further to this, there will also be continued money allocated to part-fund residential trips as the school is aware that families are likely to struggle with meeting costs due to the current cost of living crisis. The GB were supportive of the way that PP money has been spent (and is planned to be spent this year) in a very holistic way that provides a broader level of input.</p> <p>LK advised the GB that she recently undertook the National College training course on PP spending and confirmed that all of the key items that should be included and/or considered are covered in SH's report.</p> <p>LK asked if the costings provided related to 2022-23 or multiple years. SH confirmed that they related to 22-23 only.</p> <p>JC asked if impacts will be able to be holistically assessed or whether impacts are considered only in terms of academic progress. SH advised that impacts will be assessed in a number of different categories and are not just related to academic progress.</p> <p>Due to some of the analysis documents only being placed on GovernorHub close to the meeting, JC invited governors to send any further questions regarding the 21-22 spend by 3rd October and JC will then discuss these with SH (copying in JB).</p> <p>Action: LK to share learning points from Pupil Premium training with the GB.</p>
<p>8.</p>	<p><u>Summer Data 2022 – Questions to Headteacher</u></p> <p>JC asked for the reasons why writing attainment appeared to be lower than in other subjects for Year 3 and upwards. SH advised that nationally writing has been the slowest skill to recover after the pandemic and this is being found at St. Martin's as well. To develop writing well, it needs to be a sustained discipline and those who were at home during the pandemic were not doing sustained writing as they would have done had they been in school. Reading is the scaffold of writing and Talk for Reading will be used to develop oracy and vocabulary.</p>

The GB discussed that there are very specific issues for this year's Year 3 cohort. There are eleven children with EHCPs in this year group which is unusually high. Disruption was significant due to two changes in teacher, and an experienced TA working with that year group also left. Plans have already been put in place to support this year group and accelerate progress. Staffing has been upped to one teacher and two teaching assistants in each class. The school-based tutor will be working with children who have an EHCP. The Reading Recovery TA will also be working with this year group.

The GB also discussed that there have been some very positive scores in year and greater depth numbers are positive in year 5. SH advised that last year, all but on pupil in KS2 moved on to the accelerated reader scheme – this has not happened before.

LK referred to the greater depth numbers in Year 5 and asked SH how she envisaged that might translate in SATs.

SH advised that greater depth working in school does not always translate to greater depth results in SATs. Last year, many pupils scored 108/109 but were not categorized as greater depth as they needed to score 110 to do so. SH is hopeful that Year 6 greater depth scores will be positive this year as the cohort has been achieving well. SH also explained to the GB how the school is trying to create wider knowledge and breadth of understanding so that pupils are not disadvantaged by papers based on themes which are not relatable.

The GB discussed that they were supportive of the school's approach to not create additional stress/pressure on Year 6 pupils which can occur if a school has a narrow focus on SATs preparatory work. SH explained that the school is still ambitious for their children but that it is important to be realistic about what the children are being asked to do and if that is appropriate at age 11. Governors noted that greater depth numbers at SATs have not always been high, yet when CEC published its list of its highest achieving pupils at GCSE this year, six out of the seven came from St. Martin's.

JC noted that there continues to be a similar picture to previous years where boys perform less well than girls and asked if there was anything more that could be done to address this.

SH acknowledged this was the case and that more attention could be focused on prioritizing the boys, but she felt that overall priorities in school needed to be more generalized so that all of the cohort are improving to be back where they were pre-pandemic. This issue is discussed at SLT and teachers are aware but currently there are other priorities teachers need to focus on.

JC raised that he felt that there was evidence of good progress (e.g., in Year 1) and queried if this should have been marked as green within the RAG rating.

SH advised that people cannot be marked as green if they are not where they should be even if they have made significant progress.

Attendance and Absenteeism

SH advised that 44 persistent absentees (less than 90% attendance) have been identified following Covid with reasons and trends analysed. SH has found that a number of these relate to holidays in term time which had to be rescheduled because of Covid (these were able to be authorised). SLT have also looked at the impact this level of absence has had on attainment and progress and consequently now have a list of those pupils whose attendance will be monitored and those whose parents will be invited to a meeting to discuss their level of absence and an attendance plan put in place. SH will be including in the newsletter reminders that the school expects at least 96% attendance.

9. Admissions

1. DCC had not sent out the draft 2024-25 policy in time for it to be discussed at this meeting. The GB agreed that the Admissions Committee would review the draft on their behalf and prepare it for inclusion in the public consultation.

10.	<p><u>Re-appointment of IG as Associate Member</u></p> <p>1. Decision: The GB agreed to re-appoint IG as an Associate Member for the term of one year, until 18th September 2023. IG will sit on the 1st and 2nd Committees, dependent on his availability and will have voting rights.</p>
11.	<p><u>Jackie Box Memorial Tree and Coby Simons Memorial Bench</u></p> <p>1. The GB re-affirmed that the families of Jackie and Coby are welcome to visit the memorial tree and bench with advance agreement with the school. SH advised that some ex-pupils also chose to visit this year, so the school should be mindful this may happen again in future years.</p>
12.	<p><u>Election of Chair and Vice-Chair of Governors and Committee Chairs</u></p> <p>Decisions:</p> <ul style="list-style-type: none"> • The GB re-elected JC as Chair of Governors for the term of one year (until the end of the first GB meeting of 2023-24). • The GB elected LK as Vice-Chair of Governors for the term of one year (until the end of the first GB meeting of 2023-24).
13.	<p><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian ethos and distinctiveness of the school?'</u></p> <p>Identified as follows:</p> <ul style="list-style-type: none"> • SH – the questioning, scrutiny and challenge from governors was a strength during this meeting. It helps SH have clarity in explaining reasoning and current issues. • GTH – the focus on discussing the SIP and the approval from the GB is all underpinned by the improvement governors seek for children. There is ambition but it is child focused. • LK – the discussions around the spending of the Pupil Premium felt inclusive of all year groups as well as on the development of staff. • JC – the meeting demonstrated a clear, forward-thinking, and holistic approach. • JE – the discussion around SATs and how the school is child-development orientated as opposed to focused only on testing felt very Christian • SH – there is a real sense of flow and of governors really understanding what has been and what the intent is for the future of the school. There is connection and coherence between the GB and the school.

<u>ACTIONS FROM THIS MEETING</u>		
<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Discuss attendance issues with JW and follow up on progress on safeguarding audit action plan.	JC	17.10.22
2. Finalise changing of signatories on Jackie Box Memorial Fund.	JB	5.12.22
3. Prepare GB self-evaluation exercise	JC	7.11.22
4. Ensure updated Nursery Admissions policy on website.	JB	27.9.22
5. Send JB finalised GB Annual Impact Statement 2022	JC	17.10.22
6. Allocate editing rights of the SIP Monitoring Record to all governors.	SH	30.9.22
7. Add in the agreed SIP Priorities to the GB Annual Cycle of Work	JB	17.10.22

8. Advise Clerk in advance when coming into school so that the paper Declaration of Interest forms can be ready for them to review and sign.	All governors	On-going
9. Each sign a Safeguarding Declaration form and to advise Clerk when next coming into school	JC and JE	17.10.22
10. Re-affirm (and amend if necessary) declarations of interest on GovernorHub	All governors	17.10.22
11. Create new confirmation declaration for having reading KCSiE 2022 on GovernorHub and notify GB when undertaken	JB	21.9.22
12. Confirm on GovernorHub they have read KSCiE	All governors	17.10.22
13. Share learning points from Pupil Premium training with the GB.	LK	17.10.22

SUMMARY OF DECISIONS

- The GB agreed to approve the 2022-27 SIP
- The GB reviewed and re-approved the terms of reference for all Lead Governors and Committees
- The GB reviewed and approved the GB Annual Cycle of Work, the GB Code of Practice and the GB Meeting Protocol.
- The GB agreed to re-appoint IG as an Associate Member for the term of one year, until 18th September 2023.
- The GB re-elected JC as Chair of Governors for the term of one year (until the end of the first GB meeting of 2023-24).
- The GB elected LK as Vice-Chair of Governors for the term of one year (until the end of the first GB meeting of 2023-24).

Next meeting: Monday, 17th October 2022 at 6.00pm – 8.00pm (virtual)

Signed as accurate by the Chair:

Name of Chair:

Date: