



**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
HELD ON THE 15TH JULY, 2021 AT 4.00PM**

Members of the Governing Board

Name	Governor Category	End date	Designated Role	Attendance
Mrs Kath Lloyd	Co-opted	08-06-2024	GDPR, Attendance, Governor Training, EYFS	Y
Mrs Kathleen Spain	Co-opted Staff	18-12-2024	History, Geography, Computing; H&S	Y
Mrs Susan Mayers	Co-opted	14-02-2022	Chair to Autumn 2021 Maths, English, Data/Assessment, Remote Learning	Y
Mrs Lisa Chapman	Co-opted	24-03-2022	Music	N
Ms Anne Thompson	Co-opted	09-07-2022	Vice Chair to Autumn 2021 Wellbeing, LAC, Safeguarding	Y
Miss Phillipa Watton	Co-opted	23-02-2023	Pupil Premium/Disadvantaged, Website, Spiritual, Moral, Social and Cultural, R.E.	Y
Ms Laura Turner	Co-opted	07-10-2023	SEND, Emotional and Mental Health	Y
VACANCY	Parent			
Mrs Lisa Denson	Parent	19-01-2024	Music, Art/Design Technology	N
Mr Ken Spain	Local Authority	27-03-2022	Health & Safety	N
Mrs Jo Seaward	Staff	16-02-2023	Science, Liaison/Staff	Y
Ms Sue Finch	Headteacher		Headteacher	Y
Miss Emma Dunn	Associate Member	17-10-2021	Deputy Headteacher	Y
Ms. Lisa Hughes	Associate member	08-07-2023	Bursar All things financial, Equality	Y
Mr Les Poole	Associate Member	17-03-2023	Outdoor Learning, MFL, health and Safety	Y
In Attendance				
Sian Griffiths			Clerk	



NON-CONFIDENTIAL

All Governors confirmed they were in a secure environment during the meeting.

1. APOLOGIES

Apologies had been received from Lisa Denson and Ken Spain.

RESOLVED: the apologies were accepted.

2. DECLARATION OF PECUNIARY INTEREST

All the Governors were invited to declare any pecuniary interest or conflict of interest with the business to be discussed during the meeting. There were no declarations received.

3. GOVERNING BOARD MEMBERSHIP

- a) The Governors noted there had been no changes to the membership since the last meeting.
- b) The Governors considered the Parent Governor vacancy. At the previous meeting there had been an action for the Clerk to contact CWAC to ascertain whether they could assist with advertising the vacancy. The Clerk had been unable to contact CWAC but from previous experience thought it was doubtful that CWAC could accommodate the request.

The Chair advised she had attended a webinar 'Increasing Participation in Governing Boards: Recruiting, Involving and Retaining Volunteers'. The webinar covered retention, welcome and getting to know individuals, a note had been uploaded on to Governor Hub. The School would be more proactive in September but the Governors felt it was very difficult to reach out to people virtually.

4. MINUTES OF LAST MEETING 13TH MAY 2021

The non-confidential minutes of the Governing Board meeting were approved and confirmed as an accurate record.

5. MATTERS ARISING

The Governors discussed matters arising from the March minutes not covered elsewhere during the meeting and reviewed the list of actions determined at the March meeting.

REF	ACTION	ASSIGNED	UPDATE
Item 3	Locum clerk to ask substantive clerk Jacqui Critchley whether CWAC could host an advertisement for governors on their website	J Barry – J Critchley	See Agenda Item 3b above.

6. FINANCE ITEMS

The Budget Report and 3 Year Plan had been uploaded onto Governor Hub. Lisa Hughes, SBM provided an update –

- A number of additions had been included which had been reviewed by the SBM, the Governors would need to sign off the amendments for submission to the LA.
- The outturn was initially £5,317 but due to a few additional items of expenditure, the predicted forecast balance was now showing at £4,235.



- A 1.5% pay increase had been included in the budget for all Staff, this was the current pay award offered to Support Staff but the view was that this would also apply to Teaching Staff.
- The School Fund had been audited and the audit certificate and Statement of Intent had been uploaded onto Governor Hub.
- The contract log had been updated, the School was waiting for confirmation on the copier contract.
- The trip to Burwardsley had been cancelled, the School were waiting to hear whether there would be a refund on the monies paid or just the deposit.
- PE/Sports Grant some of the monies would be spent to fence off the Imagination Station on the Playground to make this area safer for the Children. The School had ordered a supply of fleeces and waterproofs for the Children to wear when they were in Forest School. A number of swimming costumes had also been purchased for Children who do not have a costume.
- The School had received monies from the DFE Textbook Funding, this was an 80% contribution towards the cost of the books ordered from Power Maths. The School had also received £1,000 to cover the cost of Staff who were attending meetings with a Maths Specialist.
- The School had received £585 from the English Hub to cover the cost of Staff attending meetings with a Literacy Specialist.
- FMS vouchers the School had received £6,840 for the Summer period for 76 Families this equated to £90 per Child. The vouchers would be ordered through Asda and would be paid for by the LA on receipt of an invoice, the amount was above the limit of the School Card.
- The Asset Management Plan had been updated and uploaded on to Governor Hub.
- The Business Continuity Plan had been updated today and uploaded on to the School Website and was password protected.

All Governors were asked to check the contact details in the Critical Incident Plan and ensure they are correct.

RESOLVED: the Governors approved the budget for submission to the LA.

7. HEADTEACHERS REPORT

The Headteachers Report had been uploaded on to Governor Hub prior to the meeting. The Headteacher had also provided an Ofsted Handbook summary for Governors.

The Headteacher went through the report and took questions -

2020-2021 Targets (Reading+Writing+Maths)

The data is based on the Children in the School now not the published results from statutory tests. This is because mobility is a large factor for our school community.

Q: Is the difference between Sept 2020 target and Age Related Apr 2021 due to Covid and missed education?

A: In the main, yes.



Q: For years 1,2,3 and 4 the difference between April 2021 and June 2021 has not changed. Can this be explained?

A: Children did not accelerate their learning in these year groups as in R, 5 and 6. Children in Y5/6 engaged more readily with their online learning.

Q: Are there any barriers to regular and quality use of outdoor learning/forest school at the start of the new academic year - like is its use planned for in say history, geography etc?

A: No this continues to be used regularly, Staff plan when they will use the area, the arrangements seem tight and good. Forest School sessions are held weekly, the sessions are Child led. The outdoor Learning is used for specific lesson sessions, the usage is very different to Forest Hill.

Q: How do you manage safeguarding in this area?

A: In Forest School the Safeguarding Policy is in the handbook, there are sufficient levels of Staff, they have a phone, and the gates are locked. All volunteers have a DBS but are not left unsupervised.

- Catch Up, the School was looking at the difference between September 2020 and 2021 and identify where there was an impact and which Children should be targeted for support.

Q: The difference in the data for Year 3 and Year 4 from 2020 to 2021 how will this be addressed?

A: The Children had not made progress between April and June so we've targeted those Children. The Teachers were not able to say whether those Children were at age related because they had not fully covered every aspect of their AR expectations.

- Key Partners, working with the Regional Schools Commissioner (RSC). Craig Richardson was leaving his role as a Headteacher but was staying on as a SIP which would give the School continuity.
- The Attendance Report had been uploaded into the folder. The attendance figure was 93%. When attendance for an individual moves into the 90's it is no longer classed as a persistent absence (PA). School needs to consider how to manage the Children who are stuck in the 80's. Support would be provided by multi agency partners to the Children where there was no evidence of improvement, this would include the use of more stringent procedures. The EWO would also monitor the levels of absence. There was a real celebration of those Children who had moved out of PA and recognition of the work of the multi-agency partners. The training on attendance was focusing on emotional based issues.

Gypsy and Romany Travelers – as there are few children in this category it has a significant impact when a child is absent. Governors noticed increases in attendance and that the school was working to ensure engagement.

The Chair noted that there were a number of positives to be taken from the information provided even though there remain a number of concerns. The information provided on the 'each month' Overall Attendance is really useful and much appreciated.



Pupils with attendance less than 90% in previous year: 2019/20

Y1:

Q: Reds seem to be consistently in the 80's. Is there a pattern to the absences?

A: Each of the children has their own specific pattern of absences and Plans are in place to address these. We would have liked to have moved some of these children above 90% and we will continue to work with families in September.

Pupils with Attendance causing Concern During Year 2020/2021

	September 2020	May 2021
R	95%	56%
<i>Q: Why such a big drop?</i>		
<i>A: Place offered in Spring lockdown, but not taken therefore coded C which counts then as an absence. Coupled with unauthorised absences in Autumn and a reduction in possible attendance in Autumn owing to delays in accessing Covid tests.</i>		
Y1	100%	84%
<i>Q: Why the drop? Illness.</i>		
<i>A: Plan in place.</i>		
Y2		
<i>Governors noted that Y2 had a real improvement, well done!</i>		
<i>It was noted that Year 2 overall have shown themselves to be a 'secure' cohort for attendance and are also one of our year groups that is at PAN.</i>		
Y3	100%	84%
<i>Q: Why the drop?</i>		
<i>A: Covid issues.</i>		
Y3	100%	71%
<i>Q: Why such a big drop?</i>		
<i>A: Place offered in Spring lockdown, but not taken therefore coded C which counts then as an absence. Mixed with difficulty accessing Covid tests.</i>		
Y3	65%	83%
<i>Governors noted the real improvement, well done!</i>		
<i>It was noted that this is due to clear teamwork as part of a multi-agency approach.</i>		
Y4	100%	71%

There were some real improvements in attendance in Y4 but -



Q: Why such a big drop?

A: Place offered in Spring lockdown, but not taken therefore coded C which counts then as an absence. Mixed with difficulty accessing Covid tests.

Y5 100% 85%

Again, some real improvements but –

Q: Why the drop?

A: Identified need for change of approach.

Y5 100% 62%

Q: Why such a big drop?

A: Sibling of a child above.

Y6 100% 89%

Some pleasing improvements but -

Q: Not such a big drop but still a drop?

A: Bespoke plan in place and some gains.

Group Analysis by Vulnerability (page 4)

Q: Y4 Q PP the unauthorised absences of 8.94% - were reasons given for these figures?

A: Not always.

Group Session Summary

Q: The R figures include closure of the bubble I assume?

A: Yes, X codes don't count as absence, but do effectively reduce the number of possible absences.

Q: Y3/Y4 and Y5/6 unauthorised absences do give rise for concern. Were these absences followed up?

A: Yes

March Overall Attendance (page 12)

The Governors noted the information at the beginning of this page was both useful and much appreciated. Thank you.

The Governors commented on the April Overall Attendance (page 13)

'It is really pleasing to see that these figures show that many of last year's persistent absentees are now attending school much more regularly. Well done for the measures that were put in place'.



The Headteacher thanked the Governors. The School reviews attendance over time and ensures that we question one another and ourselves about the impact of what we are doing.

Attendance Comparisons (page 17)

The Governors found the 2019 - 2020 (Covid Impact) figures really interesting and were pleasantly surprised that the % drop was not greater so well done for encouraging families to send their children into school.

The Headteacher thanked the Governors, the team were good at their jobs but it does take time to bring about change for some families.

Q: Gypsy Roma Traveller Attendance in March 2020 was 91% but in 2021 this had dropped to 63%. Can this drop be explained?

A: Yes.

Notable Absences 2020 – 2021

The Chair found this document fascinating reading. The **Left in Year** amounting to 207 absences and the impact these figures have overall. The Headteacher confirmed it is so important for the School to recognise the impact this leaves on the figures.

Currently On Roll High Level of Support

Q: 637 absences amounting to 2.1% overall is a concern. Rightly or wrongly, I am assuming that support is in place for the four families and that this support is monitored to see how effective it is?

A: You are correct, multi-agency work is in place but yet to impact positively and sustainably.

Q: What happens if after support etc a family does not respond? Where do you as a school go from there?

A: FPN procedures are instigated when our measures are not bringing about the changes we want to see for the child/children.

- Parents Views, Inspectors would review the evidence from Ofsted Parent View throughout the inspection to ensure that all online responses received during the inspection were taken into account. The Inspectors would review and refer to any other evidence from parents, including the results of any past surveys the school has carried out or commissioned
- Ofsted Inspection Handbook, Page 15 - summary. The Headteacher had removed anything which was not relevant but included everything which Governors need to know –
 - Inspection timetable.
 - Curriculum Planning, look at the website.
 - Things we are tasked to do, how much has to be laid out.
 - 90 minute phone call.
 - Triangulate with the SDP.
 - On the day what happens.
 - Listen in on the playground and discussions with the Children outside the Classroom.



The Chair asked Governors to familiarise themselves with all the documents.

8. SAFEGUARDING REPORT

The Link Governor responsible for Safeguarding advised there were no matters to report. The safeguarding procedures and systems within the School ensured all incidents were dealt with in a professional and timely manner.

The Governors received an update on non-confidential Safeguarding matters –

- a) Single Central Register – Ofsted have reviewed the register on each occasion, 3 times. Lisa Hughes, SBM had presented the documentation including the records of new employees.
- b) Safeguarding Training – all Staff, including any new Staff, would attend the Basic Awareness training on the 1st day of term, this would be delivered virtually and Staff would remain in their bubbles.
- c) Policies and Procedures – the Safeguarding Policy had been updated and uploaded onto the School Website.

Q: Is the training for Governors as well?

A: No the training for Governors will be run separately, we'll send a reminder out when the refresher training is due.

9. STRATEGIC SCHOOL DEVELOPMENT PLAN (SSDP)

- a) The Governors received an update following the SSDP review on 21st April. A working party had been established of Staff and Governors to review the document. The meeting brought everyone together, this was a valuable use of time. The Plan had been reviewed for this year and a new SSDP had been drafted for the coming year. Governors should have received an invitation to attend the meeting. Some governors did attend and commented on how they could see how progress could be easily monitored and demonstrated.

Q: If someone wanted to attend what do they do?

A: Headteacher will continue to invite all governors to attend.

- b) **Strengths, weaknesses, opportunities and threats self-evaluation form** – to receive an update based on the SSDP review.
- c) **School Support** – the support listed below from the RSC was in line with expectations for RI's, 2 levels –
 - 3 Day Leadership support in September.
 - Discussions of the pros and cons of academisation, in September including -
 - This is our School what do you see and how can you support?
 - What would be the benefits of becoming an Academy?

The Governors accepted this was something which would need to be revisited and reviewed including the possible benefits?

The Headteacher advised that the School now had a number of systems in place, one Year Group per Teacher plus a colleague - a respected 'Tag Team'. Governors would need to consider, if the School academized could any savings be used to invest in additional Teachers.



Q: We would need to look at the impact on the Staff's employment rights in particular what would be the effect if the Academy went into administration what employment rights would the Staff have?

A: This would be looked at as part of the pros and cons.

10. SCHOOL IMPROVEMENT ADVISOR VISIT

The report from the 10th June, 2021 visit had been uploaded on to Governor Hub. The Governors felt the comments were balanced and the Headteacher advised how useful it was to have Craig Richardson as an external advisor.

11. QUALITY OF EDUCATION

The Governors received an update on –

- a) Pupil Health and Wellbeing, the School had a strong team, the record keeping was good and the Children were well looked after and moving in the right direction.
- b) Impact of home / remote learning on the quality of education, the set up for Year 5 and Year 6 was extremely good, all the Children were aware of how to use the platforms and to use them successfully. The Staff were aware of which Children were struggling and ensured they were well supported. The Children's progress with remote learning had provided them with a good foundation.
- c) Remote Learning Provision, there had been little change from January, the Staff had identified Children who needed additional support e.g. using work packs.
- d) Curriculum delivery update, the Staff were currently updating the School Website. The curriculum had been split and would have a dedicated page. An end date of the 31st January, 2021 had been agreed for this piece of work. The Link Governors were asked to review their area of the curriculum and provide feedback.
- e) Recovery Funding update, the monies had been used to deliver tuition to small groups. Laura Taylor who was currently working from home was leading on a pilot which provided 1:1 working with the Children in Year 5. Emma Dunn, Deputy Headteacher had selected which Children needed a boost/additional support before moving up into Year 6. The feedback from Laura and Emma was the Children's progress was pleasing. The model gave clear targets had been given to ensure positive improvement on the Children's progress in areas of concern, the Children were more secure in their learning. This system would now be used as a model going forward.
- f) Digital accessibility, 10 laptops were available to Children when a bubble closed.
- g) The Rainbow Flag re-accreditation, extra proud feedback from everyone. The Proud Trust had completed the inspection and feedback. The School had addressed most of the top tips.

The Governors noted that in the communications from Parents there was constant praise for the Staff. The School cannot be faulted for the way PP health and wellbeing were supported.

12. SCHOOL POLICIES

The Governors considered the following policies which required ratification by the Governing Board –



a) Relationships Policy

The policy and feedback report had been uploaded on to Governor Hub. The process to receive feedback from Parents had been particularly onerous on Staff who undertook 1:1 with Parents

b) Early Career Teachers Policy

c) Behaviour Policy

RESOLVED: the Governors approved the policies a – c above.

d) Annual Governance Statement

The Chair had attended a meeting and subsequently reviewed the Schools Website. The following should be included and updated on a regular basis – schedule of Governor meetings, Impact Statement (any actions taken by the Governors needs to be noted) and Membership of the Board.

13. CHAIR'S ACTION

The Chair and Vice Chair advised they had not taken any urgent action on behalf of the Governing Board since the last meeting and in particular since School closure.

14. GOVERNOR TRAINING

The Governors received an update in the absence of the Training Governor (Ken Spain) –

- Sue Mayers had attended Social Media and Safer Recruitment.
- Lisa Hughes had attended Ofsted, PP and Stress Awareness.
- Les Poole had attended Governor Induction Training as an Associate Member and provided feedback -
 - He had found his first FGB meeting a bit overawing, the use of acronyms and references to Ofsted.
 - All his concerns had been eradicated, he had found the training very useful in particular to know that all new Governors have similar issues.
 - The training had been delivered over 4 sessions and was very clear and concise and attendees had been provided with useful reading.
 - He had a clearer understanding of how Ofsted works having read through the Headteachers Report, but still need to ask questions about decisions made. Hopefully the information gained would support him to be a better Governor.

The Governors asked the Clerk to feedback the positive comments.

15. GOVERNOR VISITS

The Link Governors reports had been uploaded on to Governor Hub –

- Maths, the data for Maths and English provided an idea of where the School were and what was happening in September. Follow up visits would include a review of evidence Child age related or age expected if they are the one's who are not moving towards. The Children were being appropriately challenged.



- English, see a. above.
- EYFS, no visit had been undertaken.
- Safeguarding, reported under agenda item 8.
- Looked After Children, no further update from the previous FGB, the Staff worked exceptionally hard with the Children.

16. LA INFORMATION

The latest bulletin from the Director of Education had been uploaded on to Governor Hub on 11th June.

The Headteacher advised that the School had received 100 Football Shirts from Tranmere Rovers. The Football Club representatives had met with the Headteacher and Lisa, photos had been uploaded on to Twitter and there had been a press release.

17. REVISED MEETING SCHEDULE 2021/22

The Governors Meeting Schedule Report had been uploaded onto Governor Hub and included the format and contents of each of the meetings for the next calendar year together with the Link Governors report relevant to each meeting.

The Headteacher would forward the report to the relevant Staff so they were aware of when reports were needed. Some Staff had responsibility for more than one subject so the Link Governor would email and take responsibility for the reports.

The Governors were asked to note the date and time of the next Governor Development sessions, 18th February 2022, 9.00am to 1.00pm.

Q: The new format for the Governors Report, are we agreeing a format, written or verbal?

A: As long as we receive a report and it can be minuted I'm happy to receive a verbal report.

The Governors agreed to continue with virtual meetings to make the Link visits easier and less time consuming for Governors and staff.

18. DATE AND TIME OF MEETINGS 2021/22

The Governors approved the dates for 2021/2022, whether these would take place virtually or face to face would be dependent upon guidance and restrictions. The Chair felt that the meetings should be held virtually for the near future. The Headteacher would advise Governors if and when this would change.

The Headteacher was happy with those arrangements and would very much appreciate virtual and a 4.00pm start

- Thursday 23rd September 2021
- Thursday 18th November 2021
- Thursday 27th January 2022
- Thursday 24th March 2022
- Thursday 12th May 2022
- Thursday 7th July 2022



The Governors were thanked for all their hard work. Ofsted had also noted the support provided to the Staff throughout the pandemic. In particular Sue Mayers was thanked in her first year as Chair.

The Chair was pleased that CWAC had recognised the FGB as winner of the Governing Board Awards. The Headteacher felt the award cemented a good year we've had, amazing, despite all the challenges.

The meeting closed at 5.25 pm following the conclusion of the confidential business.

Signature of Chair required to confirm these as an accurate record of the meeting.

_____ Chair of Governors

_____ Date agree