

**Holbeton Primary School**

**WESTCOUNTRY SCHOOLS TRUST**

**Minutes of the Local Governing Board Meeting**

**held on Wednesday 11th November 2020 at 6.00pm on MS Teams**

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| **Governor present** | **Initials** | **Category of membership** | **Governor present** | **Initials** | **Category of membership** |
| Di Baumer | DB | Community | Richard Selwyn | RS | Parent |
| Karen Flower | KF | Co-opted | Christine Tarrant | CT | Co-opted |
| Shona Godefroy | SG | Co-opted | **Also in attendance** | | |
| Simon Martin | SM | Co-opted | Kate Nash | KN | Clerk |
| Claire Northmore | CN | Co-opted | Sally Thomas | ST |  |
| Chris Rickard | CR | Head of School |  |  |  |
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| **Apologies** | **Initials** | **Reason for absence and category of governor** |
| Paddy Power | PP |  |
| Stuart Armley-Jones | SAJ | Parents Evening |
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All absences were sanctioned.

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| **Governors with responsibilities** | **Responsibility** | **Last monitored** |
| Di Baumer | Safeguarding | February 2020 |
| Karen Flower | Pupil Premium/Personnel | November 2019 |
| Sally Thomas | SEND |  |
| Shona Godefroy | Chair, Finance | October 2020 |
| Claire Northmore | School Marketing | March 2020 |
| Chris Rickard | Head of School |  |
| Richard Selwyn | Vice Chair, Health & Safety/Premises | March 2020 |
| Christine Tarrant | Pupil Data/Curriculum/Staff Wellbeing | November 2019 |
| Simon Martin | Pupil Data/Curriculum | October 2020 |
| Patrick Power (Associate Member) | Data Protection & Freedom of Information | March 2019 |

SG opened the meeting.

**Part 1 - Conflict of interest/confidentiality reminder**

Governors were reminded that they must declare a conflict of interest if it exists, and that discussions within the meeting must remain confidential.

Governors were asked to undertake a review of their Register of Business Interests. No matters were noted.

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| 3 | a.  b.  c.  d.  e.  f. | **Vision, Ethos & Strategy - Where are we now?**  **Confirmation of Minutes:** the minutes of the Governing Board meeting dated 16th September 2020 were agreed with 2 amendments; Section 9 the correct spelling is Victoria Heyland and Karen Flower. The minutes will be signed by Chair at next visit to school  **Matters Arising**: the action list was reviewed.  KF has booked to visit the school next week to discuss Pupil Premium  RS will review the Emergency Plan before the next meeting once details have been finalised by CR & KN  PP no update on the Data Protection policy review this meeting.  **Part 2 Minutes:** There were no Part 2 Minutes at the last meeting on the 16th September 2020  **Safeguarding:** The Safeguarding Audit (S175) is to be completed by early December. CR will propose a date(s) for DB to visit school.  **Health & Safety**: Governors expressed concern that parents were turning cars around by the school gates. It was suggested that a repeated communication is sent to parents asking them to not use this area for turning when children are waiting at the gate. CR agreed to add to the next Newsletter.  **Wellbeing:** CT is unclear on her role and although the Trust have advised a meeting is imminent, a date has not yet been arranged. CT is concerned that the staff are unaware of her role as Wellbeing Governor and that an introduction would be very helpful. This could then be followed with a survey and/or visit to the school to meet with individuals once Covid restrictions allow. CR and CT will formulate an email to be sent to staff.  ST is very impressed by the atmosphere at the school. The children seem happy in the playground and hopes the village agree the school is a joyful place and the staff are doing an excellent job. Chair agreed that an email should be sent to staff thanking them for all their effort | **Action**  **ACT 1 – KF**  **ACT 2 – CR/KN/RS**  **ACT 3 - PP**  **ACT 4 – CR/DB**  **ACT 5 - CR**  **ACT 6 – CR/CT**  **ACT 7 - Chair** |
| 4 | g.  h.  i.  j.  k. | **School Improvement - How are we getting on?**    **Head Teachers Report:** Governors acknowledged the Head Teachers Report. CR advised that in summary   * Current pupil numbers are something to celebrate. * Clubs have returned despite the Covid challenge and this is something many schools have been unable to achieve so far. * No positive cases of Covid reported at the school and no reported behaviour incidents. * The KS1 classroom has now moved into the Library and the Library into the old KS1 classroom space. The new classroom better suits learning whilst maintaining safe distancing. * The painting of the school lobby and stairs area has started and once completed the main school will be almost entirely re-painted and refreshed. Regular posts on Facebook reflect the positive image of the school. * Professional photographs have been taken and the school website refreshed. * The re-launched Foundation Unit has been very successful and the staff seem relaxed and happy. * Staff wellbeing remains a priority and CR will keep this monitored. * Covid guidelines are being followed and PPA is being achieved from home where possible. * The Newsletter format and delivery has changed and has been well received. * MTA working patterns have been altered to ensure cover is sufficient everyday of the week. * A company has been found to create a video tour but this will not happen until after the national lockdown ends. * A marketing leaflet is also in the pipeline. * Our new pupils have settled in well and we are receiving a steady flow of new enquiries.   The Trust have advised the school that focus this term should not be on teacher monitoring or assessment. Priority is being given to delivering the recovery curriculum and maintaining the wellbeing of the children and staff.  Q1. Governor asked about CRs wellbeing? A1. CR informed Governors that Maggie Sherring is a fantastic addition to the school and has relived pressure on him by agreeing to work additional hours and also by managing the KS1 class planning. The budget allows for the additional hours until Christmas Q2. Governor asked if Maggie’s hours should be reviewed this term for next term? A2. It is being reviewed for this academic year.  There is also ongoing discussion regarding the Covid Budget (approx. £3,000) and PPA cover to ensure no cross-bubbling. The funding received now is based on the Autumn Census figures from 2019. Q3. Is funding backdated if a child joins the school after the Census and if not, can an agreement be reached to receive the funding from the leaving school, if it is part of our Trust? Q3. It can’t be backdated and it is unlikely that a school would agree to handover any of their funding. Q4. Governor asked if there is no prospect of another teacher and we would receive no funding for additional children, should we accept transfers. A4. Our PAN is 15 per year group, so we would be unable to decline transfers. Our aim is to grow the school numbers so declining transfers is not an option CR wishes to pursue.  CT expressed concern that she was not receiving school emails. KN will contact her tomorrow to address. CT was also concerned that she had not received a reply to her emails. CR will respond to her email regarding Governor visit.  Q5. Governor asked if CR was concerned that there are currently 3 children with persistent absence and 1 of these is a SEND child. A5. CR advised that the school is monitoring the situation. Ofsted will be sympathetic to attendance figures this year.  Q6. Governor asked what assessments the Attainment and Progress data was based on. A6. CR confirmed that the data was from the assessments in early October. CR further informed Governors that the school was very encouraged by the data and that it showed many children have not been adversely effected by the lockdown.  **Covid-19 Safety at the School:** The Risk Assessment has been updated in line with new Trust guidelines. A vulnerable member of staff has had their hours of work changed to minimise contact. CR is uncomfortable teaching the KS2 class during SAJ’s PPA as he risks exposing the school to complete closure should he test positive for Covid 19 and is considering alternative cover. Q7. Governor was disappointed at the prospect of KS2 losing their contact with CR. A7. CR feels strongly that engaging with all the children is a priority, however it may be unavoidable in the short term. Q8. Governor was concerned that the additional ventilation was making the school too cold for the children to concentrate on learning. Q8. RS will confirm what the minimum temperature a classroom is allowed to be. In the meantime, parents will be advised that children can wear additional layers of clothing if they are feel the cold.  **Contingency should Government close educational settings**: The school is prepared for Home Learning should this be necessary. KS1 & KS2 will use Showbie as it proved very effective in lock-down and the Foundation Unit will use Tapestry. Q9. Governor asked if live teaching would be possible? A9. CR advised that pre-recorded lessons were preferred to ensure Home Learning could be maintained. They are also less stressful for the teachers. In this new scenario the teachers would be home working and so be available on ‘feedback’ to answer questions.  **SEN Provision**: The Trust have allocated Peter Grafton as our SENCO and he will be visiting the school every Thursday afternoon starting tomorrow.  **Out of School Club**: KF updated Governors on the club. A new club leader has been recruited to replace Steve Coggins who has resigned the post. Billing will now be completed at the end of every term. CR agreed to share the schools Covid Risk Assessment for amendment if necessary. The Out of School Club now have the facility to do DBS checks and Safeguarding training is being addressed. | **ACT 8 – KN/CR**  **ACT 9 - RS** |
| 5 | l.  m.  . | **Engagement - What’s needed to make progress?**  **Current pupil numbers and outlook for next year:** CR is very encouraged by the numbers for 2021/2022 and has started discussion with Douglas Langford for an additional class. We would need an additional 10-12 children to open another class. CR is keen to look at alternative class structures based on projected numbers for next year.  Reacting to the recent Parents Questionnaire each child will be receiving an Individual Home Learning pack which identifies any gaps in learning. The pack will include objectives and targets. The packs have taken considerable time to complete but this has been achieved during INSET time. It is the school’s intention to complete these packs once each term but this will need to be carefully balanced and monitored.  **New SEND Governor:** Governors welcomed Sally Thomas as our new SEN Governor. Sally has attended Babcock’s New Governor training. The Chair will arrange a convenient date for induction and KN will complete Safeguarding checks, advise WeST of the new appointment and arrange for GIAS to be updated. CR will arrange a date for Sally to visit and meet with Peter Grafton. | **ACT 10 – Chair/KN/CR** |
| 6 | n.  o.  p.  q.  r. | **Governance - What still needs to be done?**  **Feedback/Monitoring Reports:**  **Recovery Curriculum:** SM was impressed by the Individual Learning pack and encouraged the Governors to visit the school when able.  **Sport Premium**: The DfE sets out 5 key areas for Sports Premium; 1) encouragement of inactive children, 2) active play, 3) Sports clubs, 4) Adopting an active mind and 5) Swimming. At present the school is only offering one Sports club to KS1, this will hopefully be addressed next term, subject to guidelines published at that time. SM recognised that CR had arranged a Surfing club before half-term and is considering a Sailing club in the spring. Swimming had been arranged prior to the first lockdown and had to be postponed.  **Foundation Unit Assessment:** The report had been read by Governors. In summary, SM gave a very positive assessment and was happy with the changes implemented by Mrs Mitchell and the TAs. Thorough monitoring of the children via Tapestry was seen and no improvements were identified.  **Finance**: covered earlier in the meeting |  |
| 7 | s.  t.  u. | **Impact on pupil outcomes - What do we want next for our school?**  **Policy:**  **Outdoor Learning:** CR will ask Emily Mitchell to review the policy and will send to Governors once completed  **SEND:** CR will review this policy with ST and Peter Grafton  **Behaviour & Anti-Bullying:** This policy has been re-written and will be submitted for Governor approval at the next meeting.  **Admissions Policy 2022/23:** Governors were asked to review the policy for approval next meeting. Q10 Should the minimum age be changed from age 2 to age 3? A10 KN advised that Ofsted had approved the school to accept children from the lower age and the school had decided to increase the age temporarily this year due to staffing and the challenges of Covid. The intention is to offer nursery placed to 2-year olds in this policy’s academic year. | **ACT 11 – CR**  **ACT 12 – CR/ST**  **ACT 13 – CR**  **ACT 24 - ALL** |
| 8 |  | **Correspondence:** |  |
| 9 |  | **Matters brought forward by the Chair:** none |  |
| 10 |  | **Part 2 proceedings:** |  |
| 11 |  | **Dates of the Next Meeting(s):** all to be held on MS Teams from 6.00pm   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Wednesday, 13th January 21** | **Wednesday, 24th March** | **Wednesday, 19th May** |  |  |  | | **Wednesday, 14th July** |  |  |  |  |  |   Meeting closed at 19.30 |  |
|  |  | **These minutes are agreed by those present as being a true record:** |  |
|  |  | **Signed: Date:**  (Chair) |  |