

Shap C of E School

Full Governing Body Meeting Minutes

Wednesday 10 Feb 2021

at 6.30pm via Zoom

1. Opening Prayer

The meeting opened at 18.35 with a prayer led by Alun Hurd

2. Attendance

Steve Gee (joined the meeting from Item 8), Julie Graham, Katie Chappell, Alun Hurd, Pauline Harron, Richard Lendon, Rib Williams, Vicki Capstick

Present

Siobhan Beck (Clerk), David Salmon (General Advisor, Learning Improvement Service, Cumbria Children's Service)

3. Apologies for Absence

Dot McColm, Val Sowerby

4. Declaration of Interests

None

5. Approval of the minutes of the last meeting 25/11/20

The minutes were approved by the governor's present

6. Matters arising from 25/11/20

Link Governor Roles

JG highlighted that there are still Computing and IT, and Early Years Foundation Stage, Link Governors vacancies outstanding, if any governor has an interest in either of these roles, please let her know. KC has just taken on the role of Computing and IT coordinator within the school and would love someone to join her as she learns about what that involved, it is going to be a priority over the coming year. The Early Years Foundation Stage Link is with an experienced teacher. Parental Engagement Link Governor is also a vacancy, there is a Parent Governor vacancy at the moment so it might be something that that new governor could take on, once appointed. All these roles enable Governors to connect with staff.

Julie Graham 12/05/21

Governor Space Training Places

There are two funded places still available, this is very like the Modern Governor training, when you take part in the training you earn credits which can be used for other training on the website you have to register by the 31 March. There is a commitment to an initial telephone call and then further into the training an evaluation. Contact Clerk if you are interested.

Action: All Governors

7. Headteacher Report

KC asked if there were any questions on the report shared with the agenda. JG asked if Pupil Premium was being accessed by all the families that could benefit, KC confirmed that there had been additional applications during the pandemic and they have been accepted. The school is keeping an eye on this and signposting families to apply.

KC highlighted the developments since the last FGB meeting, firstly is Priority 3 of the SDP Development of the Learning Platform which has taken up a lot of time this term, this is covered in more details in Item 9. Secondly is Pupil Progress which comes in Priority 1,2 and 4 of the SDP, developing the assessment systems within school, an investment has been made into FFT Aspire Pupil Tracker that brings everything into one system. There are two elements to the system, an assessment tracker which measures attainment and progress over a range over time, and a curriculum tracker which tracks coverage of curriculum taught. Training in this system took place in early 2020 but has had to be put on hold during COVID, particularly whilst everyone gets to grips with TEAMS and the learning platform and getting that up and running. Assessment data has been inputted in September and December. It enables teachers to see the information for their class and subject leaders to track attainment and progress in their curriculum area. It makes use of colours and graphs, that help you to see, at a glance, attainment and progress. It is possible to look at particular groups such as gender, SEND, special needs and the more able, who were a priority in the SDP. Priority 2 on writing skills, the data is a little behind one set has been inputted to show current attainment, and another set needs to be inputted to allow progress to be analysed. Priority 4, Maths, it has been possible to look at attainment and progress which has informed the provision map. Data analysis will be done three times a year at the end of each term which will help to focus on the priorities from the SDP, Reading, Writing, Maths and the More able. The more data that is inputted the more accurate it will become. VC highlighted how clear it was to see how the pupils were doing all in one place, really simple to use and see it all together in one place, not having to switch between data or paper. RW asked KC if it was working and are the team confident in using it and also for DS is the school where it should be. KC felt the team is at the start of this, old systems that were in place, required a lot more work input, collate and analyse the data. Some staff may need a little more support to get to grips with what it can do. DS highlighted the need to question what it tells you, is the data going to give us that knowledge, will it point us to where help needs to be given to pupils. Scrutiny will be easier with the Pupil Tracking system. DS highlighted the need for decisions to be made as to how assessments are going to be carried out this year as there are no national KS1 or 2 assessments, he questioned if there is going to be a cross cluster moderation of attainment.

8. Impact of COVID

Steve Gee joined the meeting at 19.07

The results of the new pupil tracking system have identified a new baseline, it has identified who are the lowest attaining, who are highest and who are making less than expected progress, some intervention has already started during the remote teaching sessions. It was emphasised that the attainments have been affected by the circumstances. It was suggested that the curriculum should be labelled recovery rather than catch up. There are three levels of recovery being considered the immediate transition between home learning and back to school, the remainder of this academic year and what is happening post September 2021. It was noted that the National Government policy is for a Catch-up curriculum so it is important to be aware that this is how it will be reported in the media. JG talked about being realistic, the wellbeing and mental health is a factor that must be taken into account, balance the idea of catching everyone up with supporting people through this traumatic time.

9. **IT and TEAMS 44.36**

TEAMS training

Edtech training has been provided for the Teaching and Office Staff, Parents and Governors. The Teaching Staff have made huge advancements in their knowledge and use of technology, it is now being used extensively. Parents have had two sessions. Parent's evening will be virtual the office staff have had training on how to book them. SG asked if something could be sent out before parents evening to keep the appointments to ten minutes, KC advised that a pre-consultation form will be sent out to all parents beforehand, to allow staff to prepare for the meetings this should help staff keep them to ten minutes. RW asked what the appointments would be about as the pupils have been home learning, it is hoped that the children will be back at a school by this time. Governors have had one training session, it now needs to be decided how TEAMS will be utilised.

TEAMS for remote learning

There is a blended approach with a mix of live teaching, some full classes, some small groups, some 1:1, four student teachers, one for each class, have been doing live lessons with small groups, each class has a daily registration and worship time for the whole school, assignments that pupils can upload, pre-recorded lessons, 1:1 social session support call, maths, phonics and reading interventions. Each class has a teacher, support staff and a student teacher. KC praised the hard work of the whole team. VC mentioned the training on TEAMS and how helpful that was to help with confidence and try new things. JG highlighted the difference between the first lockdown and this lockdown how different it is for both the children and parents, most was through emails in the first lockdown, hearing the teachers voice and seeing their friends on screen is so beneficial. RW praised the work that KC has done to lead the team into this position. SG seconded how everything has been put into place, they are huge leaps forward. KC responded that it has changed the way we teach, it is something that the team will take forward to when we are back in school.

TEAMS for governors

JG talked about some of the issues over accessing the governor documents for this meeting and logging in to if you have school children using TEAMS too. She outlined that she uses the app for the children and their accounts, and uses the internet browser/web version for her governor account. It is the same set up on each format. She also noted that some of the documents are being shared from Sharepoint which is another Microsoft application which allows the sharing of documents, if you are reading a document in Sharepoint which you close when you are finished you will need to switch back to TEAMS.

IT

Laptops have been lent out to those that need them, extra data has also been organised, Microsoft office or personal devices has been sorted, have found sources for computers and printers for those that have needed them. A Learning Improvement grant has enabled the purchase of 9 sets of headphones, mics and visualisers for teaching staff. A bid has placed for 26 new laptops waiting to hear back. Systems IT have done an audit of all the hardware in the school, they have drawn up a 3-year schedule, which was shared on the screen, of replacements and purchases to help recover from wear and tear and to keep things up to date. SG highlighted the need to maintain a good standard of IT, which is now more important than ever, money needs to be spent on it to keep things up to date, it will become a regular expense in the future.

10. **Policies 1.06.44**

KC has re written the policy review to spread them out over the five Full Governing Body Meetings in the year rather than for each term. A system for how the policies are agreed and ratified is needed. JG mentioned that some may need to be for the FGB and some for sub committees. If they are not a statutory policy it is up to the board to decide how they are approved. Approval rules can be set out in the policy review schedule, in a scheme of delegation or in committee terms of reference. SG suggested that if delegated to committees they produce a precis of what has

changed which is presented at the next Full Governing Body Meeting thereafter. Admissions Policy, Exclusion from School, Off Site Visits Procedures, Parental Consent Form for Trips, Images and Pain Relief, Safe Recruitment, Supporting Pupils with Medical Conditions, SEND Policy and Local Offer, Whistleblowing, were presented for approval and were agreed by the governors present.

11. **Committee and Link Governor updates**

Maths, Science and School Council Link Governor Reports were presented as papers with the Agenda, the purpose of these meetings and reports are to identify what to focus on and re-establishing the link with the teacher. From the Maths Report, the same priorities attainments are being kept, the impact of school closure, planning for assessments later in the year. From the Science Report to find out how the school is providing this and the priorities for the year, with Covid it has been hard to see what is being delivered, there is a plan is to bring a school wide policy on how it is taught and how attainment is measured, the impact of Covid. From the School Council report establishing governor engagement, explained the process for the council, how children get to join and that everyone has a chance to be a member, they set their own priorities for the year, focusing on raising the profile of the council and what initiatives they could do in the future, a TEAMS group has been set up. RW has had an English Link Governor meeting, the report will be circulated with the minutes.

Finance - Catch up Funding, Grants

There are two vacancies on the Finance Committee at the moment, this committee is quorate with three members really need two more members so that meetings can continue to viable in the future. The next meeting is the April 21. JG is the current chair of this committee, she outlined that her finance knowledge has come from being involved, extensive financial knowledge is not needed to be on the committee. Please get touch with Julie if you are interested and feel you can contribute.

KC went through the following grants and bids that have been received/are in process:

A Learning Improvement Grant of £1478.40 has been received and was used to help prepare for remote teaching/home learning. The equipment purchased will be used in school, once pupils return.

£242.70 has been received from Speaking Volumes, Christian Books have been purchased for the school library.

A bid has been put in for 26 laptops from the Westmorland Family Fund for £9074, these are to replace those that have already that have been allocated and are therefore likely to be worn by the time the children are able to return to learning in school.

£3263.68 has been received from Shap Community Enterprise for replacement and repair of the fencing on the school field. A parent has offered to get a quote for the wood which may reduce the bill. Any extra monies will be returned to Shap Community Enterprise

Catch Up Premium, this is ringfenced money that is being allocated to schools to help pupils catch up from the time they have spent home learning. It is hoped that £2166 will be allocated in January and a further £2633 in April. It can be used for staffing and tutoring, such as providing one to one or smaller groups. The Outward Bound contract was paid for using Sports Premium as it was not clear, at that stage, what money would be provided for catch up. This enabled working with small groups of children. The spending of Catch-up Premium will be monitored by OFSTED.

School Grounds Fundraising is now at £1592.57 this is not enough to pay for the repair and upgrading of the sun shelter.

JG praised the hard work in putting these bids together, thank you on behalf of all the governors.

Premises and Health and Safety - *Kidsty Pike Area. School Grounds,*

Julie Graham 12/05/21

There are two vacancies on the Premises. Health and Safety Committee. If any governor is interested in joining this committee please get in touch with Julie.

KC shared the plans for the Kidsty Pike project which will give an all weather outdoor space, with wet por flooring, and a canopy roof, hope to be finished before the children return to school learning.

The repair of 86 metres and replacement of 52 metres of fencing is due to start soon and it is hoped that this will be completed before the children are back in school.

Sun Shelter is a little short on money, more needs to be raised before the work can start. A parent has offered to source the materials at a discount which may mean that there is enough, or nearly enough money for work to begin.

12. **Skills Audit 1.48.22**

There were many areas that are really robust. Finance has been identified as an area where knowledge and confidence would benefit from to be improvement. SG suggested that if governors got involved this might be a good way of working on this. This needs to be born in mind when recruiting to the board to fill the vacancies, this cannot be guaranteed so is also a need to upskill current governors too. JG asked if it might be possible to get some tailored financial training from the GST, DS suggested a call to GST to discuss what the needs are, as this is what the enhanced package the school pays for is meant for. He also advised waiting until after Easter as they have been very busy with requests this term and that there is a possibility that a National Governor supplier is paid for, for all Cumbria Schools. JG mentioned that she has been doing some webinars on the DfE website which although aimed at school staff have been really useful to improve her understanding of school finance.

JG thanked all the governors for completing the audit, it has given as a good picture of where we are at as a board and where we need to improve/enhance knowledge and competencies, to give a focus of what to work on throughout the year. It is recommended to carry out an audit annually, it was agreed to complete annually in the Summer Term with the next audit in May 2022.

13. **Recruitment and Staffing 1.56.48**

Staffing

KC has been preparing a staffing plan for September 2021, looked at assessment, pupil premium and children's needs and based on that a plan has been produced, hoping to keep staffing as it is now, this will be given to Laura Rose for input into the budget. Trying to look at overtime for the whole year rather than on timesheets.

Headteacher

As staff, parents and governors have already been made aware, this is not the right time to recruit. DS has approached KC who has agreed to do another year, the school is in secure hands, the governing body are really grateful for KC agreeing to continue for another year. It is vitally important that the recruitment process is above reproach, the need for face to face components of interview and assessment, the restrictions on travel and the need for people to focus on their own schools where all considered in making this decision, it was also considered that it would not be a fair process if this was completed remotely. Continuity and stability are so important, if not vital, at this uncertain time, the school leadership is secure hands.

Governors

LA governor vacancy, Becky Grace has been nominated by the LA to join the governing board, she provided a statement for the governors which was read at the meeting. Her appointment was approved by the governing body. The GST now needs to be informed of this decision. **Action: Clerk**

Parent Governor vacancy, it was suggested that this should be a short article in the newsletter once all the governor bios have been published (with Becky Grace last) ask who would like to join the team next, on what a parent governor is for the newsletter (March 8 week), an email/letter will be sent out to parents soon to keep the continuity going.

PCC Governor vacancy is ongoing.

14. **SDP Priority 5**

Terms of Reference for the Committees needs to be updated and brought to next committee meetings. Please contact Clerk if you need assistance/documentation for this. **Action: Committee Chairs**

Individual Governor Responsibilities are still ongoing, there are still some vacancies that still need filling. The website needs to be updated with Link Governors and their role, Governor Responsibilities and the Committees. **Action: Clerk**

15. **Correspondence**

Two emails have been received from Parents following the postponement of headteacher recruitment. SG has replied to both offering further communication, he has received a confirmation from one family that that is not required.

16. **AOB**

JG thanked, on behalf of the governors, Alun Hurd for his contribution to the governing board during his time of office. He is retiring on the 31 April 2021.

17. **Date of Next Meeting**

12 May 2021 at 6.30pm

Meeting closed 9.12pm