

# RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL

## MINUTES OF LOCAL GOVERNING BODY MEETING

held on Wednesday 9<sup>th</sup> February 2022 at 6.45pm at school

### Governing Body Core Functions

Ensuring Clarity of Vision, Ethos and Strategic Direction

Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.

Overseeing the financial performance of the organisation and making sure its money is well spent.

**Present:** Andrew Symonds (AS), Jan Johnson (JJ) - Chair, Simon Dowson (SD), Kris Starkey (KS), Victoria Amella (VA), Lynsey Barraclough (LB), Caroline Fox-Robinson (CFR), Joanne Sykes (JS) and Noel Duke (ND)

**In attendance:** J Conlen (JC) – Clerk and Emma Crisell (EC)

**1. Opening Prayers**

Simon Dowson opened with a prayer.

**2. Apologies**

Niki Hutchinson, Steve Scarisbrick, Caroline Simpson and Anne Robertson. – all consented absences.

**3. Declarations of Interest and Register of Hospitality**

All Pecuniary Interest forms have been completed and submitted to the Trust. A register of hospitality is also kept up-to-date, and governors were reminded to keep the clerk informed of any changes

**4. KCSIE, PIF and Code of Conduct**

The remaining forms were signed by those governors present to say they have read these important documents. The governor Code of Conduct has not been updated as the staff one has.

**5. Minutes of meeting held on 29<sup>th</sup> September 2021**

Q: Do the minutes reflect that David Sanderson, the outgoing Chair was initially going to stay to hand over to the new Chair but later stepped away immediately?

A: Not shown in the minutes as it occurred during email conversations not during a meeting.

AS explained to new governors that the LGB operated underneath the authority of the Trust, as outlined in the scheme of delegation, they have the power to confirm appointments to the LGB and take greater control if it was felt that the governing body were not carrying out their statutory duty. The LA carry this authority for non-academy schools. The Trust have no concerns about the way in which the LGB operate at RTS and all minutes are shared with the Trust in addition to the CofG termly report to the Trust which highlights priorities for the school and how the LGB is addressing them.

Proposed: SD

Seconded: ND

**6. Review of Action Report**

As a new parent CFR had raised an issue regarding communications shared with the new pupil intake for September 2021. AS confirmed that the issue raised had been addressed and recognised that the transition process had been made more challenging by the demands of Covid-19 restrictions.

The Personnel committee are still working on the wording of the response issued to staff

<p>when they make a request for leave which had to be in line with Trust principles. The importance of reading the latest Keeping Children Safe in Education document was reiterated to governors who will take the same refresher training that staff have taken on this subject later in the meeting.</p> <p><b>7. <u>Correspondence</u></b> None</p> <p><b>8. <u>Additional Governor – Candidate statement for Phillip Richardson</u></b> PR was the 3<sup>rd</sup> parent governor nominee. He is very capable and has desirable skills to be a governor. There are no vacancies at present but we could approach him in the future should one become available. <a href="#">Q: If he is keen can we not create a vacancy?</a> A: The government favours small focussed governing bodies as best practice but we will bear him in mind if a vacancy becomes available in the future.</p> <p><b>9. <u>Confirmation of Committee Chairs and Clerks</u></b> VA will Chair the Curriculum and Standards committee. The rest have Chairs already in place. The role of Clerk will be rotated for each committee. Q: Will the committee meetings remain online? A: It works for the present and will be reviewed at the end of the year. <a href="#">Q: We should consider the well-being of staff and being able to have meetings from home means not spending so many hours at school unnecessarily.</a> A: We will make this a permanent shift.</p> <p><b>10. <u>Academy Update</u></b> The Academy updates will be dealt with in the head teachers report.</p> <p><b>11. <u>Catch Up Funding Report.</u></b> When schools reopened the government gave funding of £23k to help any child catch-up with lost learning. This year the Tutoring programme is £6k and can only be used for those children most affected by the disruption. We have identified those pupils and the programme will start next week with Nicola Trenam delivering the content.</p> <p><b>12. <u>Head Teachers Report</u></b> The report was available for all to read. This is a statutory document prepared by the head teacher and will always be made available prior to the meeting. Consequently, AS will only summarise some aspects of the report here.</p> <ul style="list-style-type: none"> <li>• Organisation and Management Following the Prime Ministers recent announcement, we are hoping to be functioning as usual after Easter although we expect further RA from the LA. We are trying to foster a 'whole school feeling' when we are not allowed to work as a 'whole school'. To be able to worship as whole school will be fantastic. We have been able to reintroduce the Buddy system but not the various ambassador roles.</li> <li>• Personnel The committee was provided with an update on staffing and staff absence during the autumn term.</li> <li>• Attendance Our attendance figure for the half term is at 95% which is phenomenal when you factor in Covid. It is normally between 97.5 – 98%. Our Attendance policy will be reviewed by AS, and will reflect our recognition that seeking to celebrate 100% attendance at all costs can encourages parents to send pupils to school even if they are poorly and goes against current government public health guidance. Any child whose attendance is below 90% will be supported to improve attendance and parents contacted by AS. The school is prepared to defend this position even in the forthcoming safeguarding audit recommends a different strategy. <a href="#">Q: Should we have something specific in our attendance policy that we don't promote 100% attendance?</a> <a href="#">A: Rather that we encourage 100% attendance whilst looking after the child's well-being. Anything stronger goes against our ethos.</a> <a href="#">Q: As a parent governor, CFR pointed out that parents can become concerned that even covid-19 absences goes against a child's attendance record.</a> A: It is recorded as an absence but a different code is used, and those absences are not a concern for the school. AS agreed to include clarification on attendance in the next newsletter</li> </ul>	<p>AS</p>
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<ul style="list-style-type: none"> <li>• Buildings, Premises, Health &amp; Safety The latest site survey has been received and will be used to create the building improvement plan for the coming year.</li> <li>• Inspection SIAMS have informed us they will not be inspecting RTS this year and Ofsted's framework for inspection has been delayed by the pandemic. This makes the earliest inspection at April this year although the Summer or Autumn term is more likely.</li> <li>• School Development and Improvement Plan The SDP looks at what has been achieved so far, the impact of what has been achieved and what we are looking at next.</li> <li>• Education Development Advisor Kate Lounds' last report was very positive and has been shared with all members of the LGB. Kate will meet EC and AS again on 17<sup>th</sup> March, a full report of her work during this visit will be shared with the LGB in due course.</li> <li>• Diocesan Advisor Q: As Lee Talbot is a previous deputy head is there a danger he will be too soft or too hard on the school in his advice? A: The conflict of interest has been raised and there is another diocesan advisor if it becomes an issue, but we want to use the same advisor used by the Trust.</li> <li>• Academy Update There has been a restructuring at the Trust – Mark Colbourn has been appointed to the new role of Primary School Improvement Lead. He will work on curriculum design and educational standards.</li> <li>• SEN and Inclusion Emily Styles continues to work hard, writing EHCP's and working on multi-agency cases where the issues don't stop when the child gets to school. She is collaborating with Anne Robertson on a new pastoral team..</li> <li>• Equality and Accessibility Plan The current plan is available on the website, however the plan needs updating and will be a priority after half term. NH and JJ to liaise with AS on updating the plans</li> <li>• Racist or Cyber incidents or exclusions None.</li> <li>• Exclusions and Complaints There have been none. We keep an eye on behaviour and are currently closely watching the use of mobile phones. The school recently had a Safer Internet day and reinforced the messages around mobile phone usage. Pupils must hand them into the office at the start of the day.</li> <li>• School Sport Funding The girls football team have recently performed well in the local area competition and Kristina Sherwood is taking part in a year's training with the Forest School, teaching her pupils exciting subjects such as knots, den building and fire lighting. She will cascade this training to staff at the end of the year and write the policy to go with it.</li> <li>• School Website This continues to be an important place for the sharing of information. The curriculum and standards committee have adopted a timetable for monitoring the content of the site and reporting back to AS on areas for development.</li> <li>• Governor Newsletter CFR has volunteered to edit the governor newsletter on a termly basis. Governors should submit their pieces by March 11<sup>th</sup> to enable the publication to go out to parents before the Easter break.</li> <li>• Future Events in School The community tea is hugely appreciated, and SD will help JC ensure the invitee list is current. It would be lovely to hold it outside for the Queens Jubilee supported by the choir.</li> </ul> <p>Q: Governors asked AS to provide a breakdown of priorities highlighted in the Assessment Summary report which had been made available to them prior to the</p>	<p>NH, JJ</p>
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<p>meeting</p> <p>A: AS confirmed that the school is at a point where we have data that shows clearly the progress which children have made over the autumn term. It was produced by the class teachers and shared with the SLT and shows as well, what the teachers have identified as areas to concentrate on next. Those children functioning below age related expectations are picked up on the provision map. Staff triangulate assessment data, observations of the children and the provision map. They discuss who they are worried about and the reasons for it. RTS had planned to use JA to deliver the intervention learning until her illness. We must be particularly aware of the year 5's and 6's and ensure they are not missing out. The extra provision is in place now and will take them through to their SATs. We are keeping an eye on them, and they are catching up. Dentdale is an example where they have identified some pupils who are below the expected level in Maths and yet the teachers are seeing progress; the trajectory is going in the right direction. We are seeing the benefit of constant day-to-day quality teaching.</p> <p>Q: The year 6's took their SATs in year 2 and did well. They are going to be compared with those good grades after a period of disrupted education.</p> <p>A: That is the case across the country. The government will have to factor in that between the two sets of grades a pandemic intervened. It is a difficult challenge – there have been no SATs for 2 years and the make-up of the papers has always changed from year to year. The make-up of the year 6 cohort at RTS has changed with a number of pupils who have left, and others joined since year 2. We are where we want to be, working well with the children and spotting those who require intervention. We are on a cycle of monitoring, delivering, and reporting the impact.</p>	<p>ALL</p> <p>SD, JC</p>
<p>13. <b>Remote Learning Update</b> During the first lock-down there were thousands of daily posts, last week there were 278. There is still a place for Seesaw though particularly for setting homework and communicating with parents.</p> <p>14. <b>School website updates</b> Covered in the Head teachers report.</p> <p>15. <b>Child Protection</b> AS ran through the KCSIE quiz with governors that staff had taken earlier in the year. The session was used as a talking tool to build on governors' knowledge and finished with the request that all governors take the KCSIE quiz before half-term. JC will send out the link. During the session governors raised a number of useful points:</p> <ul style="list-style-type: none"> <li>• If both AS and EC are both off school, the SLT on site will be the designated Safeguard lead or JJ as Safeguarding governor.</li> <li>• When making referrals to CYPS there must be a paper trail and parents must be informed.</li> <li>• Ofsted will be interested to see how the school handles those referrals that come straight back to the school.</li> <li>• Early Help is an organisation run by the LA. They will work with families at the first stage of intervention and will sign-post the appropriate agencies to help when a school works with parents to submit a referral form</li> <li>• When considering CCE it is important to look at mobile phone ownership and usage. JC will send out the link to the NGA Safeguard training which governors have found useful. Remember 'Silence isn't an option' and 'It could happen here'.</li> </ul> <p>16. <b>SENCo</b> Covered in the Headteachers report</p> <p>17. <b>Governor Visits</b> The new visits form is available on SharePoint.</p> <p>18. <b>Governor Training and MAT networks</b> It is hoped that there will be a Trust Annual Governors conference later in the year and AS reminded the LGB that there is a termly diocesan governor update meeting to which any governor can attend.</p> <p>19. <b>Policies for Review</b> P51c – Attendance policy was discussed, AS will adapt the wording to reflect the issue of 100% attendance. He will also mention it to the Safeguarding audit. P105 – Admissions policy, is unchanged from last year except for the date. This has</p>	<p>ALL JC</p>

<p>been approved by governors and will appear on the website. It was agreed to leave in the caveat about church attendance where a church was closed.</p> <p>Q: The point is more nuanced than that because even for churches that were open there were no records of church attendance and SD cannot give the benefit of the doubt.</p> <p><b>20. <u>Governor Spring Term Newsletter</u></b> CFR has volunteered to edit this.</p> <p><b>21. <u>Finance Committee</u></b> Minutes will be available on SharePoint.</p> <p><b>22. <u>Premises, Health and Safety Committee</u></b> Minutes will be available on Sharepoint.</p> <p><b>23. <u>Personnel Committee</u></b> Minutes will be available on Sharepoint</p> <p><b>24. <u>Curriculum Committee</u></b> Minutes will be available on Sharepoint</p> <p><b>25. <u>Worship and Mission Committee</u></b> Minutes will be available on Sharepoint</p> <p><b>26. <u>Standards Committee</u></b> To be joined this year with Curriculum. AS thanked all the governors for their attendance and attention at all committee meetings. It is a very important role.</p> <p><b>27. <u>AOB</u></b> None.</p> <p><b>28. <u>Date of Next Meeting</u></b> Wednesday 22nd June 2022</p> <p><b>29. <u>Statement of Impact</u></b></p> <p>The Local Governing Body has ensured it is fully informed regarding the importance of KCSiE as a document for safeguarding the children at RTS. They have reviewed and clarified the ways in which they support strong attendance at school whilst recognising the importance of ensuring children who are unwell need to be allowed to fully recover at home. The governors have ensured that the school has effectively re-established the cycle of assessment, review and focussed support to ensure all pupils are making progress from different starting points.</p>	<p>AS</p> <p>JC</p>
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