

# RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL

## MINUTES OF LOCAL GOVERNING BODY MEETING

held on Wednesday 22<sup>nd</sup> June 7pm 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, Kris Starkey (KS), Victoria Amella (VA), Lynsey Barraclough (LB), Caroline Fox-Robinson (CFR), Joanne Sykes (JS), Niki Hutchinson (NH), Anne Robertson (AR) and Steve Scarisbrick (SS).

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

#### 1. Opening Prayers

Jan Johnson opened with a prayer.

#### 2. Apologies

Simon Dowson is away from office on sabbatical. – consented absence.

#### 3. And 4. 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

#### 5. Minutes of meeting held on 9<sup>th</sup> February 2022

Since the last meeting Noel Duke has stepped down leaving us with two foundation governor vacancies. Philip Richardson who was the unsuccessful parent governor at the last election is interested in joining the board of governors. His reference has been submitted to the PCC at St John's church so when they next meet, we hope his appointment will be ratified.

Proposed: NH

Seconded: VA

#### 6. Review of Action Report

AS will run through these in the HT report in more detail but governors must undertake to complete the GDPR training, should contact their subject lead and prepare a piece for next terms governor newsletter. Sarah Bonson is also creating a quiz for everyone to take covering the Prevent training requirements.

#### 7. Correspondence

None

#### 8. Academy Update

The head teachers met yesterday, and the focus was on the recent government white paper on education which stated that by 2030 all schools must have a pathway to academisation. The Local Authority is seeking to set up an academy which may accommodate schools unable to find other academy partners. Further growth was always expected with YCST, and we are possibly looking at the growth of a Skipton hub. Very few primary schools in that area are in an academy currently. The heads also discussed the role of the St Aidan's head teacher alongside the Trust – the CEO of the Trust will no longer be the education lead at St Aidan's.

Q: Are there any secondary schools which might join the MAT?

A: Most are already in MATs. It has always been seen as a long term goal for St Aidan's

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<p>to have a secondary partner in the MAT.</p> <p>Q: <a href="#">The joined 6<sup>th</sup> form with St John Fisher may make that a tricky process.</a></p> <p>AS passed on the decision that the governors conference has been postponed to the Autumn term due to the change of leadership at St Aidan's and the current development of a renewed plan for development which will be the focus of the next conference.</p> <p><b>9. <u>Head Teachers Report</u></b></p> <p>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 agreed to summarise the report with governors and answer any questions raised.</p> <ul style="list-style-type: none"> <li>• Covid-19 This may no longer be central to the running of the school, but it is still present and impacting on attendance.</li> <li>• Organisation and Management We have no Ukraine pupils yet, but we do expect some. We are seeing increasing numbers of pupils from Hong Kong with more joining in September.</li> <li>• Personnel This is a busy section. JA is back with us working as an HLTA and tutor. AS thanked those governors who had been involved in the interviewing of the candidates for the 3 vacancies we have. Carmel Wake is retiring and is having a concert on Sunday 17<sup>th</sup> July at Constance Green Hall. Alex Hamer is taking over Nidderdale. Sarah Jackson is retiring from Dentdale, her position was successfully filled by Charlotte Lea who is also an artist. Paul Draper impressed the school at his interview and will be joining us 1 day a week in the year 5/6 class and Loren Owen will work 2 days a week in Bishopdale to cover Abi Rothera's maternity leave, as Kate Longstaffe is leaving at the end of the term to begin her own maternity leave. She will work with Bianca Martin. Ann Mold our long-serving MSA is also retiring. All new staff will be attending the meet the new classes day on 14<sup>th</sup> July and will stay for an induction meeting with AS</li> <li>• Attendance Our Summer term figures are back up to 96% after a fall in the Spring. This is not an issue to be concerned about and was not mentioned during the recent Safeguarding audit.</li> <li>• Persistent Absence Our recordings of lateness have reduced from 129 - 57.</li> <li>• Admissions We have 33 confirmed starters for September. It is the first time in many years that we have not reached our PAN, though other schools in the area are having the same difficulty due to an identified low birth rate <a href="#">Q: Governors felt that the cost of the new houses in the area is too high for young families, reducing our reach.</a> KS2 however is full next academic year and we cannot offer KS1 places to KS2 children. Woodfield is closing this year with most pupils moving to Bilton Grange, New Park, Coppice and Grove Road.</li> <li>• Buildings, Health &amp; Safety The work on the courtyard walls has required much discussion. The issue remains how much structural work is needed. There is asbestos in the glue in the floor tiles and will add to the cost of the project, but it is low grade. We will need a chair of the Buildings committee in light of Noel's resignation.</li> <li>• Curriculum and Standards These committees remain joined – SS will be able to attend the meeting on 29<sup>th</sup> June at 4pm</li> <li>• Pupil Premium This week staff attended some useful training on Looked After Children, we have another joining us in September. Another ECHP has been received and is not fit for purpose. It will not give us any extra funding for additional adult support. We could meet need if the ECHP is changed. The LA always start at the lowest banding for support rather than asking at the start what the child's needs are. It is difficult if the child did not go to nursery, and we are the first provider. AR stated that Mrs Styles and Mrs Martin is talking to the nurseries and the new parents and there needs to</li> </ul>	<p>AS</p>
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<p>be a conversation around the ECHP and a longer staggered start.</p> <ul style="list-style-type: none"> <li> <p>Inspection</p> <p>RTS are now within the window for an inspection and need to be ready, even though there are other schools who have yet to be inspected. Our focus needs to be the curriculum. <i>The Safeguarding audit said good things but it would be strengthened by subject governors speaking to their subject teacher leads. Get them talking about their subject ready for a deep dive. AS asked all governors to contact their subject lead before the end of term.</i></p> </li> <li> <p>School Development and Improvement Plan</p> <p>The SDP looks at what has been achieved so far, the impact of what has been achieved and what we are looking at next. EC ran through this with the governors. Every subject leader is looking with fresh eyes on the vision for their subject and the curriculum progression. With our 1 ½ form intake it is difficult to ensure that every child has the same entitlement to the curriculum. The subjects are taught on a 2-year rolling programme but this needs changing. E.g., the History curriculum is now very knowledge based and will be taught over a 4-year programme from September. All pupils across both key stages must be exposed to learning about the same periods of time – the difference in the key stages is how they learn it. Art and DT have a 1-year programme. All subjects will have been stripped back then put back together by their coordinators. Staff have considered that whichever path pupils take through the school, they will all have been exposed to the same curriculum. This is having implications around resources and comes at a time when class teachers are already busy with reports etc. Pleasingly the Safeguarding auditor stated that the year 2's are the most literate about online safety that he has met. The questions we need to answer – are the teachers ready for an Ofsted deep dive, do they have their evidence prepared? The auditors also passed the website with flying colours, but to our minds it does not show the clarity we want around curriculum design and intent. All the subject coordinators are updating the information held on content, impact and the yearly cycle. EC in particular felt the website doesn't reflect what we do in school. She is keen to introduce consistency across the school in their choice of subject book colour too. AS recognised that with so much development across the curriculum in geography and history that developing the role of a Humanities governor would be a positive idea. <i>Governors discussed the new RSE curriculum wanting to make sure that what is said in the scheme is taught in the classroom.</i></p> <p><i>Q: As a primary school gender equality is obviously key.</i></p> <p><i>A: It is, they need to be given the language to use. They need to see and hear the issues being addressed at the same time. Our displays are very diverse.</i></p> </li> <li> <p>National testing</p> <p>The school has successfully completed KS2 and Phonics National Assessments. The school received an unannounced monitoring visit to check the phonics screening security and delivery, the report had no points for development and noted exemplary practice in the security systems employed. The multiplication tests for pupils in year 4 are online and can be stressful for the children – 6 seconds to enter an answer and they must get them all right. Teachers are experienced in doing the tests in a way that the children are less stressed.</p> </li> <li> <p>Education Development Advisor</p> <p>Kate Lounds visited on 26<sup>th</sup> May and we await her report. One of the priorities from her last visit is the successful introduction of the school's chosen synthetic phonics programme. The government has recommended all schools buy into a validated synthetic phonics scheme. AR spoke passionately to the governors about the school's new programme 'Rocket Phonics'. Until now the focus has been on reading and then writing. Now, reading and writing are developed together. There are lots of positives. Children and parents can access the scheme online it is very flexible. The teachers will have a 2-week trial of the timetable and will have technical training next week.</p> <p><i>Q: Will books still be sent home for 'the love of reading'? Will the Oxford Reading Tree still exist?</i></p> <p><i>A: Yes, this still very much encourages reading books at home as long as the books</i></p> </li> </ul>	<p>ALL</p>
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<p>are in line with the phonics scheme.</p> <p>Q: Will this pick-up issues at an earlier stage?</p> <p>A: The assessments are broad, the tone of the programme is 'keep up' not 'catch up' and it may not work for all, but staff will spot those not keeping up.</p> <p>Q: How will the current children transition.</p> <p>A: By using the baseline assessments which we hope to do before the end of term ready for September. The programme sets markers for where each child should be for each half term.</p> <p>Q: The parent governors feel that not enough information is being sent home to parents meaning they are unaware of what is going on in class.</p> <p>A: Parents will be invited in so the school can explain the new scheme.</p> <ul style="list-style-type: none"> <li>• <b>Worship and Mission</b> AR is also reviewing the RE curriculum. The Worship committee meeting will now be held on 5<sup>th</sup> July at 6pm, after the postponed Finance meeting.</li> <li>• <b>SEN and Inclusion</b> The school will have 7 children with an EHCP in September including a new starter taking RTS to 3.7% of the children at RTS with an ECHP, higher than the national average. Mrs Styles and AR have resurrected the Well-being café which was well attended. Q: Is this just for SEN families? A: No and this clearly shows we need to make that point more obvious for parents. RTS hopes they will feel some ownership for the group and take it in the direction most needed.</li> <li>• <b>Child Protection and Safeguarding Systems in School</b> Incidents in school are now recorded separately – the LGBTQ incident arose following a comment a child made that was overheard. This prompted a very useful discussion in class.</li> <li>• <b>School Sport Funding</b> For the last 5 or 6 years the government has given schools funding between £12 - £15k. They have not confirmed whether any funding will be given this year yet, but we cannot wait until September to spend it. Funding of this nature is embedded in our spending programme and therefore it has already been spent. Q: It would be surprising if it is cut after covid and with the Commonwealth Games coming up. A: It may be reduced; we don't expect it to be cut completely this year.</li> <li>• <b>Social Media</b> The Trust employs experts in this field, we hope to be able to use this knowledge for our own social media presence. Q: Facebook is old, we should use Instagram A: Why not both? We need to harness the power of all platforms Q: A lot of schools use Twitter A: So do we. We do have to take care over images and permissions. Sports Day was a huge success and its good news stories like that which we need to promote. The next job will be for AS to work on the prospectus. Caroline Fox Robinson agreed to meet with AS before the end of term to review to existing doc.</li> <li>• <b>Governor Newsletter</b> Governors should submit their monitoring reports following visits made and the same information can be given to CFR so she can prepare the next newsletter when the time comes.</li> <li>• <b>Future Events in School</b> Governors are invited to the Open classroom day on 29<sup>th</sup> June and also to the year 6 production. The Leaver's service on 22<sup>nd</sup> July will be Jan's first as Chair and Jane Goodwin from the Trust is also coming.</li> </ul> <p><b>10. <u>School website updates</u></b> Covered in the Head teachers report.</p> <p><b>11. <u>Child Protection</u></b> Following the Safeguarding audit JC needs to edit all personnel files but nothing statutory needs changing. The governors then discussed the pros and cons to using the CPoms database – a purely child protection database. It would run in addition to</p>	<p>CFR/JS</p> <p>CFR/AS</p> <p>JC</p>
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Scholarpack. At present with Scholarpack only AS, EC and Emily Styles can make safeguarding entries. With CPoms all teachers could note concerns however big or small and then still have a conversation with AS. The frustration AS has is that if the system is so good and it is essential then the database should be made available nationally – currently it is a commercial entity which would cost the school £950 per year

Q: What advantage does CPoms have in a primary school of this size?

A: Staff always pass on the big issues but maybe wait on the smaller ones. With CPoms everything can be entered and there may be a pattern emerging.

Q: Surely this already happens with Scholarpack?

A: It does but moving over is more a direction of travel across the Trust. It would enable comparisons to be made over all MAT schools. The audit didn't say our safeguarding could be improved by using CPoms but it is better if all staff can record any concerns or issues with the vulnerable. It may pick up on issues across a family if separate entries are made about siblings.

Q: Is the expectation that more recording will be done?

A: Can only record if there is something to record but it is better to write it down than carry information in your head.

It is important that all governors know the procedures for recording and dealing with safeguarding issues but only JJ as Safeguarding governor will have access to the database.

**12. SENCo**

Covered in the Headteachers report

**13. Governor Visits**

The new visits form is available on SharePoint.

**14. Governor Training GDPR and Prevent**

Covered in the Headteachers report

**15. Governor Newsletter**

Previously discussed

**16. Policies for Review**

The Trust have written a number of new policies which will be added to the review timetable for next term.

**17. Finance Committee – 5pm 5<sup>th</sup> July**

Minutes will be available on SharePoint.

**18. Premises, Health and Safety Committee**

Minutes will be available on Sharepoint.

**19. Personnel Committee**

Minutes will be available on Sharepoint

**20. Curriculum Committee**

Minutes will be available on Sharepoint

**21. Worship and Mission Committee – 6pm 5<sup>th</sup> July**

Minutes will be available on Sharepoint

**22. Standards Committee**

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.

**23. Statement of Impact**

The Local Governing Body has established a clearer understanding of the restructuring of the curriculum and the role of each governor in supporting the school's subject leaders as they prepare for inspection.

The governors have a clear understanding of the synthetic phonics programme which has been chosen by the school and the roadmap for embedding the programme across school.

They have ensured that the school has fulfilled its statutory duty in delivering national tests. The governors have also developed their understanding of safeguarding systems in school and the way in which the school is expanding its use of online reporting systems.

**24. AOB**

**25. Date of Next Meeting**

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