

**ST MARTIN'S CE PRIMARY & NURSERY SCHOOL
GOVERNING BOARD MINUTES**

| | | | |
|---|--|---|---|
| <u>FULL GOVERNING BOARD - VIRTUAL</u> | | DATE: | 20th September 2021 |
| CHAired BY: John Clements (JC) | | CLERKED BY: Jacqueline Brooks (JB) | |
| GOVERNORS PRESENT: | | Also Present: | |
| Steph Harvey (SH) John Clements (JC) Jason Knight (JK) Russ Green (RG) Liz Kane (LK) Sam Jamieson (SJ) Claire Morrison (CM) | | | |
| APOLOGIES: None | | | |
| Absent without apology: | | | |

Questions from governors are highlighted in grey.

| | |
|---------------------|---|
| Agenda Items | |
| 1. | <u>Opening Prayer & Welcome</u> 1. Opening Prayer taken by JC. |
| 2. | <u>Apologies and sanctions of absence.</u> 1. None. |
| 3. | <u>Declarations of Interest & Correspondence</u> 1. No declarations of interest. 2. No correspondence. |
| 4. | <u>Approval of minutes from last meeting (19.7.21) and update on actions</u> 1. Parts 1 and 2 agreed as accurate by the Full GB – to be signed by the Chair when next in school. 2. Actions from Part 1 minutes: <ul style="list-style-type: none"> • Action 1 – in progress. SH is having a meeting with the HT at Withycombe on 23.9.21 and will update the GB at the next meeting. |

- Action 2 – completed. JC has confirmed with the Diocese of the position of St. Martin's regarding multi-school grouping (i.e. to remain independent but continue with partnership links with other schools)
- Action 3 – in progress. Folders for OfSTED and SIAMS are viewable on GovernorHub and JB will continue to liaise with SH regarding documents to be saved into each.
- Action 4 – in progress. GB meeting dates for 2021-22 have been published on the school website and JB is in the process of adding them to the school and GovernorHub calendars.
- Action 5 – in progress. The GB Annual Impact Statement has been published on the website but still needs to be sent out by dojo to parents/carers.
- Action 6 – to be completed.
- Action 7 – completed. SH has shared the fees comparison with governors, differences were not found to be significant.

3. Actions from Part Two – none.

5. School Improvement Plan (SIP)

1. Action plans were shared with the GB via GovernorHub. All have been completed other than the plan for Early Years which is in process. The GB considered that the action plans were aspirational and robust. The feedback and suggested next steps from the GB SIP Review in July 2021 fed into the writing of the plans.

SJ asked whether the proposed ETHOS (Everyone Together Helps Our School) Group is in place yet.

SH advised that the plans have been established, Angela Whitten will be developing it further. It is planned for this to be a key focus in the Spring term. The aim is for representatives from all areas of the school community to be part of the group. The group will be further evidence of how everyone at St. Martin's lives their lives to the fullest.

JC asked what the plan would be for Safeguarding.

SH advised that there are no additional actions, but it was felt it would be useful to have the safeguarding objectives named and evidenced as part of the plan.

LK asked if this is an annual plan or a five-year plan updated annually.

SH advised it is a five-year plan which is updated annually but it is difficult to have a full longer-term plan until a substantive Headteacher is in place.

SH confirmed that staff had received their annual Safeguarding training during the September inset. The training was filmed and shared with the GB. It was agreed that as the filming is available for all governors to view, this can replace the Safeguarding training session for governors which is usually held in February. **Action: SH to send out evaluation forms to the GB for Safeguarding session to create a record that governors have viewed the training.**

CM advised that she had attended the full inset day and had found it very powerful. She felt the level of training delivered is very high, and that the Safeguarding session had been particularly informative and relevant as it had been specifically tailored to St. Martin's.

JC referred to the Quality of Education plan and asked for more information about the class readers mentioned.

SH advised that the school has ensured that all children have a copy of the current class text, that they can read at home and in school. Having an individual copy has had a very positive impact and is helping to encourage reading at home.

Decision: The GB agreed to approve the SIP 2021-26 and 2021-22 action plans. SIP Monitoring and Lead Governor work to continue to be recorded separately on the existing forms.

Action: SIP Monitoring processes/cycle of work reporting to be reviewed in February 2022.

6. Governing Board 'Annual Housekeeping' 2021-22

1. Key Information for Governors September 2021

Governors confirmed that they had all read this.

2. Terms of Reference and membership for Committees and Lead Governors

JB advised that the Terms of Reference (TORs) were all still in process as there have been a number of new model TORs published by Babcock since the last review and these have needed to be adapted for St. Martin's. **Action: JB to complete amendments needed to TORs. TORs to be approved at Full GB meeting 18.10.21.**

Decision: The GB approved the membership of Committees as detailed in the Cycle of Work 2021-22.

3. Annual Cycle of Work

JB advised that this is also in the process of being reviewed and amended to ensure it is consistent with the amended/updated TORs. **Actions: JB to complete amendments to Cycle of Work. Cycle of work to be approved at 18.10.21 Full GB meeting.**

4. GB Code of Practice and Meeting Protocol.

Decision: The GB agreed to approve the GB Code of Practice and Meeting Protocol for 2021-22.

Action: All governors to confirm they will adhere to this on the 'Declarations' page on GovernorHub.

5. Annual Review of Declarations of Interest and (Chair and EY Governor only) Safeguarding Declaration

Actions: Governors to complete their Declarations of Interest review on GovernorHub and to notify JB when coming into school so they can re-sign the paper copies. JB to arrange for JC and LK to sign the Safeguarding Declaration form.

6. Keeping Children Safe in Education (KCSIE) 2021

All governors have been provided with access to reading this via GovernorHub. **Action: All governors to confirm that they have read KCSIE via the Declarations page on GovernorHub.**

7. Confirmation of appointment of HT Appraisal External Advisor and arrangements for appraisal.

Helen Eversett has been appointed External Advisor. The appraisal will take place on 13.10.21.

8. Format of GB Meetings 2021-22.

The GB agreed that meetings will be a mixture of online and in-person to enable flexibility to ensure ease of attendance but also the opportunity for governors to connect as a team.

Decision: The third meeting of each term will be in-person, the others will be online.

9. Additional bank holiday for 2022.

Decision: The GB agreed that Friday 27th May will be the additional day off as the official bank holiday falls during half term.

10. Revisiting the School Vision – feedback on Living and Learning at St. Martin's Reset

Feedback from CM recorded at Item 5.1. Other governors are in the process of watching the filmed sessions.

7. Impact Analysis: Pupil Premium Spend 2020-21

1. Impact analysis shared with GB prior to the meeting. The GB discussed that a number of items are rated red, but this was due to the impact of Covid.

JK asked if the school needs to justify how the money was spend if it is marked red/was unable to happen?

SH has also written a document detailing Covid costs and resources required to manage during Covid – this includes how PP money was spend and how provision for disadvantaged children during this time was achieved. This report will be published on the school website.

The GB discussed that the gap between disadvantaged and non-disadvantaged pupils has widened as a result of Covid but not as much as in other schools. This was observed by the School Improvement Advisor on a recent visit, who noted data at St. Martin's is more positive than other data reviewed locally. SH reported that the school feels purposeful and that the new teachers are settling in well. The Learning Hub is now established and is supporting children effectively.

JC asked whether behaviour is better or consistent with previous years.

RG advised that behaviour is better than usual. He feels this is in part due to the establishment of the Learning Hub. The Hub is being used differently to as originally planned. It is being used for a more diverse number of groups, including those children who need more challenge as well as those who find the work more challenging and need additional support. Revisiting the school ethos and vision on inset day has helped calm and prepare staff for the term ahead.

SH reported that there has been no significant behavioural disruption this term at all.

8. Data: Headlines on pupil performance and implications

1. A key focus and a shared priority for all teachers will be working with disadvantaged children in all areas of the curriculum. The youngest children in school have the biggest deficit due to the impact of lockdowns and having a less established basis to be working from. There is a need to secure their foundation. SEND patterns in school have shifted from last year – last year the highest level of SEN was in Year 6, it is now in Years 2 and 4.

SH explained to the GB the process for working out percentages working at age-related expectations and the performance of children. The data helps inform teachers to identify which children might need additional focus to help them get to an age-appropriate level. When comparing cohorts, SH advised that SLT will look more at standardized scores within the groups.

Maths has lower scores due to knowledge not being consolidated due to Covid lockdowns. There is an additional focus from the Phonics Audit. Audit has stated that unless there is a 95% pass rate at Year 1 then the school must buy into a new programme and use this to review Phonics delivery. St. Martin's has purchased a systematic synthetic Phonics scheme to accelerate progress. The expectations from the scheme of children are much higher. There was a high cost to purchasing this system but will be used across the whole school to improve reading.

LK noted that the greater depth score in Year 3 at 56%* is impressive and asked if it had been identified if anything specific had made the difference in achieving this.

SH advised that it is a two-year curriculum and to enable children to reach greater depth in Year 2, children are already being taught aspects of the Year 3 work in Year 2. There are also some very able mathematicians in that year group. SH advised that providing the support allowed such as reading out Maths questions to the children was very helpful.

** The figure of 56% was reviewed following the meeting and found to have been an error. The correct figure for greater depth in Year 3 should be 13%. This amendment was approved at the Full GB meeting on 18.10.21.*

SH raised that the huge expectations to achieve greater depth placed on schools is not necessarily

| | |
|------------|--|
| | <p>realistic. SH is aware that mastery materials being taught in Years 5 and 6 are actually also being taught in Years 7-9 and not all children are able to access these at primary level. SH is concerned that some children then as a result feel that they have 'failed' in Year 6 when it is the expectations that are so high.</p> <p>JK noted that the Year 5 data looks very good and asked if this was due to the teaching or an exceptional cohort?</p> <p>SH advised it was due to both. A high proportion of the year group were in school throughout the second lockdown. The GB discussed that this shows that comparing cohorts is not always realistic as they can vary so much.</p> <p>When looking at SEND pupils, those with an EHCP or receiving SEN support are generally just below age-appropriate, with non-SEND pupils meeting age-related expectations. Progress data for pupils with SEND is +2.8 progress which shows that even though pupils may not be age-appropriate they are still progressing well. Progress data is lower for non-SEND pupils so there will be a focus on accelerating their progress now all are back in school after the various lockdowns.</p> <p>JC commented that it is difficult to benchmark as there has been no national benchmarking due to no testing during Covid. National figures are from teacher assessments. JC raised that it is difficult for governors to assess performance/progress clearly at present due to this. Data could look low but could actually be a high achievement for Covid times. SH recommended governors compare St. Martin's baseline data against September 2021 data.</p> |
| <p>9.</p> | <p><u>Re-appointment of Iain Grafton as an Associate Member</u></p> <p>1. Decision: The GB appointed IG as an Associate Member for the term of one year, to sit on the First and Second Committees as required/if available.</p> <p>Action: JB to notify IG of this decision.</p> |
| <p>10.</p> | <p><u>Review of arrangements for family visits to Jackie Box Memorial Tree and Coby Simons Memorial Bench</u></p> <p>1. All governors were reminded that Jackie Box was a teaching assistant at the school, and Coby a Year 5 pupil, both of whom sadly died. Their families are always welcome onto the school site to visit the tree and bench, but this needs to be by prior arrangement with school staff.</p> <p>Prior to Covid, both families have visited at various times.</p> |
| <p>11.</p> | <p><u>Election of Chair and Vice-Chair of Governors and Committee Chairs</u></p> <p>1. JC had nominated himself for Chair. JC left the meeting. Decision: The GB agreed to elect JC as Chair of Governors for the term of one year, until the end of the first GB meeting in September 2022. JC then rejoined the meeting.</p> <p>2. JK had nominated himself for Vice-Chair. JK left the meeting. Decision: The GB agreed to elect JK as Vice-Chair of Governors for the term of one year, until the end of the first GB meeting in September 2022. JK then rejoined the meeting.</p> <p>3. Decision: The GB agreed the following:</p> <ul style="list-style-type: none"> • JK to be Chair of the Leadership & Teacher's Pay Committee for the term of one year • JC to be Chair of the Admissions Committee for the term of one year. |
| <p>12.</p> | <p><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></p> |

1. Identified as follows:

- Conversations about data show the focus that the GB has on SEND/disadvantaged, and demonstrate that St. Martin's is inclusive to all.
- RG feels that this GB is able to make informed decisions based on good-quality discussions
- There have been improvements in how governance is working – governor involvement in reviewing and monitoring the SIP has been greater, and there is more involvement from governors in seeing and supporting how the school works. The current GB is small and there is a need to recruit more governors, but those governors on the Board are hardworking, reliable, and committed to their roles and the school. The GB aspires to be seen as supporting all teachers and not just SLT.

ACTIONS FROM THIS MEETING

| <u>Action</u> | <u>Person responsible</u> | <u>Date to be completed by</u> |
|---|----------------------------------|---------------------------------------|
| 1. Send out evaluation forms to the GB for Safeguarding session to create a record that governors have viewed the training. | SH | 22.10.21 |
| 2. Complete amendments needed to the Terms of Reference - ensure TORs approved at Full GB meeting 18.10.21. | JB | 18.10.21 |
| 3. Review SIP Monitoring/Lead Governor reporting processes | Full GB | 14.2.21 |
| 4. Complete amendments to Cycle of Work. Cycle of work to be approved at 18.10.21 Full GB meeting. | JB | 18.10.21 |
| 5. Confirm they will adhere to this on the 'Declarations' page on GovernorHub. | All governors | 18.10.21 |
| 6. Complete Declarations of Interest review on GovernorHub and notify JB when coming into school so they can re-sign the paper copies. | All governors | 18.10.21 |
| 7. Arrange for JC and LK to sign the Safeguarding Declaration form. | JB | 18.10.21 |
| 8. Confirm reading of KCSIE via the Declarations page on GovernorHub. | All governors | 18.10.21 |
| 9. Notify IG of his appointment as an Associate Member for a further year. | JB | 18.10.21 |

SUMMARY OF DECISIONS

- The GB agreed to approve the SIP 2021-26 and 2021-22 action plans. SIP Monitoring and Lead Governor work to continue to be recorded separately on the existing forms.
- The GB approved the membership of Committees as detailed in the Cycle of Work 2021-22.
- The GB agreed to approve the GB Code of Practice and Meeting Protocol for 2021-22.
- The GB agreed that Friday 27th May 2022 will be the additional day off as the official bank holiday falls during half term.
- The GB appointed IG as an Associate Member for the term of one year, to sit on the First and Second Committees as required/if available.

- The GB agreed to elect JC as Chair of Governors for the term of one year, until the end of the first GB meeting in September 2022.
- The GB agreed to elect JK as Vice-Chair of Governors for the term of one year, until the end of the first GB meeting in September 2022.
- The GB agreed to elect JK to be Chair of the Leadership & Teacher's Pay Committee for the term of one year
- The GB agreed to elect JC to be Chair of the Admissions Committee for the term of one year.

Next meeting: Monday, 18th October 2021 at 6.00-8.00pm

Signed as accurate by the Chair:

Name of Chair:

Date: