



**PART ONE AGENDA – MEETING 1
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

Date	Thursday 17th September 2020@ 5.30pm
Venue:	Via Teams

Attending (Governors):	
David Wearing (DW)	Principal
Helen Simpson (HSi)	Parent
Martin Little (ML)	Co-opted/Chair of Governors
Chloe Creek (CC)	Staff
Holly Stowells (HS)	Co-opted
Sarah White (SW)	Staff
Melissa Goodyer (MG)	Parent
Mike Hancock (MH)	Co-opted
<u>Apologies</u>	
Jane Briggs (JB)	Parent
David Bingle (DB)	Co-opted
<u>Absent</u>	
Cathy Hughes (CH)	Co-opted
Also in Attendance:	
Debbie Tomkinson	Clerk

The meeting met its quorum

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	<p>ML welcomed all to the meeting. The apologies of JB and DB were accepted.</p> <p>LB has resigned from her role as governor and ML has sent her an email thank her for her valuable contribution in her role as school governor.</p> <p>There are a number of governor vacancies. ML is speaking to a contact who has expressed an interest in becoming a governor.</p> <p>MH's second term of office is due to expire in November. Due to the Trust's requirement that governors complete a maximum of two terms of office, MH will not be eligible for re-appointment.</p> <p>ML requested that the clerk forward an alternative email for CH and he will contact her to see if she would like to remain as a governor.</p>
Actions	<p>Clerk to circulate alternative email address for CH</p> <p>ML to contact CH to see if she would like to remain as a governor</p>

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	Governors were asked complete annual declarations form and Code of Conduct which was circulated in advance of the meeting.

	There were no declarations of interest in relation to any of the agenda items.
ACTIONS	Governors to complete and return the annual declarations of interests forms.

AGENDA ITEM 3	PART ONE MINUTES OF MEETING – JULY 2020
Discussion:	The Part One minutes were circulated in advance of the meeting and were accepted as a true and accurate record. Agreed.
DECISION	RESOLVED: That the Part One minutes of the July meeting were accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Governor recruitment to be included on the next agenda. COMPLETE</p> <p>DW to tender three companies for plans to include an extension to a classroom. Discussed under agenda. COMPLETE</p> <p>Election of Chair and Vice Chair to take place at next meeting. On agenda COMPLETE</p> <p>Appointment of Headteacher's Performance Management Panel. On agenda. COMPLETE</p> <p>Clerk to circulate previous year's governance statement. On agenda COMPLETE</p> <p>Governors to email ML with any suggestions for the annual governance statement. COMPLETE</p> <p>Annual governance statement to be included as an agenda item for the next meeting. COMPLETE</p>

AGENDA ITEM 5	GOVERNANCE
Discussion	<p><u>Election of Chair and Vice-Chair</u></p> <p>ML was appointed as Chair at the July meeting.</p> <p>DB was appointed as Vice Chair at the July meeting.</p> <p><u>Appointment of Clerk</u></p> <p>Governors approved the appointment of the clerk to the governors for the new academic year.</p> <p><u>Link Governors and Subject Governors</u></p> <p>For Action – Governors agreed the following link governor roles: Safeguarding - HS Finance - DB Health and Safety - MG SEND - HSI Data Protection – vacancy PPG and LAC - HS Governor Training – ML</p>

	<p>ML recognised the need not to over-burden school staff at this time but suggested that it would be helpful to have some contact with the school and invited governors' thoughts on this.</p> <p>As subject leaders have leadership time on a Thursday morning it was agreed that subject link governors could meet with their subject lead once per term to discuss the action plan and progress made against the plan.</p> <p>The subject links were agreed as:</p> <p>Maths – ML English – HS Nursery – JB Creative/connected curriculum - MG</p> <p><u>LGB Membership</u></p> <p>DW advised that he would send an advertisement for a parent governor and if there is more than one candidate it could be possible to co-opt a governor if they have the required skills. Clerk to email the skills analysis.</p> <p><u>LGB Annual Planner</u></p> <p>Governors received and consider the updated LGB annual planner.</p> <p>ML invited governors' comments on the no-committee structure. There had been concern about the potential for losing some of the proper discussion in a no-committee structure but it was a good format for ensuring that governors know about all aspects of the school.</p> <p>One governor preferred the committee structure as it enabled governors to focus on a particular area with higher level discussions taking place at FGB meetings.</p> <p>Governors approved the annual planner.</p> <p><u>LGB Impact Statement – 2019/20</u></p> <p>A draft Impact Statement for 2019/20 was circulated in advance of the meeting and approved by governors.</p> <p><u>Pay and Pay Appeals Panel</u></p> <p>The Pay and Pay Appeals panel was confirmed as:</p> <p>MG, ML and the new co-opted governor.</p> <p>ML confirmed that he also sits on the HT Performance Management Panel with the link trustee for Kelsall and the CEO.</p> <p><u>Scheme of Delegation and Terms of Reference</u></p> <p>Governors received the Trust's Scheme of Delegation and Terms of Reference.</p>
DECISION	RESOLVED: The Impact Statement for 2019/20 was approved.

AGENDA ITEM 6	EDUCATION
Discussion	<p><u>Re-opening of Schools – Covid-19 Update</u></p> <p>DW advised that it had not been necessary to change the risk assessment over the summer holidays. An abridged version was sent to parents at the end of the summer term and was re-sent again at the beginning of September.</p> <p>The school operates a staggered start system with the first drop-off at 8.30am and the last drop-off at 9am. This has been very successful and as parents and children have been very good at adhering to the system it has been possible for the first drop-off to be moved to 8.40am. This is more beneficial for staff.</p> <p>DW acknowledged that home-time can be a little chaotic at sometimes as the school is reliant on everyone socially distancing.</p> <p>The staff have been amazing and everyone is working to a timetable so that all staff are able to get a break. School feels as normal as it can although, by necessity, there is no social interaction between year groups. There will be school assemblies held via Zoom but DW wants these to be interactive and so has ordered webcams for this purpose.</p> <p>There have been a number of children who have displayed Covid symptoms but all tests have been negative. Guidance has been sent to parents advising that the whole family must isolate whilst waiting for the results of a test but can return to school if a negative result is received.</p> <p>There is only one member of staff absent and this has been communicated to parents. Existing staff have been able to cover this absence.</p> <p>Attendance is very high (95.4% and 95.6% excluding nursery children) and not one parent has refused to send their child to school because they are worried about Covid. 10 children have had to quarantine due to holidays abroad in the summer. The attendance figures indicate that parents have confidence in the school's plans.</p> <p>One class has attendance levels of 91% but this is due to a lot of the children quarantining. Attendance of 95.6% is normal for this time of year.</p> <p>DW acknowledged that there will be gaps in pupils' learning but that the children have got straight back into their lessons. Teachers are identifying any gaps and working through those.</p> <p>The curriculum is focused on elements of the learning from the summer term along with a focus on wellbeing. Teachers have autonomy over what they will teach as they know the children best and will know what areas to focus on.</p> <p>The curriculum will still be broad. Coaches that come into school meet Covid requirements and have completed their own risk assessments. Music for Life continue to offer lessons in school and they have their own risk assessment and also follow the school's risk assessment.</p> <p>Y6 will go on a school visit next year as they will be in one bubble. They will be the only group and will have their own risk assessment.</p> <p>DW provided an update on remote learning. Seesaw is ready if needed. There needs to be consideration of how to provide learning if a child is self-isolating. In such circumstances parents would need to understand that teachers would only be able to respond at certain times due to their teaching commitments. DW and CC to discuss the different scenarios and how this can be communicated with parents.</p> <p>There are no safeguarding concerns and any safeguarding measures in place at lockdown have continued. DW has attended children in need conferences over the summer. Staff have continued using CPOMS to record any safeguarding concerns.</p>

	<p>The school has not received its allocated 10 Covid tests from the DfE and DW has chased this. These tests are for vulnerable families who are unable or unwilling to get a test. The test would be posted to the family to use.</p> <p>All staff are happy and are doing a great job. The children have reacted amazingly to the changes and this ensures that there is plenty of time for the children to learn. There needs to be a review of the science behind having desks facing the front of the classroom as this can be difficult in a primary school. Currently, children in a class will mix if they are outside and if there was a positive case in a class, the whole class would have to go home. It would be beneficial if children could sit in groups in the classroom.</p> <p>Staff governors agreed that the children's return has been very positive and there were no major concerns.</p> <p>One of the issues facing schools is that people who do not have symptoms are being tested. A test should not be requested without symptoms and schools should be a priority.</p> <p>Evidence indicates that children are not particularly vulnerable to the disease and are likely to get coughs and cold.</p> <p>It will be difficult to staff schools if teachers are required to self-isolate and there needs to be consideration of the ramifications of using supply teachers.</p> <p>The work of the office team was recognised. They have done a very good job of talking through the guidance with worried parents and are helping them through the decision making process.</p> <p>Parents have provided very positive feedback on the symptoms document that the school sent out. Before this was sent, there was more people looking to get a test and this has dropped since the document was circulated to parents.</p> <p>Governors congratulated the school on all of their hard work. They recognised the additional strain that Covid was placing on staff and stressed their confidence that the school would respond appropriately when situations arise. Governors also recognised that the attendance figures were a vote of confidence in the school.</p>
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AGENDA ITEM 7	VISION AND STRATEGY
Discussion	<p>ML reported that in his discussions with DW, both were keen that the curriculum should not be restricted because of Covid and so the school's vision is still appropriate in the circumstances. This view was echoed by a staff governor who highlighted that during lockdown, the arts curriculum was used by the school to enable children to express themselves and make sense of what was going on.</p> <p>It was also agreed that a curriculum focused solely on maths and English would not benefit the children and that other subjects support the core areas of learning.</p> <p>There was a discussion on the strategies the school has adopted and what children may have missed out on during lockdown.</p> <p>On their return, all children have been involved in the Agents of Hope programme, written by Andrew Moffat. Teachers have completed assessments and reviewed the children's work in order to understand where the gaps are. Star assessments will take place in the week after the governing board meeting. Star assessments were completed during the last week of lockdown and so it will be possible to see how children's progress has changed from this point.</p> <p>The maths and literacy programmes used by the school have produced a recovery curriculum which recaps on the basic skills. This will enable teachers to know which children will be able to meet the next objective and which children are struggling and may require further intervention.</p>

	<p>The majority of children are likely to be on track and staff will pick up those children that may have gaps.</p> <p>.</p> <p>Q: Is this very different to how schools would operate in any event when they have new children?</p> <p>A: CC confirmed that for Y6 it does not feel significantly different and she is still using the same methods of assessment to understand where her children are.</p> <p>The only area that feels different is that the school can feel anti-social in that there is no interaction with other staff but it was recognised that this was a necessary measure.</p> <p>DW acknowledged the work of staff during lockdown. There were some children who didn't complete any work during lockdown and staff know who they are. The vast majority of children did complete the work that was set. DW has not noticed a big gap in children's learning, the children are resilient with supportive parents and so the gap is not as wide as it could have been. Children are returning at a similar standard as would have been expected at the beginning of last year. He noted that for the younger children their language acquisition is a lot further on than expected.</p>
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AGENDA ITEM 8	FINANCE
Discussion	<p>DW advised there have only been some small changes to staffing.</p> <p>29 children have been admitted into Reception. This should have been 30 but one family who had accepted a place did not advise the school that they no longer wanted the place. There have been a total of eight new children in other years.</p> <p>There was a concern that the nursery may not be full but there are no slots left.</p> <p>The transition from the nursery to reception was very successful and it is very positive that the school has its own nursery.</p> <p>Q: What is the position in relation to the Y2 class?</p> <p>A: There are still 19 children in the class. Two children left from the class but two new children replaced them.</p> <p>It has not been possible to accept applications for Y5 as no more children can be accommodated in the classroom.</p> <p>DW advised governors that he would confirm the whole school admissions number but that in terms of the budget, the numbers are positive.</p> <p>Governors discussed the plans to extend the Y1 classroom. Due to the costs there will need to be a procurement process and three companies will be invited to put their tenders in. A further update will be included on the next agenda.</p>
ACTIONS	DW to confirm whole school class numbers

AGENDA ITEM 9	COMPLIANCE
Discussion:	<u>Chair's Action</u>

	<p>The Chair had not taken any urgent actions taken on behalf of the LGB.</p> <p><u>Principal's Action</u></p> <p>The Principal had not taken any urgent action on behalf of the LGB.</p> <p><u>Quality Assurance document</u></p> <p>Governors note the requirement to complete the termly Quality Assurance document. Clerk to circulate the QA document for ML and DW to review and complete.</p> <p><u>Policy Update</u></p> <p>Governors received the updated Keeping Children Safe in Education guidance and were asked to read and confirm they have read the document. DW confirmed that all staff have read the document.</p> <p>HS advised that she would circulate, via the clerk, a list of the changes to previous guidance.</p> <p><u>Stakeholder questionnaire</u></p> <p>It was agreed that it would be useful to get a parent view on the home learning provision to understand what had worked well and any areas that may have been missed.</p> <p>DW advised that the Trust have complete a staff well-being survey with a focus on how schools have supported staff wellbeing. Clerk to request the results of the survey for inclusion on the next agenda.</p> <p><u>Governor Training</u></p> <p>The Trust has purchased the School Bus which could be useful in supporting governor training. DW to set up access to the site for governors.</p> <p><u>Governor Visits</u></p> <p>This was discussed previously in the meeting and it was agreed that governor visits take place via Teams or Zoom.</p>
Actions	<p>HS to circulate, via the clerk, details of the changes to the KCSIE guidance.</p> <p>Clerk to request the result of the Trust wellbeing survey.</p> <p>Clerk to circulate new and existing QA document to ML and DW.</p> <p>DW to set-up governor access to the School Bus.</p>

AGENDA ITEM 10	ANY OTHER BUSINESS
Discussion:	There were no items of AOB

AGENDA ITEM 11	DATE OF NEXT MEETING
Discussion:	Thursday 15 th October 2020 at 5.30pm