



**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

Date	Thursday 15th October 2020 @ 5:30pm
Venue:	Kelsall Primary School

Attending (Governors):	
Martin Little (ML)	Co-opted/Chair of Governors
David Bingle (DB)	Co-opted/Vice Chair of Governors
David Wearing (DW)	Principal
Helen Simpson (HSi)	Parent
Chloe Creek (CC)	Staff
Holly Stowells (HS) (in part)	Co-Opted
Mike Hancock (MH)	Co-opted
Jane Briggs (JB)	Parent
Melissa Goodyer (MG)	Parent
Sarah White (SW)	Staff
Also in Attendance:	
Lorraine Hammond	Observer
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. He also welcomed LH to the meeting who was attending as an observer with a view to becoming a governor. JB advised that she would be attending the meeting late.</p> <p>Governors were asked to consider LH's application to become a governor at Kelsall Primary (KPS).</p> <p>LH has experience as a governor at two schools and has held the positions of Chair and Vice Chair. She has been living in Kelsall for six years and wanted to give something back to the community. In her professional life, LH is a HR director for a global company and works across the UK, USA and Asia.</p> <p>ML proposed that LH be appointed as a co-opted governor and this was unanimously approved by governors.</p> <p>Another candidate has expressed an interest in becoming a governor and he will be invited to November's meeting.</p> <p>There is one parent governor vacancy outstanding.</p>
DECISION	RESOLVED: That Lorraine Hammond be appointed as a co-opted governor

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	There were no declarations of interest in relation to any of the agenda items.

AGENDA ITEM 3	MINUTES OF MEETING – SEPTEMBER 2020
Discussion:	The Part One and Part Two minutes of the previous meeting were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
Papers	RESOLVED: That the Part One minutes of the meeting on 17th September be accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Clerk to circulate alternative email address for CH COMPLETE</p> <p>ML to contact CH to see if she would like to remain as a governor. ML had attempted to make contact with CH but had not received a response to his communication and so it was agreed that it should be presumed that CH no longer wants to continue as a governor. COMPLETE</p> <p>Governors to complete and return the annual declarations of interests forms. ONGOING</p> <p>DW to confirm whole school class numbers. DW confirmed there were 240 children on roll including nursery. COMPLETE</p> <p>HS to circulate, via the clerk, details of the changes to the KCSIE guidance. HS highlighted the changes in relation to mental health provision and online learning. There is also more responsibility in terms of supply teachers and if there were any issues, the school would be expected to lead on this and not the supply agency.</p> <p>The Safer Recruitment have provided a very good amendment to the advice for schools on online learning and HS to circulate the information to assist teachers. NEW ACTION</p> <p>Clerk to request the result of the Trust wellbeing survey. COMPLETE</p> <p>Clerk to circulate new and existing QA document to ML and DW. COMPLTE</p> <p>DW to set-up governor access to the School Bus. ONGOING</p>

AGENDA ITEM 5	VISION AND STRATEGY
Discussion:	<p>School Development Plan and Self-Evaluation Form</p> <p>Governors received the School Development Plan (SDP) for 2019-20. There needs to be a review of the impact of Covid on the SDP. Some of the actions have been able to continue and all staff have been doing a very good job during the pandemic.</p> <p>There are plans to amalgamate the SDP and Self Evaluation Form (SEF) in order to make the documents more strategic. DW and CC will be working on this for the school and will also work with other leaders across the Trust.</p> <p>Q: Will any of the objectives change? A: The majority will stay the same as they are only partly completed. Wellbeing and the recovery curriculum will be added into the plans.</p> <p>It was agreed that link governors would use the SDP as the basis of their governor visits to understand the action plans and their impact.</p> <p>The following link governors were agreed</p> <p>HS – Reading and Writing ML – Maths HSi - Assessment MG – Cohesive Curriculum LH - Behaviour Policy</p>

	<p>HSi - Mental and physical wellbeing – Helen and liaise around PE. JB - EYFS</p> <p>CC to provide a timetable for visits and she will share this with staff. Link governors to meet with their member of staff termly, via Teams.</p> <p>Trust Well-being Survey</p> <p>The results of the well-being circulated in advance of the meeting and governors commented on how overwhelmingly positive it was.</p> <p>Q: If there are member of staff who are feeling particularly anxious is this being picked up by senior leaders? A: DW confirmed that this was.</p> <p>Q: Some schools are providing external support for their staff. Should this be offered to staff at KPS? A: There have been discussions with staff and they do feel supported. They are able to talk to any member of the leadership team. Staff governors were of the view that the team at KPS was a close-knit group and staff have been very well supported. All staff have responded very positively and have pulled together during the crisis, even coming into school on their days off to help out. External assistance could be provided if that was required but there are a number of staff available to offer advice and support.</p> <p>Governors agreed that if additional support was required that they would support this.</p>
ACTIONS	<p>CC to circulate governor visits timetable to staff.</p> <p>Link Governors to complete a termly governor visit report.</p>

AGENDA ITEM 6	EDUCATION
Discussion	<p>Pupil Premium</p> <p>The Pupil Premium report was circulated in advance of the meeting. The school only has seven children eligible for pupil premium and so it is possible to provide support based on the child's specific needs such as the provision of uniform or using the premium to enable children to attend school trips.</p> <p>DW advised that the report should also include information about the support given to children during lockdown. All children who were eligible for free school meals received school meal vouchers and they also received donations from food banks. In addition to this, they also received food parcels from the school.</p> <p>Q: Do pupil premium children make the right progress at KPS and what are the indicators of that? A: This will require a piece of work to review progress over this year and if any trends are highlighted and any additional support required. SW advised that she would work on this for governors in consultation with HS. The best way of measuring progress is to look at all children from similar starting points and they should be making the same levels of progress.</p> <p>Given that the data-set is so small for pupil premium children at KPS this was not included in the report.</p> <p>CC advised that she will share with a matrix of entry data from last year in comparison with the data for this year to understand what the impact of Covid-19 has been.</p>

Sports Premium

JB joined the meeting

The Sports Premium statement was circulated in advance of the meeting.

Q: Does the money from last year carry over into this year?

A: It will. The plan for this year contains similar actions for the current year. The school is also looking to see if it is possible to attract match-funding.

Q: How is the quality of coaches ensured?

A: As the coaching provision is consistent, staff get to know the coaches and they are very experienced and quality coaches. Sports coaches do not cover for PPA time at KPS because this can mean that the consistency of coaching is inconsistent. The current team are very able in managing the children.

Teachers are always with the coaches during lessons as it is part of their CPD and so will enable them to deliver the same level of lessons.

Q: Would it be better for teachers to do other work during the sports lessons?

A: Part of the purpose of the Sports Premium is to increase the confidence of staff in teaching PE. In the past, using coaches to cover for PPA time has not been very successful in terms of behaviour management which would then require a teacher to attend.

Q: How will virtual competitions work?

A: It was accepted that this may be difficult but the school pays £1k to the local authority who have plans for virtual sessions including a gymnastics session from Beth Tweddle.

Catch-Up Premium report

CC is leading on the process for monitoring the catch-up premium. Assessments have taken place in reading and maths and Pathways to Progress for writing will be used and this will allow for children to be taken out of lessons for a one-to-one session with a Teaching Assistant (TA). A similar programme is being considered for maths. The premium may also be used to employ a part-time TA but it will be necessary to identify children first.

Reading data is better than maths and this is likely to be because more reading took place at home during lockdown. It is more difficult to support maths at home.

Further information will be provided at the next meeting.

Monitoring of Teaching and Learning – broad and balanced curriculum

MG is the governor with responsibility for the curriculum and she will talk to subject leaders on how to monitor progress and teaching and learning.

DW advised that there is no formal monitoring schedule. There are a mixture of formal and informal sessions where DE visits classrooms but he has not been able to do this as much in the current situation. Leaders will also complete book-looks. DW will feedback to MG on any issues. It was agreed that, when appropriate, pupil voice should be obtained.

Q: Is there a need to review the performance of STEAM or to re-energise the initiative?

A: The STEAM curriculum is a lot more embedded and is taken into consideration in the medium term plans. Pathways to Write is very good at linking with other subjects for example there is a Design and Technology (DT) provision map detailing how they can get DT experiences through their literacy work.

HS left the meeting.

ACTIONS	<p>SW to review the progress of pupil premium children in consultation with HS.</p> <p>Catch-up Premium to be included on the November agenda.</p>
----------------	--

AGENDA ITEM 7	FINANCE
Discussion	<p>DB met with the Director of Operations and the School Business Manager prior to the meeting and an overview of the financial position was circulated in advance.</p> <p>At the end of the year the school achieved a £38k surplus. Income was a little bit lower than anticipated but there were savings in staffing costs. In addition, money from CLTA came back into the budget.</p> <p>It was expected that the kitchen would make a loss but it broke-even and this was because additional staff did not have to be employed.</p> <p>The nursery has been financially very successful with an income of £21k higher than the costs.</p> <p>The after school club lost a small amount of income as a result of Covid-19.</p> <p>There is £250k in restricted funds and some of this the school is obliged to retain in contingency reserve and the school is obliged to hold £10k in reserve for the kitchen. The figure also includes revenue reserves which will be used to meet the expected deficit over the next three years.</p> <p>This leaves a balance of £43k which has been added to the S106 money which has been earmarked for work yet to happen.</p> <p>It is difficult to forecast budgets into Y3 and the figures that have been provided are based on the worst case scenario. The forecast is that there will be a small loss of £4-5k next year, a £20k deficit in year two and £72k in Y3 and some of the reserves will be used to cover this. The deficits are the result of a small class, staffing costs and pension contributions.</p> <p>Even in the worst case scenario, there will still be reserves of £50k and governors agreed that there should be a discussion about how this should be spent on the children currently at the school.</p> <p>It was agreed that DW would bring proposals to reduce the contingency for the benefit of the children for governors' consideration.</p> <p>£28k of the S106 money needs to be spent by January. One quote has been obtained and two more quotes are required. Approval of the spend to be included on the November agenda. Further approval for the remainder of the S106 money will be required by August.</p> <p>Q: Is the nursery at full capacity? A: Most of the sessions are full. There have been discussions about a 0-11 provision but this is not recommended at this point due to the staff ratios required. The next step may be to consider making the current provision bigger as currently parents are being turned away due to sessions being full.</p> <p>Benchmarking</p> <p>Clerk to send details of the schools financial benchmarking service to DB for review.</p> <p>Risk Register</p> <p>Clerk to clarify if this register is the correct version. To be included on the agenda for the next meeting.</p> <p>Approval of expenditure</p>

	There were no items of expenditure requiring approval.
Decision	DW to make a proposal for the reduction of contingency funds Approval of S106 spend to be included on the November agenda Clerk to send details of the schools financial benchmarking service to DB for review.

AGENDA ITEM 8	COMPLIANCE
Discussion	<p>Chair's Action</p> <p>One class bubble has been sent home and ML congratulated the school on how it dealt with the situation. Children were invited to a Zoom session with the teacher and there was lesson planning for the week. The planning by staff had ensured that the children had not been disadvantaged.</p> <p>The children responded very well with children accessing the online provision and uploading their work onto Seesaw. Some very good work has been produced. CC thanked the staff for all of the support she had received. Parents have also been very positive about the situation.</p> <p>Principal's Action</p> <p>DW had not taken any urgent actions since the previous meeting that had not already been discussed.</p> <p>Safeguarding (taken before Item</p> <p>Medical records are up-to-date and if there are any epi-pens or inhalers out of date then parents will be chased to ensure that replacements can be provided to the school.</p> <p>The school stocks emergency salbutamol and there is a list of children with allergies so that the kitchen staff are aware of this. All children with an allergy will be given a red tray and lunchtime and the name is underlined in red on the register. The system is working well.</p> <p>HS checked the Single Central Record last year and will follow this up this year. There is no requirement to complete the S178 but school is still using this.</p> <p>DW had a Teams meeting with the CEO where he reviewed safeguarding and the SCR and DW to provide the report for the next meeting.</p> <p>Policy Update There were no policy updates.</p>
ACTIONS	HS to review SCR Safeguarding report to be included on the next agenda.

AGENDA ITEM 9	GOVERNANCE
Discussion	<p>Chairs' Meeting</p> <p>ML provided an update from the Chairs' meeting. Discussions included monitoring and the role of link governors. A significant amount of time was spent discussing well-being and recognising the impact of Covid-19 on staff and children.</p> <p>Governor Visit Protocol</p>

	<p>The Governor Visit Protocol was circulated in advance of the meeting and approved by governors.</p> <p>Training Needs</p> <p>This will be discussed through governor one-to-ones with the Chair of the LGB. Governors were asked to send ML a date and time that is convenient to meet and there will be a discussion of what the LGB does and how it could improve.</p>
DECISION	RESOLVED: That the Governor Visit Protocol be approved

AGENDA ITEM 10	ANY OTHER BUSINESS
Discussion:	<p>ML thanked MH for his service to the school. He has seen enormous changes during his time at the school. He has also been a keen advocate for KPS and has always been willing to challenge and offer a different perspective.</p> <p>MH expressed his appreciation and thanks to the school and the drive for improvement he has seen during his time as a governor is central to everything that the school does.</p>

AGENDA ITEM 11	DATE OF NEXT MEETING
Discussion:	Thursday 19 th November 2020 at 5.30pm

There were no further discussions and the meeting ended.