



**PART ONE MINUTES – MEETING 5
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

Date	Thursday 11th February 2021 at 6pm
Venue:	Via Teams

Attending (Governors):	
David Wearing (DW) Helen Simpson (HS) Martin Little (ML) Chloe Creek (CC) Holly Stowell (HS) David Bingle (DB) Melissa Goodyer (MG) Lorraine Hammond (LH)	Principal Parent Co-opted/Chair of Governors Staff Co-opted Co-Opted/Vice Chair of Governors Parent Co-opted
Apologies:	
Jane Briggs (JB)	Parent
Also in Attendance:	
Amanda Crowder (AC) Debbie Tomkinson (DT)	Business Manager Clerk

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	ML welcomed all to the meeting. The apologies of JB were accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	There were no declarations of personal or pecuniary interest in relation to any of the agenda items. No new interests were declared.

AGENDA ITEM 3	HR/ FINANCIAL PERFORMANCE
Discussion	<p>The Business Manager's Report was circulated in advance of the meeting.</p> <p>DB had met with AC prior to the meeting to review the report. Financially, the school is where it is expected to be. School is not spending as much as it would normally do due to the impact of covid-19 and the out of hours provision is losing some money but overall the school is better off by £1.5k than had originally been forecast.</p> <p>The figures provided to governors are based on an assumption that school will not open as normal this current academic year.</p> <p>Q: Why is the school continuing to pay £15k for the club? A: Two full-time and two part-time staff have been furloughed and two staff continue to work full-time and so there will be some ongoing costs. £450 per month is reclaimed through the furlough scheme. The majority of the loss is the result of loss of income rather than staffing costs.</p>

Governors discussed the financial position of the club. DW was asked for his view on the position of the club. He advised that he had met with AC and DB to discuss this. It would be possible to outsource the provision which would remove the risk from the school. In DW's view it would be preferable for the school to own the club as any profits can then be fed back into school. It was his view that the £15k could be covered from the school budget for this year and some of this may be recouped if schools fully re-open this academic year.

Going forward, there have been discussions about providing maths and literacy support during the first hour of the club and this might attract more parents who want to use the provision.

It was highlighted that there were problems when the school previously outsourced wraparound care and this can have an impact on the school's reputation. If the provision was outsourced there would be a need for the school to retain some degree of control to address this.

The loss of income from the after school club was noted but it was governors view that at this time planning for major cuts or changes to the provision at this time was not necessary. Governors were of the view that parents will want to send their children to after school clubs when schools return to normal but that this decision may need to be reviewed once further information on the re-opening of schools is received.

The nursery is losing some income. The local authority have confirmed they will continue to fund places for those families who have completed and returned their forms to the local authority. The loss of income relates to reduced privately funded places. The nursery is almost at capacity and so is in a good position. More children usually join the nursery in the spring and summer terms as they become eligible for a place.

The costs of nursery staff are higher than had been budgeted for and this is due, in part, to an increase in some salaries.

Further information about the nursery will be provided in the summer term.

It was also noted that the school is now in a much stronger financial picture than had been expected in previous years where it was projected that the school would have a £183k deficit. The current deficit is forecast to be £4k.

It was explained that governors had developed a plan to address the projected deficit of £183k. Previous projections were cautious and based on worst case scenarios and there is now a clearer picture on how the nursery and club operate. The kitchen was losing money and that has been addressed. In addition, there is one small year group working its way through the school which has had an impact on school finances.

DW confirmed that Reception will be full for September.

There have also been numerous requests for nursery places with parents having to be turned away because it is full. Governors asked DW to consider how greater capacity can be built into the nursery.

Building Work

The clerk had circulated amended minutes from Meeting 3 for governors' approval. A question had been raised at the Trust Board meeting about the procurement process that had taken place in relation to the building work. This had been queried with the Director of Operations who confirmed that procurement process had been followed. The amended minutes contained a post-meeting addendum to clarify the position and this was approved by governors.

Due to time limits on spending S106 money, it was confirmed that the first tranche has been paid to Qube. The contractor has advised that there is currently a long wait for planning permission and it is likely that this will not even be considered until June.

If a decision is made to wait for planning permission there is a risk that this would not be within the timeframes for spending the rest of the money with the result that the school would lose it. Building work could begin without planning permission with the work being filmed and that the

	<p>local authority could sign off the planning permission on the basis of the video. This is what happened when planning permission was required for the existing building. In the event that planning permission is not granted, the school would still have the benefit of the building.</p> <p>Q: Is it a similar construction to last time and are any neighbours affected. A: It is a similar construction and will not impact on the neighbours.</p> <p>What is the date that the money needs to be spent by? A: AC advised that she would check the date that the money needs to be spent by.</p> <p>Q: When will work begin if it is agreed that work should go ahead without planning permission? A: It would begin in April/May.</p> <p>Governors received and noted the management report.</p> <p>Link Finance Governor report</p> <p>AC confirmed that the review of the asset register had been delay and GDPR training will take place once schools fully re-open.</p> <p>Approval of expenditure under the Scheme of Delegation</p> <p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p>
	<p>ACTIONS</p> <p>Nursery update to be discussed in summer term including ow to increase capacity in the nursery.</p> <p>AC to confirm dates that S106 money needs to be spent by</p>
DECISION	RESOLVED: That the amended minutes Meeting 3 be approved.
	<p>POST MEETING ADDENDUM</p> <p>DW, ML and DB are in agreement that as the risk is low, the work should go ahead as soon as possible to enable completion for September.</p>

AGENDA ITEM 4	MINUTES OF MEETING 4 – JANUARY 2021
Discussion:	The Part One and Part Two Minutes of Meeting 4 were circulated in advance of the meeting and were accepted as a true and accurate record. All agreed.
DECISION	The Part One and Part Two Minutes – Meeting 4 January 2021 were accepted as a true and accurate record. All agreed.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>CC to circulate governor visit timetable - Included on the agenda. COMPLETE.</p> <p>ML to meet Maths Lead. ONGOING</p> <p>Insight data report to be included in the papers for the next meeting. Included on agenda. COMPLETE</p> <p>HS to review the website for compliance. HS reviewed website and fed back to DW. COMPLETE</p> <p>QA document to be circulated to governors. Included with the papers for the meeting. COMPLETE</p>

AGENDA ITEM 6	
	<p>School Development Plan and Self Evaluation Form</p> <p>DW reported that the SEF and SDP have been consolidated into one document. A lot of the work on the SDP is on hold because of the impact of Covid. It may be possible to re-start this in the summer term but leaders are mindful that priorities may need to change when children fully return to school.</p> <p>It was agreed that governors need to review the SDP and allocate link governors with school development priorities.</p> <p>DW also advised that he had met with SE who is pleased with the SDP/SEF. He highlighted that the SEF should include more evaluative statements.</p> <p>In the SEF, DW has categorised the school as 'good'. If external data for this year had been available, DW was of the view that the school would be 'outstanding' and he needs to consider if internal data can be used to evaluate the school as outstanding.</p>

AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
<p>Discussion</p>	<p>Pupil Progress and Attainment</p> <p>Insight data was circulated in advance of the meeting.</p> <p>A lot of work took place on the recovery curriculum following children's return to school in September in wellbeing literacy and maths. Summer term work which children had missed were covered in the autumn term and a baseline assessment was completed. Review of the data and teachers' knowledge of children suggests that for some children the assessments do not accurately reflect where they are.</p> <p>The data helps staff understand which children may need to catch-up and Y2 is a focus for the school.</p> <p>Q: Is the expected level referring to the end of year or where children are now? A: It is a point in time assessment based on the work they have completed.</p> <p>Q: Is there an expectation that all children are at this level? A: Yes that is the ethos of the school to get all children to the expected level.</p> <p>Q: What does 'on watch' mean? A: These are children who are not working at the expected standard and includes children who may need some form of intervention.</p> <p>Q: Are some whole classes on watch? A: The data is based on an average percentage of children in a class who are not working at the expected level and so it is based on the class and not individual children.</p> <p>Q: One class has very good reading levels but their writing is not as good. What happened? A: Writing is teacher assessed and teachers will assess children based on what they have taught. They cannot assess a child as being at the expected level if they have not been taught all of the objectives. Writing is also very difficult to teach remotely and so took a bigger dip following lockdown. This is reflective of the position of all of the schools in the Trust where writing had taken a bigger dip.</p> <p>It was agreed that DW would provide governors with the data from the same point last year to see if any comparisons can be made.</p>

A governor also suggested that it would be helpful to compare data from March and Autumn 2 to show the impact of covid-1 and to understand if the gaps are being bridged. DW agreed to provide the data and advised that between these points reading and maths was not significantly impacted. Children were engaged in the home learning provision.

There was a discussion about ensuring that the data used by the school is relevant for the children at Kelsall and that it gives staff and governors all of the information that they need. Governors requested sight of the autumn term data to see if any gaps had been bridged and enable them to have a better understanding of the effectiveness of the provision.

Q: Are there any plans to include nursery data on Insight?

A: This is a good point to consider and it would allow children to be tracked throughout their time at Kelsall.

School Session Times

Governors received and noted the school session times and term dates. There are likely to be staggered start and finish times when all children return back to school. The length of the day for each cohort will remain the same.

SEND Update

DW reported that he and CC have taken on responsibility for children with special educational needs and disabilities. There is a backlog in dealing with referrals and so referrals are only made when there is a real need – such as emergency funding or a child requiring an EHCP.

An application for inclusion funding will be made for one child. There is also a need to appoint a SENDCo on an interim basis.

Teaching and Learning

There was a positive response from parents regarding the home learning provision. There have been no complaints about the offer.

Whilst it is not possible to make large changes to the offer because of the varying opinions of parents, some changes will be made after half-term. Parents requested more structure around literacy sessions and so the morning Zoom meeting will be a structured literacy lesson. Reception parents indicated that they wanted more live sessions and this will also change in response to the feedback.

The maths lesson is recorded and is based on White Rose materials. Pupils will be able to meet with the teacher via Zoom if they require any help with the work. The afternoon session will have more of a social focus.

Staff are also available for one to one reading sessions or other interventions in the afternoon.

Teachers have been working extremely hard. There have been 25,000 responses from teachers on Seesaw and this is a lot of work on top of providing live lessons and telephoning parents.

There have been some concerns from parents about the mental health of their child and space has been made in the vulnerable group for these children to attend school.

Responses from the parent survey indicate that 98% of parents understand the offer and know who to contact in the school.

100% of respondents were able to access live lessons. Some families have been provided with chromebooks and printed materials to ensure the children can engage with the learning.

95% of parents feel supported. Details on how to contact teachers if a parent wants help will be published in the school newsletter and staff will be pro-active and contact those families who said they did not feel supported.

	<p>The structure of the offer does not suit all families and this is because of their own individual working patterns.</p> <p>There are four children who are not engaging with the provision. Staff know who these children are and the reasons why they are not engaging. Some of the issues are around a refusal to work at home and in such cases, teachers will meet on a one-to-one basis with the child. There needs to be consideration as to further steps to be taken if a child continues to be unengaged.</p>
	<p>ACTIONS</p> <p>DW to provide data from March to Autumn 2.</p> <p>DW to provide data from the same point last year.</p>

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action</p> <p>ML had not taken any urgent decisions on behalf of the LGB.</p> <p>It was noted that there will be two parent governor vacancies by October.</p> <p>ML was unable to attend the termly Chairs' meeting but he has had the opportunity of speaking to the Chair of the Trust Board for an update.</p> <p>There were discussions around the remote learning offer that all of the schools are providing. There were no concerns in this area and there is confidence that Kelsall has a good provision in place.</p> <p>The Trust are not currently looking at expanding at this stage and this may be that the climate is such that it would not be appropriate to expand at this time.</p> <p>There was also a discussion on plans for a vision on headteachers' professional development.</p> <p>Principal's Action</p> <p>DW and SE have met to review the S175 safeguarding audit. There were some minor issues around training. The audit will be shared with HS as safeguarding governor who can report back to the LGB that she has reviewed it.</p> <p>Safeguarding Update</p> <p>Online Safety is always included as an item on the newsletter. There is also a section on Padlet providing information on various games and how parents can access support.</p> <p>School took part in a screen free day.</p> <p>There have been no concerns about online safety during lockdown. Staff are always on the look-out for any issues and will intervene in any disputes that have taken place on social media where appropriate.</p> <p>Road safety is not a major concern. There is plenty of space in the car park and parents are good at parking safely. Where there are any concerns about parking issues these will be directed to the local PCSO.</p> <p>Governors confirmed that they were aware of the contents of the Safeguarding Policy which had been reviewed by HS.</p> <p>All staff who are working in school are taking lateral flow tests twice weekly. There have been no positive test results and this provides staff with reassurance that they are not bringing covid into the school. One child in KS1 tested positive but had not been in school and so there was no requirement for any other staff or children to self-isolate.</p>

	ACTIONS Safeguarding audit to be shared with HS.

AGENDA ITEM 9	GOVERNANCE
Discussion	Governor Training Governors were reminded of the Trust governance training session on the Articles of Association and Scheme of Delegation taking place on Monday 22 nd February 2021 at 6pm. Governor Visit Reports The governor visit timetable will be reviewed when all children return to school. Annual Planner Governors received and noted the updated annual planner.

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

AGENDA ITEM 11	DATE OF NEXT MEETING
Discussion:	Thursday 11th March 2021 at 6pm

There were no Part Two matters for discussion