



**PART ONE MINUTES – MEETING 2
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

Date	Thursday 14 October 2021 6pm
Venue:	Kelsall Primary School
Attending (Governors):	
David Wearing (DW) Helen Simpson (HSi) Martin Little (ML) Chloe Hook (CH) Sarah White (SW) Holly Stowells (HS) David Bingle (DB) Natalie Kirkness (NK)	Principal Parent Co-opted/Chair of Governors Staff Staff Co-opted Co-Opted/Vice Chair of Governors Parent
Apologies Jane Briggs (JB) Melissa Goodyer (MG) Emma Gildea (EG)	Parent Parent Co-opted
Absent: Lorraine Hammond (LH)	Co-opted
Also in Attendance:	
Debbie Tomkinson	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 EG, MG and JB were accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	Any governors who have not already done so were asked to complete the annual declarations of interest forms. There were no declarations of interest in relation to any of the agenda items.
	ACTIONS Governors who have not already done so were asked to complete the annual declarations of interest forms

AGENDA ITEM 3	PART ONE MINUTES OF MEETING – SEPTEMBER 2021
Discussion:	The Part One minutes of the meeting on 15 th September to be ratified at the November meeting.
Papers	Part One Minutes – 15th September 2021 to be ratified at the November meeting.

AGENDA ITEM 4	MATTERS ARISING
Discussion:	Nursery expansion discussions to be included on the November agenda. ONGOING

	<p>To receive staff survey results – DW advised that the Trust will send a staff survey centrally and will collate the results and share them with DW. DW to provide results when he has received them. ONGOING</p> <p>Governors to complete annual declarations form. Clerk to re-send form.</p> <p>Governors to complete Skills Audit and clerk to collate results. ONGOING</p> <p>Governors to confirm they have read the KCSIE statutory guidance. Clerk to send form to governors. ONGOING</p> <p>Link governors to meet with relevant staff. This was discussed in the main agenda. COMPLETE</p>
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AGENDA ITEM 5	VISION AND STRATEGY
Discussion	<p>The School Development Plan and SEF were included with the papers for the meeting. There were discussions about the main school priorities at the meeting in September. Governors will receive an update on progress in the spring.</p> <p>It was agreed that link governors would meet termly with the school subject lead. Areas of focus for the meetings to include where the school is as against the success criteria and what evidence leaders have to substantiate these views. In triangulating information link governors could also talk to parents, staff or children. It will also be important for governors to receive clarity on what subject leaders expect will be different when the plan is finished.</p> <p>Governors were asked to complete the governor visit form and to inform the clerk of any upcoming visits so that these can be included on the agenda.</p>
	<p>ACTIONS</p> <p>SDF/SEF update to be included on the agenda in the spring term.</p> <p>Link governors to meet termly and to provide a visit report and to inform the clerk of any upcoming visit.</p>

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Pupil Premium Strategy</p> <p>There are currently eight children eligible for Pupil Premium (PP) and many of the provisions in place for these children are dependent on the child's individual circumstances. During the pandemic, food parcels, weekly co-op vouchers and other additional food items were provided for families. Laptops were taken to children's homes so they were able to access remote learning.</p> <p>Most of the PP children are working at age related expectations and a small number are working below. Interventions take place in literacy, maths and emotional support.</p> <p>The school holds some PP money back in the event that children need uniforms or access to school trips. The school will also pay for some children to attend the before and after school clubs. The majority of support or intervention is focused on narrowing the gap and that has taken place at Kelsall.</p> <p>The PP strategy for the current academic year will include investment in similar areas along with using the Learning Mentor role to provide emotional support.</p> <p>Q: If children were not making progress, what action would be taken? A: This would be picked up by SW who has led a staff meeting utilise the PP money. Children will receive whatever additional support they need and this will not just be limited to PP money.</p>

The PP Grant is utilised to support all children in receipt of funding dependent upon their individual needs

It is important that children make good progress from their starting points. This may mean they may not be in line with other children in the school but that they have made good progress.

The Pupil Premium strategy was approved by governors. DW to publish on website.

Sports Premium

The plan for this year needs to be published on the school website. It was confirmed that last year's is on the website and an evaluation has taken place. The PE curriculum is working well. Money was been spent on coaching and other resources such as the MUGA. It has been identified that children were not receiving enough dance and this will be provided after Christmas and staff will receive coaching in this.

Events are not taking place at the moment because Covid is high in the community but Sports Premium money is spent on external partnerships. PE has improved and staff have worked really hard to make sure there is a strong PE curriculum. Next year, the impact report will look at the impact of the MUGA and wet-pour area.

It has not been possible to book swimming sessions for the Y4 children. The costs of swimming are included in the budget but the usual pool is fully booked. There is the possibility of buying a pool in but this is expensive.

On the PP report it states that 0% of PP children are able to swim the required length and that is because swimming lessons have not been able to take place it has not been possible to evidence if they can.

Catch-up Premium

The total amount of additional money that the school will receive will be approximately £6900. All schools have been promised £6000 with the additional £1900 received because of the school's deprivation value. One-to-one tuition will be funded by the additional £1900.

Q: How many children would benefit from catch up but don't have PP or SEND?

A: Schools were asked in the census to identify some children who may cross over with SEND and if there is funding it may benefit them. The school is addressing this in different ways. The Pathways to Progress intervention has been purchased and each teacher will identify a group of children who have fallen behind because of Covid. Teaching assistants will be implementing this intervention and they will work with the class teacher so they are able to see the impact.

Q: The school is holding a surplus – would it be beneficial to use some of this for funding one-to-one tuition?

A: The most valuable thing will be to have Teaching Assistants in place and it may be beneficial to temporarily employ extra support in classes for one year.

Monitoring of Teaching and Learning

Governors discussed the monitoring and teaching and learning.

The monitoring programme is limited because of Covid. There is an informal process in place and DW will go into classrooms and will look at work in books. A formal process was agreed but due to staff absences this has not been possible to take place

CH has looked at literacy books and the maths lead has reviewed maths. An external peer review was due to take place but because of the numbers of covid in the school this has been deferred until November. A more formal process of monitoring will begin in November.

An Inset day will focus on a tripod method as a way of looking at teaching and learning. It is based on seven areas that teachers and children can act and reflect on. It will also identify areas

	that may need to be worked on as a whole school. A further update will be provided at the next meeting including the areas of strength and areas of development for staff.
	RESOLVED: That the Pupil Premium strategy be approved.
	ACTIONS DW to publish Pupil Premium Strategy on website DW to publish Sports Premium Report on website Monitoring of teaching and learning to be included on the next agenda.

AGENDA ITEM 7	HR/FINANCIAL PERFORMANCE
Discussion	<p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p> <p>It was noted that approximately £36k of S106 money is available to the school and DW will seek governor approval for a number of small projects at the next meeting. The S106 money needs to be spent by August 2022.</p>
	ACTIONS DW to provide details of projects to be funded by the S106 money for approval by governors.

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion:	<p>Safeguarding</p> <p>The annual safeguarding audit to be included on the next agenda. HS to complete a SG governor visit.</p> <p>It was confirmed that, whilst there is no statutory requirement, there is a cycle of renewing staff DBSs checks in place.</p> <p>A governor asked whether it would be possible for staff to complete an annual declaration to state they do not have any convictions and HS agreed to find out further information.</p> <p>Operation of Policies</p> <p>Behaviour Policy</p> <p>At the last staff meeting there was a discussion on behaviour systems to ensure that all new staff are aware of these. SW will provide an update on Conscious Discipline at the start of the meetings.</p> <p>Relationships and Sex Education Policy</p> <p>The Christopher Winters project is used for the relationships element of the RSE curriculum and this fulfils statutory requirements and is working well. Parents are able to view the curriculum materials and it was agreed that it would be useful for governors to have a look at these materials. Some parents do want to opt-out of the relationship part of the curriculum. Whilst parents are able to opt-out of some elements of the RSE curriculum they are not able to opt out of this.</p> <p>There are some issues around children's use of the internet and DW has sent communication to parents about issues that are seen on the playground.</p>
	ACTIONS

	Annual safeguarding audit to be included on next agenda HS to complete safeguarding governor visit
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AGENDA ITEM 9	GOVERNANCE AND RISK
Discussion:	Governor visit <p>No governor visits had taken place</p> Governor training <p>No governor training had taken place.</p> <p>ML ended the meeting by thanking HSi for all of her hard work and commitment as her term of office as a governor came to an end.</p>

AGENDA ITEM 10	DATE OF NEXT MEETING
Discussion:	Thursday 18 th November 2021 at 6pm – at KPS subject to Covid restrictions.