



All Saints' Church of England Primary School
Governing Board Meeting minutes
14 July 2021, 6.30pm

Shelisha Bent (SB)	LA Governor	Present	
Ivana Brskovska (IB)	Parent Governor	Present	
Chris Chikwendu (CC)	Foundation Governor		Absent
Josephine Copeland (JC)	Head Teacher	Present	
Patrick Flack (PF)	Foundation Governor	Present	
Sarah Ganger (SG)	Parent Governor		Absent
Diane George (DG)	Staff Governor	Present	
Hilary Grainger (HG)	Foundation Governor	Present	
Elizabeth Grimes (EG)	Foundation Governor		Absent
Chris Kent (CK)	Co-opted Governor	Present	
Father Leonard Marsh (LM)	Foundation Governor	Present	
Aaron Porter (AP)	Foundation Governor	Present	
Janice Rawlins (JR)	Staff Governor	Present	
Arthur Williams (AW / CoG)	Foundation Governor / Chair	Present	
Jonas Wontumi (JW)	Foundation Governor	Present	
Tim Wright (TW)	Foundation Governor	Present	

In attendance:

Rosemary Oram - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
	Opening Prayer LM led the meeting in an opening prayer.	
1	Welcome and Apologies for absence AW welcomed everyone to the meeting, which was being conducted virtually due to Covid 19 restrictions. No apologies had been received. The meeting was confirmed as quorate.	
2	Declaration of interest There were no declarations of interest in any items on the agenda.	
3	Minutes of meeting 28 April 2021 The minutes of 28 April 2021 were agreed as a true and accurate record of the meeting and will be signed by the Chair. <u>Actions</u> 6. Closed – IB will be uploading TW's biography and photo to the website. AW said that he will assist her with a review of the Governance pages in September.	

	<p>7. Closed – HG said that she will draw up a timetable for the new year if Governors are happy to visit the school. AW said that this can be discussed at the training morning and asked JC to thank staff for the subject reports, which have been circulated to Governors.</p> <p>8. Closed – training information was forwarded to JR.</p> <p>9. Closed – the meeting could not take place due to Covid 19 restrictions. Online sessions did take place with parents, as reported to the last ECPV meeting.</p> <p>10. Closed – meetings could not take place due to Covid 19. Dates will be set in due course.</p> <p>11. Closed – All Saints email addresses have been allotted to all Governors. It was confirmed that papers for future meetings will only be sent to those addresses. JC reminded Governors about the secure site for them to use on the school's website.</p> <p>Governors were advised to contact ZP if they were having problems accessing their emails or the secure website pages. AW said that he will continue sending newsletters to personal accounts, as they do not contain any confidential information.</p>	
4	<p>Governing Board business</p> <p><u>Governor training morning – 18 September 2021</u></p> <p>AW said that Governors need to consider the impact of Covid 19 on the school and how the GB has performed when it has not been possible to visit the school. At the training morning, Governors will discuss how they can continue to be effective, respond individually and collectively and review the new methods they have had to learn, eg holding virtual meetings.</p> <p><u>Governor changes</u></p> <ul style="list-style-type: none"> • AW advised that AP will be leaving the GB. He has been a Governor for six years, working hard for the school and chairing the WPER committee. AW thanked him on behalf of the GB and wished him the best for the future. AP said that it had been a pleasure to work with Governors and the school and he hoped to be able to meet in person at some point. • LM will be retiring from the Church in October 2021 and will step down as a Governor after the September meeting. LM said that he has seen a lot of changes at the school over the years, all for the better. He will miss the school and continue to pray for everyone. <p>AW, JC and LM will be discussing the arrangements until a new parish priest is appointed. The churchwardens will be covering in the interim period.</p> <p>The Year 6 leavers' service will take place on 19 July 2021, from 9.15am and Governors are welcome to attend. The school choir will be attending the morning service on Sunday, and all are welcome to be there. LM gave his thanks to DG for the work she has done with the choir.</p> <p><u>Chair and Vice Chair elections</u></p> <p>The GB will need to appoint a Chair and Vice Chair for 21/22 at the September meeting. AW said that he would be happy to serve for another year to provide continuity during the restructure and to allow for succession planning. He hoped that HG would agree to continue as Vice Chair.</p>	

	<p>AW said that the GB's skills and diversity will be reviewed at the training morning. It will be an opportunity to evaluate the GB going forward. A self-audit may be sent to Governors. Diversity includes age, and it may be a good idea to find a younger Governor to bring a different perspective. People can become Governors from the age of 18 yrs.</p> <p><u>DBS checks</u> SB, AW and EG are due to renew their DBS clearance next term. Action: SB, AW and EG to apply for their DBS renewal next term.</p>	12
5	<p>Headteacher's report (<i>circulated prior to meeting</i>)</p> <ul style="list-style-type: none"> JC said that the children had been happy to come back to school in March. They have been working in small groups, but learning has been disjointed due to the need for bubbles. A full curriculum has been provided, with more intense focus on foundation subjects. Subject lead reports have been sent to the Governors. <p>The focus will remain for the Autumn term, and subject leads will be able to visit classes to ensure consistency in teaching and look at books and work. JC said that Governors were welcome to attend a block week to observe lessons.</p> <p>There have been no external tests this year, but the school has carried out internal testing for their own use.</p> <ul style="list-style-type: none"> Behaviour and attitudes have been consistently good across the school. JC said this was noticeable today at the EY's sports day, which both children and parents enjoyed. Attendance has increased from 89.5% in September 2020 to 93.5% to date. The majority of absences have been due to illness, being stuck overseas or those who have left but are still on the school roll as they have not found a new school. Some families have had to deal with serious illness and bereavement. JC said that children and parents have had mental health issues and the MH Support team are working with them on a 12-week course. The team and the school therapist are also working with five key children. The school has been able to organise some events, such as baptisms, Windrush Day and the Year 6 performance for their parents. There are three children on Child Protection, six on Children in Need and three Looked After Children. The school has submitted reports and attended virtual meetings about all the children. Staff and SLT meetings were virtual until last week, when all staff were able to meet in the hall. It is hoped that everyone will be able to say goodbye in person to those who are leaving this year. Covid risk assessments are in place until 23 July 2021, with no change in the current arrangements. A Year 5 class is out of school until 22 July 2021, due to a pupil testing positive. This is very disappointing as they will miss their sports day. Online lessons are taking place. Six members of staff are leaving, and JC noted her thanks to them for their valuable contributions to the school and the significant change they have helped with. 	

	<ul style="list-style-type: none"> Parents have been advised about the vertical grouping for Years 4 and 5 from next term. Each group will have 33 pupils, and they will be in sets during the day when required. JC said that all the children in the affected classes have groups of friends, and the vertical grouping will also provide an opportunity to work with older children. <p>DG said that three teachers are now qualified to be Forest School teachers. From September 2021, there will be a focus on outdoor learning with a dedicated outdoor classroom for the teachers to use.</p> <p>JR said that the children had been happy to be back at school. They had been very excited that their parents could attend the sports day today. JR also advised that work has started on a Peace area, and seeds and flowers are being planted around the school, with help from the children.</p> <p>JC thanked Governors for their support during this very difficult time, and AW thanked her in turn for the leadership she has shown.</p> <p>Q – Governor asked if there had been any response from parents regarding the new class structure.</p> <p>A – JC said that some had commented, but there was no negative feedback. Parents had been consulted about vertical grouping during planning for it. They had been asked to suggest three friends to be in the same group as their child. Some parents have asked about replacement teachers for those leaving. They have been advised that replacements are not needed as there are fewer children in smaller classes.</p> <p>Q – Governor asked how remedial interventions will be dealt with to help pupils catch up.</p> <p>A – JC said that a catch-up teacher has been working with targeted groups, mainly in Yrs 2 and 3 but also a few in Yr 1. Next year, she will be working with Yrs 6, 5 and then 4. Not all pupils need catch-up intervention as some were able to work well online and did make progress.</p> <p><u>Nursery</u></p> <p>JC advised that Nursery will be full time from September 2021, and 22 children have already been registered. This will help children who will eventually join in Reception. A full-time nursery, breakfast club and after school clubs should help with attracting new pupils.</p> <p>All Governors thanked the staff for the work they have carried out and agreed that the plans for next year sounded very positive, eg working in small groups and the Forest School. They also agreed that it was sad to see very good teachers leaving the school. AW said that he will be writing to each of them on behalf of the GB.</p> <p>TW suggested a possible venue for a school trip, once this can take place - Knepp Wildland in West Sussex. <i>(This is a rewilding project, using free-roaming grazing animals to create new habitats for wildlife.)</i> JC said that this sounded very interesting and fitted in with the Forest School project.</p> <p><u>End of term arrangements</u></p> <ul style="list-style-type: none"> EYs, KS1, Lower KS2 and Upper KS2 individual sports days in their bubbles Leavers' service next week, followed by tea and t-shirt signing on the field Yr 6 performance next Wednesday to parents, and filmed for others to watch Farewell to Leavers next Thursday, with a party/disco 	
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	<ul style="list-style-type: none"> Assembly at 1pm next Friday 		
6	<p>Committee reports (Highlights from the meetings) <u>ECPV / WPER (joint) 30 June 2021</u> SB said that the combined meeting went well. Discussions took place concerning:</p> <ul style="list-style-type: none"> RSE - no negative feedback to date More IT equipment available since lockdown Difficulties tracking progress No external testing this year Gratitude to staff for their work during this time <p>AP said that they could reassure the GB that all areas of education and welfare had been reviewed.</p> <p><u>Resources 06 July 2021</u> PF said that the following had been discussed:</p> <ul style="list-style-type: none"> Deficit budget again this year, but this was largely due to redundancy payments. The school should be out of deficit by next year, although there will continue to be problems as not all year groups are full. <p>Q – Governor said that the restructure had been planned over two year and asked if it was necessary to continue with this, due to the number of leavers this year. A – PF said that one more member of staff had left than anticipated, which had required someone to be employed on a one-year fixed term contract. This will be revisited next year and, hopefully, no further redundancies will be needed.</p> <p>JC said that a deficit meeting is scheduled with the LA on 21 July 2021, at 11.30am. She will send the virtual link to PF and AW to attend if possible.</p>		
7	<p>Chair's action and related Governor business</p> <ul style="list-style-type: none"> AW has submitted an application to the DfE Schools Adjudicator to set a cap of 30 pupils for Reception next year. Steve Reed MP has been invited to visit the school on Friday this week to speak with the Eco Warriors about the traffic flow around the school. He will hear their concerns about the pollution and noise caused. Governors are welcome to attend. The SDBE had consulted AW about the Leadership team during Covid 19. They asked if JC could be released from the school for two days a week to visit other schools as a mentor. JC said that this will only be for 12 weeks, until they are able to employ someone full time. <p>AW had approved the request as he was confident that DG will be able to lead the school in JC's absence. The SDBE will compensate the school for her time. The GB agreed with AW's decision.</p>		
8	<p>Policies The Resources Committee had approved the Data Protection Management Information policy for ratification by the FGB. Decision: The FGB ratified the Data Protection Management Information policy.</p>		

9	<p>Dates of meetings for 21/22</p> <ul style="list-style-type: none"> • <u>Full Governing Board</u> (Wednesdays, 6.30pm) <ul style="list-style-type: none"> o 22 September 2021 o 02 February 2022 o 27 April 2022 o 13 July 2022 • <u>Resources</u> (Tuesdays, 6.30pm, unless indicated) <ul style="list-style-type: none"> o 20 October 2021 – Wednesday, with Pay Cttee o 18 January 2022 o 26 April 2022 o 05 July 2021 • <u>Education, Curriculum & Pupil Voice</u> (Wednesdays, 6.30pm, unless indicated) <ul style="list-style-type: none"> o 03 November 2021 o 02 March 2022 o 28 June 2022 – Tuesday • <u>Welfare, Parents & External Relations</u> (Tuesdays, 6.30pm) <ul style="list-style-type: none"> o 23 November 2021 o 22 February 2022 o 17 May 2022 	
10	<p>Any other business</p> <p>AP said goodbye to everyone and said that, as LM, he had also seen the school change for the better over the last six years. There had been a real change in emphasis due to JC and DG's leadership. Even though this has been a challenging time, the school is in a good position to progress.</p> <p>AP said that it had been good to get to know the other Governors, who have a good range of skills to use to challenge the SLT. He thanked AW, acknowledging that he is an outstanding Chair who is deeply committed to the school.</p> <p>All Governors thanked AP and wished him good luck for the future.</p>	
11	<p>Confidential business</p> <p>No discussions were deemed to be Confidential.</p>	

LM led Governors in a closing prayer and the meeting ended at 7.50pm.

Signed: <u>ACW</u>	Print Name: <u>ARTHUR WILLIAMS</u>
Chair of Governors / Trustees	
Date: <u>22/9/21</u>	