

MINUTES OF MEETING

School: Lawrence View Primary and Nursery School
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday, 18th May 2021 at 4:00pm
Location: Virtual via Microsoft Teams

Membership
'A' denotes absence

		Mrs L Lord (staff governor)
A		Mr K Evans
		Mr D Hill (chair)
		Mrs J Smith
A		Mr S Ufton
A		Mrs T Christian
		Mr L Johnson
		Mrs C Needham
		Mrs E McGrenaghan (headteacher)

In attendance

Mr C Blackburn (associate member)
Mrs C Greasby (associate member)
Mr L Russell (clerk to governors)

GB/21/21 Apologies for absence Action

There were no apologies for absence.

Apologies for absence were received from Mr Evans for ongoing health reasons and Mrs Christian, also for medical reasons.

The chair reported that he had had a recent conversation with Mr Evans about the school who was enthusiastic about the school's progress.

It was

resolved

that the governing body consent to these absences.

GB/22/21 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/23/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

- Three co-opted governor vacancies

Governors discussed the skill set on the governing body and the fact that a broad skill set was required amongst new governors.

There were no terms of office due to expire this year.

GB/24/21 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on Tuesday, 19 January 2021 having been previously circulated were confirmed and signed by the chair.

Review of actions

Mrs Smith has completed the safeguarding checklist.

GB/25/21 Receipt of minutes and approval of policies from committees and working parties

The minutes of the combined Business and Strategic Committee held on Wednesday 10 February 2021 and Monday, 29th March 2021 having been previously circulated were confirmed and will be signed by the chair digitally.

Review of actions

There were no matters arising that are not covered by the agenda for this meeting.

GB/26/21 Financial reporting

Schools Financial Value Standard (SFVS) 2020-2021

Mrs Greasby has circulated the SFVS document which has been issued in a new format. The school is coming out as lowest and highest on some of the benchmarking exercises against similar schools, which is due to the staffing complement and some temporary staffing.

Governor challenge: What are the reasons for these? It is because some staff are temporary and because there are two assistant headteachers, rather than one deputy. The school has a higher number of teachers as teachers provide Pupil Premium support, and the school has a high number of PP children. There is nothing unexpected here.

The document has been completed by school and provided to governors for approval.

The SFVS document was **approved**.

Approval of school budget (if not already agreed in actions from committees)

Approval of the school budget was **ratified**, having been discussed and approved at the committee meeting on 29th March 2021.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

This has been circulated in advance. The carry forward was slightly higher than anticipated at £167,403 brought into the current year. This is high but the majority will be used this year to help with the catch-up programme and providing interventions for children who have been struggling.

The BO2 form has changed, and the deadline is the end of June 2021, so this was delegated to the next committee meeting.

Cmttee

Approval of services for schools/review of contracts.

Approval of the purchase of Services for Schools contracts was **ratified**, having been discussed and approved at the committee meeting held on 10 February 2021.

GB/27/21 Headteacher's report

The headteacher spoke to her report which had been circulated in advance.

Number on roll and attendance

The number on roll is reasonably steady at around 180, with 30 joining into reception in September. The same number are leaving Y6.

51% of pupils are PP which is high – there has been a change in the locality, possibly due to Covid. The associated increase in funding will come in next year.

In response to a governor challenge, the headteacher confirmed that this was extremely high, with the national average being 21% to 23%. This was noted by governors. The school regularly features in lists of the most deprived schools in the country. The school is in an area of extreme deprivation.

Governor Challenge: How does this compare to other Eastwood schools?

It is one of the highest, but other schools have also seen their PP percentage increase.

Staff absence has been higher including from staff suffering after their Covid vaccinations. The school is managing on existing staff at present with staff caring enough to take on extra workload to support the children in school. A governor commented that children were better off with staff they know, and Governors thanked staff for their commitment.

Safeguarding

A councillor is visiting school for a morning a week working with children who are in need, as referrals for counselling are difficult to obtain at present. This has been a great support to many children in school.

The chair **challenged** over a few comments pertaining to pupil progress and attainment for some children who have not had such a good lockdown experience. Many of these children have not had opportunity to develop emotionally either, due to limited experiences during lockdown.

The chair asked if they will be able to catch up? The headteacher responded that the school was working hard to achieve this, but it cannot be guaranteed that they will indeed catch up fully.

Governor challenge: How are children who have been in school throughout, following the return of all children?

Children who were struggling prior to lockdown have often been able to settle better with fewer children in school as it has given an opportunity to develop closer relationships with staff and other children.

Magic Breakfast

The headteacher gave an overview of the offer from Magic Breakfast, including the food parcels to be delivered for pupil premium pupils during holidays. This is saving the school money as well as providing a great service to children and families. Fruit is also now provided at break times as part of this offer.

Hut Club

Hut Club has now recommenced, to provide support to some of the children with the greatest needs in school. This has been a welcome addition and has enabled the school to provide a more specialised curriculum. Support from the local authority has been received and proved to be invaluable.

Quality of Education

Governor challenge: Why are we not outstanding for personal development?

We do a lot of things but there isn't necessarily the paperwork behind it. We are now starting to keep this evidence as we move towards outstanding. Attendance is also not high enough for us to consider ourselves outstanding.

Governor challenge: Is staff CPD keeping pace?

It has slowed down a little but is continuing. It is providing opportunity to consolidate what we have learn and build upon it, especially during these strange times.

A governor commented on the excellent Forest Schools initiative in school, which has been very useful and the fact that initiatives are high quality, even if there are fewer of them, is a strength of the school.

Governor challenge: What proposals are there to improve the outside of the school?

Some gym equipment, a canopy in the Forest Schools area and a wildlife pond are on the list.

The chair said that governors are pleased with the progress made by the school during this period and offered thanks to the headteacher and staff for the level of support and quality of education being provided to the children.

The headteacher asked for approval of a spend of £10679 for gym equipment for the school field, including installation and grass matting underneath. Governors **approved** this purchase.

There was a quote for £7200 for updates to the server. This was **approved** by governors.

Governors asked if quotes were being obtained for the pond, and it was confirmed that quotes are being sought for this work. There will be a need for a barrier around the pond to protect children from falling in.

GB/28/21 Update on appraisal process for headteacher and staff

This has been reported to governors previously.

GB/29/21 Information from the Corporate Director for consideration and action

SEND

The clerk spoke to the report on SEND, highlighting actions for governors.

The chair said that school does approach this in a consistent way with the value of the report.

The report was received and noted.

GB/30/21 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The chair confirmed that there was nothing to report.

The GDPR overseeing body has changed as the UK left the EU. Nothing materially changes, just the overall responsibility.

GB/31/21 Receive report from the Designated LAC teacher (presented at least once per year)

This was covered at the previous meeting.

GB/32/21 Communication

From chair - Governor Newsletter

Chair gave an overview of the contents of the governor newsletter and encouraged governors to read the document.

GB/33/21 Approval of in-service training days (5)

The following INSET days were **approved**:

1 September 2021 – Admin Day

17 December 2021 – CRB training

26, 27 & 28 July 2022 – which will be taken as twilight sessions

GB/34/21 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

The committees have previously been combined during lockdown. It was felt that the next meeting could be strategic with a few business matters considered as appropriate. It was agreed to put these two committees together.

Mrs Smith asked that the school discussed how they can work towards outstanding, as the school needs to achieve recognition for the work taking place.

Approval of scheme of delegation/decision planner 2021/22

The 2021/22 scheme of delegation was **approved** unchanged from the 2020/21 version.

Note annual planner 2021/22 to support agenda setting

The annual planner was noted.

Policy checklist 2021/22 – statutory policies for schools

The policy checklist was noted.

Appointment/re-appointment of link governors

This will be considered in the Autumn term.

Appointment of training co-ordinator

Mrs Needham was **elected** as training co-ordinator.

The chair is to provide Mrs Needham with details of what is required in the role.

GB/35/21 Governor monitoring visits

There had not been any monitoring visits taking place due to coronavirus restrictions.

A governor asked when governors could visit school again. It is not possible yet, but governors discussed the possibility of virtual monitoring visits starting to take place.

GB/36/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Governors have held school leaders to account through question and challenge at this and committee meetings and in ad-hoc communications.

GB/37/21 Confirmation of dates for 2021/22 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2021 – Tuesday 21 September 2021 at 4:00pm
Spring term 2022 – Tuesday 18 January 2022 at 4:00pm
Summer term 2022 – Tuesday 17 May 2022 at 4:00pm

GB/38/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 4:50 pm.

Signed (chair) Date