

MINUTES OF MEETING

School: Lawrence View Primary and Nursery School
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday, 19 January 2021 at 4:00pm
Location: Virtual meeting via Microsoft Teams

Membership
'A' denotes absence

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

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

GB/01/21	Welcome	Action
	The chair opened the meeting by welcoming Mr Johnson and Mrs Needham to their first full governing body meeting. Mrs Smith and Mr Ufton were not present at the start of the meeting.	
GB/02/21	Apologies for absence	
	Apologies for absence were received from Mrs Christian, and Mr Evans, both due to illness.	
	It was	
	resolved	
	that the governing body consent to these absences.	
GB/03/21	Declaration of interest	
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
GB/04/21	Review of membership	
	The clerk highlighted the following vacancies on the governing body:	
	<ul style="list-style-type: none">• 3 x co-opted governor vacancies	
	Governors agreed to extend Mrs Lord's term of office until 31 May 2021, to enable the nominations process to be undertaken in school.	

		Action
	Governors ratified the finance policy	
GB/07/21	Headteacher's report	
	The headteacher had circulated her report in advance for governors to read and to prepare questions. She spoke to the report, highlighting some items to governors.	
	The following items were discussed by governors.	
	<i>Free School Meals (FSM)</i>	
	<p>The FSM numbers at the school have doubled in the last year, probably as a result of the current economic climate.</p> <p>Governor challenge: How are you coping with the FSM situation? Food hampers have been distributed, but only about 40% of the hampers have been picked up. Vouchers are being issued from this week in place of the hampers and have far greater take up.</p> <p>Governor challenge: What happens with the spare hampers that are not picked up? They go back into the catering budget and the funding can be accessed in future.</p> <p>Governor challenge: How does the quality compare to the ones seen on the news recently? They are similar to what has been seen on the news. They are for one child for five lunches. The LA now includes a card with recipe ideas to use the hampers fully.</p>	
	<i>Looked After Children</i>	
	Governor challenge: There seems to suddenly be a lot of LAC children, is there a reason? No particular reason, they are from three different families.	
	<i>Covid response</i>	
	<p>Take up requests for key worker places in school have been above national levels. A lot of support from the local authority has been forthcoming. Several bubbles have been closed in school due to contact with an infected person.</p> <p>Governor challenge: Are you sure it is okay for a bubble to reopen tomorrow? Yes, the isolation period is over, although many parents are not sending children back in as they have now made alternative childcare arrangements.</p>	
	A governor said that she was impressed that staff have got to grips with using Teams so quickly and are using this resource effectively.	
	The chair offered condolences to those staff who are off ill with Covid and wished them a speedy recovery.	
	<i>School Development Plan (SIP)</i>	
	The headteacher gave an update on progress made on the SIP priorities, which have continued despite current circumstances.	
	Governor challenge: How are the reception class coping with the circumstances?	

		Action
	They seem to be okay, they seem to be more settled being dropped off at the gate than with parents bringing them into school. It is contributing to their independence. Some children in school are suffering from anxiety and support is being provided.	
	The chair was pleased to note the support from the local authority to the school in the circumstances and offered his thanks for this.	
	The chair commented on the Reading for Pleasure project, saying that he was impressed with the work taking place and has recommended it to the local secondary school as a useful approach at that age range. He thanked the staff for their work on this.	
	Governor challenge: Have staff noted a difference in reading? A difference was being observed prior to lockdown, which has disrupted the learning. The phonics teaching has made a huge difference to the approach to reading and the outcomes across the school. The headteacher was thanked for her comprehensive report.	
GB/08/21	Safeguarding	
	Mrs Smith is to arrange to undertake the safeguarding checklist with school staff via zoom and send it to the local authority within the next week.	JS
GB/09/21	Approval of	
	<i>School budget</i>	
	This was discussed at the business committee. Currently forecasting an £80k surplus which will be further reduced due to laptop purchase. Remains a healthy budget. The 2021-22 draft budget will be expected in late February. Governors approved expenditure on the additional laptops to support children's learning at home.	
	<i>Scheme of Delegation for 2020/2021</i>	
	This is now available on GovernorHub and was delegated to the Business Committee for approval. Clerk to add to the agenda.	Business Cmttee
	<i>Schools Financial Value Standard (SFVS) for 2020-2021</i>	
	The deadline for receipt by the local authority is 31 March 2021. Work on the SFVS is ongoing.	
	<i>Services for schools</i>	
	Services for Schools are only just being released, and so no progress has been made yet. This will be considered at the next meeting. Clerk to add to the agenda.	clerk
GB/10/21	Update on appraisal process for Headteacher and staff	
	It was confirmed that the processes were underway.	

		Action
GB/11/21	Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems	
	This was discussed earlier in the meeting at item GB/08/21.	
GB/12/21	Information from the Corporate Director for consideration and action	
	<p>The clerk spoke to the three Director's Reports, on Blended Learning, Considering Everyone's Wellbeing in School, and Children Missing Education, highlighting the actions for governors.</p> <p><i>Blended Learning</i></p> <p>Governor challenge: Do we have a blended learning plan? Yes, we are currently following the blended learning plan, which has been adapted as things progress. All teachers are asked to provide 3 to 4 hours of learning a day, and two one hour slots for live teaching, although they don't use the full hour. There are interventions taking place as well. The school's policy was approved at the last meeting. Children do receive verbal or written feedback on their work from teachers.</p> <p>A governor said that the blended learning has been fantastic, and it was impressive how school have turned this all around in 24 hours. Governors agreed that the school should be really proud of that achievement.</p> <p><i>Wellbeing</i></p> <p>Mrs Smith reported that she has attended a webinar on wellbeing, which was very good.</p> <p>Governor challenge: Are there any wellbeing issues in school? Some people have been dramatically affected at times, and people have struggled as a result of the changes in school and the added impact of not having much of a break. School have tried to make adjustments where possible to ease the workload. Staff have tried really hard and found criticism from parents difficult at times, but all are embracing the changes.</p> <p>Governor challenge: Have any whole-staff zoom meetings taken place? There have been a few.</p> <p>It was agreed that the Children Missing Education report be discussed at the Strategic Development Committee.</p>	SDC Cmttee
GB/13/21	Communication	
	<i>From chair</i>	
	<p>The chair informed governors that a complaint had been received and had been handled appropriately.</p> <p>The chair said that social media comments made about the school and staff from people in the wider community were a very real concern, as they included threats of physical violence towards staff. He has sought appropriate advice from legal services at the local authority. He has also raised concerns with two local MP's. The incident has been reported to the Police who has offered victim support and have taken the incident very seriously indeed.</p>	

		Action
	The chair said that he will raise this as an issue at the next NAGs meeting.	chair
	<i>From clerk - Governor Newsletter</i>	
	The clerk spoke to the Governor Newsletter, highlighting articles of interest to the school.	
GB/14/21	Appointment of training co-ordinator	
	The chair asked for nominations for the role of training co-ordinator, outlining the requirements of the role.	
	There were no nominations forthcoming. Clerk to add to the Summer term agenda.	clerk
GB/15/21	Report from training co-ordinator including review of governor training requirements for 2021	
	It was confirmed that Mrs Needham and Mr Johnson have both completed the induction training. Mrs Needham has booked onto the Ofsted training course as well.	
GB/16/21	General Data Protection Regulations	
	<i>Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)</i>	
	It was confirmed that the SIRO is the headteacher, the DPO is Emma Stevenson and that Mr Hill is the Information Governance Governor.	
	<i>Report from the DPO and Information Governance Governor</i>	
	It was confirmed that there have been no data breaches or other matters to report.	
GB/17/21	Governor monitoring visits	
	No governing monitoring visits have taken place, and it was agreed that it was not appropriate to ask teachers to undertake this at the current time.	
	The chair confirmed that he is in regular contact with the headteacher and they regularly discuss various matters to do with the current provision.	
GB/18/21	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 full governing body and committee meetings, and in ad-hoc communications and meetings with the school. Challenges have been especially forthcoming over the current provision of education during the pandemic. Governors and school leaders have all been acting to secure the very best outcomes for the school and the children.	
	It was noted that it was good to see the school attract new governors to the governing body, especially during these challenging times.	

		Action
	Mrs Smith said she would ask at a local community group with which she is involved to see if there is any interest amongst members to becoming governors.	
GB/19/21	Confirmation of dates for 2021-2022	
	The governing body	
	agreed	
	<p>Summer term 2021 – Tuesday 18 May 2021 at 4.00 pm</p> <p>Autumn term 2021 – Tuesday 21 September 2021 at 4:00pm</p> <p>Spring term 2022 – Tuesday 18 January 2022 at 4:00pm</p> <p>Summer term 2022 – Tuesday 17 May 2022 at 4:00pm</p> <p>Governors noted that the Business Committee is scheduled for Wednesday, 10th February at 2pm. It was agreed that all business of the Strategic Development Committee be considered at the Business Committee for the time being, to reduce workload during the pandemic.</p>	
GB/20/21	Determination of confidentiality of business	
	It was	
	resolved	
	<p>that all papers and reports be made available as necessary.</p> <p>The chair and other governors gave sincere thanks to the school and staff for all they do, and staff were praised for their excellent work especially in the current difficult circumstances.</p>	
	The meeting closed at 5:18pm.	

Signed (chair) Date