
School: Lawrence View Primary and Nursery School
Meeting title: Autumn term meeting of the Combined Committees
Date and time: Tuesday, 7 December 2021 at 4:00pm
Location: Virtual via MS Teams

Membership
'A' denotes absence

Mr D Hill (chair)
Mrs J Smith (vice-chair)
Mr S Ufton
Mrs E McGrenaghan (headteacher)
Mrs T Christian
Mr L Johnson
Mrs C Needham
Mrs L Lord
Mr C Blackburn (associate member)

In attendance

Ms R Gascoigne (TA – Pastoral Lead)
Ms Z Battison (observer)
Miss E Stevenson – SENCO and assistant HT - observer
Mr L Russell (clerk to the governors)

BC/21/21 Apologies for absence Action

Mr Hill chaired the joint meeting of the combined committees and welcomed Ms Battison to the meeting.

There were no apologies for absence as all were present.

Mrs Needham notified governors that she would need to leave after forty minutes, due to another commitment.

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 Safeguarding

Ms Gascoigne said that school is looking at training for governors on safeguarding, and reminded governors that they need to read KCSIE and highlighted the areas with the key changes within the document.

These included the sections on peer-on-peer abuse, which now has a separate policy in school. Serious violence, the transfer of files and training were also covered.

Governor challenge: In KCSIE, all staff need to know about sections 13 – 18. Are all staff familiar with this and are they knowledgeable enough to answer the questions?

We would like to think so. On-going training with staff is taking place in school to help ensure the knowledge is there.

Mrs Smith confirmed that she had undertaken the safeguarding audit with Ms Gascoigne and was impressed with her level of knowledge. It was highlighted that safer recruitment training should be undertaken by governors.

Governor challenge: How often is safeguarding discussed at SLT meetings?

It is discussed formally weekly. However, it is discussed in some form in school daily. It is an agenda item on every meeting in school.

GB/24/21 Attendance

The headteacher provided an overview of the general attendance report provided in advance.

Persistent absence has increased as a direct result of Covid, a trend with many schools with a similar catchment. Attendance this year is worse than in previous years, with the change in how covid absence is recorded proving to be detrimental to the data.

Governor challenge: Is the school trying everything possible to improve attendance? Yes, there are lots of actions taking place to improve attendance. Our efforts are even making news headlines!

Governor challenge: Do you feel Covid is being used as an excuse? Yes, it absolutely is by some parents.

GB/25/21 SEND

Miss Stevenson presented to governors on SEND provision in the school, sharing a PowerPoint file with governors.

The definition of SEND used in school was provided – currently 55 children meet the definition and are entered onto the SEND register. Twenty have a primary need of communication and interaction, 13 have cognition and learning issues. Eighteen pupils have a primary need of social, emotional and mental health. The remaining four children have a primary need of sensory and / or physical health.

Many children have a secondary need in one of these areas as well.

The provision for each of these areas of need including interventions and staff actions were examined. The assessment frameworks used were noted, as well as the outcomes currently being experienced.

The key strengths of the school included:

- Meeting the needs of all SEND children
- Amount and variety of provision
- Well targeted interventions
- Ability and willingness of staff to meet children where they currently are at

Development areas include:

- Research additional avenues of support for the hardest to reach children
- To maximise the academic progress of all pupils

Governor challenge: How is the support communicated to parents?

All parents were contacted by phone to explain how and why their child is receiving additional support, and this was followed up by a formal letter. There is a specialist SEND e-mail address for parents to use.

Governor challenge: How are the needs communicated to the secondary schools when children leave?

Communications with the secondary are open, and the secondary is made aware at an early stage. Our school is a small, nurturing environment and quite different to secondary schools, and there is probably some work to do to smooth this transition for some pupils.

Governor challenge: Are we adequately resourced for this level of SEND provision, or do we need more money for this?

We could always do with more money, but it is reasonably well resourced.

Governor challenge: Are you confident that SEND provision is reflected in all school policies and procedures? Miss Stevenson took an action to review school policies in light of this.

At 4:40pm, Mrs Needham, Ms Gascoigne and Miss Stevenson left the meeting at the end of this item.

GB/26/21 Minutes of the last meeting

Minutes of the last meeting held on 29th March were approved, with no matters arising.

GB/27/21 School Improvement Plan

A short and a detailed version of the SIP has been provided in advance. The headteacher gave an overview of the themes and priorities including middle leadership, improving the quality of teaching and learning in writing, and effective strategies for remembering knowledge. Pastoral targets focussed on mental health, the RSHE curriculum, and behaviour and attendance improvements post-Covid.

Governor challenge: What are the big changes in EYFS? There are big changes in terms of the new EYFS framework which has recently been introduced.

A **governor challenge** was made around basic skills such as holding a pencil being prioritised, and it was confirmed that such skills were prioritised. This approach supports all children.

The chair congratulated and thanked the headteacher on producing such a comprehensive SIP.

GB/28/21 Policy updates

Mrs Lord and Mr Blackburn left the meeting at 4:48pm.

Policies had been distributed in advance for governors. The following **governor challenges** on the policies were made:

- **SEND. Is there sufficient cross reference on all relevant policies to SEND?** Yes, more have been added recently.
- **Anti-bullying. Just to confirm is there a student friendly version in school as stated and the name of the anti-bullying coordinator is**

missing? The name of the co-ordinator has been reviewed and there is a pupil friendly version available.

- **In respect of this and other policies is there also sufficient crossover with the Data Protection Policy?** We are using model policies from the LA, so this is to their standards.
- **Attendance Policy. Are all home visits risk assessed and carried out by one or two members of staff?** Yes, visits are risk assessed - we won't go out if we believe we would be at risk, including for Covid. Two members of staff go together.
- **Complaint's procedure. Just to confirm we will not investigate third party complaints such as through the press.** No, we don't investigate third party complaints.
- **The Data Protection Act. The date of that Act is now 2018.** This change will be made.
- **Equalities and Gender. It refers at one point to "Mum and Dad". Given the current thinking should it refer to others? It also makes reference to disability. Should it emphasise SEND more?** It is part of SEND so I think that is fine, but will change mum and dad to parents.
- **Positive handling. Is there reference to carrying out a risk assessment?** There are risk assessments in place
- **Exclusions Policy. Also refers to the behaviour policy. Is there any need for reference to risk assessments or GDPR? Should we make reference to the legislation covering exclusions to make it clear if this is not just a school decision but is underpinned in law?** Reference to the DFE guidance will be made.
- **Prevent Policy. Do we need to consider further Governor training? Does it make reference to Safer Recruitment?** Yes to training for governors. Safer recruitment comes under whole school child protection policy, which we have 4 people trained for.

The following policies were **approved**:

- SEND
- Anti-bullying
- Data Protection Policy
- Attendance Policy
- Complaints Policy
- Equality and Gender Policy
- Positive Handling Policy
- Exclusions Policy
- Prevent Policy

GB/29/21 Budget reforecast

The headteacher said that the budget reforecast had been finalised. The budget has almost has too much money left. The advice has been to spend some more money to ensure high quality provision for all children. The proposal is to extend contracts for some part time teaching assistants.

There will also be some infrastructure such as pond, climbing wall and a trim trail, and quotes for these will be obtained in due course. Equipment has been purchased for EYFS and lots of new books, especially on the theme of diversity.

The budget is around 65% spent for the year which is on target.

Utilities spending was quite low but it was thought that this is due to timing of bills being issued. Some invoices for CPD are still awaited.

Governor challenge: Where are we with a new business manager? We are currently recruiting for a new office manager, ideally to start next term.

The clerk is to send letters of thanks to Hannah Allcock and Emma Poxon from Greasley Beauvale School, thanking them for their work on the school budget in the absence of a business manager.

GB/30/21 Appointments

Apprentices in school are coming to the end of their appointments. As a result, three posts will be advertised internally for permanent grade 2 posts, and open for other staff to apply to. It was **agreed** to make these posts not term-time only.

It was confirmed that moving to term-time only contracts is a HR process.

GB/31/21 Headteacher appraisal

The chair notified governors that the headteachers appraisal had been completed, supported by the external advisor and attended by Mrs Christian and the chair. It was found that all targets had been met and the recommendation is that the headteacher progresses to the next pay point.

This recommendation was **approved** by all governors.

GB/32/21 Any other business

The chair said that there were still concerns about abuse from some parents in school, and this had even reached national newspapers. This is unfair on children to witness and there were concerns that it is safeguarding issue. It also isn't fair on staff to have to deal with this level of aggression from parents, and it is unfounded.

GB/33/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 5:14pm.

Signed (chair) Date