

## PRATTS BOTTOM PRIMARY SCHOOL

# Full Governing Body Meeting Minutes of 24.11.2020 via video conference

<b>Date of meeting:</b> 24.11.2020 at 6:05pm		<b>Venue:</b> Via Video Conference	
<b>Chair:</b> Peter Ioannou		<b>Clerk:</b> Melissa Perry	
Governors present	Governor apologies	Absent	In attendance
Peter Ioannou (Chair)			Emma Hodson (Head of School)
Brian Ford (Vice Chair)			Stephanie Lavelle (School Business Manager)
Sophie Perez			Melissa Perry (Clerk)
Emel Ibrahim			Reverend Susan Atkinson-Jones (Guest)
Cheryl Bone			
Keeley Bentley			
Sharon Hynes			
Angela Page (left at 6:25pm)			

## MINUTES

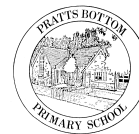
<b>1. To receive and approve apologies for absence</b>
1.1. All governors were present.
1.2. Everyone introduced themselves and welcomed Susan to the meeting. Susan is being considered for one of the co-opted governor vacancies.
<b>2. To declare any interests to the meeting and to record any alterations to Governors' pecuniary/personal interests</b>
2.1. No new interests were declared to the meeting and no other changes were noted to Governor's pecuniary or personal interests.
<b>3. To approve the minutes and confidential minutes of the FGB meeting held on 1<sup>st</sup> October 2020</b>
3.1. The minutes and confidential minutes of the Full Governing Body meeting held (virtually) on 1 <sup>st</sup> October 2020 were reviewed and agreed to be an accurate record of the meeting.
<b>Action 1: Clerk to arrange for Chair to sign the minutes.</b>

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### 4. To consider matters/action arising from the FGB meeting and confidential meeting held on 1<sup>st</sup> October 2020 and not included elsewhere on the agenda.

#### Action Points

- 4.1. Governors reviewed the action points from the last meeting and the following were agreed to be rolled forward as ongoing or outstanding actions:

**Action 2 Vice Chair to send Voluntary Fund and Gift Aid letter to Head**

- 4.2. It was agreed that work to finalise the documentation should proceed but that the timing of issuing this to parents should be deferred to Summer Term 2021.

**Action 3 All governors to review papers and submit advance questions to the Clerk 2 days before FGB meetings.**

- 4.3. The Chair encouraged everyone to remember to review the papers in good time and to submit advance questions so that the HoS and SBM have time to prepare responses and obtain relevant information for the meeting.

**Action 4 To progress review of school vision and for item to be added to agenda of Meeting 3 (3 February 2020) and for BF to contact JT on SIP lead areas relating to the school vision.**

- 4.4. The Clerk confirmed that an email had been sent to JT in relation to the school vision. It was noted later in the meeting (Item 5 – review of SIP) that BF had not been able to review or progress his lead areas in relation to the school vision. The HoS stated that the Trust were reviewing the SOLA vision so this would have an impact on the school vision as well. It was agreed to keep this under review and for BF to contact JT in relation to his lead SIP areas for an update.

**Action 5 All Governors to watch the Safeguarding and Online Safety webinar**

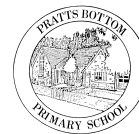
<https://lgfl.planetstream.com/View.aspx?ID=4006~4k~jFaEVeFT>

**Action 6 Chair and Vice Chair to continue efforts to recruit at least 3 Co-opted governors, Clerk to support board by monitoring governor recruitment websites (Governors for Schools & Inspiring Governance).**

- 4.5. It was agreed all other action points were complete.

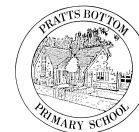
### 5. To review initial School Improvement Plan (SIP) progress 2020-21 based on governor SIP visits

- 5.1. Apart from SIP areas relating to the school vision, all governors were able to carry out a review of their SIP areas and had filed completed Governor Visit Forms which were included in the meeting papers. Governors went through their reports and invited any questions or concerns to be raised. A summary of the key points discussed are set out below.
- 5.2. The Chair discussed his lead areas which are Behaviour and Attitudes (to ensure pupils are more involved in decision making) and sustainability under Leadership and Management (L&M). The Chair informed governors that he had been able to discuss these areas either via Zoom or email with SP and JR (teachers). The Chair outlined a number of practical actions which were proposed to meet the key objectives, particularly in relation to sustainability, which includes setting up an Eco-council and increasing recycling across the school. The Chair stated that he had asked JR for regular updates throughout the year rather than just one off termly meet ups as a way of keeping up to date and staying in touch with the school. The Chair concluded that he was satisfied with everything that had been covered and discussed for his SIP review.



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- 5.3. Governors noted the focus on sustainability and offered some practical support to the school. A governor stated he had a contact who was a UN Patron of the Oceans. A governor who is a member of the World Wildlife Fund and National Trust offered to share the resources they had from these organisations. The HoS thanked governors for their support and stated she would pass those details to JR.
- 5.4. AP discussed her area which focuses on staff workload and wellbeing (under L&M). AP stated she had spoken with the HoS and highlighted that it is a very difficult and challenging time for the school. It was acknowledged that the workload has increased but staff are responding well. AP stated that there are plans in place however circumstances are constantly changing. AP stated she had queried the 'no marking' policy and wanted to know how this was working in practice. AP reported that this is additional work for teachers but that children were responding positively. AP concluded that all actions and plans were well thought out and robust.
- 5.5. **AP leaves the meeting at 6:25pm.**
- 5.6. CB went through her SIP focus in relation to Relationships, Sex and Health Education (RSHE) and stated that her review had been done via email. CB informed governors she had reviewed a large number of documents including training notes (the HoS leads on RSHE across the Trust), parent consultation and Jigsaw resources. CB stated that she hoped to be able to monitor the implementation of the new policy in practice at some point during the academic year if visits to the school become permissible.
- 5.7. *Governors asked if there had been any significant objections to the introduction of the RSHE curriculum.* The HoS responded that parent responses had been collated across the Trust schools and that 24 responses had been received in total. The HoS stated she has produced documents to address questions and concerns raised by parents which were currently awaiting approval by the Chief Executive Officer (CEO). The HoS highlighted that some of the parents had asked to be informed when certain topics would be discussed at school in order to be prepared at home. The HoS stated she had also prepared information on what is being taught in sex education and science since parents can only remove children from some lessons relating to sex education.
- 5.8. CB then moved on to her second SIP area – Early Years Foundation Stage (EYFS). Again, the review was carried out by email and the key objective is to ensure consistency across the Trust with the new EYFS Baseline judgments. All Trust schools, except DWJS, are early adopters of the new EYFS Baseline and the HoS leads on this area across the Trust. CB stated she had reviewed a number of documents including training notes and watched the training webinar led by the HoS. *CB asked if there had been any feedback from staff following the training.* The HoS confirmed that she had received feedback from all schools and had agreed on a way forward for the Autumn and Spring Term.
- 5.9. SH leads on a number of areas in the SIP which includes mitigating the effects of Covid-19, disadvantaged pupils and pupil wellbeing. SH reported she had been able to speak to her two staff leads (HoS and KF) via Zoom and overall she had been very impressed with the work, actions and plans that were put in place by the school. SH stated that the school was achieving a lot despite its size and limited resources and that KF was an asset to the school. SH stated that it should be recognised that this was not a normal school year and that the impacts of Covid-19 had disrupted pupils learning and progress but the school was working to identify gaps and consider best use of the catch up fund. SH stated she supported the school's approach that decisions on the catch up



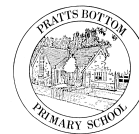
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fund should not be rushed and that any planned interventions should be put in place at an appropriate time particularly as the school was responding to a continually changing landscape.

- 5.10. SH highlighted in her report that there were some areas where progress was limited by a lack of resources, for example, enrichment of music and art. The school would also benefit from some additional SEND resources.
- 5.11. SH stated she had discussed PP with KF and provided her with some of the resources from the Octavo Training. SH was concerned to hear how there were a number of a families who were struggling from the impact of Covid-19 and praised the school's work in looking after and supporting families.
- 5.12. The HoS stated that she also wanted to thank the church who had funded one week of food vouchers over the half term and there was some money that would be available over Christmas as well. The HoS stated that this was something that families had been extremely grateful for. SA-J stated that the community wanted to support those families and recognised that schools were best placed to identify the families in need.
- 5.13. Governors stated that they were willing to offer support for families in need. The HoS thanked governors for their support and stated she would consider how best to take this forward.
- 5.14. KB discussed her SIP area which focusses on diversity. KB reported that her review had been undertaken by email and she had found it an interesting area that was continually evolving. KB reported that she had not been able to find any training to support her role to date and expressed an interest in the work and progress of the Trust working group. SP (a member of that group) agreed that she would make enquiries for KB to join the Diversity Working Party.
- 5.15. KB stated she had looked into some potential resources for the school, particularly in relation to age appropriate reading books for children which she would forward on to the school. *KB asked if there were opportunities to consider celebrations of different cultures across the year.* SP (lead teacher on this SIP area) confirmed that they were looking at ways to integrate the topic throughout the year and outline plans to do this in the music week in the Spring Term and art in the Summer Term. KB concluded that she felt that the objectives and evaluations were well thought out.
- 5.16. Governors acknowledged that this was a key area and there was a brief discussion about how there could be negative influences outside of the school and from older generations. It was agreed that implementing a change in outlook and tackling bias starts with teaching at school and that this was a long term process.
- 5.17. As indicated in the previous item, BF had not carried out a review of his SIP areas and would follow this up with JT (Executive Headteacher, also CEO).

### **6. To review initial internal pupil progress assessment data**

- 6.1. The HoS had provided governors with some initial data which had been collected in the first weeks of term. The HoS stated that she had not provided a detailed report as the data was already out of date and assessments would be taking place in the following week. A detailed report would be included in the next governors meeting (3.2.2021).
- 6.2. The HoS stated that the initial data was used to support how they planned to spend the Catch Up Fund and that this was continuing to be reviewed. The HoS and Staff Governor highlighted



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	<p>some of the areas children had fallen behind during lockdown including fractions in maths, spelling and loss of stamina in writing where remote learning had been done via Seesaw.</p> <p>6.3. <i>Governors asked whether remote learning was working well.</i> The HoS stated that teachers provided either a recorded lesson or Zoom session each day. TAs were checking in with children every 2 days by telephone and some are also doing Zoom calls. The HoS reported that they were keeping up with all the interventions and that they would be able to resume the recovery curriculum fully when the children are all back in school. The Staff Governor stated that as there was no school production this year they had more time to make up for missed learning.</p> <p>6.4. <i>Governors asked if there was more engagement with remote learning.</i> The HoS confirmed that there was more engagement than the previous lockdown as they already have the Seesaw App and staff are keeping in regular contact with families to offer support.</p>
<b>7.</b>	<b>To confirm recommendations from the Pay Committee for the performance management and pay progression of Teaching Staff (non-Leadership pay spine)</b>
7.1.	The Chair confirmed that the Pay Committee meeting was held on 12 <sup>th</sup> November 2020 and that the recommendations did not have a negative impact on the budget.
<b>8.</b>	<b>To approve the final Pupil Premium Report 2019-20</b>
8.1.	There was no change to the report since it was reviewed at the last meeting (1 <sup>st</sup> October 2020).
8.2.	<b>Governors confirmed they approved the final Pupil Premium Report 2019-20.</b>
<b>9.</b>	<b>To review School Business Manager Report – Autumn Term 2020</b>
9.1.	In response to governor feedback for some support in understanding the financial report, the SBM went through each section of her report in detail, explaining acronyms, terminology and highlighting key points from the report. A summary of the issues highlighted and/or discussed are set out below.
9.2.	The SBM highlighted the impact of Covid-19 on the budget which, over the last academic year, had resulted in some savings (totaling around £14k). However, the SBM explained that this had been significantly impacted by the job retention scheme and the ability to claim for Covid related costs. This year there was no provision for additional Covid related costs and the school was expected to absorb this within their current budget. The HoS stated that this was an issue as they had already spent their cleaning budget this year. Some of the savings related to unspent Pupil Premium and Sports Premium however those, as well as the Catch Up Fund, were ring fenced to be spent for specific purposes.
9.3.	<i>Governors noted that there was no additional funding for Covid related costs and asked whether the school was benefitting from centrally managed contracts (e.g. cleaning).</i> The SBM confirmed that they were and that this is continually happening across the Trust and a Trust Facilities Manager oversees this.
9.4.	The SBM stated that the budget is reviewed monthly and that the recent lockdown had had an impact on their lettings income. <i>Governors asked whether there was concern that the lettees would return to the school.</i> The SBM stated that she was in contact with the lettee and they had shown every intention of returning to use the premises as soon as it is possible to do so. Until lockdown ends and there is further information on what will be permissible it is not possible to take on more lettings.

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- 9.5. The SBM explained that the financial figures might change as a result of the audit that was being carried out.
- 9.6. *Governors asked what additional steps had been taken since the school had a confirmed positive Covid-19 case.* The HoS outlined the practical steps that had been taken including a deep clean of the affected classrooms and a review of the risk assessment.
- 9.7. *Governors asked if the HoS felt the decision to keep all of Key Stage 2 in one bubble should continue following the recent confirmed Covid-19 case.* The HoS stated that it had been her main concern when she initially considered having a Key Stage 2 bubble however that the size of the school and the practicalities of keeping both children and staff bubbles separate was not feasible with more than 2 bubbles across the school. The HoS stated that now that hot lunches were being provided it would also take too long to cater for 3 bubbles, require additional Teaching Assistants and supervisors at break times and that overall it had had a positive impact on the children's wellbeing to be able to mix with the other classes. **Governors agreed with the HoS's assessment that there should continue to be two bubbles at the school.**

### 10. To review Trust Report to LGBs – Autumn Term 2020

- 10.1. *Governors asked if teachers were able to continue with their planned CPD during the pandemic.* The HoS confirmed that this was continuing although some of these were being cut down to support wellbeing and reduce workload. The HoS stated that the focus was on Quality of Teaching as it was shown to make the biggest difference to helping children catch up.
- 10.2. *Governors asked whether the Catch Up Fund could be used to fund additional resources.* The HoS stated that she would be providing more information about the Catch Up Fund in the Spring Term and that she was looking into how to make the most of the additional funding. This included not just looking at particular children but how to have an impact across the school.

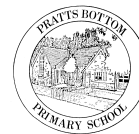
#### Actions and decisions required of schools:

- 10.3. Governors considered the following actions required under the Trust Report:
- *Encourage all Governors to further develop their knowledge and skills by undertaking training (providers used include the Octavo Partnership and NGA).* The contract had been well used in the previous academic year by PBPS governors and the Chair and HoS encouraged all governors to continue to attend training and improve their skills on the board.
- 10.4. • *Take steps to ensure that all Governors have attended appropriate Safeguarding and Child Protection training since September 2019 (updated full training on a biennial basis). Trust DSLs will arrange an interim session for new Governors. Whole team training will be take place on Wednesday 1st September 2021.* The HoS confirmed that governors were all up to date with Safeguarding Training and it was recommended that all governors view the webinar (see Action 5 above). The HoS stated that there was a planned safeguarding session on 20<sup>th</sup> January 2021 at 10am, if any governor wants to attend they should let the HoS know.

#### Feedback from Chair of Governors meeting

- 10.5. The Chair confirmed that there had been some discussion about the Octavo contract at the meeting and that he was very pleased with the commitment governors had shown to their training and CPD over the last year.





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- 10.6. The Chair reported that the Trust had had overall success with the Deficit Recovery Plan and that he had found it reassuring to know that individual schools would have their own workforce to address specific deficit issues. *Governors asked if the workforce would be internal or sourced externally.* The Chair agreed to seek clarification from the Trust.

**Action 7 Chair to ask Trust if the DRP workforce will be internal**

- 10.7. The Chair highlighted that the Terms of Reference has been updated to limit the Chair's term to 4 years. The Chair stated that annual elections of Chair and Vice Chair would continue and that the rationale was to ensure that there was the opportunity new ideas and perspectives to be brought on the board. The Clerk highlighted that there was provision to extend the 4 year term with the Trust Board's permission.

### 11. To receive reports from Governors with specific responsibilities not already covered on the agenda

- 11.1. The Safeguarding Governor confirmed she had undertaken the termly visit to inspect to Single Central Register at the school and that everything was up to date. The Safeguarding Governor stated she had asked how long information was kept for people who leave. The SBM reported that she had looked into this with the Trust and with their Human Resources provider (Liberata). There was a brief discussion about what was legally required and what was kept as a matter of policy and some practical suggestions on how to comply with the General Data Protection Regulations.
- 11.2. The Safeguarding Governor stated she would look to complete some specialist training including Safer Recruitment training.

### 12. To review and approve SEND Information Statement

- 12.1. The HoS explained that the statement is updated on an annual basis and published on the school website.
- 12.2. The SEND Governor had already reviewed it and recommended it for approval.
- 12.3. **Governors reviewed and approved the SEND Information Statement.**

### 13. To review Governor Development/Training

- 13.1. CB stated she had completed some training on the LGfL website in relation to RSHE.
- 13.2. BF and PI have both been granted funding by the Department of Education for the Leading Governance Development of Chairs and Vice Chairs Programme (National Governance Association) which would take place over 3 terms.
- 13.3. The Clerk reminded governors to inform her of any training undertaken in order to keep the Training Record up to date.

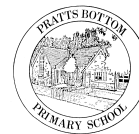
### 14. Any other business

School Lottery for Approval

- 14.1. The HoS stated that as this was classed as gambling it required governor approval to proceed. The Chair stated that it was a good way of raising funds and another governor stated that the licence could be utilised for other PTA events in the future. **Governors approved the school lottery.**

Future meetings via Zoom

- 14.2. It was agreed that meetings would continue via Zoom until further notice.



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### 15. To determine the matters to be treated as confidential (in accordance with Article 125 of the Articles of Association)

15.1. It was agreed that no items were confidential.

### 16. Future Meetings

16.1. Governors noted the dates and key focus areas for the Governing Body meetings 2020-21:

- **Wednesday 3<sup>rd</sup> February 2021** – *Pupil Progress and Education Matters* – 6pm via Zoom
- **Tuesday 16<sup>th</sup> March 2021** – *Evaluation, Improvement and Business* – 6pm via Zoom
- **Tuesday 11<sup>th</sup> May 2021** – *Pupil Progress, Education Matters and Budgetary Consideration* – 6pm via Zoom
- **Tuesday 6<sup>th</sup> July 2021** – *Celebrating achievement and future planning* – 6pm via Zoom

The meeting closed at 7:50pm

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### ACTION POINTS

Reference	Action	Owner	Status
Action 1 Para 3.1	Clerk to arrange with Chair to sign minutes.	Clerk	<b>Completed</b>
Action 2 Para 4.1	Vice Chair to send Voluntary Fund and Gift Aid letter to Head	Vice Chair (BF)	<b>Ongoing</b>
Action 3 Para 4.2	All governors to review papers and submit advance questions to the Clerk 2 days before FGB meetings.	ALL	
Action 4 Para 4.3	To progress review of school vision and for item to be added to agenda of Meeting 3 (3 February 2021) and for BF to contact JT on SIP lead areas relating to the school vision.	JT/BF	<b>Completed</b>
Action 5 Para 4.4	All Governors to watch the Safeguarding and Online Safety webinar <a href="https://lgfl.planetestream.com/View.aspx?ID=4006~4k~jFaEVeFT">https://lgfl.planetestream.com/View.aspx?ID=4006~4k~jFaEVeFT</a>	EI & BF	<b>BF completed</b>
Action 6 Para 4.4	Chair and Vice Chair to continue efforts to recruit at least 3 Co-opted governors, Clerk to support board by monitoring governor recruitment websites (Governors for Schools & Inspiring Governance).	Chair, Vice Chair & Clerk	<b>Ongoing</b>
Action 7 Para 10.6	Chair to ask Trust if the DRP workforce will be internal	Chair (PI)	<b>Completed</b> (Chair email 25.11.2020)

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