



PRATTS BOTTOM PRIMARY SCHOOL

Full Governing Body Meeting Minutes of 03.02.2021 via video conference

Date of meeting: 03.02.2021 at 6:00pm		Venue: Via Video Conference	
Chair: Peter Ioannou		Clerk: Melissa Perry	
Governors present	Governor apologies	Absent	In attendance
Peter Ioannou (Chair)	Angela Page		Emma Hodson (Head of School)
Brian Ford (Vice Chair) (Intermittent connection for short periods of time during meeting)			Stephanie Lavelle (School Business Manager)
Sophie Perez			Melissa Perry (Clerk)
Emel Ibrahim			
Cheryl Bone			
Keeley Bentley (Intermittent connection for short periods of time during meeting)			
Sharon Hynes			
Reverend Susan Atkinson-Jones			
Saleha Fazal			
Peter Cross			

MINUTES

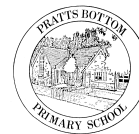
1. To receive and approve apologies for absence
1.1. Apologies were received and accepted for Angela Page. The meeting was quorate throughout.
1.2. The Chair welcomed the new co-opted governors, Peter, Susan and Saleha to the meeting.
2. To declare any interests to the meeting and to record any alterations to Governors' pecuniary/personal interests
2.1. No new interests were declared to the meeting and no other changes were noted to Governor's pecuniary or personal interests.
3. To approve the minutes and confidential minutes of the FGB meeting held on 24th November 2020
3.1. The minutes and confidential minutes of the Full Governing Body meeting held (virtually) on 24 th November 2020 were reviewed and agreed to be an accurate record of the meeting.

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Action 1: Clerk to arrange for Chair to sign the minutes.

4. To consider matters/action arising from the FGB meeting and confidential meeting held on 24th November 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:
- 4.2. **Action 2 Vice Chair to send Voluntary Fund and Gift Aid letter to Head** - The Vice Chair stated that the documentation was nearly ready but that due to the current circumstances and priorities for the school and families, that it should be deferred until the Summer Term.

Action 2 Clerk to add Review of Voluntary Fund and Gift Aid letter to Meeting 6 agenda.

- 4.3. **Action 3 – Advance Questions** - The Chair thanked governors for submitting advance questions and encouraged everyone to continue to do so going forward. It was agreed that this should remain as a rolling action point.

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

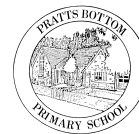
- 4.4. **Action 5 All Governors to watch the Safeguarding and Online Safety webinar** All outstanding governors had now viewed the Safeguarding webinar. The HoS stated that more up to date and appropriate training was available on National Online Safety website (nationalonlinesafety.com) which she would provide governors with details on which training to complete.

Action 4 HoS to provide Safeguarding Training details to governors, all governors to complete training before next meeting.

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

5. To review in-year progress data – Autumn Term 2020

- 5.1. The Chair reminded everyone that the expectation was for governors to have reviewed the documents beforehand and that the HoS would be responding to questions raised.
- 5.2. The HoS spent some time explaining the data and terminology for the benefit of new governors and by way of refresher. This included highlighting the key areas for governors and how the data had been produced during the pandemic as well as some of the difficulties in the data due to gaps in learning and school time. The HoS acknowledged that there were areas of concern for various groups across the school but that planned interventions had had to be paused because of the current lockdown.
- 5.3. *A governor asked how PBPS current attainment results compared to the wider SOLA group and Bromley Borough schools (if available).* The HoS stated that it was not reliable to compare in year data with other schools because each had their own ways of recording and measuring progress. The HoS stated that comparative data was available through the statutory assessments but as these had not taken place last year they could only look at previous years performance. The HoS ran through the 4 year average in writing, maths and reading which broadly demonstrated that the school was performing above average (national, Bromley and SOLA) in most areas for most year groups. The HoS stated that given the current situation it



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was not helpful to place too much emphasis on comparative data since these were unprecedented times.

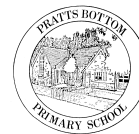
- 5.4. *Governors noted a number of areas of concern in relation to attainment and progress in Years 2, 4, 5 and 6 and asked what steps were being taken and whether there had been a disproportionate impact on disadvantaged pupils or those with SEND.* The Head's Report (Item 7) had highlighted a number of concerns in these areas which the school were aware of but were limited in terms of what they could do in the current situation. The HoS stated that it was important to note that even in the Autumn Term when schools were 'open' it had not been a normal term. The school had a Recovery Curriculum Plan which was seeking to cover gaps in learning as well as progress the appropriate age related curriculum. Children had returned following an extended period of home learning and partial school opening in the Summer Term as well as returning to a very different school set up with 'bubbles'. During this period there had also been children and 'bubbles' needing to self-isolate which had further disrupted school learning. The HoS stated that during the weeks when there was less disruption there had been progress in filling gaps and improving areas of concern and that the actions plans were all in place for when the school re-opens fully for all pupils.
- 5.5. *Governors asked what was being done in cases where there was low engagement and the impact on disadvantaged pupils.* The HoS responded that they provide well-being calls, sometimes twice a week, to all parents or make contact via email. The school has offered and provided devices and offered 30GB SIM cards which have been handed to Pupil Premium children. The HoS stated that they were part of the BBC 'Make a Difference' to obtain donated laptops which have been reimaged for the school's purpose. The HoS stated that different approaches were attempted depending on the circumstances including whether the child should be at school.
- 5.6. *Governors asked if more details could be shared about the Catch-up Plan.* The HoS stated that she was working on finalising the Catch-up Fund plan which would need to be published soon. The HoS stated that there were plans for 1:1 tuition for Year 6 students, small group tuition for all age groups, adoption of the Nuffield Early Language Intervention Programme, the purchase of Doodle and Bug Club subscriptions can be used both at home and for school interventions.
- 5.7. *Governors noted the concern in writing across the school and asked what plans there were to address this.* The Staff Governor (also English Lead) stated that she had approached other SOLA schools and scoped what was working well. Following her research, SP stated that she was proposing a programme called 'Power of Reading' which provides resources online and will enable improved structure and consistency in teaching writing across the school. SP stated that she has already received training and that the programme contains high quality teaching materials and is evidence based. The HoS stated that they were hoping to roll it out after Easter and that they expected it to accelerate progress in this area.
- 5.8. *A governor asked whether more could be done to encourage physical writing at home rather than on electronic devices.* The HoS stated that it is always given as an option and encouraged but that they could continue to emphasise the message to parents and carers that physical writing was important.
- 5.9. *Governors asked if there was a correlation between the lack of reading sessions at school due to remote learning and the concerns about writing amongst all pupils.* The HoS confirmed that there was definitely an impact.

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- 5.10. *Governors asked if the lack of any national tests would affect assessments going forward and whether they are needed.* The HoS stated that they would still be doing assessments at the end of the year although these would not be reported into the borough. Formal testing was needed to understand what children could achieve independently. The HoS stated that the timing would be pushed back compared to the usual statutory assessment timetable to allow some time for regular attendance at school and for interventions to have an impact. The HoS stated that having more control over when the assessments take place was beneficial at this time.
- 5.11. *Governors asked whether the plans for catch-up now needed to be revised over a longer term rather than the current academic year.* The HoS confirmed that there were discussions and some indications from the government at looking at a 4 year plan but it was not clear what that would mean in terms of additional funding. The HoS stated that they felt they were in a strong position as a lot of thinking and planning had already been undertaken around catch up.
- 5.12. The Chair said that the board acknowledged things has not been normal since March 2020 and that the Autumn Term had been challenging with bubbles and periods of isolation. The Chair said that notwithstanding these challenges there was evidence of progress and areas of concern had been clearly explained by the HoS. The Chair thanked the HoS and everyone at the school for their hard work.

6. To review the school vision statement

- 6.1. The Executive Head had submitted an outline of the process to develop the school's revised vision statement. Governors noted and agreed with the proposed process.
- 6.2. *A governor asked for clarification on the draft wording of the revised SOLA vision.* The HoS stated that this was likely to be finalised at the next Trustees meeting and everyone agreed they would need a clear understanding of the SOLA vision when developing the school's vision.

7. To review Head's Report – Spring Term 2021

- 7.1. Governors had reviewed the report prior to the meeting and the HoS proceeded to go through the questions and issues raised.
- 7.2. The HoS highlighted that her report set out whether governors had attended appropriate training and that new governors would need to complete Safeguarding and Prevent Training.

Action 5 New governors (SA-J, SF and PC) to complete Safeguarding and Prevent Training

- 7.3. *Governors asked about the provision of live sessions and whether there were plans for daily sessions for all year groups.* The HoS responded that their remote learning provision was being constantly reviewed and that although some live sessions were provided they had to consider what had the biggest impact on pupils learning taking into account the resources available. The HoS stated that as a small school with 30% of children in attendance there was limited scope for providing live sessions however that their approach was evidence based and in line with Ofsted guidance on what works well in remote education. The HoS stated she had added 2 documents in the shared folder for governors to consider in more detail – the Ofsted publication on what works well and Andrew Kilgour's (Trust Improvement Partner) summary of the evidence (including the Education Endowment Fund research) on remote learning.
- 7.4. The HoS stated the provision of some live lessons was part of a greater package of provision provided to children and what worked best for pupils at the school taking into account families' different circumstances and pressures as well as pupil well-being which remains a



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high priority. Recorded lessons offered more flexibility to pupils in terms of when they did the work or needed to repeat parts of the session. The HoS stated that comparing the school to other Trust schools was not useful as they had different resources and their own individual issues depending on their pupils needs. The HoS reiterated that the school ensured there was ongoing review to make sure they are providing the best provision for pupils and that feedback received is taken into account.

- 7.5. *Governors asked when the last team around children meeting take place and how it was being monitored.* The HoS responded that these are reviewed every 6 weeks and the school submits completed CAF (Common Assessment Framework) form to the Bromley Team updating information on actions and issues. The HoS stated that these were confidential but that she would share the CAF template with governors.

Action 6 HoS to circulate CAF template to governors

- 7.6. *Governors asked what training and support was being provided to teachers for remote learning and how this was being monitored.* The HoS responded that she has overview of the Seesaw Learning Platform but there was work that was more difficult to monitor such as engagement with pupils where she had anecdotal information from staff. There are weekly CPD sessions and online training available on London Grid for Learning. The HoS stated that staff were proactive about their own development and improving their knowledge in this area. The HoS stated that there are regular discussions with staff on how things are working. The HoS stated that monitoring had been due to start 2 weeks ago but had been paused.

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

- 8.1. There were no reports since the last meeting.

9. To review Governor Development/Training

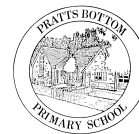
- 9.1. Governors provided a brief update on courses they attended or were booked to attend. The Clerk reminded all governors that they need to inform her of completed training to keep the Training Record up to date:
- EI – completed Safeguarding Training, booked for Mental Health and Wellbeing and Designated Safeguarding Lead training
 - CB – Staff Wellbeing – reported useful webinar which is available to view and resources she would email Clerk to circulate to governors
 - KB – booked for Diverse Governance
 - SF – Effective Board Meetings
- 9.2. All new governors attended the SOLA Induction Meeting with James Turvey, the Trust Chief Executive Officer on 2/2/2021 and reported that it had been useful and comprehensive. The Chair stated that there would be more informal training provided to governors to support them in their role.
- 9.3. The HoS stated that a Parent Governor needed to complete a course on Online Safety. The HoS will circulate details of the additional training (see Action 4).
- 9.4. The Chair thanked governors for their commitment to improving the knowledge and skills of the board. He encouraged everyone to share their learning with each other.



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9.5.	The Chair stated that he was undertaking the NGA Development for Chairs course which would run for 3 terms and would give regular updates.
10. Any other business	
10.1.	The Vice Chair and Clerk will arrange for an informal induction training session for new governors which would be scheduled before the next FGB meeting.
10.2.	The Chair stated he was pleased to welcome 3 new governors to the board but felt that succession planning could be improved. The Clerk confirmed that governors' terms are reviewed annually. The Chair stated that it was particularly helpful to know when governors were struggling or thinking of ending their term early so that plans could be put into place.
10.3.	The Chair stated that he wanted to review board effectiveness as his knowledge of governance was improving through the NGA course he was attending. All governors were asked to stay on after the meeting to have an informal discussion on how to take this forward.
10.4.	The Clerk stated that a SIP review was scheduled for the next meeting. The HoS stated that she would provide feedback at the next meeting as many actions had been paused and there was little to feedback to governors at this stage. It was agreed that governors would not conduct a SIP review this term. <i>Governors asked for an update on the impact of the pandemic on the SIP objectives and an indication on when revised plans could be provided by the HoS at the next meeting.</i>
10.5.	The HoS agreed to discuss the termly safeguarding visit with the Safeguarding Governor outside of the meeting as visitors are currently not allowed to attend the school in person.
11. To determine the matters to be treated as confidential (in accordance with Article 125 of the Articles of Association)	
11.1.	It was agreed that no items were confidential.
12. Future Meetings	
12.1.	Governors noted the dates and key focus areas for the Governing Body meetings 2020-21: <ul style="list-style-type: none">• Tuesday 16th March 2021 – <i>Evaluation, Improvement and Business</i> – 6pm via Zoom• Tuesday 11th May 2021 – <i>Pupil Progress, Education Matters and Budgetary Consideration</i> – 6pm via Zoom• Tuesday 6th July 2021 – <i>Celebrating achievement and future planning</i> – 6pm via Zoom

The meeting closed at 7:20pm



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ACTION POINTS

Reference	Action	Owner	Status
Action 1 Para 3.1	Clerk to arrange with Chair to sign minutes.	Clerk	Completed
Action 2 Para 4.2	Clerk to add review of Voluntary Fund and Gift Aid letter to Meeting 6 Agenda	Clerk	
Action 3 Para 4.3	All governors to review papers and submit advance questions to the Clerk 2 days before FGB meetings.	ALL	
Action 4 Para 4.4	HoS to provide Safeguarding Training details to governors, all governors to complete training before next meeting.	HoS/ ALL	Completed
Action 5 Para 7.2	New governors (SA-J, SF and PC) to complete Safeguarding and Prevent Training	SA-J, SF, PC	Prevent Completed SOLA inhouse Safeguarding training on 24.03.2021
Action 6 Para 7.5	HoS to circulate CAF template to governors	HoS	Completed

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