

**GLADSTONE ROAD PRIMARY SCHOOL**  
"Learning to Succeed"

**MEETING OF THE GOVERNING BODY**  
**Virtual Meeting via Zoom**

**DATE:** Tuesday 19<sup>th</sup> January 2021

**TIME:** 5.30 p.m.

**PRESENT:**

Ms Jane Pepper

Mr. Garry Johnson

Mr. Peter Southward

Mrs. Michaela Livingstone

Mr. Teddy Sulman

Ms Cheryl Govan

Mr. Rainer Brearley

Mrs. Sarah Dowey (*arrived approx. 6pm*)

Mrs. Helen Halliday (Associate)

Miss V Lewis (Clerk)

**ALSO PRESENT:**

Caroline Sarney – Business Manager

**MINUTES**

1. Welcome from the Chair (2 minutes)

JP welcomed members to the governing body meeting. Well done to everyone at school since the start of this term – online learning, live lessons, packs delivered and a lot of happy parents. Has not gone unnoticed by governors, other parents and professionals, indeed GJ was invited to speak to senior advisers at county hall about our best practice approach.

CG: there is a lot of parent envy from those with children at other schools!

JP: lovely to know we are a shining example.

**Action: None Required.**

2. Apologies for absence; consider acceptance of apologies (2 minutes)

JM: has an appointment which has already been rearranged a couple of times.

SD: undertaking new governor training and will be late (*arrived approx. 6pm*)

KH: Had another commitment.

All apologies were considered and accepted.

**Action: None Required.**

3. Vacancies (15 minutes)

Currently have 3 x co-opted governor vacancies following the end of Ray Williamson's term and 2 x parent governor vacancies following the end of Helen Kindness's term and the resignation of Maria Machin due to family commitments. The parent governor nomination process started Friday 15<sup>th</sup> Jan to run until Monday 1<sup>st</sup> February with 1 nomination received so far.

JP: have drafted an invitation for expressions of interest for our co-opted vacancies. Perhaps worth casting the net for possible interest quite wide to include circulating to places such as the Business Ambassadors Group, Museums Trust, Coventry Uni etc. Have made reference in this document to our recent growth, development and positives. If anyone else has any other ideas of where we could include as targets please send details to Clerk.

GJ: Had a couple of expressions of interest already.

JP: these of course are great but if we can definitely cast the net for some new and interesting members to also see what is out there we might benefit. Good to broaden the approach.

**Action: Send Co-opted vacancy proforma statement to JP/GJ for thoughts By: Clerk**

4. Confidentiality (2 minutes)

No matters identified as confidential.

**Action: None Required.**

5. Declaration of Interest in any Agenda Item (2 minutes)

No declarations of interest made.

**Action: None Required.**

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6. Minutes of previous FGB meeting 22.09.2020 (5 minutes)

The Minutes from the meeting on 22.09.2020 were presented. Proposed by PS and TS. Minutes were signed by the Chair electronically and returned to the Clerk for filing / publishing as per procedure.

JP: Much of this meeting was targeted at getting annual roles established and looking at the SDP. In terms of anything to follow up it will be on this agenda.

**Action: Minutes from 22.09.2020 to be filed/published as per procedure By: Clerk**

7. Matters Arising (5 minutes)

**SEND Link Governor:**

Following Helen Kindness's departure at the end of her term of governance a replacement SEND Link Governor needs to be appointed. Expressions of interest?

JP: useful thing for a non-staff governor to look at and a significant extra role for a staff governor. Next adviser visit will look at SEND so knowledge and ability to fully understand the subject area will be important. I could pick up in the short term with the hope that one of our new governors would be willing and able to, with the right support, take over this responsibility.

ML: in the interim I am also able and willing to be involved with this, and have previously had experience of working in a SENDCo role. Perhaps work together with JP?

GJ: for the purposes of the next adviser visit by Matt Blyton perhaps JP and ML could work together and both attend this part of the review as governing body link reps.

JP: such an important area which has been updated and reviewed since the last grading.

JP and ML to pick up in the short term and then possibly one of the new governors to take it on with support.

### **Headteacher Performance Management:**

PS: With Ray leaving, we are one short for Headteacher Performance Management?

JP: yes, we can perhaps look at this nearer the time, usually happens in Autumn.

**Action: Update records as appropriate**

**By: Clerk**

#### 8. To receive Minutes of Resources Committee Meeting (17.11.2020) (5 minutes)

The Minutes from the meeting on 17.11.2020 were presented. Key points and actions considered.

JP: was clear that we need to looking forward into year 3 when the carry forward will be depleted. Need to make sure we continue to think about this and built it into longer term planning.

RB: the deficit is concerning but we do have some time to consider.

PS: we have always had this issue with the deficit and have managed to reduce it previously.

CS: yes, but the big factor now is the impact on income of reduced pupil numbers.

**Action: None Required**

#### 9. To receive Minutes of School Improvement Committee Meeting 05.01.2021 (5 minutes)

The Minutes from the meeting on 05.01.2021 were presented. Key points and actions considered.

JP: in our papers for this meeting we have also received the report from Matt Blyton's adviser visit in December which was discussed at this meeting. Hopefully everyone has had chance to take on board the content of this very thorough report, following a very useful and thorough visit. Gives external validation for the school's progress despite the challenges posed by Covid, lockdowns etc.

**Action: None Required.**

#### 10. Correspondence (2 minutes)

None received by Clerk.

JP: received an email from Matt Blyton on 18.1.21 thanking GJ for his contribution to the county hall adviser meeting. Very impressed by our preparation and offer re home learning since 4.1.21. Very nice to hear.

HH: we have received a lot of correspondence to school from families, celebrating our learning offer and the support being received. All so, so positive, thanking us for the high level of support and praising us for our home delivery of packs and live lessons.

GJ: teachers undertake welfare checks and a lot of positive feedback coming back this way. Parent and child surveys to be launched this week / next.

**Action: None Required.**

#### 11. PSHE Report (10 minutes)

JP: who is the subject lead?

JP: Siobhan Pashby (Y1).

GJ: We are still waiting on the policy – wanting to use the model policy from county to eliminate any

contentious scenarios or issues but this has not been published yet. Will send to governors once we have received it and personalised it to reflect the school. Re: relationships education we have sought consultation with parents previously. We have also had some Muslim families join us so we will need to take that into account with policy content.

Going for Healthy School Award with staff wellbeing ambassadors (link between staff and SLT). Siobhan has asked for staff volunteers / interest and is in the process of going through responses before setting up her 'team' and moving this forward.

JP: all sounds really positive, especially support for staff at this difficult time. Useful tool to recognise the effect on staff.

GJ: CS did the groundwork and now seems the right time.

**Action: Forward PSHE Policy to Governors once ready for adoption**

**By: GJ**

## 12. Health & Safety, Premises, HR and Finance Updates – SBM (10 minutes)

### **H&S**

CS: updated Covid risk assessment in place, no concerns raised by staff. Still continuing covid cleaning etc. Three quarters of the way through catch ups with staff identified as vulnerable / high risk who have individual risk assessments. No concerns. HandS adviser raised concerns re our book exchange in the reception foyer but we have put control measures in place such as disposable gloves, hand sanitiser etc and he seems content now. Still think it's amazing we have only had 2 cases (staff) during the whole pandemic.

JP: 2 incidents of bubble closures up to Christmas definitely shows we were doing something very right.

### **Premises:**

CS: still trying to get damp wall in Room 210 sorted but nothing else significant. Fallen ceiling in Y5 corridor repaired over Christmas. Planning permission outcome due re reading bus application due at the start of February all being well.

JP: hope no concerns from local residents on Candler Street.

### **Finance:**

CS: DfE originally said that any schools not in deficit wouldn't be able to claim back costs relating to Covid resourcing, cleaning etc. However, this seems to have changed so we have submitted a request for Spring and Summer. Recording Covid expenditure separately to enable us to track and claim further if appropriate / available. Will see what happens!

Had a few little extra bits of income so looking ok. Pupil numbers will have an impact. September intake application numbers are currently 78 first choice and 29 second choice. If we get 20% of second choices this would put us at 83. Emailed county who make projections based on birth numbers and have asked whether the projections line up with the number of applications and how many may have moved out of area. Data not returned yet.

JP: have done a push on applications especially approaching deadline but obviously haven't been able to do the usual nursery visits etc.

CS: county originally proposed intake of 92 but some may have moved from the area etc so will have to wait and see.

GJ: lots of families from abroad who won't be in the system yet.

CS: may also be those who haven't applied yet due to forgetting with Covid stuff going on or not being able to access online forms at this time. They will get chased by the LA.

JP: numbers in feeder settings are low too. May well just be an anomalous and strange admissions year.

GJ: £20k from Opportunities Area secured for interventions by Inclusion Team for most vulnerable and identified pupils.

JP: acknowledgment this should have been year 4 of the OA but obviously not a normal year. May well be an 'extended' year 4 or reduced year 5 to complete the money/funding scheme.

GJ: still a couple of bids in process.

**HR:**

*Governors had previously received documents to give them information re Term Time Working but these did not need to be discussed or agreed.*

**Action: None Required.**

13. Governance Action Plan – Jane Pepper (15 minutes)

JP: Thank you to those who responded to and completed my NGA Leading Governance Programme (LGP) appraisal and also our governor skills audit. Both have fed into this action plan to strengthen the governing body and its ability to support the school. We have five governor vacancies so hopefully a great opportunity to get some really strong and capable members. Matt Blyton did highlight that the governing body's input is robust. Useful and a strength.

This action plan is a requirement of the LGP and needs to be submitted. Talked about this with GJ who has added success criteria and judgements as an extra feature.

Three aspects identified which are all connected:

- 1) Long term strategic plan to strategically address the barriers to improved outcomes for pupils and a plan of what we want for our school.
- 2) Ensure governors are capable of scrutinising data relating to pupil progress and outcomes which will allow full and robust challenge.
- 3) Develop a strategic financial plan linked to the long-term plan for the school feeding into stability for decision making. This may include how to develop the premises for maximum benefit and how we engage with the community and other outside partners.

Proposing that we need to get our new governors in and on board and then plan in some sessions outside of usual meetings which are specifically designated to discuss the action plan more rigorously. It may be that all governors want to participate or to have a smaller working party. We can scope the areas we want to include in a strategic plan to pin down and articulate the objectives in our long-term plan.

Look at upskilling governors in the appreciation of data and alongside have a couple of people looking at the financial implications of the strategic plan. Gives us a framework to fully investigate how changes financially impact how the school runs. Give us a little more time and space to achieve a stronger sense of direction regarding developing premises, links, engagement. Strategic asense of direction and what we want to achieve.

Then these satellite groups / discussions can come back together and feed into the governing body scope, responsibilities and plans.

Meetings will obviously continue to happen via remote means.

Need to submit this action plan in next few weeks then I'll have a session with my mentor to discuss. Then once that is done, perhaps have a discussion about planning in dates to meet and put the plan into place / action. Doesn't have to be done in one go.

JP: are governors happy for me to move forward on this proviso and then come back to you all with next steps?

ML: think it sounds like a good plan.

JP: could open it to other staff as well with governor lead to get a broader variety of input.

GJ: I could look at how to 'chunk' involvement and next steps?

JP: that would be great.

GJ to draft something up.

**Action: Draft a chunked version of action plan / governor involvement** **By: GJ/JP**

14. Governor Training / Reports of Visits (5 minutes)

GJ: streamlined governor visits into school which gave them real focus. What would we like to focus on for our visits this term?

JP: have a think about a focus – perhaps SEND as Matt Blyton will be dipping into this at his March visit. 'How are we approaching SEND needs during lockdown?'

GJ: I will approach Matt and see what he is going to be looking at to work out our focus for visits. Will feed back once known to arrange as appropriate.

SD: would be useful to be able to meet with the lead for PP as I am the link governor and would like to get to grips with the current situation and plan.

CS: PP strategy is on the website.

SD: not a desperate priority but would be nice to get a handle on it.

GJ to speak to TJ about this, the strategy is slightly out of date due to Covid complications.

**Arrange Bitesize Data Training for Governors:**

JP: having discussed with GJ a quick solution would be a bitesize session outside of meetings which is open to all. Unpick and be able to ask questions etc.

GJ: HH has offered to do a presentation at the next SI meeting which all those interested could attend (not just committee members).

HH: But to get a proper feel for what governors are looking to have input about maybe submit questions in advance? Happy to do whatever format but need ideas of what to deliver at the session. What do people want to know? What would be useful? Forward questions and comments to VL to pass on to HH.

**Governor visits:**

- JP and ML to link up to look into SEND and safeguarding and keep in touch with GJ.
- SD to link up with TJ and look into Pupil Premium.
- GJ / CG to meet re SIDP.
- Generate reports and focus for Matt Blyton's visit.

**Action: Liaise between TJ and SD re Pupil Premium** **By: GJ**

**Action: Liaise with Matt Blyton to identify focus areas and plan visits** **By: GJ**

**Action: Create data session for governors at next SI Meeting** **By: HH**

15. A.O.B. (3 minutes)

GJ: Was invited by Matt Blyton to talk to senior School Improvement officers for county plus other advisers and LA workers about the school closures on 4<sup>th</sup> January. Talked through everything we'd done regarding curriculum planning intent and the learning offer including hub work. Really


impressed. Was noted that our children are getting live lessons with linked follow up work in the hand delivered packs which can also stand alone, but over 90% are accessing online offer. Really impressed by that. Only 54 children not engaging in online learning. They asked what the secret was – I said high parental support and involvement and also the incredible staff input and dedication. The whole team has been immense and so brilliant. In terms of the hubs the inclusion team have worked to ensure vulnerable pupils are receiving bespoke input and also wellbeing support. Teachers are taking ownership of their class regarding SEND and vulnerable cases. Very impressive picture.

GJ: Fair access panels starting up which look at managed moves and next steps for permanent exclusions. I have been asked to Chair the committee as have previously served on such panels. For us this means we'll be able to be ahead of the curve re admissions and fair access. Start to think about our provision.

JP: can you pass on to staff that we are so appreciative of their support and high-level work and dedication. I'm always proud of the school but never more so than right now.

**Action: None Required.**

**The Meeting was closed by the Chair at 6.45pm**

Signed \_\_\_\_\_  \_\_\_\_\_ Dated \_\_15.6.21\_\_