

**ST MATTHEW'S PRIMARY SCHOOL  
FULL GOVERNING BODY - MINUTES OF ONLINE MEETING  
WEDNESDAY 10 MARCH 2021 at 17.30**

**PRESENT:**

R Mottershead (RM)- Chair  
D Lucarelli (DL)  
C Bates (CB)  
R Herbane (RH)  
C Jagger (CJ)  
J Murphy (JM)  
N Perry (NP)  
K Hehir (KH)  
J Parkin (JP)  
A Gurria (AG)

T Davies (TD)	Headteacher
L Steel (LS)	Assistant Headteacher
K Spencer-Allen (KSA)	Assistant Headteacher

**CLERK:** E Silver

Item	Agenda Item	Action
	<b>WELCOME</b> The Chair welcomed everyone to the meeting and thanked them for attending.	
1	<b>APOLOGIES FOR ABSENCE</b> There were apologies from R Warwick and A Lewis (AL). M Tinkler was not present at the meeting.	
2.	<b>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS</b> There was one declaration of interest – CB reminded the meeting that she is H & S rep for the National Education Union (NEU).	
3.	<b>MINUTES OF THE FULL GOVERNING BODY MEETING – 9<sup>th</sup> DECEMBER 2020</b> <b>Matters Arising/Agreed Actions Update</b> The meeting approved the minutes as an accurate and complete record of the meeting with the following corrections: 4c) School Development plan – White Rose Maths programme (not Rise)  The matters arising and agreed <b>actions were reviewed as follows:</b> <ul style="list-style-type: none"> <li>- <b>Safeguarding training</b> – has been shared with governors via a Training folder on the Governors Shared drive and some have completed but other still to do.</li> <li>- <b>Payment for Religious holidays – Action outstanding</b> - TD to confirm course of action regarding payment for religious holidays which will be brought to the next Resources Committee who deal with personnel policies routinely.</li> <li>- <b>Head's Performance Management review</b> – scheduled for 22<sup>nd</sup> March 2021</li> </ul>	
4.	<b>RAISING STANDARDS</b> <p><b>a) Draft Minutes of the Teaching Learning and Outcomes Committee – 27<sup>th</sup> January</b> It was noted that these minutes had been circulated for information but there were no further questions that are not covered on the rest of the Agenda.</p> <p><b>b) Head Teacher's report</b> TD highlighted the following from his detailed report</p> <ul style="list-style-type: none"> <li>• Full school has been back for 3 days with nearly all children attending school. There has been 1 child with a positive Covid result. No bubbles have been closed.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Only minor changes were needed to the Risk Assessment for the return to school. These have been sent to the local authority but there has been no feedback to date. Changes were around requirements for wearing of face masks and arrangements of desks in some classrooms. There have also been changes to the arrangements around the marking of books.</li> <li>• Statutory assessments for the year have now been cancelled for all ages.</li> </ul> <p>The Chair noted that recent research has highlighted the importance of ventilation in reduction of transmission indoors, but this is not highlighted in the document. The Head advised that the design of the school means there is little opportunity to improve ventilation. The most frequently expressed concern was that the school was too cold because of the amount of the doors/windows being open, indicating that ventilation was adequate. The outdoor spaces are being used to full capacity already. There is guidance in the document that windows where possible should be opened and doors to the corridor left open. It was noted that many windows are limited to a small opening for safety.</p> <p>The Head noted that attendance at the school during the Lockdown period had been between 30-33% - higher than the National average of 23%. It was noted that at St Matthews children had been able to attend part-time to support key worker arrangements. Attendance for children of key workers had been very high at 96%. He advised that 63% of EHCP children had attended, which is 20% above the local authority average. On average there had been around 190 children in the school building (including the Nursery). There had been no significant Covid outbreaks in the school, just a few isolated cases who had needed to self-isolate.</p> <p>The Head advised the meeting that the number of children predicted to be in Reception in 2021/22 is 71, lower than in previous years. This is based on the number of children born on the catchment area who will be the right age. However, the school have already received 89 applications giving St Matthews as their first preference and whilst this is a lower figure than usual it suggests that Reception is likely to be full. There are 49 applications where we are the second choice. Other local schools have already indicated that their applications are significantly reduced and this suggests a positive picture for the school. Numbers of pupils in other years in the school have crept up during the year. TD explained that the funding for the following year from April is based on the number of pupils at the census date in October except for Nursery where the number is determined termly for the next terms funding. The Nursery is close to being full for the Summer term and it is anticipated that a good number of children joining for the Summer term will stay for Reception the following year.</p> <p><i>Neil Perry joined the meeting at 17.48</i></p> <p><b>c) Outcomes from parent Survey on Remote Learning</b></p> <p>TD advised that the results are very similar across the different year groups in the school. He noted that</p> <ul style="list-style-type: none"> <li>- 340 responses were received. When it was first closed there was some demand for it to be opened again and a significant number of late respondents.</li> <li>- Most parents (82%) are content with the amount of work being set with roughly equal percentages thinking it is too much or too little</li> <li>- Approx. 80% of work set is completed or mostly completed</li> <li>- Over half the children need help from an adult all of the time</li> <li>- 64% of parents have struggled to find the time they needed to support their child's home schooling.</li> <li>- There were lots of positive comments and thanks for the hard work of the teachers and about the Google classroom sessions</li> <li>- A number of parents indicated that the fact that teaching was not live was helpful in providing flexibility about when school took place. Other parents would have preferred more live teaching and did not understand why entire lessons were not being done live as is the model in many secondary schools. To put this model in place the school would have needed to recruit 15 additional staff because of the large number of pupils coming into school, so this was never a financially viable model for the school.</li> </ul>	

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	<p>Governors thanked the Head and all the staff for their hard work in producing such a balanced and well thought through model. Feedback from the survey had been given to all teachers to enable them to reflect on the needs of their class and make adaptations as necessary. In response to a question the Board were advised that 34 laptops had been provided to pupils to work at home. There are a few children who have not accessed the provision but there is evidence that the majority of children have engaged well during the Lockdown. The full impact of the time spent at home will be assessed in the weeks before Easter now that the children are all back in school.</p> <p>Governors asked about the impact of a further Lockdown on the school and TD noted that whilst he hopes that does not happen he believes that the school has developed a model that seems to work well for the majority of parents and pupils. Under this model it is possible to deliver the full National Curriculum. However, he is aware that Lockdown puts some families under enormous pressure. Towards the end of Lockdown, he received many additional requests for places in school and some bubbles had to be stretched beyond the maximum capacity of 15. His concern would be that if there was a further Lockdown in September then many more parents would request places at school. If this were the case then children of key works would have to be taken and this could mean that fewer vulnerable children got places. Governors noted that the survey reflects what parents thought of Remote Learning and asked the staff governors for feedback from the children. They were advised that some children liked it whilst others hated it. Children had been required to hand in 3 assignments per week during Lockdown but where this was not being done teachers looked to find alternative tasks. One of the staff governors noted the differences in response between introvert and extrovert children. The Google meets seemed to be helpful for introvert children who have developed increased confidence online and have brought this confidence into the classroom on their return. The success and high quality of the Oak Academy resources was noted. This is an excellent interactive resource that can be used in September. The French programme had been very successful. In addition, it was noted that White Rose Maths has been a very valuable resource.</p> <p><b>d) Plans for return to school from 8<sup>th</sup> March</b></p> <p>The immediate plan for the 3 weeks before Easter is to use the time to do assessments of areas of strength and weakness rather than launching the programme of catch-up lessons. The data collected will be used to plan the programme for the summer term and the following year to help children to catch up. During these 3 weeks children will spend time with their friends and restarting activities like Sport Clubs, Music therapy etc. Following the response of the children after the first Lockdown the plan is to move directly to normal lessons and only use the special Mental Health resources when required. The staff governor noted that the return should be easier than in September since the children are coming back to the same teacher and there have been no further significant physical changes to the space – all the tape on the floor and barriers are still in place. It was agreed that Lockdown over the winter had been more stressful and there had been a good deal of apprehension about returning to work. However, the children had settled in well and very quickly and in some cases it was actually the children who had been in school who were finding it harder to share space with so many more children. 601 of the 616 children in the school had returned that week. Of the children that have not returned some have got stuck abroad and others are living in a household with a clinically extremely vulnerable person and are anxious about the return to school. It was noted that packs are still going out to children who are at home but that Google classrooms is no longer taking place. A question was asked about whether normal classes could be streamed, and it was explained that this would be very difficult for a child to follow with pauses when the teacher was busy working with one child. The prepared resources are a much better and more focused way of learning.</p> <p><b>e) School Development Plan Update</b></p> <p>Much of the planned SDP work for the Spring term has not been possible because the time has been needed for Covid related issues including reorganization of the school and delivery of teaching in the context of lockdown. Some discussion has taken place about the Maths resources so this can be included in the budget and about assessments.</p> <p>The plan for the summer term is to look at the Relationship, Sex and Health Education curriculum which will be introduced in September 2021. After discussion of the new curriculum at Staff meetings there will be a consultation event for parents to attend online. There will also</p>	

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	<p>be some Curriculum subject reviews. Each subject has 2 subject leaders and both the leaders for Art have been shielding so the time has been used to review the Art curriculum. In addition, it is planned that there will be an opportunity to look at the Computing curriculum and to do the Voice 21 (English) work originally planned for January.</p> <p>Governors asked about plans for the Outdoor Learning Environment since this has become a critical resource during Covid-19 and were advised that the Resources Committee will be looking at budgets for future work. Work under consideration for the summer includes:</p> <ul style="list-style-type: none"> <li>- Redevelopment of the Cage area</li> <li>- Covered area outside the lunch hall</li> <li>- Extension of the fencing near the Year 1 classrooms to Year 2 classrooms</li> <li>- Development of the Roof terrace</li> </ul> <p>It was noted that it may not be possible to complete all this work before September.</p> <p><b>Planning Link Governor Visits</b> It was agreed that Link Governor visits should resume after the Easter holidays</p> <p>Governors asked if a copy of the Curriculum Leaders List could be made available on the portal so that it was clear who to contact. TD advised that there are 2 leaders not yet in place, but this information can be made available. It was noted that there are a number of vacancies including for the SEND Link Governor and new posts as Link Governor for RHSE (policy requirement) and for Oracy. It may be that some posts will be filled when the new Parent Governors are elected. NP confirmed that since there is a considerable overlap between SEND and PP and are both led by the same staff member that it might logical that he does the Link Visits for these 2 areas at the same time and writes one report covering both areas. ~It was agreed that this was a sensible way forward. It was noted that Oracy is linked to Literacy so this could be a separate role or both subjects could be covered by the same Link Governor since they are both overseen by the same Assistant Head (LS).</p> <p><b>Action: Chair (RM) to email all governors (and Clerk) with updated list of Link Governors (including vacancies so governors can volunteer), information on link governor visits that are scheduled for Summer term and list of Curriculum Leaders.</b></p>	
5	<p><b>RESOURCES FOR LEARNING:</b></p> <p><b>a) Draft Minutes of the Resources Committee meeting of 10<sup>th</sup> February 2021</b> The meeting noted the draft minutes. There were no questions arising</p> <p><b>b) School Streets Update</b> TD advised that AL is leading on this work and the project should be up and running after the Easter holidays with temporary closure of the two roads near the school (Norfolk Street and Broad Street) at the start and end of the school day for approximately an hour. This is not currently public knowledge, but the local authorities will be writing to the nearby residents just before the Easter holidays. There has been discrete recruitment for volunteers from the PTA who will be trained to operate the barrier on Broad street and further recruitment will be done when the information is made public. It was noted that Anglian Water is digging up Norfolk Street during the Easter holidays so the road may be closed at this time too.</p>	
6	<p><b>GOVERNANCE</b></p> <p><b>a) Consideration of appointment of Co-opted governors</b> Linda Jones, local County Councilor, who has been working with the school on the Heathy Streets project has agreed she is willing to become a Co-opted governor. Her application form had been submitted with the Board papers</p> <p><b>The Board unanimously approved the appointment of Linda Jones as a co-opted governor on the Full Governing Board of St Matthews School.</b></p> <p>TD advised that Paul Walddmann has also been approached and confirmed he is happy to be involved but has not yet returned the form that was sent to him.</p> <p><b>Action: TD to recontact Paul Waldmann regarding him sending in an application form to become a co-opted governor on the FGB</b></p> <p><b>b) Parent Governor Election</b></p>	

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	<p>The parent governor election will be run using the electronic system researched by RH. It could be done during the Summer term, but it was generally agreed that it was better to wait until the Autumn when Year 6 will have left and there will be a new intake of children and parents. It was agreed that a license with the company that runs the voting system should be agreed and the timetable outlined in the previous minutes followed. Once the contract is agreed final dates can be added. Prospective candidates will be given an opportunity to speak to the Co-Chairs and their email addresses will be provided so parents can contact them to understand the role and responsibilities better.</p> <p><b>Action: TD to agree dates and obtain required license to run the Parent Governor Elections in the Autumn term. (to be checked at FGB Meeting as to whether it was agreed to run the election in the Summer or autumn terms)</b></p> <p><b>c) Governor Training</b> All Governors requested to complete the Safeguarding training which is now available.</p> <p><b>Action: All governors to undertake the online Safeguarding training before the next FGB meeting.</b></p>	
7	<p><b>AOB</b> There was no other business</p> <p>AG advised that since this was his last meeting he would like to thank the Head, the staff and all the governors for the excellent experience of being part of the St Matthews FGB. He had joined as a Parent Governor because he had been so impressed by the Leadership team and staff of the school.</p> <p>The Head and Chairs thanked AG for all his hard work and excellent questions, advice and insights during the time he had served on the Board.</p>	
8.	<p><b>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</b></p> <p>Resources Committee – Wednesday 28<sup>th</sup> April at 17.30 – Budget meeting  FGB – Wednesday 5<sup>th</sup> May at 17.30 – Budget ratification  TLOC – Thursday 8<sup>th</sup> July at 17.30  FGB – Wednesday 14<sup>th</sup> July at 17.30</p>	
	<p><b>APPROVALS</b>  <b>The Board unanimously approved</b></p> <ul style="list-style-type: none"> <li>- <b>the appointment of Linda Jones as a co-opted governor on the Full Governing Board of St Matthews School.</b></li> </ul> <p><b>ACTION LIST</b></p> <ul style="list-style-type: none"> <li>- <b>TD to confirm course of action regarding payment for religious holidays which will be brought to the next Resources Committee who deal with personnel policies routinely</b></li> <li>- <b>Chair (RM) to email all governors (and Clerk) with updated list of Link Governors (including vacancies so governors can volunteer), information on link governor visits that are scheduled for Summer term and list of Curriculum Leaders.</b></li> <li>- <b>TD to recontact Paul Waldmann regarding him sending in an application form to become a co-opted governor on the FGB</b></li> <li>- <b>TD to agree dates and obtain required license to run the Parent Governor Elections in the Autumn term</b></li> <li>- <b>All governors to undertake the online Safeguarding training before the next FGB meeting.</b></li> </ul>	

The meeting closed at 19.32

Signed:..... Date:.....

