

**ST MATTHEW'S PRIMARY SCHOOL  
FULL GOVERNING BODY - MINUTES OF ONLINE MEETING  
WEDNESDAY 14 JULY 2021 at 17.30**

**PRESENT:**

D Lucarelli (DL)  
R Mottershead (RM) - Chair  
C Bates (CB)  
R Herbane (RH)  
C Jagger (CJ)  
J Murphy (JM)  
N Perry (NP) joined the meeting at 17.55  
K Hehir (KH)  
J Parkin (JP)  
R Warwick (RW)  
M Tinkler (MT)  
L Jones (LJ)  
P Waldmann (PW)

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

**CLERK:** E Silver

Item	Agenda Item	Action
	<b>WELCOME</b> The Chair welcomed the governors to the meeting including the new governor Paul Waldmann and thanked the governors and staff for attending.	
1	<b>APOLOGIES FOR ABSENCE</b> There were no apologies for absence and all governors and senior staff attended the meeting, but a message had been received from N Perry to advise that he would be late joining the meeting.	
2.	<b>INTRODUCTION OF NEW GOVERNOR</b> The Chair welcomed the new co-opted governor Paul Waldmann to the meeting and introduced him to the governors. <b>Action: Chair (RM) to forward relevant emails on Governor resources and training to new governors</b>	RM
3.	<b>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS</b> There was one declaration of interest – CB is H & S rep for the National Education Union (NEU).	
4.	<b>MINUTES OF THE FULL GOVERNING BODY MEETING – 5<sup>th</sup> MAY 2021</b> <b>Matters Arising/Agreed Actions Update</b> The meeting unanimously approved the minutes as an accurate and complete record of the meeting.  The matters arising and agreed <b>actions were reviewed as follows:</b> <ul style="list-style-type: none"> <li>● <b>Payment for Religious holidays</b> – TD advised the meeting that EPM have confirmed that the current wording in the updated Policy still gives discretion to the Headteacher to give leave of absence for religious holidays. So, in line with other local schools, he proposed that the school accepted the wording in the policy and continued with current practice. The governors confirmed acceptance of this and agreed this action is closed</li> <li>● Current <b>Link Governor list</b> circulated with papers</li> <li>● <b>Safeguarding training</b> – a small number of governors and new governors to complete Safeguarding training and advise AL. Training can be accessed through STMPs email account. Training is a PowerPoint presentation put together specifically for schools by Cambridgeshire</li> </ul>	

	<p>Safeguarding team. Governors do the training to help them understand and better support the Safeguarding work done by the school.</p> <p><b>Action: AL to email Governors with instructions as to how to access training</b></p> <ul style="list-style-type: none"> <li>● <b>Parent Governor Election</b> – RH has supplied information needed by the school to run electronic election.</li> </ul> <p><b>Action: TD to run Parent Governor election in the Autumn term</b></p> <ul style="list-style-type: none"> <li>● <b>Broad Street Closure</b> – noted that this was closed under Emergency Covid scheme. LJ asked if the school was likely to continue to use this second entrance. It was noted that there is permission for the scheme to run for another year and whether it is used or not will be dependent on the Covid-19 situation next year and whether staggering of entry to the school is required.</li> <li>●</li> </ul>	<p>AL</p> <p>TD</p>
5.	<p><b>HEAD TEACHER'S REPORT</b></p> <p>TD highlighted the following from his report:</p> <p><b>Attendance</b> at the school has been good until very recently. Children away for Covid related reasons are marked as present because they are attending online schooling. It was noted that this probably inflates the attendance because some of the children self-isolating might have been absent in a normal year for other reasons. There is no statutory reporting requirement for attendance this year; these figures would not be useful because of the pandemic</p> <p>Rates of infection in the school in the last couple of weeks have escalated enormously and this will be looked at in more detail in Section 6. TD noted that there have been requests from parents for their children not to be in school for the last week because of the high levels of infection and risks to important family trips scheduled for the first week of the holidays including overseas visits to visit family members following bereavements where the family has been unable to attend the funeral. TD advised that he understands the difficult situation these families are in but cannot authorize such absences.</p> <p><b>Sporting successes</b></p> <p>Year 4 Netball team came second in recent tournament</p> <p>Year 6 boys football team qualified for the final, but this match cannot take place – looking at possible rearrangement in the autumn term</p> <p>Indoor home multi-sport athletic event during Lockdown – St Matthews won the event</p> <p>RM thanked AL and the PTA for their work in getting this scheme running.</p> <p>One of the governors asked about the exclusions. Governors understand that details cannot be divulged but were interested to know whether the school had needed to change the risk assessments for this child or manage their behaviour in a different way following the repeat incidents. TD advised that whilst he could not give details the school see such incidents very infrequently at the current time and have made appropriate changes to reduce the likelihood of a reoccurrence.</p> <p><i>Neil Perry joined the meeting at 17.55</i></p>	
6.	<p><b>COVID UPDATE</b></p> <p>The last 2.5 week have been very difficult for the school with increasing numbers of Covid-19 infections and lots of staff and children needing to self-isolate. Since the paper was written a week ago another 3 bubbles have had to close because of infections and over one weekend ¼ of the classes in the school were self-isolating. The infection rates in Central and West Cambridge are the worst in the area especially for the 15-19 year old's where there were 1207/10,000 people testing positive last week. However, at this stage it is not clear if these high numbers will translate to increases in hospitalization or increases in the death rate since so many of the older population are now double vaccinated.</p> <p>TD advised that both the teaching staff and TAs have been fantastic in stepping up to ensure that the school has not needed to close since it is impossible to get supply teachers when the infection rates are high since they do not want to have to self-isolate. The intention is that the bubble system will continue to operate for the last 4 days of term after 19<sup>th</sup> July (national date for change in restrictions). TD advised that a number of parents had already contacted him to ensure bubbles would remain for the whole term with only 1 parent upset that there would be no change on July 19<sup>th</sup>. Without the bubble system the whole school would be currently closed, and the goal is to have as few people as</p>	

possible self-isolating when the holidays start so that staff and pupils are able to get away on their much needed breaks. Any bubble that closes now will mean that the people affected will not be returning to school this term. One bubble closed today but fortunately the last contact was a week ago so they will return to school. In almost every class there has been evidence of a spread of infection within the bubble; a different situation to previously and likely to be linked to the infectivity of new variants. In answer to a question TD advised that many of the people testing positive currently are symptomatic but that some cases are being picked up because families have increased their testing regimes when bubbles have closed. TD has attended meetings with the Public Health England (PHE) Incident Management team (but no DfE representative) who have reviewed and are happy with how the school is managing the high number of infections. PHE have concerns about the Delta variant and have asked the school to monitor symptoms from cases in school to see if there are any new symptoms – at St Matthews the common symptoms have remained as fever and a cough with some evidence of snotty noses and headaches at the start. TD noted that after July 19<sup>th</sup> schools will no longer be responsible for contact tracing and this work will pass to the Track and trace centres. This change could lead to delay in people being notified of new infections so the school will continue to make other people in the school aware of new cases since it would be irresponsible not to continue to notify people and send home close contacts on H & S grounds.

The regulations change again on August 16<sup>th</sup> when double vaccinated people and children will no longer need to self-isolate if a close contact tests positive and there will be no requirement to close school bubbles. For the Autumn term the school are required to have an Outbreak Management Plan (OMP). It is anticipated that at this time bubbles will not be routinely operating but that as soon as 5 linked cases (not siblings) are identified in a school then the school will be required to implement their OMP which for St Matthews will be to implement the current risk assessment strategies e.g. bubbles, staggered times, multiple entrances. This will continue until the PHE say it is no longer needed. However, there will be another meeting with the local authority on the 1<sup>st</sup> September and this could all be revised again depending on the current rates of infection. Governors asked how difficult it would be for the school to switch system at short notice and were advised that this should be possible because staff understand the bubble system. The key areas impacted are PPA cover and playtimes and lunch times because of the risks associated with staff moving between more than 2 bubbles. If it is safe the school would prefer to operate without bubbles – it is apparent that the patience of some of the children in being limited in their interactions with other children is wearing thin.

7.

**RAISING STANDARDS:**

**a) Draft Minutes of the Teaching, Learning and Outcomes Committee meeting of 8<sup>th</sup> July 2021**

The meeting noted the draft minutes. JP and RM advised the meeting that the Committee had looked at the work done in the school on both the ICT curriculum (with curriculum lead David Trent) and catch-up work piloted by Liz Steel with Year 5 to achieve rapid improvement in writing. The Committee had been very impressed with the work done in both areas at such a challenging time for the school and could see that the catch-up work provided an excellent template for work in other areas of concern.

One of the governors asked about the percentage of children who were working at greater depth in writing in Year 5 but LS confirmed that this was not an area of concern for the school and that following the great results achieved in the catch-up pilot work she was confident that 80% of the year would achieve age related expectations by the end of Year 6. It was noted that the children in the school are progressing well with the focus for catch up work on providing extra support to classroom teachers to provide good quality teaching by giving additional time out of the classroom for assessment and planning. It is anticipated that there will only be an additional £48k of funding ring fenced for Covid-19 catch up work in the next academic year, in addition to what has already been received. One change is that it is now possible for the school to employ their own staff for the tutoring favoured by the government and this money can be used to pay 70% of the costs for school staff or 75% of the costs for local tutors from approved companies. TD advised that Maths is proving to be an area of greater concern than originally anticipated and that this would be included in future catch up plans. Nationally it is believed that pupils are 6-12 months behind but at St Matthews this is closer to a term behind. The biggest issue in achieving the necessary catch up is when children have to spend additional time out of the classroom.

**b) Consideration of the Draft Relationships Education Policy (including Sex Education)**

TD thanked LS for all the work done in this curriculum area and achieving the SDP objective despite the pressure of the pandemic. Cambs PHSE service had provided a draft policy which St Matthews have modified extensively to reflect the use of different teaching methodologies. The curriculum has been posted on the website, so it is available for parents to review. The Parent survey had taken place to check that people were aware of and happy with what was planned. There had been an excellent response from 98 parents with 93% confirming they were happy with the approach being taken by the school. There had been a number of excellent questions received in response to the survey and LS has compiled a document responding to all the points raised. This document was shared with the consultation group which included 2 parents and was a useful exercise to shape the work going forward. One of the governors thanked LS and confirmed that she thought the policy was an excellent document. It was noted that this is an area that governors may require training in since it is clear from the policy that they have a high level of responsibility for oversight and monitoring. LS advised that there would be information for parents at Parents Evenings and that the school would advise parents before teaching was done so that they were prepared for questions. It was noted that the school will need to advise parents of children that join mid-year. It is likely that the Kite Trust will be in again to train new staff on “Prejudice related incidents” and governors would be welcome to join this training again.

In answer to another question TD advised that much of the work detailed in the Policy was already being delivered by the school so both staff and parents will be familiar with much of the material. However, there are some new aspects that need to be taught and the big change is that delivery of this subject is now a statutory requirement.

The Board thanked LS for her hard work on this Policy and the Catch-up strategy work.

**The FGB unanimously approved the Relationships Education Policy**

**c) Review of SDP for 2020-2021/ d) Initial SDP for 2021-2022**

TD advised that the green highlight indicated the work that had been achieved despite all the challenges of the year. It is pleasing to see that overall much of the planned work has been delivered. In [redacted] part this is because some of the work such as the introduction of Chrome books and Purple Mash (ICT curriculum) became even more important with the changes to online learning. One area that is still ongoing is ensuring that there are 2 members of staff acting as curriculum leads for every subject. Assignment of roles will be completed at the start of the Autumn term after appointment of someone to take on a small number of hours to cover the increased SENCO workload because of the increased number of children with ECHPs or SENIF funding particularly in Nursery. The original plan to give extra hours to Zoe Schuler has not been working so the plan is to advertise the role internally at the start of the new academic year. This will give a staff member an opportunity to work as SENCO including work on the Senior Leadership team. Once this appointment has been made it will be possible to allocate the roles for other curriculum areas. The staff will then be in place to work in pairs to write Curriculum Development plans for implementation during the year. TD noted that the Curriculum for both ICT and Art have been updated this year but introduction of the new Art curriculum has been delayed until there is time for introduction to staff

**e) End of Year Assessment Data for 2020-2021 (within Headteacher’s Report)**

There were no additional questions since it was agreed this had been covered during earlier Agenda items

8

**GOVERNANCE**

**a) Link Governor Visits**

Information about the current roles and responsibilities of governors was circulated with the papers. It was noted that there are a number of visits that have not been possible because of Covid-19 but that the following “visits” have just taken place:

Neil Perry – SEND and Pupil Premium

Chris Jagger – Literacy

	<p>One of the staff governors noted that we do not have an Oracy Link Governor and CJ advised that he had looked at this area during his visit. It was agreed that initially his title should be changed to Literacy and Oracy Link Governor and that in September when visits for the next academic year are planned consideration will be given as to whether this should be one or two roles. Roles were allocated to the new governors as follows:  LJ – RSHE Link Governor  PW – School travel plan/School streets Link governor</p> <p>AL advised that there will be a travel to school audit in September which will be reviewed after 6 months and a working party for this area will be established. The school has ordered 4 new scooter racks for the autumn term. PW confirmed that he was willing to be attend the Working group and LJ offered to join the group too.</p> <p>There are a couple of important vacancies at the current time for RHSE and Foundation subjects. The newly appointed governor advised that she would be happy to take on either of these roles or to visit where it is thought most relevant.</p> <p>It was agreed that there is considerable overlap between the work on Character Education (which is coming to an end) and the new RHSE role and that this work should be done by the same governor. NP has done the work on Character Education but would be happy to pass this on to another governor. The suggestion was made that Linda took on the role of RSHE/Character Education Link Governor. It was agreed that Link Governor visits can recommence this term either by an online meeting or if essential with a visit outside of school hours. AL advised that the scheduled regular Safeguarding meeting with Link governor MT Is taking place next week.</p> <p><b>b) Dates and agenda items for future meetings</b>  The first FGB meeting in the next academic year will be online at 17.30 on Wednesday 6<sup>th</sup> October. Other dates and locations to be arranged at this meeting.</p>	
9	<p><b>AOB</b>  There was no other business.</p> <p>DL thanked Tony and all the staff, on behalf of the Board for their outstanding work during the year in very challenging circumstances. TD confirmed that the staff had been amazing in both the amount of work done and their flexibility. He also thanked governors for their support during some very difficult decisions. The governors recognized that every person on the staff of the school, including those that are not always mentioned including Deputy Head, Office staff and Teaching Assistants had contributed to the enormous amount of work done under very difficult circumstances. The Chair wished everyone a good, healthy and uneventful holiday</p>	
	<p><b>APPROVALS</b>  <b>The Board unanimously approved</b></p> <ul style="list-style-type: none"> <li>● the Relationships Education Policy</li> </ul> <p><b>ACTION LIST</b></p> <ul style="list-style-type: none"> <li>● Chair (RM) to forward relevant emails on Governor resources and training to new governors</li> <li>● AL to email Governors who need to complete outstanding Safeguarding training</li> <li>● TD to schedule Parent Governor election in the Autumn term</li> </ul>	

The meeting closed at 18.59

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