

ST MATTHEW'S PRIMARY SCHOOL
FULL GOVERNING BODY - MINUTES OF ONLINE ZOOM MEETING
WEDNESDAY 4th MAY 2022 at 17.30

PRESENT:

R Mottershead (RM) – Chair
 R Herbane (RH)
 C Jagger (CJ)
 K Hehir (KH)
 L Jones (LJ)
 A Grieve (AG)
 A Vedi (AV)
 C Bates (CB)

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
1.	<p>APOLOGIES FOR ABSENCE</p> <p>The Chair welcomed everyone to the meeting and thanked the governors and staff for attending. There were apologies for absence from J Murphy (JM), R Warwick, P Waldmann, J Parkin (JP) and D Lucarelli Stockwell (DLS). N Perry (NP) advised that he would be joining the meeting late. M Tinkler was not at the meeting. It was noted that the meeting was quorate.</p>	
2.	<p>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS</p> <p>No declarations of direct/indirect pecuniary interests were made. CB advised the meeting that she is no longer H & S (Covid) rep for the National Education Union (NEU).</p>	
3.	<p>MINUTES OF THE FULL GOVERNING BODY MEETING – 23rd March 2022</p> <p>The meeting unanimously approved the minutes as an accurate and complete record of the meeting. The Actions were reviewed</p> <p>TD advised that he has not yet contacted Mark Tinkler to confirm that he has resigned as a governor. AV has been appointed as the new Link Governor for Safeguarding.</p> <ul style="list-style-type: none"> - Action Outstanding: TD to contact to see if MT is planning to continue as a governor - Action Outstanding: NP to supply information to TD on video conferencing equipment. - Item on Agenda to review Link Governors appointments and visits. 	TD NP
4.	<p>HEAD TEACHER'S REPORT</p> <p>It was noted that the Covid update, and the Progress report are covered in later Agenda items.</p> <p>Extracurricular activities – TD was pleased to report that the level of extracurricular activities has increased significantly this year. It is great that Sports Clubs are running and that a Choir has been set up. He noted that it will be possible to do even more next academic year when some of the areas of the school will become available again with the removal of Covid measures. Particularly pleasing is the statistic that 84% of Pupil Premium children in Years 1-6 are accessing at least one extracurricular activity (sports clubs, music lessons etc.) – this is the highest level ever achieved. In some years 100% of children are accessing an activity. Sports Day is planned for June 15th.</p> <p>Sporting Success – School tag Rugby team won the Cambridge School Sports Trophy to add to the success in the Cross Country in the Autumn term.</p>	
5.	<p>COVID UPDATE</p> <p>TD advised the Board that parents have been advised of the new regulations and the letter was circulated to governors. It is becoming increasingly difficult to know what the true level of Covid in the school is now that access to testing has been removed. Attendance last week was 97% in the school, which was above the national average, however this week it has dropped to 94% so it is difficult to be certain what is happening. 5 members of staff have had Covid recently so the impact of Covid in the school is still significant. Most teachers have not been well enough to return after the current 5-day isolation period. As well as impacting teaching the level of Covid also effects School finances because</p>	

	<p>of the need to provide staff cover. Funding for Covid is reducing significantly next academic year and if levels remain high this will affect the school budget and wipe out the proposed carryover.</p> <p>The school has maintained some Covid measures but lost others e.g. there is no longer a requirement to wear masks. However, it has been decided that whilst in person staff meetings will take place this term, they will be much smaller numbers with staff from a couple of years rather than all staff in the same meeting. Most staff have now had Covid, but it seems sensible to be cautious. One of the governors advised that the next wave of Covid is predicted for the Autumn term so hopefully numbers will remain lower for the rest of this term.</p>	
6.	<p>RESOURCES FOR LEARNING:</p> <p>a. Draft Minutes of the Resources Committee of 27th April 2022 The draft minutes were tabled shortly before the meeting. The meeting had looked at the year-end financial position and reviewed in detail the proposed budget for 2022/23.</p> <p>b. Discussion re proposed Budget for 2022/23 TD presented the proposed budget for 2022/23 with a predicted carry over of £50k. This budget has been reviewed by the schools Financial Advisor, Ray Byford, and is considered financially sound. It was noted that the budget includes increased lettings income. TD advised that there is still a large unknown area in relation to what additional Covid related expenditure will be needed and the costs of energy for the school. Energy costs are currently managed at local authority level with spiralling increases there may be an impact for the school. TD advised that Ray had picked up one mistake in the budget with a double entry for a teaching assistant's salary - this has resulted in releasing an additional £19k. This money could be added to the carry forward but in the light of the uncertainties for next year TD is proposing redistributing this money with £10k going to Education Support to pay for additional cover costs and £7k being allocated to pay for rising energy bills.</p> <p>One of the governors asked about why the Orovia budget shows per pupil funding as £3100 when the minimum funding per pupil is going up from £4100 to £4200. TD confirmed that the school would be receiving the increased minimum level of funding. The lower figure is calculated on various factors in the funding formula and then because it is below the minimum level there is a minimum funding uplift adjustment to bring funding up to the minimum level per pupil. He advised that this is the situation every year for both St Matthews and many other Cambridge primary schools. Whilst receiving minimum funding is not a good position for the school it does mean that the school has advance notice of their guaranteed level of funding and this is currently increasing each year.</p> <p>The FGB unanimously approved the 2022/23 Budget</p>	
7.	<p>RAISING STANDARDS</p> <p>a. Review of Assessment Data March 2022 TD advised that whilst comparison data is not available this year other indicators e.g., comparison with Target Tracker data from previous years suggest that the school is doing well. He advised governors that he would be expecting pupils to make 3 steps of progress over the year and that scores of 5 or above indicate that catch up is taking place. There is a conformity of results across year groups with the exception of Year 6 where there is good evidence of outstanding progress for some children as a result of the intensive interventions, implemented to ensure that they are ready for SATs and for a successful transition to secondary school. In reading approximately 40% of pupils are catching up, with a figure of 20% for Maths and writing. He noted that the school needs to be cautious since these judgements are being made on limited data from the last two terms and it will be easier to get a full assessment at the end of the year. However, all the evidence is indicating that the majority of children will be able to catch up on the lost time due to the pandemic over time. The data on SEN and PP children relates to even smaller groups so again caution needs to be exercised but overall, this is the area for concern. These children are not showing the same level of progress or catching up as the rest of the year group and therefore the school is potentially seeing a widening of the gap. Overall progress for the year when benchmarked against a more normal year is better than expected and this reflects that children are ready to move on but have not previously had the opportunity to make progress and the level of additional support being provided. Progress for writing is lower but this may reflect that it often takes until the summer term for the progress to become consolidated and that progress is not linear across the year. This appears to be the area most affected by the time that the children were working remotely without regular reminders and corrections as they worked. KH, a staff</p>	

governor confirmed that for her Year 2 class she is cautious in assessments but anticipates seeing good progress in the summer term. TH noted that next year much of the Catch-up support will be disappearing because funding is being reduced and this may impact long term progress particularly for the children who face the double challenge of being both PP and SEND. He noted that the report includes data clearly showing the impact of the Maths covid catch-up provision for the lowest attaining children. A teacher was recruited to work with small groups of children in each year group. Each row corresponds to an anonymous child receiving catch-up support and is colour coded to indicate the progress the child has made. The table provides clear evidence of the impact of the very intensive support for Year 6 with all children making significant progress and good evidence of the impact of the programme in all years for the majority of children. TD noted that the cost of continuing this provision has been built into the budget for the following year. However, reduction of catch-up finances mean it has not been possible to continue the increased release time for class teachers to identify and plan for supporting weaker learners in their class.

Governor confirmed that they were very pleased to see this excellent data – it is good to see that the school has identified good strategies to increase progress but disappointing that our low level of funding prevents continuation of some of these successful strategies. They expressed strong support for the work the school is doing to support their PP and SEN children to make good progress. It was noted that the PP plan will be coming back to the Board for review in December but since it is a 3-year plan there are unlikely to be dramatic changes in direction. This data will be submitted in the reports that the school needs to submit to show how they have used their Catch-up funding and the outcomes of the additional support.

b. Monitoring of School Development Plan

TD advised that the SDP is progressing well. This term there is time allocated in Staff meetings for:

- ‘Book Look’ – an opportunity for curriculum leaders to look in more detail at books for all year groups
- Curriculum Leader speed dating – an opportunity to talk to other staff and share information and time to look at the results of the curriculum surveys.
- Subject Self Evaluation Form – opportunity to update prior to Training Day immediately after half term looking at Strategic Overview of the school and Action planning for Curriculum Leaders

A visit from the Oracy consultant is also planned during the term.

One of the governors asked about the postponed Behaviour Management training. LS delivered ‘My Concern’ (Safeguarding reporting system) training for all teachers 2 years ago and more recently has been able to train office staff and the caretaker but training for some other staff including midday supervisors has had to be postponed until it can be delivered in person. These staff are still able to use the old paper-based system to report their concerns. The Assistant Heads have attended further STEPS Update training and future planning will include an interactive Behaviour Management Policy, but this is a significant piece of work so will be dependent on time being available to complete the work.

It was noted that at the next FGB the Board will review the SDP for the next year.

8. GOVERNANCE

a. Link Governor Visits – as part of the work for the next SDP it is proposed that there will be a full review of Link Governors and visits scheduling at the next FGB.

LJ requested some clear guidelines on what is expected for non-Curriculum subject visits – she is Link Governor for RHSE and Character and would appreciate Guidance on what needs to be covered during her visit. TD confirmed that he was willing to do some training and that it would be helpful to provide guidance to all Link Governors on what is expected during a visit. He advised that there have been guidelines in the past including a standard proforma for Governors to use but that this might need to be updated. Whilst there was guidance on Curriculum subject visits it would be good to look at other visits such as Finance, H & S, Safeguarding, Character, PP and SEND and to develop a more standard format.

Action: TD to provide guidance on Undertaking Link Governor visits at next FGB

b. Dates and Agenda items for future meetings

Teaching and Learning Outcomes Committee – Wednesday 22nd June- time and location to be discussed with Chair JP

	<p>Full Governing Body – Wednesday 13th July – 6.00 in person meeting if possible – final decision to be made 1 week before meeting. It was agreed that if an in-person meeting is possible that it would be good to add a social time to the meeting and a suggestion was made of an outdoor event such as drinks in the Reception garden.</p> <p>Action: TD to confirm details for TLOC meeting on 22nd June but likely to be online at 5.30pm and for FGB meeting</p>	TD
9.	<p>AOB There was no other business.</p>	
	<p>APPROVED The FGB approved - the 2022/23 Budget</p> <p>ACTION LIST Action: Tony Davies to contact to see if MT is planning to continue as a governor Action: NP to supply information to TD on video conferencing equipment. Action: TD to provide guidance on Undertaking Link Governor visits at next FGB Action: TD to confirm details for TLOC meeting on 22nd June but likely to be online at 5.30pm and for FGB meeting</p>	

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