



Item	Agenda Item	Action
	<p>challenge would be in defining what would constitute a religious holiday. The Board were advised that to date this holiday has been paid since the change was overlooked but there are relatively few requests from a small group of 3 or 4 staff including one of the staff governors. They noted that whatever is agreed we need to ensure policy and practice are consistent. A question was asked about what would be done if there were any requests in the meantime before the proposal was discussed and it was agreed that the school would need to follow the written policy now the discrepancy had been highlighted but it is unlikely that there will be a request.</p> <p><b>Action: TD to review number of staff and days requested/practice at other schools for payment of religious holidays and propose a course of action which will be brought to the next Resources Committee who deal with personnel policies routinely.</b></p> <ul style="list-style-type: none"> <li>- <b>Governor Visits</b> - RM sent email regarding priority Link governor visits that needed to take place this term.</li> <li>- <b>Head Teacher's Performance Management</b> – still to take place – dates to be agreed with governors plus Val Palmer (independent consultant now) if available, otherwise with the newly appointed local authority Advisor (we have not yet been notified who our adviser is yet. It is no longer Sue Blyth who was briefly our adviser when Val Palmer left and who carried out one visit).). It was noted that all the staff performance reviews have taken place virtually this year and have been adapted because of the unusual circumstances.</li> </ul> <p><b>Action: Date to be agreed for Head's Performance Management review with panel of 3 governors plus adviser tbc..</b></p> <p><b>Parent Governor Election</b> – to take place next term</p> <p><b>Action: TD to send out an email to request nominations for Parent Governors after Christmas and the election to be run early in Spring term</b></p>	
4.	<p><b>RAISING STANDARDS</b></p> <p><b>a) Draft Minutes of the Teaching Learning and Outcomes Committee – 18<sup>th</sup> November</b></p> <p>The new Chair of the Committee, John Parkin, presented a brief summary of the matters discussed at the meeting which had included</p> <ul style="list-style-type: none"> <li>- Transitioning children back into school following the Lockdown period</li> <li>- Analysis of data and setting of realistic targets for 2020/21 – including assessment of progress and development of programme for catch up of students most badly affected particularly Pupil Premium and SEND children e.g. National Tutoring programme, Nuffield Early Language Intervention programme and provision of additional TA hours.</li> <li>- Changes in IT that were assisting the school in provision of Remote Education including introduction of Google classrooms</li> <li>- Year 2 Phonics results which are detailed in Headteachers report</li> </ul> <p><i>M Tinkler joined the meeting at 5.55pm</i></p> <p><b>b) Head Teacher's report</b></p> <p>TD highlighted the following from his detailed report</p> <ul style="list-style-type: none"> <li>• Year 2 phonics checks – school is pleased with results which are slightly better than what we would expect in a more normal year when testing is done at the end of Year 1. This is good evidence of the effectiveness of the Home Learning work being undertaken. Children that fail this term will be retested, as is usual, in the summer term. It is not possible to see how our results compare since there are no National Averages available this year.</li> <li>• The data for lost schooling is detailed in the report but key statistics show: <ul style="list-style-type: none"> <li>- 250 children have had to isolate equivalent to 1211 missed school days</li> <li>- 1 staff member tested positive and 3 children</li> <li>- A single class (year 6) has had to all self- isolate for 14 days</li> <li>- Attendance is currently running at a very high figure of 98% but this is in part because children self-isolating are counted as present (whereas in a normal year they may have needed to stay at home with a cough etc.). However, this figure is above the average for both Cambridgeshire (by 4%) and Cambridge City schools by 2.5% and is a good indication that children in the school feel safe.</li> </ul> </li> </ul>	

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She noted that the only problem for her had been that she was not working with the children in her own class and therefore could not access the children through Google classrooms – this may be something the school needs to look at for the future.</li> <li>• The analysis of the costs relating to the single member of staff who had tested positive showed a cost of £5,800 and indicated how large costs could rapidly be incurred and how difficult accurate forecasting of the financial position for the year is</li> <li>• The cost for clinically extremely vulnerable staff who could not come in during the recent Lockdown was over £5k.</li> </ul> <p>One of the governors asked about feedback on the Home Learning arrangements and was advised by the Head that there had been limited feedback indicating that overall parents were happy with the arrangements. TD noted that there are some children including some in the more vulnerable groups who are not able to access Home Learning; this would be of great concern if there were extended periods of Lockdown but there is little the school can do to change this situation. The staff governor noted that following feedback it is proposed to add some greater depth work sheets to the work sent home which children can choose to do if they want to. There was also feedback that White Rose Maths is working well in the Home Learning environment.</p> <p>With regards to Statutory Assessments at the end of the year TD advised that the government has announced minor changes from the usual patterns including dropping the English grammar, spelling and punctuation tests for both KS1 and KS2. At KS1 there will be no national papers sent out but teacher assessments will still take place. The government are not planning to publish performance tables for this year.</p> <p>TD noted that he has recently received the published advice from the DfE that schools should close for children a day early on Thursday 17<sup>th</sup> December. He advised that in view of the late notice he did not think this was wise. The risk of children coming in to school for that additional day is likely to be less than the consequences of people having to make last minute arrangements for child care. He advised that as required the Test and trace arrangements will be in place for the required 6 days, until December 24<sup>th</sup> but did not foresee that there would be a problem unless there were some very delayed test results. He will write to all the parents to outline the end of term arrangements and the arrangements for track and trace in the holidays.</p> <p><b>c) School Development Plan</b></p> <p>TD advised the meeting that the green highlighting indicates all the planned work that was achieved during the term – a great achievement to be on tract against the backdrop of the challenging term. He advised that all staff meetings are held via Google meets and this has impacted what can be done since some training is better done in person but noted that staff have been fantastic at responding to distanced communications. Work done has included planning for use of the Catch up Premium Grant and use of Google classrooms. He noted that because of the unpredictability of the situation with Covid empty slots are being deliberately left at the planning stage to give flexibility to respond as required. The plan for the Spring term includes introduction of the new computer curriculum and teaching of early phonics plus strategies for teaching low attaining writers in Years 4-6. Later in the term there will be work on Mathematics including whether the school should continue to use Pearson Power Maths alongside the excellent White Rise Maths programme and a review of Achievement team meetings. The first day of next term (January 4<sup>th</sup>) will be a training day for Voice 21 – looking at setting objectives for 3 years and 2 further meetings are scheduled during the term to get feedback on the new resources. He noted that topics that it has not been possible to do in the current circumstances have been listed as a priority for the summer term. He noted that the Art Curriculum may need to be moved in to the following year because of both time constraints and both Subject Leaders being out of school. The scheduled work programme means that</p>	

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	<p>most of the work that was planned for last year but not done will get covered this year. He estimated that about 50% of the time in staff meetings is currently being used to address Covid-19 related issues e.g. updating of Risk Assessments in the light of changing national guidance and requirements. It is hoped that by Autumn 2021 things will be returning to normal and a more typical SDP can be produced for the coming year.</p> <p><b>d) SEND Policy and Information Report</b></p> <p>TD advised that the SEND Policy is very similar to the one used last year and there are no significant changes although where required links have been updated. A full review of the Policy is planned for next year. It was noted that the Link Governor information will need to be updated since A Gurria, a co-opted governor is resigning because of increasing work commitments. A new SEND Link Governor needs to be appointed and it is scheduled that they will meet with the SENCO next term.</p> <p><b>The Board unanimously approved the SEND Policy</b></p>	
5	<p><b>RESOURCES FOR LEARNING:</b></p> <p>It was noted that the agenda for this FGB meeting also includes the work that would normally be done at the Resources Committee meeting this half term.</p> <p><b>a) Finance Update including November month end position</b></p> <p>The financial position at the end of November is looking relatively strong; which is reassuring given that there could be unbudgeted Covid related costs in the following term. The analysis of the costs relating to a single staff member testing positive last term (£5,800) and is evidence of how large additional costs could easily be incurred. There have been suggestions that staff related Covid costs could be reclaimed but TD noted that there are usually strict conditions about reserves held that would prevent the school being eligible.</p> <p>The forecast predicts that the school will have a reasonably healthy carry over of around £70k at the end of the year unless there is an emergency situation which requires high levels of unplanned spending on additional staffing because of Covid-19. Currently the budget for supply cover is adequate in part being it is not being used for covering staff absences for other reasons. In answer to a question T10/14/21 advised that the £60k raised by the PTA has given the school a small cushion which has allowed them to make sensible decisions in situations where additional spending is required. Whilst there are areas of overspend against the budget there are also other areas where spending has not been possible because of the unusual nature of the year and these roughly balance out. He noted that there has been a reduction in income in some areas including lettings income and school meal payments but noted that school meal costs have also reduced.</p> <p>The budget figure for next April is based on the census figure in October and will be reduced because of the high number of children who left the school during the first Lockdown and were not replaced. If numbers of children had remained the same then the school had anticipated an increase in income of approximately £150k under the new funding agreement. The reduction in numbers will mean this increase is reduced by about £70 but the school will still see an increase from the previous year. He noted that it is difficult to predict what numbers will be like in the following year but the reduction in pupil numbers has been seen at other city centre primary schools. Predictions are complicated by both the situation with Covid-19 and the impact of Brexit on people coming to the city.</p> <p>In answer to a question TD advised that he goes through the accounts each month with the Business Manager shortly after month end and reviews variances and agreed any adjustments that need to be made.</p> <p><b>b) School Streets Update</b></p> <p>AL advised the meeting that this is a County Council initiative being carried out in multiple places in the city, to temporarily close roads near schools. For St Matthews this will involve closing Norfolk Street and Broad Street at the start and end of the school day for approximately an hour. This is in addition to other initiatives including the Living Streets campaign (increasing walking to school) and the Clean Air Survey looking at pollution near schools at peak times. On Norfolk Street there will be a closure with temporary signs and on Broad Street there will be a temporary extendable barrier in the morning. These will be put out 15 minutes before scheduled time of arrival for the first children. If these temporary structures, brought in under Covid-19 legislation are successful there will be a consultation with a view to</p>	

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	<p>making permanent changes. The County Council are preparing risk assessments. The plan is to have a team of people who are on hand and work one day a week to supervise the restrictions and explain to drivers. The goal is to make the journey to school safer for all children. It was noted that these restrictions will have an impact on local residents and their views will be taken into consideration.</p> <p>Governors expressed concern that whilst the changes were a good starting point they do not tackle on of the big local issues; East Road and the long waiting time at the traffic lights. These lights are programmed for the maximum possible interval meaning that children waiting often have extended periods breathing in the diesel fumes. One of the local City is very supportive of a change to the crossing timing. Governors asked why the previously discussed TRPO was not happening to make the roads around the school safer and were advised that the structure on Broad Street would be under a TRPO. AL advised that the school will raise these concerns and any further that are sent to her in writing for discussion at the meeting with representatives of the County Council.</p>	
6	<p><b>GOVERNANCE</b></p> <p><b>a) Consideration of appointment of Co-opted governors</b></p> <p>As noted earlier one of the current co-opted governors has advised that they need to resign meaning that there will be a vacancy in addition to the ongoing Local authority Governor vacancy. Ideally the school would like to bring in someone for this post who is not directly involved with the school community. Governors made a number of suggestions including one of the local City or County Councilors.</p> <p><b>Action: TD to approach specific interested people such as City/County Councilors to see if they would be willing to take on the role. Also to look at volunteers on Governance sites to see if there is anyone with appropriate skills</b></p> <p><b>b) Parent Governor Election</b></p> <p>It was noted that there are still 2 vacancies for Parent Governors and elections should take place early in the next term if possible. RH advised that he had reviewed online voting software and had identified one that provides a tried and tested system with privacy and security at a reasonable cost called "Choice Voting". If everyone is in agreement he is willing to run this system in January. He confirmed that he has no interest in this company This package gives both digital and paper options for casting votes and the Returning Officer (Head) is able to ensure there is no double voting. A paper option is needed for parents that are not able to get online. The cost is around £200. He has carried out an initial test run successfully but will work with other governors to do a final test. He advised that he checked the GDPR issues arising from him setting up the election with the local authority and there are no issues. It was agreed that the letter to parents requesting nominations from parents would be sent out through the normal School post. All parents will then be sent a letter advising them of who the candidates are and the timetable will be as follows:</p> <p>Day 1 Nominations request sent out  Day 10 Receive nominations  Day 13 Election candidates advised  Day 19-21 Voting takes place</p> <p><i>NP left the meeting at 19.25</i></p> <p>It was noted that there is normally an opportunity for prospective candidates to meet the Chair and the Co-Chairs confirmed that their email addresses can be sent out so parents can contact them to understand the role and responsibilities better.</p> <p><b>The Board unanimously approved the expenditure required to run the Parent Governor Election electronically</b></p> <ul style="list-style-type: none"> <li>- <b>Action: TD to send out an email to request nominations for Parent Governors after Christmas and the election to be run early in Spring term</b></li> </ul> <p><b>c) Governor Training</b>  No training to report</p>	
7	<b>AOB</b>	

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	<p>One of the Staff Governors had requested in advance that the meeting discussed the planned building work on the local park area; St Matthews Pieces. There is a planning application for accommodation for a private Sixth form college to be built on this land. This would be a 4-6 storey building, built on stilts with 113 rooms. There is a covenant that prevents residential development on this land. Many of the children from the school use this play area and this will not be possible if the work goes ahead. It was agreed that whilst as a Board we cannot make an objection that the school can bring the planning application to the attention of the parents for them to act as they think appropriate. Objections need to be made by 23 December.</p> <p><b>Action: TD to arrange for information about planning development on St Matthews Pieces to be sent out to parents</b></p>	
8.	<p><b>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</b>  TLO Committee – Wednesday 21st February at 17.30  Resources Committee – Wednesday 10 February at 17.30  FGB – Wednesday 10<sup>th</sup> March at 17.30</p>	
	<p><b>APPROVALS</b>  The Board unanimously approved</p> <ul style="list-style-type: none"> <li>- the SEND Policy</li> <li>- the expenditure required to run the Parent Governor Election electronically</li> </ul> <p><b>ACTION LIST</b></p> <ul style="list-style-type: none"> <li>- Training folder to be set up on the Governors Shared document drive and Safeguarding training to be included plus other useful documents such as training calendar</li> <li>- TD to review number of staff and days requested for religious holidays /practice at other schools and propose a course of action which will be brought to the next Resources Committee who deal with personnel policies routinely.</li> <li>- Date to be agreed for Head’s Performance Management review with panel of 3 governors plus adviser tbc.</li> <li>- TD to approach specific interested people such as City/County Councilors to see if they would be willing to take on the role of Co-opted Governor, including looking at volunteers on Governance sites to see if there is anyone with appropriate skills</li> <li>- TD to send out an email to request nominations for Parent Governors after Christmas and the election to be run early in Spring term</li> <li>- TD to arrange for information about planning development on St Matthews Pieces to be sent out to parents</li> </ul>	

The meeting closed at 19.42

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