

	<p>last financial year means that it is an issue this year. The Local Authority have agreed to a Cash flow advance in the form of an interest free loan which will need to be repaid when funding comes through to the school next term. The school applied for an advance of £100k but the sum agreed was £50k - which will be enough to keep things going over the summer (some Pupil Premium money has been received earlier than expected) but things will be very tight until September/October when additional funding is received. It was noted that the school is on budget for spending. This advance needed ratification from the governors so an online meeting was held in May with the Co-Chairs and the Chair of Resources present.</p>	
6.	<p>HEAD TEACHER'S REPORT</p> <p>Attendance for the year is 94.77% overall, approximately 1% lower than usual which is remarkable in the light of the Covid challenges. It is difficult to do comparisons since no national attendance figures are being published this year, but <u>comparisons with weekly data sent by the local authority suggest that attendance at St Matthew's is above local and national averages on most days. weekly spot checks are being done.</u> Attendance last week was 91.9% - a significant drop – this is likely to be as a result of an increase in Covid however there is no longer a national testing programme or mandatory measures in place to reduce the spread. 6 staff have had Covid in the last week including the Head teacher.</p> <p>School Streets – an email was sent to the governors to update them on recent changes. The barrier that was operating on Broad St was moved over to Norfolk St at the point when the Broad Street gates were closed, and the school reverted to using the Norfolk Street entrances only this half term. Tony reported that there have been a few cross people but overall, there has been lots of positive feedback from local residents. The school has a shortage of volunteers to man the barrier and this will get worse at the end of term with the Year 6 parents leaving but it has been decided to wait to recruit in September when the new parents have joined the school. Ideally there should be 3 volunteers; 2 on the barrier and one on the crossing and helping people who have parked earlier and need to leave. The scheme for Norfolk Street is going well and is scheduled to run until October. The council have asked whether the school would like the scheme to become permanent and we have said that the school would support this, however the process to make the arrangements permanent is unclear. Governors asked about the County Council communications with neighbours, and it was noted that governors who lived very close to the school had not received the leaflet to update them on the changes to the arrangements. It was noted that the barrier is not a school initiative but a Council Highways scheme, so the school needs to be careful about putting out publicity even though the arrangements do directly affect the school. The Head thanked both Linda for her work to get this scheme initiated and Annabelle for her leadership in the project. One of the governors asked if the Broad Street gates were now permanently closed and was advised that it is not safe for these gates to be open without traffic calming measures in place. Having more than one entrance was a temporary Covid measure and whilst it did make traffic flow through the school easier, having more than one entrance also took up lots of staff resource so it is unlikely to return.</p> <p>Recruitment – the school is fully staffed in terms of teachers for the autumn term, which is good news at a time when many schools are struggling to recruit. However, the school has had to readvertise for a level 3 Teaching Assistant and may need to use agency staff in September. There is also a vacancy in the school office and for the Clerk to the Board. One of the governors asked whether all the teaching staff in September will be qualified teachers and the Head confirmed that this was the case for class teachers but not for PPA cover since this is done differently. It was suggested that the school should advertise the Clerk position amongst the parents and at ARU to see if anyone suitable stepped forward.</p> <p>Action: JP to send link for ARU Temporary jobs (to advertise the Clerk vacancy)</p> <p>One of the governors asked about staff absence and was advised that this had reduced recently but was starting to increase and was proving a challenge. High levels of staff absence not only creates pressure for the remaining teachers who have to take on an increased workload but also financial pressure in paying for additional cover staff.</p> <p>Heat – governors asked about the impact of the spell of unusually hot weather on the school. Tony confirmed that to date both children and staff have been managing and the air conditioning in the classrooms in the new part of the school is working again. AV reported that she had attended the meeting for parents of new reception children in the old part of the building, but the temperature had been acceptable. Some concern was expressed about the 2 very hot days forecast for the start of the following week. The school will operate a wet playtime rota so that children can stay indoors when the heat is worst. It was necessary to cancel the Year 3 picnic at Lammas Land because it was too hot to be out for the afternoon. Next Monday is scheduled to be the year 6 production in the hall and since there is no air conditioning this will be very hot.</p>	JP

	<p>Long serving members of staff leaving – Caroline Bailey and Vicki Spires, who both have worked at St Matthews for over 30 years are leaving at the end of term. Neither are able to be in school at the current time, but it is hoped that some celebration can be held in the future. The governors asked for a card and flowers to be sent to both members of staff to thank them for their long service and enormous contribution to St Matthews. The Head advised that a book has been made for Vickie and there has been a collection. It was noted that parents had not yet been advised that Vickie is leaving, and this will be done immediately but Liz Steel has sent out a message about Caroline.</p> <p>Action: RM to liaise with school office about sending card and flowers on behalf of the governors</p>	RM
7.	<p>RAISING STANDARDS</p> <p>a. End of Year Assessment Data for 2020-2021 (within Headteacher’s Report) KS2 statutory assessment results are very positive – at this stage only national averages are available for the percentage of children achieving age-related expectations at Key Stage Two, all of which the school have exceeded. More detailed information will be available in the Autumn and will be reviewed in detail at the TLOC meeting. Some of theThe results achieved this year are in line with 2019 data for the school, when St Matthews achieved their best results. These results are an amazing achievement for the school and show how hard all the staff and children have worked since returning to school. In addition, it is pleasing to note that the school has hit almost all of their self-imposed targets for improvement.</p> <p>There are no <u>national</u> results available yet for KS1, however the school did have a visit from a KS1 moderator to validate teacher’s judgements and this went very well. The Phonics results for Year 1 were 84% pass rate, which is in line with the scores normally achieved. However, it must be noted that SEND and PP children have not performed as well as their peers and there is evidence that the gap has widened and that they have been more affected by the disruption to schooling over the last two years. It appears that the children at the top of the school have been less affected than younger children have lost a greater percentage of their overall schooling, at a formative time, as a result of Covid.</p> <p><i>Richard Warwick joined the meeting at 18.50</i></p> <p>Governors asked questions and it was noted that the current Year 4 are a group of concern for the school – this has always been a challenging cohort and includes SEND children with multiple barriers to learning. The school is looking at piloting Maths tutoring for this year group. A question was asked about what resources were available to support children going into Year 1 next year and the Head advised that whilst the school would continue to provide support, including continuation of provision of an extra TA and school led tutoring, the catch-up funding will be significantly reduced so not all measures can be continued. This highlights the importance of identifying which have been the most effective interventions so that they can be retained. It was noted that whilst many of the younger children have been the most affected, that this group also has the longest time left at the school to catch up. The year 2 Staff governor advised that her class are on average half a term behind where she would expect them to be but since they have 4 years to catch up this can be managed. The Head advised that another area of concern is the current Reception group – this cohort have had a very interrupted experience of school, nursery and social interactions at a very key stage of development.</p> <p>b. Minutes of the Teaching, Learning and Outcomes Committee of 22nd June 2022 JP presented the TLOC Minutes. The meeting had looked at the SDP Planning process including the importance of developing Subject Evaluation Forms (SEFs) for every area of the curriculum and then translating this information into an action plan. The meeting has looked at Oracy and the new proposed curriculum including short pre-prepared lessons for class teachers to deliver. He advised that the action plans for all curriculum areas are in the TLOC file and might be useful for Link governors to look at. It was noted that these documents indicate a point in time and are continually evolving.</p> <p><i>Andrew Grieves left the meeting at 19.05</i></p> <p>c. Review of SDP for 2021-2022 The meeting reviewed the School Development plan for 2021-22 and noted all the work that has been achieved over the last 2-3 years despite the challenging circumstances – in almost all areas, except capital projects the school has completed the agreed key actions. Curriculum leadership roles have been allocated and work on the SEPs has begun but progress has been delayed by the inability to hold large staff meetings. It was noted that the introduction of Maths Mastery to the curriculum is already showing improvements in results.</p> <p>d. SDP for 2022-2023 The new SDP has been developed but is awaiting final review by the Senior Leadership team (delayed by Covid absence). The plan focuses on 6 key areas:</p>	

	<ul style="list-style-type: none"> • Review of the curriculum and embedding of agreed elements. The curriculum has had lots of additions which has led to time pressure for class teachers so this review will be to identify an agreed curriculum which is manageable and deliverable • Catch up work for those most impacted by the pandemic (vulnerable children and younger learners), • Further development of Oracy skills including increasing opportunities for the Pupil Voice to be heard • Upgrading of Assessment System (upgrading of Sonar to Target tracker) and review of assessment systems for Foundation subjects (Year 2 of SDP), • Behaviour Management Programme – update training for all staff and review of Policy • `Capital projects including better utilization of arts of the playground (with specialist consultancy from a parent and funding from the PTA), roof terrace (on top of the Sports Hall to become a multi-purpose outdoor classroom) and library area <p>Governors asked about focus on SATs results and the Head advised that success on catch up work (point 2) will have a direct impact into assessment results. A question was also asked about inclusion of non-core subjects, such as Music and Art within the curriculum and it was advised that the review is intended to make sure that all these subjects are also allocated an appropriate amount of time in the curriculum and not crowded out because the curriculum is too big. Governors asked about how improvements in the classroom are being communicated to parents. Tony noted that some of the communication methods had not been possible during the pandemic, but the plan is to introduce Open classrooms at the beginning of next year when parents can come in and look at books before school. A discussion about the best way to deliver Parent Consultations is also needed since some parents like online whilst others prefer in person. It is pleasing to see that this term it has been possible to run some events, such as Sports Day and productions.</p>	
8.	<p>GOVERNANCE</p> <p>a. Link Governor for SDP – different Link Governors will be able to look at progress on different parts of the SDPP. – it is important that visits are done and that there are Link Governors looking at all the key aspects. The meeting discussed if there should be a Link Governor to look at the Curriculum, but it was agreed that this role would be better fulfilled by making the Curriculum a standing item at every TLOC meeting and for the whole Committee to review. The purpose of this item is not to understand the whole curriculum but to look at strategic development in this area</p> <p>Action: TLOC to have a standing item on every agenda to look at work being done on the curriculum review</p> <p>It was noted</p> <ul style="list-style-type: none"> • that for the time being CJ will look at Oracy as part of Literacy but that if the task becomes too big that at a future date these subjects might be split between 2 governors. • that, when possible, a pupil focus group might be organized for Link Governor visits so that governors could hear the pupil voice. • that there is not a Link governor specifically for Behaviour Management <p>Governors asked about the process for setting up Link governor visits and were advised that Link Governors should normally visit their area at least once or twice a year. They should contact the staff member with responsibility for the area and arrange a convenient time to visit.</p> <p>Action: Co-chairs to put together a table summarising list of Link governors and responsible staff (with contact information) for each area to make it simpler for Link governors to carry out their responsibilities.</p> <p>b. Dates and Agenda items for future meetings Full Governing Body – Wednesday 12th October at 6pm Resources Committee – 19 October at 5pm Teaching and Learning Outcomes Committee – 10th November at 5.30pm</p> <p>A question was raised about the timing of meetings, and it was agreed that this should be discussed at the next FGB. The importance of not having a meeting with an agenda outside of the formal calendar of meetings was noted.</p> <p>The Chair, on behalf of the Board thanked the Head, the SMT and all the staff of the school for all that had been achieved during what had been a very challenging year.</p>	<p>TD/JP</p> <p>RM/DLS</p>

	A governor social was suggested since it would be good for people to meet in person, and it was suggested that the governors could meet for drinks after the next FGB meeting	
9.	<p>AOB</p> <p>One of the Staff governors advised that they had received an email saying their term of office was coming to an end.</p> <p>Action: Terms of office for all governors to be checked and process for reappointment/appointment of new governors instigated as required.</p> <p>There was no other business.</p>	Head/ Co-chairs
	<p>APPROVED</p> <p>ACTION LIST</p> <p>Action: Tony Davies to confirm with MT that he is not continuing as a governor and plans to be put in place to appoint a new governor</p> <p>Action: JP to send link for ARU Temporary jobs (to advertise the Clerk vacancy)</p> <p>Action: RM to liaise with school office about sending card and flowers to 2 long serving members of staff on behalf of the governors</p> <p>Action: TLOC to have a standing item on every agenda to look at work being done on the curriculum review</p> <p>Action: Co-chairs (RM/DLS) to put together a table summarising list of Link governors and responsible staff (with contact information) for each area to make it simpler for Link governors to carry out their responsibilities.</p> <p>Action: Terms of office for all governors to be checked and process for reappointment/appointment of new governors instigated as required.</p>	

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