

ST MATTHEW'S PRIMARY SCHOOL
FULL GOVERNING BODY - MINUTES OF ONLINE ZOOM MEETING
WEDNESDAY 6TH OCTOBER 2021 at 17.30

PRESENT:

D Lucarelli (DL) – Chair
 R Mottershead (RM)
 C Bates (CB)
 R Herbane (RH)
 C Jagger (CJ)
 J Murphy (JM)
 N Perry (NP) joined the meeting at 17.40
 K Hehir (KH)
 L Jones (LJ)

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
	<p>WELCOME The Chair welcomed everyone to the meeting and thanked the governors and staff for attending.</p>	
1.	<p>APOLOGIES FOR ABSENCE There were apologies for absence from P Waldmann, R Warwick and M Tinkler. It was noted that the meeting was quorate.</p>	
2.	<p>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS There was one declaration of interest – CB is H & S rep for the National Education Union (NEU).</p>	
3.	<p>ELECTION OF CHAIR AND VICE CHAIR TD chaired the meeting for the Election of the Chair. Both RM and DL were willing to stand again as Co-Chairs for a further year. There were no other nominations. RM and DL withdrew from the meeting. Rosa Mottershead and Debora Lucarelli were unanimously re-elected as Co-Chairs for the academic year RH confirmed he was willing to stand again as Vice-Chair for a further year. There were no other nominations. RH withdrew from the meeting. Ricardo Herbane was unanimously re-elected as Vice Chair for the academic year</p>	
4.	<p>MINUTES OF THE FULL GOVERNING BODY MEETING – 14th JULY 2021 Matters Arising and Agreed Actions Update With the correction of 3 minor typos the meeting unanimously approved the minutes as an accurate and complete record of the meeting. The matters arising and agreed actions were reviewed as follows:</p> <ul style="list-style-type: none"> ● Safeguarding training – Safeguarding training is done annually so all governors will be required to undertake new Safeguarding training (see Item 7) ● Parent Governor Election –see Item 9 – scheduled for Autumn term 	

	<ul style="list-style-type: none"> ● Resources for New Governors - RM confirmed that resources had been sent to LJ and she will resend to PW (since he was not there to confirm receipt) <p>Action: RM to email resources to PW and new Parent Governors after Election</p>	RM
5.	<p>HEAD TEACHER'S REPORT</p> <p>TD highlighted the following from his report:</p> <p>Covid-19 Update – there have been 2 more positives reported since the report was written last week bringing the current number to 4 (3 children and 1 staff). The Local authority briefed schools at the start of the term and were very concerned because the numbers at that point were higher than had been anticipated. Numbers of cases in the school plateaued around 10 but have now decreased. There is uncertainty as to what will happen as we approach winter and all the associated infections. The local secondary school Parkside reported very high rates recently and St Matthews expected those cases to impact numbers at St Matthew's but that increase has not yet materialized. The schools Covid Risk Assessment and Outbreak Management Plan were included in the papers sent out to governors before the meeting. TD advised that there had been 1 class with 7 cases and meetings with Public Health England (PHE) had taken place and local ring-fencing measures had been taken e.g. the class ate lunch in their classroom and played in a separate playground. However, the school is not legally allowed to re-introduce measures such as bubbles or staggered starts unless advised to do so by PHE and must not do anything that will impact the children's ability to access education.. TD routinely reports numbers daily to DfE.</p> <p>One of the governors asked about the impact of contact tracing being transferred from the school to Track and Trace (T&T). TD advised that when a positive case is identified the parents are contacted for close contacts who are then asked to self-isolate. However, children find it hard to identify who are close contacts. The school has not been contacted by T&T in relation to any of the positive cases so it does not appear to be working well. Currently the school is continuing to inform parents when there is a confirmed case in a class so that they have the option of getting PCR tests if they have any concerns. The school is not seeing multiple cases in general, and most cases are isolated. In answer to a question about siblings coming into school after a positive test TD advised that they are allowed to come in but that some parents are making the decision to keep them off until the PCR results are known. There is only one case in the school where a sibling continued to attend and passed on Covid to other children. One of the governors asked about unauthorized absence and TD replied that there are probably prudent parents keeping children off school but that it feels like there is a good balance, with the current procedures, between risk of spreading infection and reduced attendance. The highest absences are amongst Reception children who are not yet school age so not legally required to be in school. The school is operating normally with the one exception that they are continuing to use 3 entrances. He noted that the staff have been wonderful in managing the situation, but he is aware that this is an additional pressure, and many staff are already very tired from the pressure they are working under. The challenge for the school will be the winter period; every child/staff with a cough will need to get a PCR and self-isolate. This could be a concern if the time taken for PCR results increases and there are many staff self-isolating since there are no supply teachers available and there will be practical issues around operating with staff absent. Some schools in Cambridgeshire have been forced to close and even at St Matthews it has been a close decision.</p> <p>Pupil Numbers – For the whole school from Reception to Year 6 there are likely to be 12 spaces on Census day. Reception is not full but the school has not seen the big drop in numbers experienced by some other schools however the waiting list is much smaller than usual. The prediction is that there will be 75 children in Reception this year. He noted that there is one additional year of low birth rates and then the birth rate starts to rise again. There are 39 children in Nursery so overall pupil numbers are holding up and funding next year will not be significantly affected.</p> <p>Attendance at the school last week was above local and national averages but has been and is likely to continue to be very variable. He noted that 12 children had been for a PCR test that day. He reminded governors that absence for Covid related reasons does not count as non-attendance e.g. children having PCRs or awaiting results or testing positive are not included in absence numbers.</p>	
6.	<p>RAISING STANDARDS:</p> <p>a) School Development Plan (SDP)</p> <p>TD advised that there had been no major changes to the SDP since the July FGB meeting but that additional information has been added including an introduction. The 6 overarching strategic objectives have been reviewed but are still considered to be key for the development of the school. He noted that there are a few actions that have needed to be delayed because of Covid but these are</p>	

usually not the action itself but the implementation and/or measurement of impact on curriculum development. The impact of Covid is still dominant with a focus on improving attainment across all areas, noting that whilst all children are a little behind (by about a term) that the more vulnerable children are further behind. Overall progress on the Development plan has been maintained including implementation of the Reception Baseline assessment, and development of the new RHSE and Equality curriculums. Going forward the plan has been written to ensure staff are given the space they need to plan and deliver the new material.

The school had their best ever SAT results in 2019 but it is unclear with all the change whether this improvement has become fully embedded. TD expressed the hope that statutory assessments can take place at the end of this academic year so that an accurate assessment can be made. However, the DfE have already advised that the results will not be published.

It was noted that the last section of the report refers to Governing Body activities and more detail has been added. At the December FGB there will be an Agenda item to look at Governor Link visits. KSA spotted that Early Years is missing from the list of Link Governors so will need to be added back. KSA – Early Years Lead is also scheduled to talk to the next TLOC meeting. One of the governors asked as to why there are now 2 Curriculum Leads for subjects and TD advised that this is because there are enough staff to do this and it is good for staff to have a partner that they can share ideas with. In addition, Ofsted visits now include deep dives into a couple of subjects and this can be difficult for lone subject leaders to manage so having someone to share the workload with is supportive. There used to be additional remuneration for Curriculum Leaders but this changed about 14 years ago and there is no additional payment for leading on a subject. There is a higher Tier payment but this is only paid for certain subjects.

Action: Link Governors to liaise with Curriculum Leads to arrange Link Governor visits scheduled for next half term

Link
Govs

In answer to questions the following were noted:

- Recruitment for the additional SENCo post has been completed – congratulations to Christina Bates who was the successful candidate.
- Following redevelopment of the Cage it is hoped that it will be possible to start reletting. There has been a delay to allow the floodlights for the football pitch to be installed.
- Currently there are no plans to let internal space but potentially could happen later this year.
- Some lettings which require multiple classrooms e.g. French school are not being renewed
- It was noted that other nationality schools are interested in letting the premises and these will be considered on an individual basis

b) End of Year Assessment Data for 2020-2021 – initial look

The next Teaching, Learning and Outcomes Committee is an open meeting that any governor can attend and the meeting will be looking at the data in greater detail. This year there is not the usual comparative data from other schools being circulated, so different analysis criteria have been needed. The analysis presented looks at comparison of Target Tracker data for schools in Cambridgeshire and nationally. Caution must be exercised since there is no standardization of how Target Tracker is used in different schools. The analysis done suggests that the school is looking relatively strong coming out of lock down and this would tie in with the good results obtained in 2019 when the school had the best ever Statutory Assessment Test (SAT) results. It is hoped that it will be possible to carry out normal SATS at the end of this year, in order to confirm the strong picture.

The data presented to the FGB compared the 2021 results of tests with the 2019 results (last normal year). The results are colour coded with Red indicating a drop of more than 5% and green indicating an improvement of more than 5%. The overall assessment of the data indicates that most children are potentially a term behind. It must be noted that younger children who have missed a bigger percentage of their schooling show evidence of being further behind e.g. a Year 2 child will have missed half of Reception and Year 1. It is felt that in terms of social development that many of these children are at the level you would expect in the year below so for example a Year 1 class behaving more like a Reception class hence the need for an additional TA in the classroom. Many of the current Year 2 children have slipped back over the summer because learning has not become embedded as a result of missing the repetition that takes place in a normal year. Teachers are anticipating that

	<p>progress over this year may be slower. One of the staff governors confirmed this and advised that it is hard to know what is missing but that many of the children in her class are not retaining information in the way that you would normally expect. They seem to miss the link between what is taught in the lesson and what they need to do at the table.</p> <p>One of the governors noted how interesting this observation was. She commented on the importance of the school tracking performance to see if this is just a temporary difficulty for re-entry after Lockdown and the children are able to adjust quickly or whether it is a longer term issue that needs to be addressed. She requested that data is brought to the governors so that the children's ability to retain data and make links can be tracked over the year. TD confirmed that this is an area where it would be good to track and review data at regular intervals, in December after 6 months and after 12 months to gain information about how development has been impacted by Covid. One of the parents confirmed that this aspect had been noted by parents too.</p> <p>Action: Reports on children's ability to retain data and make links to be tracked over the year.</p> <p>It was noted that the work done on rapid progress in writing seems to have borne fruit with good results (coloured green) in this area for Year 4 and Year 5 classes. This indicates that this technique can be used in other areas in the school where there is concern about achievement.</p> <p>c) Covid Catch Up – Recovery Premium and Tuition Partners Grant</p> <p>This year the school has received two grants in addition to previous Covid Catch up funding as follows:</p> <ul style="list-style-type: none"> a) Recovery Premium - £200 per Premium Pupil child in the school (approximately £12-13K) – this money can be spent however the school chooses so long as it targets Covid catch up learning for vulnerable learners – with an emphasis on Pupil Premium and SEND children but targeting any child that has fallen behind during the pandemic for whatever reason. b) Tuition Partners Grant – much more complicated requirements to spend this allocation of money – £9-10K. This money can be used to pay up to 75% of the costs for Pupil premium children to access up to 15 hours of tuition at £18 per hour. The school has to report which children access the tuition and for how many hours and find the remaining 25% of the cost. Any money not spent in this way will be claimed back. The requirements of this grant forces schools to buy in tuition and is to target the children who have slipped back the furthest during the pandemic. It is likely that this form of tuition will work best for Maths tuition. It is proposed that setting will be done in Year 6 for Maths and the money will be used to provide tuition for 1 group of children for 1 hour each day. The details of delivery are still being worked out to ensure it meets the requirements and it is likely that the work will start in November but a tutor needs to be recruited to deliver the tuition. <p>Governors noted that the additional funding is being used for curriculum subjects and asked if there was any funding for emotional development. TD advised that the funding could be used for both academic or emotional development e.g. in Year 1 Covid catch up money is being used to fund an additional TA who will work in both areas to ensure children catch up on all aspects of Early Years curriculum development.</p> <p>TD advised that it will be an interesting year financially for the school since there is a significant loss of income with reduced lettings and increased supply cover costs for Covid e.g. for teachers isolating whilst awaiting PCR results. It is likely that the predicted carry over will be significantly reduced.</p> <p>One governor asked if there were special plans in place for Year 6 as it is their final year. TD advised that there is no special plan but as for the rest of the school they are operating on the theory that children will gradually catch up if they receive good quality teaching and so classes will be carrying on as normal with well planned differentiated lessons. The Governor noted the importance of ensuring that there is emotional support for Year 6 pupils so that they are ready to make the Transition to secondary school.</p>	TD
7.	<p>SAFEGUARDING UPDATE</p> <p>Safeguarding and Child Protection Policy</p> <p>The Board carries out an annual review of the Safeguarding Policy. The Policy is a local authority document and AL advised that there have only been minor changes to the Policy. In addition to the Policy the local authority Safeguarding team have put together a 30 slide PowerPoint presentation as</p>	

	<p>refresher training for all staff in schools by Cambridgeshire. Staff are required to read the policy , view slides and sign to confirm that they have done this, Governors are required to do this training to help them understand and better support the Safeguarding work done by the school. Training can be accessed through STMPs email account on the Governor Drive.</p> <p>Action: AL to email Governors with instructions as to how to access training and Governors to advise AL when completed</p> <p>One of the governors advised that some of the references to page numbers in the Keeping Children Safe in Education document were incorrect.</p> <p>Action: NP to advise AL of incorrect page numbers in Policy so that it can be corrected.</p> <p>Governors asked about who would deal with allegations against either the Headteacher or member of the Senior Leadership team. TD advised that for the SLT he would deal with the allegation and would normally refer to the Chair of Governors. Governors asked whether it would be more appropriate to refer to the Safeguarding Governor since they would be better equipped to deal with the matter. TD advised that in such a situation he would contact the LADO who may suggest that the Safeguarding Governor should be involved. If the allegation is against the Headteacher then the Local Authority would manage the allegation.</p> <p>The Board unanimously ratified the Safeguarding Policy.</p> <p>Child Protection whistleblowing Policy (to raise awareness) This document was circulated to governors to make them aware of the contents</p> <p>eSafety Policy (to raise awareness) This document was circulated to governors to make them aware of the contents</p> <p>In answer to a question TD advised that Sarah Barratt is the Mental Health lead and she co-ordinates all therapies within the school.</p>	<p>AL/ Govnrns</p> <p>NP</p>
8.	<p>RESOURCES FOR LEARNING School Contract Regulations, Financial Regulations for Schools and Camb’s Scheme for Financing Schools (raising awareness) These documents were circulated to governors to make them aware of the contents</p>	
9.	<p>GOVERNANCE Committee Membership and Link Governors (including Committee for Headteacher’s Performance Management -CHPM) It was noted that this had been updated at the July meeting and any vacancies will be filled and the table next updated after the appointment of the new Parent Governors. The Headteacher’s review will be done before the end of October and 2 of the 3 governors are agreed (RH & NP) since it is done on a cyclical basis. LJ agreed to be the third person on the panel. Val Palmer (former LA advisor) had attended last year and it was agreed that her offer to assist for one further year should be accepted.</p> <p>Action: RM to circulate the updated table of Governor responsibilities again Action: TD to arrange a date for Performance Review with Committee.</p> <p>Parent Governor Election Methodology for electronic voting has already been agreed by the Board and TD has the contact details. Information about the Election will be sent out shortly before half term with nominations after half term and the election taking place in time for the new governors to attend the December meeting. The Co-Chair noted that they would be willing to meet potential candidates to discuss the requirements of the role.</p> <p>Action: TD to find letter used previously, update as needed and circulate to the Co-Chairs to approve and send out to all parents</p>	<p>TD RM</p> <p>TD/RM/ DL</p>
10.	<p>AOB There was no other business.</p>	

	TD advised the Board that the Clerk resigned in the summer and thanked her for all the support she had given the school. The post is currently being advertised.	
11.	<p>DATES OF FUTURE MEETINGS</p> <p>Teaching and Learning Outcomes Committee – Wednesday 17 November at 5.30pm Online Resources Committee – Wednesday 24 November at 5.30pm Online Full Governing Body - Wednesday 8th December at 5.30pm Online</p>	
	<p>APPROVALS</p> <p>The Board unanimously approved</p> <ul style="list-style-type: none"> ● the election of Rosa Mottershead and Debora Lucarelli as Co-Chairs for the academic year ● the election of Ricardo Herbane as Vice Chair for the academic year ● the Safeguarding Policy. <p>ACTION LIST</p> <ul style="list-style-type: none"> ● Chair (RM) to email relevant Governor resources to new governors ● Link Governors to liaise with Curriculum Leads to arrange Link Governor visits scheduled for next half term ● Reports on children’s ability to retain data and make links to be tracked over the year – TD to report. ● AL to email Governors with instructions as to how to access training and Governors to advise AL when completed ● NP to advise AL of incorrect page numbers in Policy so that it can be corrected. ● RM to circulate the updated table of Governor responsibilities again ● TD to arrange a date for his Performance Review with Committee. ● TD to find Parent Governor Election letter used previously, update as needed and circulate to the Co-Chairs to approve and send out to all parents 	

The meeting closed at 19..25

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