

	Wivelsfield Primary School. Full Governing Board Meeting (FGB) MINUTES
	Date Tuesday 29th September 2020 Time 18:00 - 20:00
Membership	Helen Smith (HS) – Head, Rob Milton (RM) – Chair, Rhodri James (RJ) – Vice, Marion Whear (MW), Tom Edwards (TE), Susan Halliwell (SH), John Wigzell (JW), Lesley Corbett (LC), Karen Hornby (KH), Katie Wollaston (KW), Craig Pickup (CP) - Staff Governor
Attending	Sarah Thompson – Clerk (ST)

Item		Lead Person	Actions
1	Apologies for absence Tom Edwards Rhodri James Susan Halliwell	Clerk	
2	Agree the minutes of the last meeting The minutes were agreed	Clerk/Chair	
3	Matters arising Rob welcomed Karen, Katie and Craig. Rob will reach out to new governors over the next couple of weeks to discuss the role of governors in school. Rob asked the governing board to try to get to know the new governors – especially as face to face meetings are not possible at this time. The board agreed to co-opt Rob as a governor and voted him in as Chair of Governors for a second term. Ashley has resigned. Declaration of Interest forms The governing board were reminded to complete the forms and send them to Sarah or drop into school office.	Chair	
4	Review Draft 4 Covid Policy Draft 4 Covid Policy was reviewed and approved over email. KH asked a question about YR joining Y1 and Y2 already ahead of when outlined in the Covid policy. HS advised that they're doing this already as YR were ready. The policy has been uploaded to the school website.	Vice Chair	
5	School Improvement Plan The school improvement plan was discussed.	Head	

	<p>JW instigated a discussion on handwriting and keyboard skills.</p> <p>RM asked whether the school was behind common thinking on this?</p> <p>LC advised it is always good to have the additionality of keyboard skills. But good handwriting and good presentation skills lead to children doing a little better in terms of clarity and legibility. In addition, handwriting is tied to spelling – the two go hand in hand as there is a certain amount of muscle memory.</p> <p>(LC commented page 12 – quality of teaching outstanding – no measure of the quality of teaching. Quality of teaching is not evaluated by Ofsted any longer. It is the Quality of Education that is measured. Change to quality of curriculum, quality of delivery, whether the children know more and retain more short term and long term)</p> <p>KW queried why foreign language provision was not starting again until term 3? HS advised that the school will start teaching Spanish (it was previously French), but something had to give to allow the children to catch up hence the delay to term 3.</p> <p>KW asked whether the new RSHE requirements had been incorporated into the curriculum yet. HS advised that we need to get the policy together and plan the parent consultations. The school has decided to use Jigsaw Jigsaw for the teaching of PSHE and RSE https://www.jigsawpshe.com/</p> <p>MW asked for clarification on the point that SEN children should not always be given to TA for interventions. HS advised that this did not apply to SEN children who have INA's. But otherwise what this meant is that where appropriate teachers will do interventions.</p> <p>LC asked how Governor monitoring was going work? HS advised she is happy for governors to come into school. Otherwise monitoring can happen with teachers and middle leaders over Teams using children's books as evidence. HS Action to come up with a monitoring plan and circulate to governors.</p> <p>KW asked for feedback on the parent survey on remote learning. HS advised that unfortunately the free version of survey monkey only allows you to look at 40 responses, but it was positive.</p>		
--	---	--	--

	<p>KW asked if we would be canvassing further opinion. And if we went into lockdown again would there be live streaming teaching.</p> <p>HS advised that the school is not set up to provide live online teaching. An assistant is needed to manage class participants and block any children who misbehave. And at home there should be an adult in the room with the children during the session. Google Classrooms will continue to be used. KW praised Miss Hughes approach during lockdown – the videos she provided were great.</p> <p>CP agreed that pre-recording videos could be an option if we went in to a second lockdown. KH advised that at her school they used pre-recorded videos during lockdown. KW suggested looking at providing pre-recorded videos if we go into another lockdown.</p>		
6	<p>Head Teacher Update</p> <p>HS provided a staff return to school survey, not many completed it but those that did are ok, considering the circumstances, and feel safe working at school. New teachers have settled in well and there is an upbeat mood despite current situation. Staggered starts are working ok. Lunches have been hardest to get right After trying various scenarios all but 1 class are now eating lunch in the hall in 3 sittings. HS commented that it is really hard work to get right as children have to be served at their tables and tables and chairs have to be disinfected in between sittings.</p> <p>There is a limited extra-curricular club offering at present – sports clubs run by Mrs Sinclair. Hoping to be able to offer more clubs in term 2.</p> <p>School has Covid-19 tests in school. These are for children who would not otherwise be able to access a test.</p> <p>The school received a Health & Safety spot check – everything was fine. They did ask how HS was managing social distancing between adults and children lower down the school to which HS replied that they are not as it is just not possible to do.</p> <p>Attendance. Children who are absent from school if having to isolate due to Covid are marked with X. Attendance currently around 94-95%. A bad cold went around which caused a lot of absences whilst children had to wait to get a test. HS advised that just one family had not returned to school due to Covid.</p>	Head	

	<p>Ms Reilly put together a recovery curriculum. It was very evident that children had lost their stamina for learning – especially writing. The children do seem happy to be back. Every child has been assessed over the last 2 weeks. Lots of PSHE activities, opportunity to discuss Covid experiences, worry boxes, 3 afternoons of nurture sessions a week.</p> <p>One of the biggest challenges is for teachers to provide remote learning to those off isolating as well as teaching a full day in school. Teachers are under a lot of pressure feeling like they need to answer parent emails out of hours. It's very hard constantly reinventing everything.</p> <p>A lot of thought has been given to how best to spend the catch-up funding.</p> <p>New books for Woodland bookcase and concrete maths resources.</p> <p>Children were assessed as being 1 2 or 3 points behind. Overall Y3 / 5 / 6 are the years that have lost the most progress Y4 less lost learning in year 4 than any other group Y1 and 2 are showing less significant loss - these are the classes who were able to rejoin the school in June. A significant number of children are 1 point behind – these should catch up with quality first teaching Those that are 2 points behind will have TA led interventions, (planned by teachers) Those that are 3 points behind will have Teacher lead interventions.</p> <p>Catch up funding We have an additional teacher for 2.5 days a week. Until Christmas: one day Katy Friend Y5/6 English (Sandra Wakelen will support maths), ½ day Jenni Parris Y2/3 maths, ½ day Tracy Reilly Y2/3 English, ½ day Mrs Maslin reading (mainly Y1,2,3). This will be reviewed at Christmas.</p> <p>Interventions will happen in the afternoon but on a rolling plan so children won't miss the same foundation subjects.</p> <p>Mrs Ferguson is also doing precision teaching with 11 children – 10 minutes of very focussed teaching, practice, application of small targets (maths and phonics, GPS) This is mainly in the morning.</p> <p>KW asked whether they would be working with parents of the children who have been assessed as being 3 points behind. HS advised that parents will be informed as the children will be out of class.</p>		
--	---	--	--

	<p>The catch up plan will be reviewed for effectiveness and adjusted accordingly.</p> <p>HS also advised that Yr2 will have phonics screening in November.</p> <p>RM understood from meeting with school advisor GW that it was important to get benchmarking done and RM is happy that this stage 1 plan has been completed and the plan can be adjusted as the term goes on.</p>		
7	<p>Sport Premium Report</p> <p>The report was sent ahead of the meeting. KW asked for an updated on the new playground equipment. HS advised the equipment has been ordered – waiting on contractors to do the work.</p>	Head	
8	<p>Policy Review</p> <p>Going forward Chair, Vice-Chair and Head will advise where policies are significantly different from the standard policies. This should help with the review process.</p> <p>Marion & Katie W asked what brooks tool traffic light was: https://www.brook.org.uk/</p> <p>HS advised it is for peer on peer abuse. Useful tool when deciding whether a behaviour is appropriate or not.</p> <p>KW also asked what My Concerns was – HS reported it was a tool for reporting any safeguarding concerns.</p> <p>Child Protection & Safeguarding Policy Behaviour Policy Online Safety Policy Anti Bullying Policy Health & Safety Policy – needs crisis management plan to be appended to the H&S policy. Staff Code of Conduct Remote Learning Policy</p> <p>All policies were approved. All policies have been uploaded to the website.</p>	Head	HS to send Brooks Law to clerk.
9	<p>Governing Board / Committee Meetings 20/21</p> <p>Full Governing Board - Schedule of meetings for 20/21</p> <p>All meetings will continue on Teams for the foreseeable future. Finance meetings will take place during school hours – time tba.</p> <p>Governing Board meetings will take place at 18:00 – 19:30/20:00</p>	Chair	

	<p>Finance 20/10 FGB 24/11 data and class targets for full year Finance 14/01 FGB 02/02 Finance 09/03 FGB 23/03 Finance 27/04 budget FGB 04/05 term 4 data and budget Finance 29/06 FGB 13/07 end of year headline data</p> <p>Finance & Staffing Committee Members Rob – continue as chair, Susan, Rhodri, Helen Quorum is 3</p> <p>Headteacher Performance Review Committee Marion, Rhodri, Rob</p> <p>School Plan Monitoring LC – Managing quality of education JW – Monitoring data KW – Remote Learning – looking at what the objectives are and how school is performing towards those objectives Rhodri – Behaviour policy KW – Equalities KH – Growth mindset / RSHE RM & RJ – leadership TE – health and safety and premises governor. Meet prior to finance and talk about what needs to be done.</p> <p>Link Governors SH – mental health governor LC – SEND governor</p> <p>Feedback on monitoring added to agenda for each meeting. Some monitoring is required in Term 2. Action: All governors to touch base with who they are monitoring in before the end of Term 1.</p> <p>All governors were reminded to refresh their safeguarding with the NGA. Email sent 03/07/20 with how to access.</p>		
--	---	--	--

