

MINUTES

	 Wivelsfield Primary School. Full Governing Board Meeting (FGB)
Date	Tuesday 2nd February 2021
Time	18:00 on Teams
Membership	Rob Milton (RM) – Chair, Rhodri James – (RJ) – Vice, Helen Smith (HS) – Head, Craig Pickup (CP), Marion Whear (MW), Susan Halliwell (SH), Lesley Corbett (LC), Tom Edwards (TE), Katie Wollaston (KW), Karen Hornby (KH).
Attending	Sarah Thompson – Clerk (ST)

Item	Action	Responsible	Update
	Helen to complete equality objectives	Helen	Completed.
	Governors to send contact numbers to Sarah share with the group.	Governors	Only a couple received. Thank you to those who have shared. Please either send or opt out. Not discussed – move to next meeting.
	Nursery Provision – follow up with a date for an initial meeting with Guy from ESCC	Helen	Not discussed – move to next meeting.

Item		Actions
1	Apologies for absence All governors present	
2	Agree and sign minutes of the FGB meeting held on 24th November 2020 The minutes were approved. Agree and sign minutes of the Finance Meeting held on 14th January 2021 The minutes were approved.	
3	Matters Arising not included within the agenda The governors approved the purchase of laptops and tablets for the school via email on January 14th 2021 The proposed orders that were approved are as follows: 1. a new laptop trolley and 16 laptops. The total cost for this will be £7513.92. The money for this will come from capital. 2. 24 new iPads - 4 iPads for each class (Y1 - Y6). The cost for this will be £8042. The cost for this will come from Pupil Premium. Helen updated the group that there is a 10 week wait for iPads. Slow progress with ESCC in terms of orders being raised. Helen is chasing regularly.	

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	<p>Governors agreed that the order does not need to be countersigned by Rob in order to minimise delays. However, if Rob can sign without delaying the order we should follow usual process.</p>	
4	<p>Governing Body 2 vacancies Hele commented that a non-parent / co-opted additional governor would be useful.</p> <p>Complete a skills audit to see what areas we may need to fill in a year to two years' time.</p>	<p>Skills audit to be done</p> <p>If anyone has any contacts for potential governors, please update the group.</p>
5	<p>Update on village matters</p> <p>Road safety Tom updated the group. Signs are going to be installed near the park – children playing / children crossing A vehicle activated speed sign will also be installed – this can be moved around the village. A feasibility study is going to be conducted to see what road safety measures are possible. Tom reiterated school keen to work with the parish council as a united village promoting road safety.</p> <p>Playground safety A company is coming out to look at the surface under the monkey bars.</p> <p>Rob viewed this update as positive. He asked if there was anything else we could do? Tom suggested a school “design a poster competition – 20 is plenty” at a later date in the year when things are hopefully returning to normal.</p> <p>Katie asked if children could be given a road safety talk. Helen advised that road safety is discussed with the children as a matter of course but she will look at what can be done to promote road safety in the current circumstances.</p>	<p>Keep these items on the agenda until resolved.</p> <p>Helen road safety for the children</p>
6	<p>Review of remote learning parent survey – early results snapshot: Generally positive – 64 responses Access to laptop 54 No internet problems reported Too much screen time – middle of road Completing all work in given time – weighted towards agree Recorded lessons useful – as above Safe online – as above Class catch up – strongly agree Appropriate amount of work 43 yes 21 no Home environment ok - ? Anxiety - 16</p>	<p>Tom to provide analysis of the survey after it is closed.</p>

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<p>Wellbeing? Parents stressed trying to teach children 50:50. Confident teaching my child 48 yes 16 no</p> <p>Lots of comments – some parents want live lessons. No real specific criticism</p> <p>Deadline for completing the survey is Friday 5th February Rhodri asked Helen to instruct Sarah M to send out reminder to parents. (This was done)</p> <p>15 child replies from years 5 & 6 for child survey.</p> <p>Katie suggested we ask Wendy Rees to link the survey on the PTA Facebook page; ask class to add it to the class message pages and ask teachers to add it to GoogleClassroom.</p> <p>Helen updated the group on plans to supplement remote learning.</p> <p>School is going to start providing live teaching – 1:1 catch up sessions for children who have been identified as falling behind.</p> <p>Hayley has also been trialling live drop in sessions for year 6 to ask specific questions that they need help with. These have been successful, and the hope is that all teachers will provide these sessions.</p> <p>Craig talked to the group about challenges of live remote teaching specific to Wivelsfield School. Challenge of live lessons – for good lessons need TA to manage the online class and possibly a TA to manage the children in class. The children in class may disrupt the flow of the lesson for a whole host of reasons. Staffing levels and size of school mean that live teaching is not really an option at this time. If the school was bigger there would be more opportunity for live teaching. Recording as they teach has been considered but synchronisation would be an issue with different children attending school on different days – they could either have to repeat the lesson or miss it entirely.</p> <p>Rob thanked Craig for his explanation. Rob asked about plans in place to mitigate risks of children falling behind because of their learning needs and them not catching up when they return to school – again because of their learning needs. What are the plans to support these children? Helen explained that this is the purpose of the live 1+1 teaching sessions. In addition to this HS has identified 3 vulnerable families and has worked with them to find places in school for those children on the quieter days.</p>	
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	<p>Helen is constantly thinking about how the school can improve the remote learning provision.</p> <p>Rob also asked about extension work for those who need more work. Helen said she would double check that additional challenges are being set for the Rapid Graspers. The CPG books that have been made available will provide additional challenges.</p> <p>There are 70 children registered at school for Lockdown 3. They are not all in on the same day. There is a class teacher in class teaching every morning. In the PM teachers go home, record lessons for the next day and follow up with remote learning on GoogleClassrooms</p> <p>Governors asked what was happening at other schools.</p> <p>Helen advised that Newick have a KS1 and KS2 bubble. 15 in each. TA's are looking after these bubbles and all teachers are working from home.</p> <p>Plumpton and Federation schools have more children at school than during Lockdown 1. Lindfield are in the same position.</p> <p>Things get very tricky when teachers having to self isolate.</p>	
7	<p>Lateral Flow Testing for staff</p> <p>Helen advised that lateral flow testing took a week of hard work to get set up and do the training but glad she did it all! All but one member of staff has signed up.</p> <p>Any positivises have to be followed up with a PCR test. If there is a positive LTR the staff member, their household and the school bubble will all have isolate pending the results of the PCR test.</p>	
8	<p>Headteacher Report:</p> <p>Much of the headteachers report has been covered above.</p> <p>Children with EHCP 1 will not come in 2 others are in Child in child protection is not in school due to high infection rates. School is in close contact and everything seems ok.</p> <p>Rob asked if in the next meeting we can discuss how to look after / help the children who are not in school to catch up when they return. Helen expects the catch up plan that was beginning to work to start again. Rob asked if the budget was in place to ensure funds are available for the catch up program.</p> <p>Rob has requested this topic to be added to the next finance and staffing committee meeting.</p> <p>Free school meals. Helen was keen to trial food parcels but a small survey showed parents just wanted vouchers.</p>	<p>Catch up plans to be on next agenda</p> <p>Funding of catch up plans to be on next finance meeting agenda</p>

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<p>9</p>	<p>Data reports Review and discuss Term 2 data. Focus on how well children have caught up and plans moving forward in light of current lockdown.</p> <p>Most children were making good progress by the end of term 2, but it will be a complete reset when they return to school. Amy has done a lot of work on grouping where the children are.</p> <p>KW asked what could be done for Year 5 who are struggling.</p> <p>HS talked about the early success of the precision teaching.</p> <p>Pupil Premium Report Rhodri asked about the numbers on the report. HS explained how the report worked.</p> <p>KW commented on the excellent quality, consistency and themes of the work this lockdown.</p>	
<p>10</p>	<p>Arts Mark Ashley Hards was looking after this last year. HS will discuss with Ashley and follow up. May need someone else to take this on.</p>	<p>Move this to next meeting.</p>
<p>11</p>	<p>School Improvement Plan The SIP will need to be reconsidered when all the children are back in school. Targets will need to be revised.</p> <p>Katie asked about the timeframe for appointing a deputy. The aim was to be appointing about now but really need to interview a deputy in person. Dependent on the outcome, Interviews may also need to be held to determine the ongoing positions of the teachers who are on 1 year fixed contracts. Aiming to move this right to the beginning of term 5.</p> <p>KW asked if it will be difficult to fill the deputy position? Lesley doesn't think so. Nor does Craig.</p>	
<p>12</p>	<p>Safeguarding Report sent. Rhodri asked with the rates falling can Helen please reach out again to vulnerable family to encourage school attendance</p>	<p>Helen to follow up</p>
<p>13</p>	<p>Policies The following policies are ready to be approved:</p> <p>Equality Objectives – approved Acceptable Use – governors given until Friday 5th February to approve. Policy approved on Friday 5th February</p>	

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	<p>Attendance – make small change to the wording may instead of likely then this will be approved. Governor Visits – approved</p> <p>RSE Policy discussion. Karen has discussed the policy with Emma and shared a letter from her school which was sent out to parents. Karen advised it's all about knowing your school and how best to manage. Karen thought the policy was well written and clear. And JIGSAW is a good program which is very clear to use. Helen would like to send everything out to parents first and then hold a meeting if required.</p> <p>Katie asked if parents wanted to know what was going to be taught for each year – how would it be managed. It would be managed via a ZOOM meeting.</p> <p>Governing body agreed to send out what is being proposed to parents. Parents can ask any questions. And a meeting will be held if required. RSE is a statutory requirement it has to be taught but parents can opt out.</p> <p>Katie suggested class teachers have list of resources available to give to parents who request it</p>	Helen to make small change to wording of attendance policy then it will be approved.
14	Rob will follow up with HS for a leadership meeting	Rob to follow up with Helen
15	PTA update – no update this time	
16	Next Governor Meeting 04/05/21 18:00 on Teams	Clerk

Supporting documents will be sent prior to the meeting.

Supporting Documents:

Item	Papers	Sent with Agenda	
	Full Board Minutes	Y	
	Finance Minutes	Y	
	Head Teachers Report		Emailed before meeting
	Data report		Emailed before meeting
	Safeguarding Report		Emailed before meeting
	School Improvement Plan		Emailed before meeting
	Policies		Emailed before meeting

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