

# MINUTES

	 <p>Wivelsfield Primary School. Full Governing Board Meeting (FGB)</p>
Date	Tuesday 4 <sup>th</sup> May 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	Amy Meade (AM), Hayley Glassock (HG), Sarah Thompson – Clerk (ST)

Item	Action	Responsible	Update
	Update on iPad order	HS	Due imminently
	Arts Mark	HS	HS to follow up w/ Ashley to see if we can move this forward or start again. If we have to start again it will come down to resource and cost.
	Road Safety talk for children	HS	HS will see if we can get someone to come in. Karen advised that bookings are open and if schools are Covid secure they will come in and do a talk.
	Remote Learning Survey – results  <a href="https://eu.jotform.com/report/21052280175104122?st=SFVsdIVoRHd0bUICbFRpamFBaWpQUG5UMkw4bkhCVEFvc1ROQUJuWDVhakiYSDN2MTJ5aHZkTDBnNzk4dVp0RkJHa3IFV2hGKzBXbWfKJ1JyKzJZM0E9PQ==">https://eu.jotform.com/report/21052280175104122?st=SFVsdIVoRHd0bUICbFRpamFBaWpQUG5UMkw4bkhCVEFvc1ROQUJuWDVhakiYSDN2MTJ5aHZkTDBnNzk4dVp0RkJHa3IFV2hGKzBXbWfKJ1JyKzJZM0E9PQ==</a>	TE	Completed

Item		Lead Person	Action
1	Apologies for absence Rhodri James sent his apologies	Clerk	
2	Data Report Data collected from after 2 <sup>nd</sup> school closures enabled teachers to begin planning interventions to enable the children to make progress.	HS / AM	

# MINUTES

3	<p>Core Leaders Report</p> <p>Amy reported as follows:            The children’s handwriting and grammar has suffered the most following the second school closure.            Teachers are currently working on building this back up with the children.            Teachers are in the process of making predictions on ready to progress to next academic year. They are focussing on core objectives, with quality first teaching for any children at risk of not being ready to progress.</p> <p>CPD still in place for teaching staff.</p> <p>Rob asked Amy if she felt in control.</p> <p>Amy replied yes – undoubtedly there has been a loss of learning, but despite this learning walks have shown teachers have a clear strategy, adults are being used effectively in the school. Children are now all progressing across the board.</p> <p>Rob asked how frequent the monitoring is?            How far have children gone off course before we have caught them and got them back on course?            Amy explained there is informal and formal monitoring, and it is much more robust.            Teachers are very clear on what their focus is.            Children are reviewed every 6 weeks.</p> <p>Rob asked how much effort is required for teachers to do the monitoring?</p> <p>Amy explained staff meeting time is now dedicated to the biggest gains in terms of ensuring children make progress. And work is being done to put support in place to enable teachers to focus.</p> <p>Teachers are not feeling like they have to do everything – clear objectives in terms of what needs to be done to ensure children are ready to progress to the next year.</p> <p>Focussing on the children who need the most support.</p> <p>Hayley reported on Maths</p> <p>In the first school closure the school invested in White Rose Premium Resources – these were invaluable to support children and teachers at home and at school and have been well utilised.</p> <p>Maths CPD has been continuing.</p>	HS / HG	

## MINUTES

	<p>Maths is now more topic focussed. There are more varied gaps in class depending on how remote learning went for individual children. Teachers identify gaps and plan interventions to support and fill the gap.</p> <p>Maths lessons will now look more like this: Monday Ready to progress for the whole lesson Recap of fluency practise 10/15 minutes at the beginning of the main maths lesson.</p> <p>Continuing with interventions to unpick any issues</p> <p>Mini assessments are being planned before the end of the year to give to next teachers to make them aware of the gaps so that they can continue working on helping the children catch up.</p> <p>The children will not have caught up by the end of this year – it will be into next year.</p> <p>Rob asked how this was working with year 6 pupils moving on to secondary schools.</p> <p>Hayley explained that there had been meetings, moderations and assessments.</p> <p>The school have signed up to 6 in to 7 formal platform. Assessments and moderations will be uploaded for next schools.</p> <p>Without the pressure of SATS it is enabling the teacher to teach a deeper learning rather than just passing a test.</p> <p>One positive change has been that teachers are now doing their own interventions.</p> <p>Craig explained that he can see what he sees in class and focus on teaching what he needs to – cuts out the middleman so to speak. He does not have to explain everything to a TA.</p> <p>The school is looking to continue this model next year with using differing afternoon resource - such as a sport lesson or a TA3 / HLTA taking the class to allow the teacher to focus on interventions.</p> <p>Rob &amp; Karen both asked What are the TA's doing instead of interventions? Helen explained that they teach a soft subject. Teacher sets the learning up and the TA takes over. Or in some cases another teacher is taking the class.</p>		
--	--	--	--

## MINUTES

	<p>Karen asked how that worked – Amy replied that it varies depending on what is needed. No specific set timetable for interventions. Working hard to limit the number of children – 1:1 or 1:2.</p> <p>Hayley explained that the benefit of the teachers doing the interventions is that you can follow up the next day knowing what you have taught and ask appropriate questions.</p> <p>Rob commented that he thinks this is very encouraging.</p>		
4	<p>Agree and sign minutes of the FGB meeting held on 3<sup>rd</sup> February 2021</p> <p>Agree and sign minutes of the Finance Meeting held on 9<sup>th</sup> March 2021</p> <p>The minutes were approved.</p> <p>Minutes approved.</p>	Chair	
5	<p>Village Matters</p> <p>Flooring under monkey bars</p> <p>Parish Council have decided that surface is ok. The most they are going to do is put tarmac down (which seems worse than the mud). This has gone back to parents.</p> <p>Road Safety:</p> <p>Update on signs planned to be installed near the park</p> <p>Vehicle activated speed sign</p> <p>Feasibility study on road safety measures</p> <p>No further road safety updates.</p> <p>A school parent recently joined Community Speedwatch.</p> <p>Tom talked about a cohesive campaign with Community Speedwatch. Scarecrow's around the village promoting speed safety. The school can get behind this campaign</p> <p>Parish Council will pay for the printing of posters from a poster campaign.</p> <p>Rob asked what preparation is required.</p> <p>Discussion on what is required to follow up on this.</p>	Chair / TE	Tom to follow up in due course re: school involvement.
6	<p>Governing Body</p> <p>Revise the instrument of Government</p> <p>The Clerk was asked to follow up on this with Rhodri.</p> <p>With regards to potential additional / future governors – Helen will try to get in touch with the donkey people.</p> <p>Need to complete a skills matrix - Strategic look at it.</p>	Clerk	Sarah to follow up with Rhodri.
7	Budget	Chair	

## MINUTES

	The budget was discussed and approved.		
8	<p>SFVS The Governors asked for Ann to check the SFVS for pupil to teacher ratios. The SFVS was approved subject to the clarification of this point.</p>	Chair	Ann followed up and advised that she used FTE from the budget planner report for that period. This was the seven classes plus Helen, deputy and SENCO time. 23 is what was included in the report.
9	<p>Headteacher Report Rob will attend the following meetings: Monitoring Day next week Strategic meeting end of May. Helen and Rob to follow up.</p> <p>Helen requested governors to complete 2 to 3 further monitoring visits and reports by the end of term 6. Request for some further monitoring 2 to 3 reports before the end of the year.</p> <p>HS will arrange this with Governors.</p> <p>KW has further meeting planned with Amy and Emma</p> <p>KW &amp; KH will work together as there is a lot of cross over.</p>	HS	
10	<p>Remote Education Review</p> <p>Following the review marked at either 4 or 5 in each category and felt this was a fair reflection of the provision by the end of lockdown.</p>	HS	
11	<p>SEND Report</p> <p>It was noted that the precision teaching is working well with SEND children.</p>	HS	
12	<p>Safeguarding Report</p> <p>A question was asked about the timescale of the My Concerns graph – it's from September.</p> <p>The report would be more meaningful if we were able to compare year on year.</p> <p>And understand whether the incidents involved the same children.</p>	HS	

## MINUTES

	<p>Discussion on harmful sexual behaviour incidents.</p> <p>Karen asked what SWIFT was. Helen advised that it is a team based in Hastings who provide domestic abuse support, and support schools with harmful sexual behaviour incidents. School is working with multiple agencies.</p>		
13	<p>School Improvement Plan</p> <p>Objectives have been revised so they are not so data driven and are more reflective of where we are now.</p> <p>Lesley will do a monitoring visit around curriculum.</p> <p>Books are on order to promote equality and diversity within the school.</p> <p>Change in targets will be done in half yearly review</p>	HS	
14	<p>Policies</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> <li>Prevent approved subject fixing typo</li> <li>Prevent Risk Assessment</li> <li>Supported Introduction to Employment Policy</li> <li>First Aid Policy</li> <li>Complaints Policy</li> <li>Addendum to Child Protection Policy</li> <li>Accessibility Plan</li> <li>Mental Health Policy</li> </ul> <p>Not approved.</p> <p>Staff Wellbeing Policy – wrong document sent. Move to next meeting.</p> <p>Model Publication Scheme – not approved. The Governors asked for information on what this is. Move to next meeting.</p>	HS/Clerk	See notes at end of minute
15	<p>Next Governor Meeting 13/07/21 18:00 on Teams / in person – tbc</p>	Clerk	

### Follow up:

#### **Model Publication Scheme – notes from The Key.**

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

Your school must adopt the ICO's model scheme and make it publicly available, for example by linking to it on your website.

You can download it from the ICO's website, under the heading "What is the model publication scheme?". It's the document called "Model publication scheme".

# MINUTES

You can find the requirements for publication schemes on pages 2-3 of the ICO's guidance 'Model publication scheme - using the definition documents', which you can download under the heading "What kind of information should we publish and include in our guide to information?".

What the scheme covers

The ICO's model publication scheme, linked to in section 1, says "This publication scheme commits an authority to make information available to the public as part of its normal business activities."

It has sections on:

The Freedom of Information Act

Classes of information

The method by which information published under the scheme will be made available

Charges that may be made for information published under the scheme

Written requests

The ICO explained that you should not edit the publication scheme. You should simply publish or link to it on your website to show members of the public what guidelines you follow.

Publish a guide to information alongside the scheme

Your guide to information should include further detail about the particular information your school publishes.

It should specify:

The documents available

The format of the documents

Any charges made for the information

This is explained in the ICO's guidance on model publication schemes (page 5), linked to above.

Supporting documents will be sent prior to the meeting.

## Supporting Documents:

Item	Papers	Sent with Agenda	
	FGB Minutes	Yes	Emailed
	Finance Minutes	Yes	Emailed
	Instrument of Government	Yes	Emailed

## MINUTES

	Budget	No	To follow
	SFVS	Yes	Emailed
	Head Teachers Report	Yes	Emailed
	Data Report	No	To follow
	Core Subject Leaders Report	No	To follow
	Safeguarding Report	Yes	Emailed
	School Improvement Plan	Yes	Emailed
	Policies – see agenda	Yes	Emailed
	SEND report	Yes	Emailed
	Remote Education Review	Yes	Emailed