

staff who had been tested on their understanding of policies and Keeping Children Safe in Education. In response, the Headteacher advised governors the suggestion made by governors at the previous meeting for contacts with staff to be recorded had not yet been progressed. The Headteacher agreed to meet with A Hinchliffe to determine which staff had been tested and on what areas. It was agreed that A Hinchliffe include the information in their Safeguarding Report.

AH

4.06 Personal Development - (minute 12.04 refers)

The report from the Headteacher on changes to the wider curriculum would be submitted to the next meeting.

HT /
Agenda

4.07 Stakeholder Feedback - Pupils and Parents - (minute 13.01 refers)

A survey had been carried out at the last parents evening. The Headteacher reported a total of 125 responses had been received and data in the responses was similar to that received from the previous survey when 47 responses had been received. The survey would be repeated at the next parents event but, rather than using the questions recommended by Ofsted, the survey may be shorter and subject specific, for example around behaviour.

Paul Wray joined the meeting at this point.

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES

5.01 The Headteacher explained only Section 2 of the Plan had been circulated as this was the area of responsibility delegated to the Committee.

5.02 The Headteacher explained the system used to RAG rate the success criteria for each objective, which had been reviewed in January 2020, and provided feedback on the actions rated Red and Amber.

5.03 The staff survey had been undertaken and children would be surveyed during the summer term.

5.04 Karen Bayley, the South AIP Co-ordinator, had visited school to review actions in place for children with behaviour issues. The Headteacher was pleased to report no actions for improvements had been identified during the visit.

5.05 The Headteacher was also pleased to report that during the audit of PSHE undertaken in February, three areas of exemplary practice had been identified. These areas included the use of floor books, which had not been seen by the auditor before and children being able to talk about PSHE in depth.

5.06 The Headteacher informed governors Steve Body, from the Local Authority, had changed roles and was no longer working with the school on the Healthy School Framework but confirmed that work

to achieve the status continued to be progressed.

- 5.07 A large amount of work with parents was required to improve the quality of children's packed lunches. Elisa Whitfield provided an overview of the work required, which included working with parents to gradually reduce the number of snacks permitted in lunches.
- 6.00 ATTENDANCE, BEHAVIOUR AND ATTITUDES**
- 6.01 Attendance - Copies of the attendance information from the new Pastoral Genie system had been circulated and provided a positive picture as, in the main, attendance was rising.
- 6.01.1 Whole school attendance, from September to the current day, was 95.08% which was positive. The difference between the attendance of boys, at 94.88%, and girls, at 95.3%, was minimal. The variance between the attendance of FSM Ever 6 children and non FSM Ever 6 children was minimal at 93.66% and 96.3% respectively.
- 6.01.2 At 10.43%, overall persistent absence had reduced. The difference between the persistent absence of SEN, at 15.05%, and non SEN children, at 9.2%, was highlighted. The Committee Chair queried whether the reasons for the absence of SEND children, for example attending medical appointments. The Headteacher explained FSM and SEND children along with boys were generally those with persistent absence.
- 6.01.3 The Committee Chair asked whether the expected rate of attendance would be relaxed in the event of the Covid19 virus spreading further. The Headteacher informed governors that updates received to date had been in relation to how to prevent or slow down the spread of the virus. The Committee Chair queried whether children had the opportunity to wash their hands before eating lunch. The Headteacher confirmed that all children except those in Year 2 and Year 5 did as they went straight into lunch but children in Years 2 and 5 came in from the playground. Governors agreed the need to ensure that all children had the opportunity to wash their hands before eating.
- 6.02 Behaviour - The 'Trackit Light' online system was being still being used in school and was working well. Classroom behaviour was recorded using the online system and analysed and monitored by SLT on a weekly basis.
- 6.02.1 The analysis of behaviour between 4 September 2019 and 28 January 2020 showed that 97% of all interactions were positive. The number of children who had moved from Green to Amber represented 2% of all behaviour interactions in class, with the highest number being for disrespectful / silly behaviour. The behaviour interactions between teachers and a child which had resulted in the child moving to Red represented 1% of all interactions the majority of which were playtime related.

- 6.02.2 Analysis across all year groups showed a spike in behaviour in Year 5, which was reflected in the number of children who accessed Restorative Learning. Children only attended the facility for half of the day, in the afternoon and, in an attempt to improve behaviour, children now attended the facility in the morning. The Committee Chair asked whether behaviour had improved as a result of the change. The Headteacher confirmed that it had.
- 6.03 Internal Exclusions - After seeing a rise in the number of internal isolations during 2018/2019, the number to date was more in line with the amount of isolations during 2016/2017.
- 6.03.1 Governors attention was drawn to the table setting out the timeline, from 2017/2018, of those children who had been referred to the REACH facility. The Headteacher explained the table had been created in preparation for a visit by Ofsted and demonstrated the support put in place for the children.
- 6.04 Bullying - The Headteacher explained the number of bullying incidents referred only to those reported by parents. A governor queried whether any data was captured on what action had been taken, for example that 20 incidents had been reported but only two had been classed as serious incidents. The Headteacher clarified that all conversations were recorded but not as bullying and agreed to move the alleged cases of bullying incidents from Behaviour into Bullying to highlight the number of cases reported. Governors agreed this would provide evidence for Ofsted that children felt comfortable with talking about & reporting incidents.
- 6.04.1 The Committee Chair queried whether records of the incidents reported by children were kept if they related to the same children. In response, the Headteacher confirmed the incidents were recorded on Trackit and were analysed and, if found to be serious, were recorded on CPOMS.
- 6.05 Governors agreed the letter received from Karen Bayley, the South AIP Co-ordinator, was a very positive and was the most positive report received by the school since the Ofsted inspection. Governors praised the staff involved and asked that the thanks of the committee be passed on to the staff involved. Elisa Whitfield agreed to convey their thanks.

E Whitfield

7.00 SAFEGUARDING

- 7.01 The report on the recent Safeguarding Audit carried out by Andy Hinchcliffe had been circulated. The audit had identified four Red actions, 8 Amber, 65 Green and 3 Pink.
- 7.02 The audit had identified four Red actions on the day which were required to be resolved within **7 days** of the audit. These had included being unable to locate the Safer Recruitment certificates for the Headteacher and Jon Hairsine. The Headteacher confirmed his certificate had been found immediately after the audit and Jon Hairsine had provided his certificate.

7.03 The Committee Chair requested that an update on the 8 Amber actions, which were required to be rectified with six weeks of the audit being carried out, be provided at the next meeting outlining what the actions were and how they had been resolved. HT

7.04 The Committee Chair congratulated the Headteacher on the 64 Green and 3 Pink actions, awarded for the exemplary practices in PHSE, and asked that the thanks of the Committee be extended to the staff involved, in particular to Lauren Dean, J Williams and E Chambers. Elisa Whitfield agreed to convey their thanks. E Whitfield

7.05 Paul Wray confirmed he was due to attend Safeguarding Training.

8.00 STAKEHOLDER ENGAGEMENT - STAFF

8.01 The Officevibe results from the recent staff survey had provided an overall employee engagement score of 7.5, which was lower than the result for September 2019. The Headteacher pointed out the results from most surveys generally reduced towards December and reminded governors that the school was in the middle of a Managing Staff Reduction (MSR) exercise.

8.02 Of the 10 key metrics, the lowest score returned was for Wellness at 7.0. This was considered to be a result of the current MSR exercise and the effect it was having on staff morale along with the behaviour of some children.

8.02 Feedback had also received a low score of 7.2. The new system of providing feedback, which involved feedback on reading, writing and maths being provided simultaneously rather than individually, along with the reasons for it being introduced, was explained. Some staff had found the new system daunting but its impact had been positive. The Committee Chair asked whether the system would continue to be used. The Headteacher confirmed that it would. The Committee Chair commented that, if books improved through the use of the new feedback system, the score for feedback should also improve.

8.03 A governor highlighted the positive score returned for Relationship with Manager, which was 7.8.

9.00 SCHOOL FOOD AND MILK

9.01 School Meals. Copies of the new school menus had been circulated. The Headteacher reported that children enjoyed the choice of meals provided by the menus, which ran on three weekly cycle, and that there had been a seamless transition to the new menus.

9.01.1 A governor queried whether the amount of snacks in packed lunches could be highlighted whilst children were at tables. In response, the Headteacher advised there was a sandwich choice the menu each day and that, whilst in KS1, children were entitled to free school meals.

It was then queried whether the school could apply for free school meals or only parents. The Headteacher clarified that only parents could apply for free school meals.

- 9.01.2 It was queried why there was the option of both a halal and non halal curry on the menu. In response, the Headteacher explained some parents would not allow their children to eat halal food and assured governors that, as the number of children who required halal meals was known and did not fluctuate, there was no wastage.
- 9.02 School Milk. A governor queried whether funding from the EU for milk would continue. The Headteacher confirmed the funding would be lost but notification was awaited of whether this would be replaced by the government. The Committee Chair asked whether the school would fund the gap if this funding was not received or whether parents would be asked to contribute. The Headteacher advised a decision was yet to be made but was likely to be a combination of both.
- 10.00 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**
- 10.01 The Headteacher confirmed the schools SER had been published on the school website.
- 10.02 Governors attention was drawn to the below national average of SEN children in school who had EHCPs in place. It was further highlighted that there were 40 children in school with some form of funding but only four with EHCPs in place. In Reception there were 2 children and in both Years 4 and 5 there was one child. However, there were another 11 or 12 children whose EHCPs were being processed and once in place these would bring the school's total in line with the national average.
- 10.03 The advert for the new SENCO was due to be placed the following week and when appointed, due to the amount of work being done, they would have an accurate list of the children in school with EHCPs and could be confident the correct funding was in place for these children.
- 10.04 The new SENCO post was for three days per week, rather than the two current days, which would enable them to spend one day per week in classes up skilling staff.
- 10.05 The Headteacher informed governors it was the school's intention for Sarah Bramham, the current SENCO, to continue to come into school potentially for one day per fortnight which would enable Sarah to help the new SENCO get upto speed with children in school. In addition, as Sarah was trained to diagnose a range of conditions, she would also provide assistance with diagnoses.

10.06 In response to a query, the Headteacher confirmed the plan was for the new SENCO to undertake the duties of the current SENCO two days per week and to spend the third day in class with teachers, upskilling them as well as providing support as the number of TA's in class will have reduced.

10.07 It was highlighted that, when the number of TA's had been reduced, the impact would be how high tariff and SEND children were managed when staff were out of the classroom dealing with a child.

11.00 ANY OTHER URGENT BUSINESS

11.01 As previously agreed, a brief discussion was held at the end of the meeting on the amount of challenge provided by governors during the meeting. The Headteacher confirmed he felt the amount of challenge had been appropriate and that governors were good at making recommendations for improvements. These had included the suggestion to compare the number of instances of bullying to those of alleged bullying and around Safeguarding when the suggestion to record which member of staff had been asked what question in relation to their knowledge of policies had been made.

12.00 DATE AND TIME OF NEXT MEETING

12.01 The date of the next meeting was confirmed as **Tuesday 21 April 2020 at 4.30 p.m.**

The meeting was closed by the Chair at 5.25 p.m.