



**Christ Church C of E Infant School
Minutes of Full Governing Board 19th May 2021 @ 6pm**

Governors: Belinda Stowe (VC), Amelia Gould, Anna Martin, Chris Douglas, Robin Butcher, Jacky Wood, Julie Wilkins (Chair), Gareth Jones, Sheryl Stenner, Jo Vickery, Charlotte Munday, Jenny Falco, Amanda Bowden

Absent: Sheryl Stenner, Charlotte Munday

Clerk: Laura Jones

T5 Thankfulness

<p>78/20 Opening Prayer</p> <p>Lead by Jo Vickery. Thanked Governors for leaving gift and for thankfulness itself. Praised school for its passion and leadership, and the way it has developed over the years. Standards of education have soared, and it has been a privilege to be in partnership with the school.</p> <p>Thanked Head for the way the school has been lead and the commitment shown through the tough times. Makes people feel valued, treasured, and listened to which is a special quality. Has developed in terms of Christian distinctiveness. The Governing body has been blessed to have the leadership over the years. Will look back with great memories of being on the Governing body.</p> <p>Lead the Governors in prayer in thankfulness.</p>	
<p>79/20 Welcome</p> <p>Welcomed everyone.</p>	<p>Please ensure apologies are sent to the Clerk and Chair to be accepted.</p>
<p>80/20 Apologies</p> <ul style="list-style-type: none"> ○ Charlotte Munday (mat leave) ○ Sheryl Stenner (sent in advance) 	

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<p>81/20 Governor Membership</p> <p>Quite a few new Governors this year with more change to come. Belinda is leaving as Foundation Governor at the end of the academic year after 8.5 years as a Governor.</p> <p>Sheryl who has been our LA Governor for the last few years will be finishing her term at the end of the summer term.</p> <p>We have two new foundation Governors joining us, applications are in progress. Update given on them. Existing governor in the process of creating a handover document</p> <p>Replacement process to be done to find a new LA Governor.</p> <p>Mentoring to be done to share a pack.</p>	
<p>82/20 Declaration of Pecuniary Interests</p> <p>None declared</p>	
<p>83/20 Late Items</p> <p>No late items to discuss.</p>	
<p>84/20 Approve Minutes</p> <p>Confirmation minutes from the last meeting have been approved.</p>	
<p>85/20 Chairs Report</p> <p>Gaps of knowledge potentially identified in terms of what the focus would be as governors.</p> <p>Main role of Governors is critical friend of the school, main purpose being to support and challenge in such a way that lends support. To do so we need to know how to challenge and that is to know what we are aiming for as a school.</p> <p>Training recently undertaken to look at the role that our vision as a school plays in the direction we want to head at. Sitting behind that is our school improvement plan. It helps us track and understand what it is we have set out to achieve during the year, helps us know what questions to ask in the committees, what we said we could spend money on. It helps us remember what we are checking the data for. Ensures streamline and alignment between school and governors.</p> <p>As we are going through a phase of Governor change, we need to remind ourselves of what it is we are here to do and how we do that and what the processes and documents are to use as a benchmark.</p> <p>In September’s FGB we vote in who the roles are going to be and that needs some consideration ahead of time due to lots of new Governors starting. We need to think about who is best to be in which committees, chairing and vice chair. Everyone will really need to step up and make sure we feel confident in what we are doing and what training there is. Keeping track of skillset and</p>	

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<p>training is key. Housekeeping required as a governing body. End of next FGB we will work through this to determine what are skills and strengths are. As Governors we need to get ourselves ready for being in that supportive role.</p> <p>Governor: Do we have a calendar which happens annually to see what is coming up?</p> <p>Yes, this will be circulated in due course. Our priorities will be working towards the school development plan and having a day of Governor development and coming up with a Governor development plan to support this.</p> <p>We are hoping the next FGB meeting will be at the school in person.</p> <p>Idea to meet up with school staff and governors after the next FGB put forward.</p> <p>Governor: This all sounds good.</p> <p>Governor: Wondered whether there would be value in bringing forward the governor development session in terms of whether you leave it until September or split it up and do half session before the summer holidays and one after due not to having the contact or time?</p> <p>Good point, finding a whole day is hard for everyone so breaking it down could be good. We do need to have discussions about who will be in each committee and roles for next year. Although voting saved until September it is useful to have an idea of who will sit where.</p>	
<p>86/20 Heads Report</p> <p>Report circulated to Governors in advance of the meeting.</p> <p>Attendance:</p> <p>Few gaps in year 1 which is unusual but not concerning. Lots of families have relocated because of Covid. Attendance is good as it always is. Fallen a bit this week as understandably a lot of families are trying to book holidays locally. The children have already missed so much school we do not want them to miss any more days, so we are not authorising any holiday, even though it is with a heavy heart.</p> <p>Few children we are concerned about in terms of attendance.</p> <p>Covid Update:</p> <p>Considering moving the stagger for drop off/pick up in Term 6 as things relax, but we have not yet decided. The parents come and leave quickly, and we will keep the one-way system. It is heavy going on the staff who have an early start. Only thing we are considering changing other than collective worship.</p>	

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Behaviour:

Some ongoing issues, looking for specialist provision. Lots of support in place. Overall behaviour of the school is good. Staff clamping down on running around the school. No issues in classes when doing the walkthrough, all the children were learning.

Safeguarding:

We need social services intervention for some families. We are doing everything we can for them, but it is not enough, and I am unable to challenge. We make a referral but if an assessment is not granted it is concerning for those children and their safety. This will be escalated. Seems like a knock-on effect from Covid. Met with another preschool manager in person and we have talked loads about our children that are joined up which is a positive thing to come out of it, as most of our vulnerable children have come through that preschool.

Governor: As we have so many new Governors that might not know how the safeguarding system works, is there any further escalation that is open to you as options?

You can escalate to ART themselves (Access and Response Team) which is basically social services. I would ring their helpline, then I would be told if they think it will meet threshold. If I am not happy with a decision that has been made, I can escalate this amongst ART, but we have already done that. Then we would go to the LA designated officer.

Monitoring:

One child leaving us and have done final bits of paperwork, which is the document we do twice a year which secures the funding. You need to prove they are aspirational children and that the school is encouraging children to do this. We have one new child coming to us in September, to do with our reputation from other families.

Monitoring and Evaluation:

Have done learning walks and deep dive last week. Please with what we have seen, and this has been effective.

SENCO has been going in and looking at the provision that is in place for children with EHCP's as that was a focus for us in the SIP. I was pleased when doing our monitoring yesterday that some of the things SENCO was asked to be improved on a few weeks ago, we had already seen an improvement. Really good to see the monitoring has already had an impact.

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Next term we will be focussing on writing and maths and follow up with some SEN children.

We were able to reaffirm to staff that what they are doing was brilliant.

SEN and PP update:

Lengthy update at S&C. The data is better than it has ever been for these children, mainly because they were in school throughout lockdown with smaller classes and more adults. So, we are really pleased with the progress the children have made. More PP are at the standard than they usually are. Unusual situation discussed in terms of funding EHCP with children at other schools.

Governor: Your point about if the school was named in the EHCP, how does that work?

If the school is named the school essentially would have to have that child. You then try to get extra funding from the LA.

Governor: Are you allowed to share this information with the Juniors?

Yes, we can share, and the Juniors would be fully involved and consulted.

Ransomware Attack:

We have had some drives back, but they mostly seem to be empty, but that is changing we have been told. They are just working their way through it. DH has been brilliant in terms of getting computers back into classrooms, we have now got desktops back and linking them up to the whiteboards, so it is starting to feel like business as normal. We have been fortunate, and I am grateful for that.

Teaching and Learning Policy:

Screen shared

DH and Head had leadership training and how the teaching learning policy should underpin everything that you do, and forms what is expected of them in terms of teaching at CCI. We looked at existing policy and merged this with all the Ofsted judgements which are in the framework and are aspirational.

We grouped them into feedback or differentiation. We then unpicked what we did well and what we need to work on. The things we need to work on will be updated in the SIP.

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We have done one page and taken the main headlines which has run through the policy and tried to capture what we want to see at CCI, and this is the document that we will see in classrooms that we will share with new staff when we appoint them as this is what we expect to see, and we will always refer to this. This is also something we can share with parents when they come to new events at the school.

When we did our learning walks, I also put together a monitoring sheet. I took some statements we have focussed on, and we need to work on in the staff meeting, under three areas of teaching, people conferencing and book scrutiny. They are directly taken from the teaching and learning policy. I could then take this to a lesson and tick these off and they are outstanding statements from the Ofsted framework. If it were not ticked, we would know it was not secure and we need to improve on this. We found it useful to write observations next to these and kept us focussed.

From my perspective it has been good to find some strategic headspace in the covid minefield. We worked on that the day the ransomware hit. Shows how valuable it can be to escape the setting.

School Improvement Plan:

Pleased with the progress made with this even throughout Covid. Data feeds into this and is a huge part of what Ofsted want to see. We also have shared hub priority such as speech and language. We have things in there which are causally linked to the Ofsted framework such as leadership and the quality of teaching and provision. Also, things such as improving the outdoor learning area and wellbeing. Once written we will share this with Governors, staff and parents and it becomes approved, that is then on our website and shared with Ofsted. It is then reviewed three times a year. We also RAG rate it, so we know whether it has been successful or not.

87/20 Deputy Head

Data:

Moving away from Insight which is our tracking system and moving to the new system which is called Arbor. It is what we are using for what was SIMS which is our management of information, and it also has a tracking system alongside it. It will save us money when we integrate the assessment side into it as well. Next step is to build Arbor, so it is purposeful, and custom built for our school and our needs. Training coming up to enable us to do this and discuss the needs of the school and map out what we need to do on the system. We will be ready to go in September. A big change for staff so we will have to look at training, but until this is built unsure of how much will be needed.

Redesigning website:

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<p>There is a movie night coming up for children at the school, main reason being I want to redesign the website to make it a lot more purposeful for the school, so it is more up to date and make it in line with our curriculum and more of a celebration of what we do at the school and a great stop off point for Ofsted.</p>	
<p>88/20 Policy Review</p> <p>n/a – To be discussed in term 6 due to ransomware attack.</p>	
<p>89/20 Committee Feedback: FS&P</p> <p>Budget:</p> <p>Headlines are after a lot of hard work we came up with a profitable budget in three years’ time which is what the requirement is, but the large losses that appear, particularly in years one and two are significant and we have been asked what we would do in the circumstance if that does come up.</p> <p>We are fortunate in the surplus we have, thanks to SBM and the sound financial management that we can do this.</p> <p>We ran through as FS&P and there are options that have been considered by the committee and we know what we would do if we do start to see big losses. However, we also recognise that we have seen other budgets previously with large losses and those numbers can change quite significantly year to year, because a lot is based on unknown factors such as how many pupils we have and how many of them would qualify for certain funds. We have got to be prudent, but I think we have met that threshold and at FS&P we agreed we were confident that this budget is reasonable and as good as we can manage.</p> <p>Governor: Queried why funding reduced significantly in one area.</p> <p>We have got some windfall from previous years where we have met a high incidence threshold for the percentage of students with SEN but are tailing off now.</p> <p>Governor: Second question in relation to support staff.</p> <p>Same reason as above as we do not know how many SEN children will come, and the contracts are tied to when people leave the school, so it balances.</p> <p>This budget was ratified by FGB on 17/05/2021 by Anna Martin (Head) and Julie Wilkins (Chair of Governors). The school holds a signed copy.</p> <p>Health and Safety Visit:</p> <p>Governor came into school to do a health and safety visit. A few issues and actions which need to be discussed once working out the appropriate forum.</p>	

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<p>There were issues with taps in a range of the toilets in terms of them not working, not turning off, missing the hot and cold colours or wobbly so this is the most urgent on the list.</p> <p>Other thing to flag is the gazebo. It is falling apart, further damage on the flooring. Do we need to consider this comes forward on the plan for the playground? Put together a spreadsheet and action log.</p> <p>Head: Straight after the meeting we acted. Plumber already booked to sort the tap and hired a skip to take the gazebo down. A gap has been identified and a process will be put into place to identify these issues sooner.</p> <p>These visits will take place more into T6 onwards.</p>	
<p>90/20 Committee Feedback: Ethos</p> <p>Not held meeting since last FGB</p> <p>Aiden Watson came in and did collective worship</p>	
<p>91/20 Committee Feedback: S&C</p> <p>Most things have already been covered during the meeting such as the new tracking system and the teaching and learning policy.</p> <p>Things are going well, and we concluded that the decisions being made in lockdown are bearing fruit now such as having more staff in and having as many vulnerable children as possible in as well as the remote learning.</p> <p>The children who have been targeted in year one for catch up funding and the input that has been put into the PP SEN children really has an impact, and therefore significant for funding decisions.</p>	
<p>92/20 Governor Course/Commitments:</p> <p>Governors looking to attend different committees to have a better overview of what is discussed in each one, and Head to send round a summary report to governors.</p> <p>Courses to be discussed at the next FGB or when we next get together as governors.</p>	
<p>93/20 AOB</p> <p>None</p>	
<p>94/20 Date of Next meeting: 07.07.2021 @ 18:00</p>	
<p>95/20 Total Time: 90 minutes Meeting Closed: 19:30</p>	

List of abbreviations used in Governors Minutes

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ARE- Age Related Expectation
BME – Black Minority Ethnic
CPD – Continual Professional Development
DHT – Deputy Head Teacher
EYFS- Early Years Foundation Stage
EWO – Education Welfare Officer
FGB – Full Governing Body
FSM – Free School Meals
GD- Greater Depth
GLD – Good Level of Development
HLTA – Higher Level Teaching Assistants
HT – Head Teacher
LAC – Looked after children
KS1 – Key Stage 1
PP- Pupil Premium
PSHM- replacing SEAL
PPA – Planning, Preparation and Assessment
RACI- Responsible Accountable Consulted Informed
SIA – School Improvement Advisor
SIP – School Improvement Plan
SEF – Self Evaluation Form
SEN – Special Educational Needs
SENCO – Special Educational Needs Coordinator
SFVS- Schools Financial Value Standard
SIA – School Improvement Adviser (used to be SIP)
SIP- School Improvement Plan
SIAMS – Statutory Inspection of Anglican and Methodist Schools
SBM- School Business Manager
SGC – South Gloucestershire Council
SLT – Senior Leadership Team
SMSC – Spiritual, Moral, Social & Cultural
T followed by a number – Term 1/2/3/4/5 or 6
TA – Teaching Assistant
Y – Year followed by R (Reception) 1 or 2

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