

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

Company number 7685652

***Minutes for the Full Governors' meeting held on
Tuesday 24th November at 19.00 via Microsoft Teams***

Our duties as governors are:

- *to encourage all governors to contribute to all items discussed and speak freely and openly*
- *setting vision, ethos and strategic direction*
- *holding the Head Teacher to account for the educational performance of the school and its pupils*
- *overseeing the financial performance of the school and making sure its money is well spent*
- *to respect confidentiality*
- *to declare any conflict of interest related to any agenda item*
- *to ensure that previously circulated papers have been read prior to the meeting.*

Supporting Papers

Financial Policies and Procedures

AGM Agenda

FGB Agenda

Catch-up spending 2020-2021

English action plan recovery curriculum

Governor report November 2020

Maths recovery action plan

Phonics action plan

Pupil Premium spending 2020-2021

SDP 2020

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussgnug- Barrett (KM)

Laura Smith (LS)

Christopher Hobson (CH)

Jon Dearlove (JD)

Emma Mann (EM)

Chris Webb (CW)

Annette Shakespeare (AS)

Nataley Fryer (NF)

Carly Chew (CC)

Caron Short (CS)

Claire Harmer (CHa)

Emily Longthorne (EL) (Clerk)

Apologies received from:

Irene Fernow (IF)

Alexia Davison (AD)

Absent:

Angela Mackenzie-Wilson (AMW)

Fiona Wall (FW)

Laura Crosby (LC)

1) Welcome, apologies, declarations of interest

PA welcomed everyone to the meeting. Apologies had been received from Irene and Alexia. All of the declarations and confirmations have been completed on Governorhub.



2) Re-appoint PA as Community Governor

PA left the meeting. There had been no objections received prior to the meeting. EL asked if everyone was in agreement to re-appoint PA as a community governor once his term ends on the 10th December. The governors agreed to re-appoint PA. PA re-joined the meeting.

3) Appoint Vice Chair

PA had sent out a note on Governorhub prior to the meeting asking if anyone was interested in the position of Vice Chair. There had been no nominations received. PA informed governors that KM had kindly offered to continue for the year for continuity purposes. The governors agreed to appoint KM as Vice Chair for the remainder of the year.

4) Notification of items for AOB

None.

5) Minutes of Previous Meeting

The minutes were agreed to be a true reflection of the meeting. PA said he will scan and sign a copy and send to EL.

6) Matters Arising

All confirmations have been completed and the Vice Chair appointed. PA recommended that everyone remain in their link governor roles this year as it seems unlikely that link visits will be able to take place for some time. PA said that the priority for governors is to allow teaching staff to get on with more pressing matters and not add to their workload. PA asked if there was anything else anyone wanted to discuss. There were no further matters arising.

7) Headteacher's report

LM had circulated several documents on Governorhub prior to the meeting. PA thanked LM for her comprehensive reports. LM said she thought it best to concentrate on what is happening in school at the moment. LM informed governors of the key points:

- Numbers on roll: LM informed governors that we are the only school in the local area to maintain numbers from last year. LM said there are limited children in the Old Town area to fill school spaces so she is slightly nervous about next year as they cannot run their open days as normal which have been very successful. LM said they have made virtual tours which are on the website and have been corresponding with prospective parents. LM informed governors that there are 486 children on roll and one child returning to Lethbridge in Year 3.
- Attendance: LM informed governors that before the bubble closures, attendance was very good. LM said when they closed years 1,2 and 6, attendance dropped a bit but it is now back on track. LM said one child has not been in but they have spoken to the guardian who has confirmed they will be in tomorrow. KM asked how the children are classed as attending if they are in the closed bubble? LM said that they do not count as an absence. LM drew attention to the data on Covid cases and reflected that the cases are rising.
- Staffing- LM said that they are managing staffing well, with some absences for isolation or awaiting test results. Nevertheless, they have only used one supply teacher for 2 days so far this year. LM said this reflects how they are looking after their staff and how the staff care about being there for the children. LM said they are concerned about after Christmas as there were more absences after October half term.
- Health and Safety: LM informed governors that the pathway across the rec is happening which is good news. PA asked what was holding it up? LM said the borough is deciding which pot of money they are funding it from as school is not paying. PA agreed it is necessary because of bottlenecks in the alleys to access school. PA asked if it would still be used once social distancing is in the past? LM replied yes, it would still be useful. KM asked



if Swindon Borough Council or the parish council were paying? LM replied the borough as they own the grassy part. CH asked if they would implement a one way system? LM replied that she has not thought that far ahead but that is a good idea and would make a big difference. CH added it would ensure it was used.

- Remote education: CS said that they were plunged into remote education on Seesaw a couple of weeks ago and have received really positive responses. CS said that teachers have worked really hard and dedicated themselves to responding even at weekends as they appreciate working parents may need to catch up on the weekend. LM shared some comments from parents in the report. LM said she has received so many compliments from parents about Seesaw and the teachers. CS reflected that some parents have children at other schools doing more live teaching which is difficult for parents to manage around working from home so they feel they have struck the right balance. LM agreed that, as working parents, they were able to catch up with work with her son in evenings and weekends when his bubble were closed. LM reminded governors of the Prime Minister's promise of free laptops for those in need. LM informed governors that they are entitled to 3 laptops which they have still not received. LM said they have lent out some of their older mini ipads. KM asked if they had the impression that many families did not have access to technology? LM replied that they know who is accessing Seesaw and think they are alright. LM added that they are doing paper packs for those who have asked for them specifically.
- Free School Meals: LM said the kitchen is preparing food parcels for free school meal children who are isolating and staff are delivering them.
- Catch up funding: LM said that they want to spend the majority of the funding on small group teaching. KM asked if they had a sense now of where the gaps are? LM replied that they have done progress meetings and discussed every child in school. LM said generally the two years groups needing the most recovery are year 2 and year 5. In year 2 they need to fill gaps in reading and build stamina for writing and year 5 had a difficult year before lockdown due to teacher illness. KM asked if all of the children are behind where they would usually be expected to be? LM replied not every single child and not every single area as each year group has different priorities. LM said lower down in school they are prioritising reading and up the school they are prioritising maths. KM asked if the gap had widened between those who were already behind and those who find learning easy? CS replied that it is difficult to generalise but they are measuring at each stage and know where the gaps are. CS said that it is do-able and they are optimistic. KM added that there were national concerns that the disadvantaged children would fall further behind others. LM replied that it is not looking too bad and that in years 1 and 2 they need to build their stamina for less play based learning. LM added that year 6 are doing very well, they just need to cover some maths content and practice writing as this was not done much at home over lockdown, understandably. CHa added that it will depend on how many bubble closures they have. LM asked if there were any more questions? There were none. LM said she will share some data in term 3.

8) SATs Targets 2021 – to be set term 3

LM informed governors that SATs targets will be set in term 3 as the data is not meaningful at the moment. LM said they have looked at targets but not put them on paper yet. KM asked if there had been any government announcements about tests? LM replied that they are all going ahead and they will be held to account in the same way, such as league tables. KM asked if SATS would still take place in May? LM replied yes and that there is also the phonics screening check in two weeks' time. LM added that years 3 and 5 will be the only year groups that don't have a national assessment this year. PA asked if there were any questions? EM asked how staff morale is? LM thanked EM for asking. LM said that it is very good; despite feeling tired staff attendance is very good which shows that the staff want to come to work. LM said that she is controlling what she can to not put staff under additional stress, for example lesson observations. LM said she knows that everyone is doing their best and the staff really look after each other. PA thanked LM for her reports.

9) Feedback from Finance and Staffing Committee

PA reminded governors that the minutes have been posted on Governorhub. PA informed governors that they received a presentation from the auditors which they hope to approve at the AGM later tonight. CH agreed that the minutes give a good summary of the meeting and added that the audit process went smoothly. PA asked if there were any questions from the minutes? There were none.

PA informed governors that, following the Finance and Staffing meeting, CM had amended the financial policies and procedures and added them to Governorhub. PA asked if everyone was in agreement to approve the policies? CH agreed that the suggestions he made had been included in the updates. The financial policies and procedures were reviewed and approved. PA reflected that reviewing the policies outside of the meeting was working well.

10) Health and Safety report

CHa informed governors that they are following the government guidance and updating the risk assessment when needed. CHa said this is ongoing and she is keeping up to date with guidance by watching webinars.

11) Governor Updates

PA reminded governors that link governor responsibilities are on hold for the time being to not add pressure to teachers. PA said he will send out a note about upcoming training courses ran by Keith Defer for the ESP group. These include training for new governors and a course for understanding finances. **ACTION PA.** PA asked if anyone had anything they wanted to discuss? There were no further comments.

12) Report on Head Teacher's performance review

PA informed governors that LM's performance review had been completed. PA added that the Pay Panel had received recommendations from LM for teacher's pay increases and this has been concluded.

13) AOB

PA informed the governing body that this would be EL's last meeting as the Clerk. PA thanked EL for her work over the last five years as Clerk and wished her the best with teaching. EL thanked the governing body for their support and said that she enjoyed learning new skills. EL added that she would be happy to discuss the role with any interested applicants and give a hand over. PA informed the governors that they had not received any internal applicants so will put an external advert on eTeach. PA asked governors to encourage anyone to apply that they felt would be appropriate.

CS added that she had some happy news to share. She informed governors that 17 Lethbridge children will be involved in the virtual Old Town Switch On by giving recorded shout outs to their families. CS encouraged governors to watch the event on Facebook. PA thanked CS.

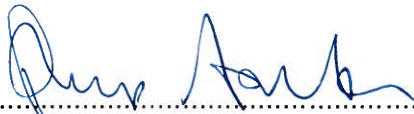
14) Date of next meeting: Thursday 28th January 2021

15) Close of Meeting

PA closed the meeting at 7:53pm to begin the Annual General Meeting.

6) Matters Arising

Detail	Allocated to	Action
11	PA	Circulate training courses with the ESP

Minutes signed by  On 28/1/2021