

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

Company number 7685652

***Minutes for the Full Governors' meeting held on
Thursday 28th January 2021 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

Behaviour Policy updated Oct 2020

Code of Conduct 2020 Oct

FGB Agenda

S175 safeguarding audit 2021

Safeguarding and Child Protection Policy and Procedures – v3 Jan 21

Governor report January 2021

How to Guide – Primary schools LFD Testing

Keeping children safe in education 2020 update January 2021

Lateral flow testing risk assessment in schools

Primary Schools Agreement Mass Testing Roll-Out

Risk Assessment for partial opening revised 110121 for third lockdown

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussnug- 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)

Irene Fernow (IF)

Alexia Davison (AD)

Angela Mackenzie-Wilson (AMW)

Fiona Wall (FW)

Laura Crosby (LC)

1) Welcome, apologies, declarations of interest

PA welcomed everyone to the meeting. There being no apologies with all present.

2) Notification of items for AOB

None.

3) Minutes of Previous Meeting

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

4) Matters Arising

PA confirmed that he had circulated training courses with the ESP. There were no further matters arising.

5) Headteacher's report

LM had circulated several documents on Governorhub prior to the meeting. The following points were discussed

- There is approximately 30% of children in school which is quite allot and well above the national average, although they are not all in at the same time. There are 38 children attending who are in the vulnerable group, but the list of pupils recognised as vulnerable is nearer 48 children. Those children not attending is because of parental choice and we are in touch with them in other ways to monitor them. We have one child which is classed as extremely vulnerable who has not been into school for some time, but that child has weekly Teams meetings with their Teaching Assistant and Teacher and they also have a Teams meeting with their classmates. For those children coming into school, we are trying to run things as close to a normal school day.as possible. AMW asked if it was difficult to achieve? LM replied that it has come together quite well and that we want to maintain that children are in their normal class with a teacher they know and are trying to keep the maximum in a class to 10 however this has creep up to 12 on some occasions. There may come a point when we believe there are too many in a class and we are getting requests all the time for children to come into school and it may be to accommodate these children we may have to place them in class groups where there are lower numbers otherwise it is not fair to the teachers and teaching assistants. Currently it is tight in early years and in year 3, but we have a bit of capacity in year 4 and therefore it is a possibility of adding year 3's into this group. The situation is fluid but LM confirmed that everyone who needs a place will get one. KM asked if the current requests were from those considered vulnerable or from key workers. LM replied it was a mixture and that there are a number of parents who are finding it very stressful with managing home schooling on top of their other responsibilities and likewise key workers who have been managing on a short-term basis by juggling things around, but these arrangements are no longer sustainable.
- LM highlighted that we are continuing with issuing food vouchers for those eligible for free school meals (FSM) which is our preference to providing meals. We have stuck with a local scheme (Wonde) for continuity purposes. Swindon Borough Council have announced that they will be running several clubs during the Easter, Summer and Christmas holidays to support families. KM asked if there has been an increase in pupils registering for FSM. LM said the numbers had been increasing steadily. She added that there has been a change in the way that pupil premium is paid in that it is now being based on the October census rather than the January census which means for those pupils added after October there is no pupil premium funding available for them until the following year. KM asked if the families get the food vouchers. LM confirm that they do.
- Expectations of the remote learning provision is much higher this time around compared to the first lockdown and staff are working very hard as they are effectively managing two schools. Teachers are running the remote learning to a good quality and are available throughout the day to provide feedback, so pupils have a good level of engagement, that they are aware teachers are reading their work, valuing it, and providing feedback. The children

that come into school are equally as important and this needs to be as good as we can make it and managing both is quite a tough challenge. AMW asked if the teachers are getting support? LM replied that the engagement from pupils is very high and this is something we can track on SEESAW and we are now very fortunate to have Leigh Power as our ELSA/Family worker as an extra pair of hands to contact /support families. She is very proactive in either telephoning, texting, or meeting parents and children as appropriate and we are very thankful that we went ahead and employed her last year. CS said she was very impressed with the engagement and commitment from families for the remote learning and the quality has been just fantastic with the vast majority of children completing all three core tasks of the day. There are however a few in the class that will need additional support so in those cases we do provide paper packages, iPads, SIM cards and as noted before having Leigh Power to follow up has been extremely important. LC asked if we have enough IT for families who do not have facilities. LM replied that we have just run out of equipment to loan having given out the iPads received from the DFE and some surplus laptops from school. We do however have a parent in year 2 who has arranged for the company they work for to donate a number of old laptops that CW will go through to set them up and repurpose them for children to use for remote learning. We do have a backup of the new iPads that Friends of Lethbridge bought that we could loan out if necessary. LC said she would ask to see her organisation have any IT equipment that they can be donate. IF asked if we had applied for free laptops from the BBC 2 scheme? LM said she had not and asked if she could send her a link. AMW asked if we are keeping a register of the IT devices loaned out to families. LM confirmed that we do, and families sign an agreement. IF asked what feedback we have had from parents regarding the teaching material. LM said that overwhelmingly the comments were very positive with a handful of parents raising concern about lack of live lessons. CS added that it was important to note that everything that is going out on SEESAW is being done by the children in school as well so there is an identical diet of teaching. The children in school do get a bit more around the core lessons because of a longer day and we are also doing reading with them, but the lessons are completely mirrored so when the children at home come back into the class, all children would have had the same lessons and done the same work. IF asked what the sense was of children being home schooled and falling behind and the risks around that? CS said the quality of work coming in was fantastic and that the support they are getting, and the amount of work pupils do is really good. There will be individuals that we monitor or pick up that we will have concerns regarding attendance in school or their online presence, but we know who they are, and they will be first in line for catch up programs. The work we are putting online is very well matched to what we would be doing in school as far as we are able to and for parents to cope with the content going out and that is all age related.

- Lateral flow testing is now in place in primary schools with staff being asked to do it twice a week if they want to. If there is a positive result, then the member of staff should get a PCR test. KM asked if there were any people who did not want to do the testing. LM said there are a few people who do not want to take part.
- Recovery curriculum. We are now moving ahead with providing more provision with the National Tutoring Program as our previous program has been put on hold. Children are entitled to 15 hours or face-to-face or online tutoring. The program is heavily subsidised with a group of 3 children being tutored remotely for £300 for 15 sessions. The tutoring company is called Fresh Start and initially we will trail with older children in years 5 and 6 to evaluate it is as expected and value for money. They write personal education plans for each child, there are clear objectives about what is going to be taught and they provide progress reports. We are going to have four groups of three children in year 6 doing English and Maths and the same for year 5. Teachers are collating which children will take part and we should be able to start this very quickly. PA asked if this program would start when children come back to school. LM replied that it does not and that they would like to start it sooner although there was some logistics to be resolved around three children in separate homes accessing it at the same time, so there is some work to be done with parents to have they commitment. When children come back to school it will be easier to monitor. LM asked if there were any more questions? There were none.

- PA commented that we had not discussed the turmoil at the start of term 3 and commented that he had a lot of admiration for LM and the senior leadership team and the staff in general in having to deal with the great uncertainty of not knowing what rules were going to be in place and given the circumstances was managed very well. LM said the first few days were very difficult noting that we are as much as responsible for the staff as we are for the children and that balancing the values, we have put in place over the past 4 to 5 years of building a cohesive team and looking after each other and valuing each other with what is best for the children was and is difficult.

6) Feedback from Finance and Staffing Committee

PA noted the Finance and staffing committee has not met since the last governing body meeting. LM had reported upon staffing in her headteacher's report and as regards finance this was in a reasonable position. PA noted there had been some positive funding statements from the Government just before Christmas regarding the minimum funding per pupil going up. LM said this was increasing from £3,750 to £4,000 per pupil which is a big jump for us. PA said this would mean an increase of around £120,000 which will have to go some way to meeting cost increases and alike, but we should have some greater flexibility with regard to spending resources.

7) Safeguarding Update

CS had circulated a S175 Audit report with RAG ratings. Ordinarily she would have gone through with PA in school, but this has been dealt with by e-mail and it is open to all to challenge. CS commented that it has been a taxing safeguarding year, keeping up with everchanging bureaucracy and the actual practical on the ground work that the safeguarding team undertakes which is very full-on week in week out, together with the health and safety changes and Covid restrictions has created an awful lot of work. The actions from last year's audit report were small. There was one around the single central record about checking of a database which Cathy Millen has actioned. There was one another matter around PREVENT. We need to consider what is appropriate for our pupils and to consider those matters that come down from secondary school into primary school. Our judgement now is that there are grounds for doing some work in PHSE for year 6 around PREVENT and the sort of criminal grooming children can be exposed too. Both year 6 teachers have been on a training course for PREVENT and will be building this into future lessons. CS noted we have a quality assurance meeting coming up soon with Sarah Turner and asked that the recent survey send out is completed by as many Governors as possible as this is very useful in providing feedback for the safeguarding team. IF asked what the three key areas for the school are. CS said the main concerns at Lethbridge were relatively low-level matters around things that had gone wrong at home so for example discipline. There were concerns around online use particularly year 6 around WhatsApp groups and some inappropriate online activity and the other thing is centred around the relationships of parents breaking down with a bit of a trend of increasing domestic violence which you could argue some of it has been exacerbated by the Covid lockdowns. CS reported we have four children on "Child in need". which is significantly greater than just the one we had this time last year. These cases involve a lot of outside agencies and the School and is time consuming. CS reported on the significant categories of safeguard concerns which are to do with emotional abuse (8 cases), neglect issues (9), sexually related (3) and domestic violence (5). KM asked if the children affected were in school at the moment CS replied most were and that this was good and was encouraged. CH asked with regards to the concerns regarding online use whether there been any additional guidance recently or further information given as all children are online. CS said we take are online teaching very seriously and that we had our Internet big legends assembly last term and Mr Mooney, computing lead, has also delivered an online safety assembly. CS added normally our year 6 would be doing the Junior good citizen program which incorporates online safety work and this also forms part of our Jigsaw PSHE program. CS highlighted that they are going to appoint some digital leaders pupils so when we are back functioning fully within our Lethbridge primary community we can get children listening to their peers and using the digital leaders as an influence rather this aspect always being adult lead. CHa said that we did manage to get the community police in to talk to year 6 in September about online safety, bullying and grooming. We would normally by now have them in again to speak to year 5. KM asked if this maybe this was something that could be done on SEESAW with the police providing a video. CHa said we could possibly ask them, but felt that it would be better delivered in person and we would wait to see how long it would take for everyone to comeback into school.

8) Health and Safety report

CHa had provided a Lateral flow risk assessment. She reported that the testing was being enthusiastically embraced by staff with only five members of staff declining to take part. The procedure is not very pleasant and can be inconvenient and said she was unsure how long the enthusiasm would last. All kits have now been given out and that we have had plenty of them which was good. CHa had also posted an updated risk assessment for this closedown. Essentially the whole Hands, Face, Space is very much a key matter and where we now have smaller groups of children in, we have gone back to social distancing where possible but with the understanding that we were in a primary school environment.

AWM asked what happens with the lateral flow test data. CHa explained that staff need to report it on a government website and also inform the school of the outcome which is they must record.

9) Governor Updates

Very little activity with the ESP although meetings have been going on with particular groups sharing experiences and good practice.

Unfortunately, we do not have a new Clerk to the Governors. We advertised the post internally and did not get a response and then we placed an advert on Eteach which did not prove successful. The latest Governor briefing is going out next Monday and our advert will be circulated alongside it. NF asked if it was worth advertising on some of the Old Town sites. PA replied yes.

10) AOB – There were no matters

11) **Date of next meeting:** *Thursday 25th March 2021, but rescheduled to Tuesday 30th March 2021*

12) Close of Meeting at 8.14 pm

Matters Arising

Detail	Allocated to	Action
None	None	None

Minutes signed by



On

30/3/2021