

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**  
**Company number 7685652**  
**Minutes for the Full Governors' meeting held on**  
**Tuesday 30<sup>th</sup> March 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**

HT – Gov Report March  
Feb 21 Quality Assurance Report and Action Plan

**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)  
Nataley Fryer (NF)  
Carly Chew (CC)  
Caron Short (CS)  
Irene Fernow (IF)  
Alexia Davison (AD)  
Angela Mackenzie-Wilson (AMW)  
Laura Crosby (LC)

**1) Welcome, apologies, declarations of interest**

PA welcomed everyone to the meeting. Apologies received from Annette Shakespeare, Fiona Wall and Claire Hamer. There were no declarations of Interest.

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**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**

It was acknowledged that any matters arising would be naturally discussed in the forthcoming agenda items.

#### **5) Headteacher's report**

LM had circulated a report to Governors on GovernorHub prior to the meeting. The following points were discussed.

LM reported that the school was nice and full and that by the end of the week they should find out the number of admissions for next year's Reception. She noted that we were unable to run our open days for parents and that we are waiting to see if this has had any impact on the numbers choosing Lethbridge as these days have been very successful in the past. EM said she recalls last year's overall intake in the area was smaller and asked whether there was going to be a similar situation in Old town this year. LM confirmed that this was probably the case as the three-year projected numbers were showing that there are not enough young children in the area to fill all the school places.

The school reopened on the 8th of March, and it was decided to open all classes rather than open on a staggered basis. Attendance so far has been very good.

LM confirmed supermarket vouchers would be available over the Easter holidays for those claiming free school meals. Swindon Borough Council are also running holiday activities and food scheme which is good news, and we were promoting this to all our families where appropriate.

LM updated the meeting on staffing informing the governors that members of staff who are clinically extremely vulnerable have now returned to work with their doctor's approval and having been vaccinated which is good news for both the school and staff members. We currently have a small amount of staff absence with two TAs absence and one Teacher but are expecting one of the TA to be back soon and that we are hopefully the teacher's absence will be short term. As you are aware we did include a significant amount for Supply cover in our budget because of COVID-19 absences so are confident this will not be much of a problem. LM said that we are desperately seeking MDSA's so if you're aware of anyone looking for this type of work, please to please let them know.

LM said a fire risk assessment took place week beginning the 15th of March and that CHa would report on this at our next meeting. CW said that he was not on site when this happened but knows that it went very well with just a couple of minor points to tackle which he understands have already been addressed.

LM highlighted the positive resourcing of IT equipment this year. The school now has a complete new set of full-size iPads for key stage one classes, and Network Rail kindly donated 20 good quality reconditioned laptops which CW has worked on for use in the school. We have also in addition purchased a further 16 laptops using the catch up premium and it feels the school is IT rich compared to the resources we previously had.

Two parts to recovery and catch up, the most important part is what we do in the classroom all day, every day. Mrs Moran is leading on well-being within the curriculum providing teachers with structured activities within the curriculum to go along with PSHE. English and Maths we have a combination of measures. Teachers are in the first lesson of new topic taking a step back to undertake a fact-finding lesson to find where children's knowledge is and to consolidate the information they know before moving onto the next lesson and then differentiating pupils progress.



We are building up our Catch-up teaching and intervention alongside as we would do so for our special needs funding and pupil premium funding, making sure that what we are doing is based on research and outcomes. The main research body for this is the Education Endowment Fund and following their guidance on having structured interventions for small groups and one to one tuition. In years five and six we have joined up with a national tutoring program (NTP) as a trial and have chosen year five and six children first because of the urgency around those children moving up to secondary school and being ready. They also have the maturity and independence of managing IT. We currently have 49 pupils using the NTP program as detailed in the report.

In addition to the above and something we started before the lockdown was using our part-time teachers who know our school and the children very well are now continuing in work in small groups face-to-face. Years three and four is focused on maths and some reading comprehension while years one and two it is mainly centred around phonics and writing as these are the gaps that have been prioritised.

We will obviously be tracking the success through our progress meetings and LM expressed they have been very proactive in implementing this programme and was confident of its intended outcomes. AWM asked what happens after the 15 weeks of NTP programme has expired and whether it is rolled out for another cohort of children. LM said the tutoring company provides a written report for each child at the end which amongst other things reports on the success of achieving the objectives set and that this with our own assessment will be used to value its effectiveness. If this tutoring programme is successful, then we will look to use it again for another group of children. LM said funding for Catch Up will continue into the next academic year which is good that the government have recognised that this problem will take time to address. The main focus of the company we choose for providing this tutoring before the pandemic was around providing tutoring to disengaged children or maybe those children who are not attending school for whatever reason which to us seemed a good skill set to tap in for engaging our children with this type of learning experience. So far, our experience with them has been very good albeit we are only in the 3rd week. NF asked if they were a local company. LM replied that they were not, and they worked nationally. She said that she had enquired about local companies, as it was considered this may be preferable given that some of tutoring could possibly be done face to face. However, none of these companies had signed up to the NTP so was not an option. AWM asked if there was a provision for children to feedback on this program. LM replied that they were antidotally aware of what was going on and what our pupils were saying but it would be good a good idea to get a structured pupil voice opinion on this in due course.

LM informed the meeting of two exciting updates with regard to the provision for staff and children's mental health wellbeing. Firstly, that we are now working with Achievement for All (AfA) which is a non-profit organisation whose main focus is on closing gaps for disadvantaged children. It has been in the past difficult to get onto one of their programs and was pleasing that we have now been selected. This involves professional development for our staff around mental health and wellbeing. We are pleased to be involved in this as it will also strengthen our own staff abilities in looking after their own mental well-being.

We have also been successful, after much persistence, in our application to be a mental health and wellbeing Trailblazer school in which we will have our own mental health worker based in the school who can bridge the gap between the work undertaken by our ELSA and the services of TaMHS and CaMHS. IF said this was very good and congratulations were in order on getting accepted for these two programs. EM asked for clarification that the AfA is more about training for teachers to enhance their awareness and skills to provide greater help to pupils in the school and being a TrailBlazer School was very much about having increased support available when required. LM said it was and that being a Trail Blazer school will allow us to access good therapeutic provision from a well-

qualified mental health care worker based at our school to work with children and to do things that we cannot.

She added that it was a difficult balance to keep improving things without overloading people and children but thought we have made good choices.

After Easter it is expected that we will be in a position to have our curriculum leaders back in place, so they start to undertake the work they were doing before the pandemic. It is expected that in term 5 that they will catch up with them monitoring and that we can undertake link governor visits, either in school or virtually in Term 6. PA said it was quite important to get this up and running again and get reengagement and involvement in this important aspect and should be a very good base to take forward into the following academic year. He added that this extends other aspects, like data monitoring and carrying out reviews that were put into abeyance i.e., Catering Contract review. AWM highlighted the menu changes made and raised the concern over its nutritional value as it appeared to that the menu could be much healthier and was suggesting a roadmap or something was required to get back to the provision previously supplied. LM said the restricted menu was introduced as a result of operationally having to manage the lunch break in context of maintaining "Bubbles" and the revised restricted menu was introduced based on meals that were popular with children. At present the Bubble system will probably be with us for the remainder of the Academic year but we should be planning when this is removed, and we can return to pupils queuing for food. LM noted that there should be fruit available on all days and she would enquire what has happened with this. NF raised the policy with regards to portions and asking for more food if a pupil was hungry. LM said she would check on this, but her understanding is that "Seconds" should be available on Main meals. PA informed the meeting that he had agreed with AWM for her to take the lead on carrying out a review of the Catering contract that we put in place shortly before the pandemic. It was agreed to arrange a meeting to discuss the parameters and method for this. **ACTION POINT AMA, PA & LM** to arrange meeting. LC asked if we could ascertain the pupils view on school meals. LM replied that this would be useful for our meetings and would look to see how this could be best done.

## **6) Feedback from Finance and Staffing Committee**

PA reported that the monitoring of the budget shows that we are in line with our budget overall and that we expect to have a rollover of approx. £150k. He highlighted that our budget includes for £45K of Notional SEN income which at the time of the meeting the school had not yet received any confirmation of the amount it would get. There is no guarantee of receiving any amount although this years process is no different from any prior year. Clearly until we have confirmation this is a potential risk to not achieving our budget. PA noted that next year's budget income will be much better because of minimum funding guarantee for pupils and therefore when we come to budget towards the end of the year it is hoped to be able to implement and fund initiatives in the SDP.

The Committee agreed to expenditure to replace the key stage one playground surface with artificial grass which had become a health and safety issue. The committee were satisfied with quotations considered and had sort references and product guarantees to satisfy itself that it was fit for purpose.

## **7) Safeguarding Update**

CS informed the meeting that we had our annual quality assurance visit regarding safeguarding with Sarah Turner our external advisor, the report for which was included in the papers. The meeting this

A handwritten signature in black ink, appearing to be the initials 'PA'.

year was online attended by CS, LM & PA and was subject to Sarah's normal forensic level of scrutiny. It was highlighted that the surveys were done in a slightly different manner identifying specific questions for different groups so there were different ones for teachers, support staff and governors. The visit was extremely useful and positive as evidenced by the report. CS highlighted sections 2.1 and 2.2 on governor's perception of safeguarding and reiterated it is the same (old) message that everybody is responsible for safeguarding and not just the Safeguarding team or appointed safeguarding governor. One of the action points is for Governor training and a link is included in the report which CS would send a timely reminder out in Term 5 or 6. Sarah Turner expressed her appreciation for the extremely high response from everyone compared to other schools. IF said it was a joy to read the report and that the action points were of a minor nature.

### **8) Health and Safety report**

Two items to mention in CHA's absence. Fire risk assessment which CW touched upon and the updated Risk assessment upon the school reopening which had some minor amendments but not that significant.

### **9) Academy Trust Structure**

PA highlighted that we are a standalone academy and that our Governors are commonly also the Trustees and Members which needs to be reviewed with a possible change to our Articles of Association. PA said he was awaiting some advice on the matter and would report back in due course.

### **10) Appointment of Jon Dearlove as a Community Governor**

PA reported that Jon Dearlove's term as a parent governor is due to expire on the 3rd of May 2021 and proposed electing him as a community governor as he has expressed an interest to continue working for the governing body. JD left the meeting. The meeting unanimously elected JD as a community governor upon expiry of his term as a parent Governor.

PA noted that we have a group of six governors whose term expires in September of this year at the same time and asked if those Governors would consider what they would like to do in the future so we can give this consideration when we meet in Term 6 and our planning for the next Academic year. LM highlighted that we were likely to have an OFSTED visit in the next academic year and therefore the timing to lose a lot of experience and knowledgeable governors together was not the best timing, but she fully understands that people have their own personal lives that you give up your time freely to help the school and realise it is a big commitment for people. PA said that he would like everyone to stay on.

### **11) Governor Updates**

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

### **12) Policy Reviews**

The Financial Procedures and Risk Register documents were approved by the Governors.




11) Date of next meeting: Thursday 5<sup>th</sup> May 2021, but rescheduled to Thursday 20<sup>th</sup> May 2021

12) Close of Meeting at 8.14 pm

*Matters Arising*

<b>Detail</b>	<b>Allocated to</b>	<b>Action</b>
5) Catering Review	AWM, PA & LM	Meeting to be arranged to start review

Minutes signed by  On 20/5/2021