

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**

**Company number 7685652**

***Minutes for the Full Governors' meeting held on  
Thursday 20<sup>th</sup> May 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**

Headline data Spring 20-21  
Visit Report – Achieving Schools -28-04-2021  
Achieving Well Being Audit Tool v 2.0  
IWB Replacement comparison and proposal  
Teacher Desktop Computers comparison and proposal

**Attended by:**

Phil Ashdown PA (Chair)  
Lisa Mayes (LM)  
Laura Smith (LS)  
Christopher Hobson (CH)  
Emma Mann (EM)  
Chris Webb (CW)  
Carly Chew (CC)  
Caron Short (CS)  
Irene Fernow (IF)  
Margaret Smith (MS)

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

PA welcomed everyone to the meeting.

Apologies received from Kristina Mussgnug- Barrett, Laura Crosby, Fiona Wall, Nataley Fryer, Angela Mackenzie-Wilson, Alexia Davison and Jon Dearlove.

Margaret Smith the recently appointed Clerk to the Governors, was introduced to the governing body. She was provided with a warm welcome by everyone present.

There were no declarations of Interest.

**2) Notification of items for AOB**

None.

### **3) Minutes of Previous Meeting**

PA apologised that he has not yet been able to finalise the minutes for the meeting of 30<sup>th</sup> March 2021. He said that he would endeavor to send them out in the next couple of days. PA provided a brief overview of the main points.

### **4) Matters Arising**

At the last meeting it was discussed about the school being nice and full but was awaiting next year's admissions for Reception and was concerned that having no open day due to Covid this may affect numbers. LM said that they had received 65 for the 70 places available which was the lowest it has been for a while, but she is confident that it will improve.

It was reported that there are two TA's and a teacher absent on long term sickness, otherwise staffing is good. LM confirmed that one of the TA's was now on a phased return to work and that the teacher has been affected by long covid and they are planning a phased return for her, everything is in place, but at present doctors cannot give a definite idea of when she might return.

PA asked if link governors getting back into school in term six was still on the agenda.

LM said it should be and that we have given some time for our subject leaders to catch up and start to get back on top of their subjects. Bill Jerman, our school improvement partner, is coming in next term to run some school OFSTED meetings for our subject leaders about current expectations around that role and will also be coming in next academic year to discuss this with governors as well.

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

LM had circulated a report to Governors on Governorhub prior to the meeting on Headline Data.

#### Data update

LM said that she has put in some top line data that covers what each year group has been doing so is quite lengthy. At the end of year, she said she will undertake a more comparative report on progression. IF said the report was great and very useful.

LM confirmed that all of the time missed from school has had an impact on the children; the younger they are, the more noticeable that impact is. For the older year groups, such as year 6, the impact has been less. Reception and Year 1 have felt that some of the children do have some gaps in their education because they have not been doing the usual childhood activities which would otherwise have a positive effect on development so have been spending a lot of time working on physical development, fine motor development and language development before they could get to point, they were reading and writing and doing number work. The Head confirmed that we have especially ensured our year 6 children are ready for secondary school, and she is confident that they are completely on track for the transition.

CH asked LM whether there is any way to 'recapture' the time lost as a result of the shorter day that is currently in place due to staggered starts. LM replied that she hopes in the foreseeable future to be at a point where the children can all start together. CH further clarified this point stating that he really meant if the children start later, could they perhaps finish later, for example. The Head noted the point but replied that it is currently very difficult in terms of all of the handwashing etc. that impacts on the time available for schoolwork.

CS said that it important to rebuild up the stamina of children as they can get quite tired. KS2 sit in rows and are working hard throughout the day, and it becomes very difficult at the end of day for them keep up their concentration to learn. PA thanked LM for a very comprehensive report.

#### Mental Health and Wellbeing projects update.

LM said that Trail Blazer is particularly positive as there will be a mental health practitioner within the school. Previously, schools with higher levels of deprivation had taken precedence, but our school has now been accepted. LM said she and Emma Corp are attending a meeting on this next term and will provide an update at the next meeting.

PA

LM said we have managed to start work with Achievement for All, which again is something we are privileged and pleased to be part of. LM said we had met with them and that Mrs Moran is the link for the school. LM and Emma Corp is also working on this as she is linked to our mental health and wellbeing provision. LM said she had shared the completed "needs" analysis tool and had rated the various sections and shows the Key statements we will working towards.

LM confirmed that one of the key statements is that they are prioritising whole school positive behaviour management training for all members of staff and including TAs and MDSAs as they have a difficult job. They will also be do work around trauma, attachment and resilience. LM said we have another meeting next week and will be writing down our actions plans and training program moving forward. LM said she would provide regular updates on this.

#### Tutoring

LM was very enthusiastic and said that it is going really well – the children are learning really well, and there has been a considerable improvement in their willingness to have a go, and they are far more confident. She mentioned that if we ran it again in September for another group of children, they would look at the timetabling to improve the structure and organisation. She confirmed that it is good quality. There is also positive feedback from our own part time teachers who are also providing catch up tutoring. PA agreed that from what he had heard it appeared to be very good value for money.

IF enquired whether there is anything in place with parents to support children who are a little behind. The Head replied yes there is where it is appropriate.

#### **6) Safeguarding Update**

CS confirmed she had posted in the Safeguarding folder Governor Training slides from Sarah Turner which are really good on outlining governor responsibility and safeguarding, for which all governors have a duty to be informed about.

PA asked everyone to look at the training which we can discuss at our next meeting. **Action: All.**

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

CHa stated that nothing has changed for primary schools in the new guidance and that all of the usual COVID related elements continue to be relevant.

They had a H&S audit the report for which arrived today, but she has not had a proper chance to look at it fully yet. She confirmed that nothing major was discussed at the audit. Everything is in order, apart from a few very minor things, which is normal, and will be addressed quickly.

PA Requested that the above be shared once completed.

#### **9) MAT -reengagement of discussion pre Covid.**

PA outlined the discussions we had prior to the pandemic and that he believed it was time to restart our review. IF said that she thought that this is sensible to restart now.

LM said it was important to start looking at this again as we would be bringing an a real jewel of a school to a MAT with really good staff and there is more we can do in a group than on our own but it is very important to be join a MAT as part of the 'building' stage so that the school can place its own stamp on the process rather than coming in later when structures and everything is already in place. This would ultimately give our children the best opportunity, but it is important to find the right match at the right time.

CS agreed that she is keen to hear from MATs before the summer break given the delays so far. PA said we would crack on with this.

AS added that there is an element of some MATS not wanting to become too big so therefore choice can become limited so it would be a benefit of being proactive now and she agreed that it was very important to find the right MAT and to have more choice. **Action PA/LM**

## 10) Premises and Resources Update

PA mentioned that there has not been any finance meeting recently, but they needed to consider some proposals and if deemed appropriate approve capital expenditure for the purchase of white boards for classrooms and PCs for the teachers. Quotations have been placed on Governor Hub by CW.

CW confirmed that the lowest prices available were from preferred companies that the school had used before.

PA said that some of the expenditure would come out of capital, and some out of the revenue budget.

CW said that the budget for the whiteboards had already been confirmed.

PA stated that our latest finance budget projections was within budget and that the school can afford the expenditure. After some discussion PA asked if everyone was in agreement for purchasing the whiteboards and desktop computers for teachers – all agreed.

CW confirmed that he would go ahead and arrange everything in that case. **Action: CW**

CH queried whether anything had been done about replacing matting in the playground.

PA replied that an order had been placed and it was unsure when the work was going to be undertaken. LM said she unsure but would find out and let people know.

## 11) Governor Updates

### Link governor roles

PA said they needed to talk about the link governor visits which we touched upon earlier and he asked if we were in a position to start visits in term 6. LM confirmed that they should be, and the subject leaders should be able to talk about changes in curriculum, our skills position and that type of thing. They will however not be in a place presently be able to provide a through report on the subject throughout the school and outcomes of all children. It was important however to start.

IF said that it was important to know what is going on across the school and does not need to be perfect so she agreed that it would be a good idea to resume visits.

LM will put a list on Governor hub of all staff delegations so that everyone knows who does what and ask Link Governors to make initial contact **Action: LM.**

### Governor Bulletin

PA confirmed that Governor Bulletins had been posted on Governor Hub.

PA confirmed that we will be continuing our participation in the ESP next year.

Last training report was from LS who had posted details on GovernorHub

## 12) Policy Reviews

### School Complaints

LM confirmed that she will republish the complaints procedure. IF thanked her for dealing with recent issues very professionally.

LM was pleased that in her five years as Head she had not had any issue raised with the Governors.

### Looked after Children.

IF said that she thought the Looked after children document was very clearly laid out. LM said she would pass on her comments to Emma Corp.

PA asked whether there was a designated Governor for Looked after children. He queried whether that is LS's role. However, she had thought that someone else was responsible. IF then mentioned that she has responsibility for SEN/mental health, and does it really need a designated person as she could also take responsibility for that.

LM stated that either would be fine, and it might be better to leave it with IF in that case.

IF agreed that she will assume responsibility for Looked after children.

### First Aid

AS queried whether the wording might need to be adjusted, as it refers to 'accident', but in a situation where a non-accident-related event occurs such as in the case of an illness, the document does not take that into account.

LM took that point on board and stated that she will look again at the wording. **Action LM.**

CH mentioned that in relation to the First Aid policy, it refers to 'responsible people' but it does not specify any target amount – there is a minimum statutory number for example for first aiders.

CHa said that they could slot that in, but they were well within the statutory requirement anyway.

**11) Date of next meeting:**

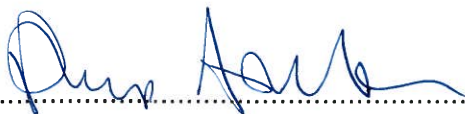
Date of next meeting is Tuesday 6<sup>th</sup> July 2021 and PA raised if this should this be face to face? PA said they will be guided by advice at the time. AS mentioned, that some people might prefer to discuss this in private off screen. PA agreed. IF added that she would be happy to agree to it being in held in school but would a hybrid type meeting be possible for those who aren't happy with that. Perhaps some sort of link could be provided. CW confirmed that he could do it if required.

**12) Close of Meeting at 8.05 pm**

*Matters Arising*

<b>Detail</b>	<b>Allocated to</b>	<b>Action</b>
6) Safeguarding	All	To view the Training Slides
9) MAT discussions	PA/LM	To set up meeting and presentations
10) Finance	CW	Proceed and order IWB and Laptops
11) Link Governors	LM	To send out list of Subject Leaders/Link Governors
12) First Aid Policy	LM	Review possible change to wording

Minutes signed by .....



On .....

6/7/2021