

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**  
**Company number 7685652**  
***Minutes for the Full Governors' meeting held on***  
***Wednesday 23<sup>rd</sup> September 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**

Agenda

Governor report September 2020

Well-being Recovery Curriculum Plan 2020-21

**Attended by:**

Phil Ashdown PA (Chair)  
Lisa Mayes (LM) (HT)  
Chris Webb (CW)  
Christopher Hobson (CH)  
Claire Harmer (CHa)  
Annette Shakespeare (AS)  
Carly Chew (CC)  
Irene Femow (IF)  
Caron Short (CS)  
Nataley Fryer (NF)  
Alexia Davison (AD)  
Kristina Mussnug- Barrett (KM)  
Laura Smith (LS)  
Angela Mackenzie-Wilson (AMW)  
Emma Mann (EM)  
Damien Mackman (DM)  
Jon Dearlove (JD)  
Fiona Wall (FW)  
Laura Crosby (LC)  
Emily Longthorne (EL) (Clerk)

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

PA welcomed everyone to the meeting. PA reminded governors to complete their declarations of pecuniary interests on Governorhub. **ACTION:** Complete confirmations. PA asked if there were any declarations of interests specific to tonight's meeting. There were none.

**2) Elect Chair/ Vice Chair**

PA circulated a note on Governorhub on Monday about sending nominations for the position of Chair and Vice Chair. There were no nominations sent. PA said he will continue for the next year for continuity purposes but would like someone to come forward as Chair the year after. PA suggests they take the role as Vice Chair this year and he would support them in developing as Chair. PA informed governors that his term of office expires in December and therefore the governors would have to re-appoint him at November's meeting for him to continue as Chair. The governing body

PA

agreed to appoint PA as Chair. PA recommended appointing the position of Vice Chair at the next meeting to give them more time to consider. **ACTION CLERK:** Add to next agenda. PA said that he would like a couple of governors to join the Finance and Staffing committee due to Damien's resignation and an outstanding vacancy. PA informed governors that they meet about four times a year with a predominantly finance focus and it is not a big time commitment. CH added that he has been on the committee for four years and is now the Vice Chair and that it is interesting to see the financial details and would recommend it. AMW offered to join the committee. PA thanked AMW. PA informed governors that they will recruit for Damien's vacancy by sending a letter to local financial institutions canvassing for employees who would like to do some CPD as they feel the governing body would benefit from more financial expertise. PA reminded governors that LM had mentioned EL's new role teaching in Early Years and therefore has less time and would like to step down as clerk. PA said they therefore will be looking for a new clerk immediately. PA added that he felt EL being employed by the school brought knowledge into the role and the minutes and thus they will advertise internally initially and if there are no suitable candidates they will then look externally.

### **3) Notification of items for AOB**

None.

### **4) Minutes of Previous Meeting 14.07.20**

The governing board agreed that the minutes were an accurate record of the meeting. PA notified EL that he will sign the minutes and scan them in and email them to her.

### **5) Matters Arising**

PA had signed the previous minutes. CHa circulated the risk assessment on Governorhub. EL added dates to the Governorhub calendar. PA did not set a date for an additional meeting to agree the budget as they were not in a position to discuss the figures at that time. LM sent the SEND policy to Emma Corp who has re-written the policy. EL had sent the updated policy to AS. AS asked what the procedure was if she recommended changes. EL replied to send them to Emma Corp and if she agrees, then circulate the policy on Governorhub for others to check. PA agreed to send the policy back to who wrote it with any recommendations and then circulate to everyone to be formally agreed at a full governors' meeting. IF asked if she could see the policy, as SEND governor. AS said she would send it to IF. PA replied that this was a good idea and that AS could share the policy with the link governor first, if applicable.

### **6) Re-opening update**

LM circulated her report on Governorhub and tried to include points that are specifically important for governors. LM discussed the key points:

- Numbers on roll: LM informed governors that when school reopened there were 475 children on roll, full capacity is 490 and they usually aim for 486. LM said this was due to lockdown and admissions at Swindon Borough Council. LM said they have worked really hard to get numbers up before the census on the 9<sup>th</sup> October. LM informed governors that there are now transfer windows meaning children can only leave and join at certain points of the year. LM thanked Peter Hellier and Tracey Owen for their hard work to increase the numbers. LM was happy to say they now have 486 children on roll and a waiting list which is the highest amount in several years. AS asked if this was the year that LM expected a lower intake of numbers. LM replied that she knew in the Old Town area that there were not enough children to fill the schools so they ran open days to encourage parents to come and visit them and this year there is only 1 space in EYFS whereas other local schools are only at 2/3<sup>rd</sup>s capacity. LM added that they will need to do something different this year to the open days which they are thinking about currently.
- Attendance: LM said that there were concerns that families would not come back to school, however the first week back attendance was at 93%, with 100% attendance for vulnerable children and children with EHCPs. LM informed governors that the national average was 85% attendance with 70% for vulnerable children and children with EHCPs, although some will be in special schools so it is difficult to compare. LM informed governors that she received a letter from a community group leader from Indian-Hindu families in the Eastcott area saying

that they had 12 families who did not feel ready to send their children back to school. LM said they have worked closely with that group and now there are only 3 families who are currently not attending. LM said she understands their concerns, particularly at the time when Swindon was on the concern list and LM cannot guarantee that there will be no COVID cases at school. LS asked if that was reportable anywhere. LM replied that local councils and the government receive daily attendance reports from all schools and that Swindon is putting on a bit of pressure to start fining but LM has chosen not to at the moment, although there will come a point when parents will need to make a decision for their child to attend school or come off the roll. AMW asked if there will be anymore consultation to understand their concerns . LM replied that their ethnicity adds another level to their concerns but they have had the families visit after school too see how they have made it as safe as possible and they are now trying to do this for the remaining 3 families. KM asked how many children were in the 3 families. LM replied 4. KM asked if they were younger or older. LM replied that they are in year 1. LM added that children are off with coughs, colds and temperatures as it is difficult to differentiate the symptoms from COVID and there have been problems with children and staff accessing tests. LM informed governors that today's attendance was better at 96%, 17 children absent, which is almost normal. AMW asked if there is priority testing for staff and pupils. LM replied that it is just teachers who are on the priority list. LM added that they can try and book tests through the Employers Portal, however they have tried this once and it did not work but they will try again next time. LM asked if there were any other questions on attendance and there were none.

- **Staffing:** LM informed governors that it is currently the norm for one member of staff to be absent due to waiting for a test for them or a family member but they have put a lot of money into the supply budget this year. LM said that it is not ideal to bring a supply teacher into a bubble therefore they are filling gaps with school staff at the moment.
- **Health and safety:** LM said that some things are working really well at the moment and they may continue with them permanently, such as the lunchtime sitting system as supervision is better and the playgrounds are safer, and children coming into school in their PE kits. PA asked if Aspens were performing well. LM said they have had to reduce the menu to one hot, vegetarian option due to the time it takes to find out what each child is having and to serve them at the tables. LM said they now have to provide a lunch or food parcels for pupil premium children if they are at home quarantining. LM said Aspens will be responsible for the food but the school will likely be responsible for delivering it. KM asked if this was just pupil premium children or all the children in EYFS and KS1 as they are entitled to free lunches. LM replied just pupil premium children, which is approximately 30-40 children. KM added that this will likely be fewer families. LM said that current numbers for school lunches have gone down a little since there has only been a hot veggie option so they will keep an eye on the numbers and decide whether to try and cook two hot options. LM said there have been issues at the start and end of the day but it is improving. LM sent an email this week to parents as they had started to have issues with scooters and dogs on the playground which was never allowed. LM informed governors that she received an email from parents letting her know that the council is offering funding to improve access for walking and cycling to school. LM said they are trying to get a path from Quarry road, around the edge of the rec and through the gate to decrease the number of people in the alleyway. LM said that the parish and borough councilors are very supportive but she may ask for governor support to get a response if needed as they want it done as soon as possible. LM said that the borough councilors suggested that parents write letters to get the process moving. CHa suggested that the children could write letters. LM said this was a fantastic idea. JD asked if the gate to the rec was locked at the moment. LM said that they do open it however when the rec is wet and muddy, less people will use it and will walk down the alleyway. PA asked if there was a cost on the path yet. LM said she did not know yet. PA asked who leases that area of the rec. LM replied that the parish council has the lease on the play area and Swindon Borough Council has the lease on the tennis courts and the grass area. LM added that if the parish council had the lease on the grass, they would make the path as soon as possible.
- **Remote education:** LM informed governors that they have to have a plan ready to run from the 1<sup>st</sup> October in the event of a bubble closing or full lockdown so they have been busy working on a system that fulfills the requirements. CS informed governors that they are using Purple Mash which the children are familiar with as they have used it in school for some time. CS said it has been upgraded since COVID and teachers can now upload their own work with verbal instructions and videos. LM added that if a whole bubble was off, teachers would

introduce each day on Teams. CS said that this week they have made sure that the children have logged onto Purple Mash and can find their work. CH asked if they would set some homework to test it works. CHa answered that she has done this. CS added that they are double checking all the children have logins. KM asked if a bubble closed, would vulnerable or keyworker children have different provision. LM replied that if a bubble closed, that decision would be made by Public Health England not the school so all the children would have to stay at home, however there are no plans for schools to shut again. CS replied that it is likely that they would have 2 weeks of home learning and then they would return to school but they would provide paper copies for anyone without computer access. LM said that Emma Corp is speaking to families with an EHCP about the best method for home learning for them. EM asked if the introduction from class teachers would be pre-recorded so families can watch it when they are available, for example if they have two children and one computer. LM thanked EM for mentioning this. CH said it is easy to record Teams videos to be viewed at another time.

- Catch up/recovery: LM informed governors that they are taking a two-pronged approach: classroom teaching and learning- assessment, filling gaps, and intervention. LM said they have always run a system like this. LM said they are getting catch up funding for pupil premium children but they have not had any information on this yet. LM said they are also getting £80 per pupil for general catch up funding which is about 40k to spend on interventions. LM said they are planning on running catch up in phonics for year 2 children which will start very soon and will be ran before school. LM stated that this term they are assessing reading and maths so they can begin these interventions in term 2. LM said they will be using their teachers, rather than bringing tutors in. LM said the children in interventions will not miss lessons in class. LM reminded governors that four TLR positions are in place: Mental health, Maths and 2x English, and they are currently monitoring and action planning. LM said at the next governors meeting, they will have action plans to share with governors. LS asked if there was a sense of the numbers needing catch up intervention or if they need longer to assess. CHa replied that there are lots to catch up and added that her class were already disadvantaged by their last teacher being very unwell before lockdown and they have supported them by having additional TAs in the class. LM added that this has not come out of the catch up funding as that will be spent solely on intervention. IF asked if they will be communicating with parents about where their child is at, perhaps through honest dialogues at parents' evenings. LM said yes, as a parent you would want to know if your child needs additional catching up for reading and maths. LM added that some children have come back to school having really benefitted from time at home. CS agreed and said that you can tell who has been reading regularly at home. CS said that each phase, year group and class has a different experience and characters and will revise their plans to meet the needs of the children. LM said there are particularly gaps in phonics for children in year 1 and 2 and maths for older children as these subjects are highly content driven. CHa reflected that it is really lovely to be back teaching in class. CS agreed and added that the children are also really happy to be back. AMW said this was great to hear.

PA enquired about the document LM circulated on well-being recovery. LM said it is about planning for teaching on mental health to give the governors an idea about what it is in place. PA said it looks very good and gives a flavour about what is happening in school. CS reminded governors to take a look at the gallery on the school website to see what they have been doing in their first weeks back and the whole school project on appreciating the world we live in. CHa said it worked really well as a meaningful project and brought cohesion between the first week with their original class and the following week with their new class. KM asked if they are preparing children for the event of a second lockdown. CS replied that it is not about reflecting on COVID in a negative way but about building resilience, appreciating each other and the planet, and keeping safe so they are not specifically saying it will happen again but they are giving them the skills to prepare them for it. PA asked if there were any further questions and there were none. PA thanked LM.

## **7) Update from Finance and Staffing**

PA informed the governing body that the Finance and Staffing committee met on Monday and primarily discussed the budget. PA reminded governors that the papers are on Governorhub if they have not had a look yet. PA summarised that last year they ended up with increased rollover reserves (expected 170k, got 195k). PA said the main reason was cost savings during lockdown, despite

some increased costs such as cleaning supplies. PA informed governors that they receive a larger grant this year of an additional 128k due to the new fairer funding formula which has greater emphasis on a minimum funding per pupil. PA said that this allows for additional resources to use, such as increasing the supply budget which is very sensible at this time. PA stated that a reasonable level of reserves is 150k which is approximately one month's payroll cost, therefore it is right that they spend the additional money on the pupils for some non-recurring items such as new books, new interactive whiteboards and improving the outdoor areas in the EYFS and Forest area. PA added that he predicts they may still end up with more than 150k in reserves as CM is very conservative with her estimations in the budget. PA informed governors that they need to formally agree the budget tonight and submit it to the ESFA by the end of the month. The governing board approved the budget.

#### 8) Governor Updates

PA informed governors that the emphasis is currently on getting back to school, health and safety, assessment and catching up. PA said that link governor duties will be on hold for now but they can discuss these at the next meeting. **ACTION CLERK:** Add to next agenda. PA recommended for continuity purposes that governors remain in their current roles but if they wanted to change to let him know before the next meeting. PA asked if anyone had any feedback on training courses. There were no comments on training.

#### 9) Head performance review

PA informed the governing board that LM's performance review is taking place on the 8<sup>th</sup> October.

#### 10) AOB

None.

#### 11) Date of next meeting: Tues 24<sup>th</sup> November

PA informed governors that at the next meeting they will agree the financial statements for the year.

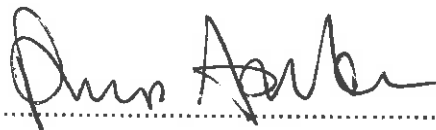
#### 12) Close of Meeting

PA thanked everyone for attending and was pleased that everyone could attend. PA closed the meeting at 20:28.

#### 4) Matters Arising

Detail	Allocated to	Action
1	All	Complete confirmations on Governorhub
2	EL	Add appoint Vice Chair to next agenda
8	EL	Add link governor roles to next agenda

Minutes signed by .....



On .....

29/11/2020