



Tittensor CE(VC) School

Minutes of the Virtual Meeting of the Full Governing Board held using Teams on
Thursday 17th December 2020 at 4.00pm

Covid 19 Restrictions in place preventing meetings

Participants: Mrs J Cresswell (Chair), Miss G Craig (Headteacher), Mrs O Williams, Mrs C Chatterton, Mrs J Hendry, Mr E Hobson, Mrs L Thorley, Mrs J Avann

Mr B Jones, Clerk to the Governors took the minutes.

1. Apologies and attendance

Apologies were received and accepted from Simon Johnston and Freda Bishop.

2. Governing board matters

a) Membership

Governors confirmed the appointment of Janine Cresswell as Chair and Simon Johnston as Vice chair for 2020-2021. The clerk reminded the school that the terms of office of Freda Bishop (Foundation governor) and Jenny Avann (Staff governor) expire in February 2021 before the next meeting.

Action point – GC to organise election of a staff governor and reappointment of F Bishop as foundation governor. Remove S Peddie from the GIAS website.

b) Confidentiality

Governors were reminded that all discussions should remain confidential until publication of the minutes.

c) Declaration of business interests

No declarations were made.

d) Code of conduct

Governors were reminded of the code of conduct for governors.

3. Minutes of the previous meeting and matters arising.

The minutes of 15th July 2020 were accepted as correct records of the meetings and no matters were arising not already covered by this agenda.

4. Review of committee structure

a) Committees – The new membership list was circulated with the papers for this meeting. GC explained that the review would make each committee more focussed on its brief.

b) Link Governors – The Governance list contained details of governor links. GC explained that links to class teachers meant the governor was linked to the subjects that teacher was leading on. The focus should be on subjects, not a class.

Action point – in the Spring term each member of staff will contact their link governor and engage in a telephone conversation regarding the subjects.

5. Reports

a) Chair's and vice chair's actions

The chair had maintained contact regarding actions following positive COVID cases.

b) Committees

Minutes of the Finance committee and Curriculum committee had been circulated. There were no questions.

c) Nominated/Link governors

No meetings had taken place because of COVID-19 restrictions.

6. Headteacher's report (previously circulated)

The report had been circulated and covered:

School context

Ofsted

Admissions

Attendance

Looked after children and Special Educational Needs

Pupil Premium

Sports Premium

Effectiveness of leadership and management

The quality of teaching, learning and assessment.

Personal development, behaviour and welfare

Outcomes for children and learners

Continuing professional development

Ethos and vision

Governors commented that there seem to be an awful lot of priorities (that are very similar in each year) - is this a reflection of the level of challenges faced by schools or would it make sense to focus on fewer priorities in the hope of greater impact?

The priorities are taken from the last Ofsted report, the Summer data analysis in each year group, our COVID Catch-up plans, school improvement plans and National data for the school. Collectively the priorities will have the greatest impact: writing data and presentation is a similar priority and is also on the school improvement plan as well as an improvement from needs to be addressed in the last Ofsted. These are whole school priorities so feed into each year group, hence the repetition.

Governors asked if 6 on nursery roll a concern for the future for funding?

Since her appointment GC made the current position with Nursery numbers known to governors. She devised an action plan with advice from the local authority EY Efficiency Team. This included: advertising and marketing through social media platforms and posters, forging links with local nursery/toddler groups, taking Rising 3s, open mornings, increasing Reception PAN (as 3 children had to be turned away) and the decoration and modernising of the EYFS classroom. There will be 10 children in attendance in Nursery in the Summer Term. On the downside there are only 6 first choice numbers for Reception in September and the admission window closes on 15th Jan 2020 but there are 6 in Nursey in September as there are Rising 3s. The opening of Barlaston Nursery has had a detrimental effect on numbers and budget, but the school expects to subsidise when the budget was set last year and subsequently it will effect next year's funding. This is an on-going concern which the school will be addressing.

Governors asked if the school had approached local nurseries. COVID prevented this, but in any case these nurseries keep children to age 4.

Governors asked if the nursery would take children from outside the catchment area. Children are accepted. Governors held a lengthy discussion on ways of promoting uptake including use of fliers, banners and social media which was useful to the school.

Governors asked if Are long term absences having an impact on your wellbeing? Are these likely to continue into 2021?

There are 2 members of staff off on long term absence that will continue into the New Year which undoubtedly is having an effect on everyone's wellbeing. A small school is affected more. Further advice will be taken from HR on how the school can move forward.

Governors asked for details of the new curriculum. They were told that it covers planning, assessment and has resource ideas and is a really good tool to show children's progression.

Governors asked if the SENCO is bought in. Yes for 4 hours every 2 weeks. There is also a hub in Stafford for pupil referral.

7. Safeguarding update

Governors were reminded of the Sept 2020 version of Keeping Children Safe in Education and were informed that the Stoke and Stafford safeguarding hubs will be separate from January 2021.

8. Strategic leadership – see HT report

GC explained that the school improvement plan is a 5-year plan to show how the school will move forward.

9. Accountability – see HT report

i) Data

GC referred to the data in the HT report. She explained that improving writing is still a priority. **Governors asked how this was being tackled.** Engaging texts have been purchased and the new curriculum emphasises cross curricular writing opportunities. Presentation and handwriting remain high priorities.

Governors noted that writing is associated with curious minds and asked if writing competitions are used. Every week writing is celebrated.

Governors asked about reception baseline assessment. This will be statutory in September, but the school is an early adopter and records notable events and reports these against early learning goals.

Mrs Avann explained that the Sutton Trust report looks at the effect of COVID on children and their families, especially on the effect of children losing contact with others. The school has HAPPY days and recognises birthdays and celebrates them even though no party can be had at home. **Governors commented on how much the staff had done to make school a normal experience.**

ii) Financial accountability

GC referred governors to the reports circulated with the agenda. It was made clear that the Sports premium was being used to upskill staff and COVID funding was being used to support mental health and to plug gaps in reading.

GC explained that although the initial bid to extend the office area and make it more GDPR compliant was unsuccessful, the LA are now partially funding it and the school is using £12000 from its capital reserve. The work will start in the summer and will provide a room for intervention work.

10. People

Governors were reminded of the courses available in the Governor Information Pack.

Staff have started the new performance management cycle.

11. Compliance

i) Admissions - No change in procedures, an additional 4 children joined the school in September.

ii) Health and safety – All staff are continuously aware of the need to report problems so they can be dealt with.

iii) SEND update – See the update previously circulated. **Governors asked if the school was continuing with the current SENCO provision.** Whilst there is not always enough time the SENCO provides staff with good advice on procedures.

Attendance has been 98% this term which is very good and the school is working with persistent absentees. **Governors asked about the use of fines.** Because the fine comes from the LA there is usually no repercussion in school. It has helped with persistent absentees.

iv) Curriculum Guidance – Governors asked for information on the Oak Academy. This is a free resource to support remote learning. The school has planned 2 weeks of lessons should remote learning be necessary.

v) Pupil well-being – PSHE covers well being and mental health and Relationships and health and sex education was incorporated in this last September.

12. **Self-evaluation** - This will be undertaken next term.

13. **AOB**

Governors asked for their thanks to be passed on to the staff for being ‘brilliant’ throughout this term and wished them a safe and restful break.

See confidential minute

14. Confidentiality – one item of AOB was recorded in a confidential minute.

16. Dates and times of meetings for 2020/21

The following dates had been previously circulated:

Spring

Curriculum and Standards: 17/03/21 – 4pm

FGB: 25/03/21 – 4pm

Finance 1/04/21 – Time to be determined

Summer

Finance: 16/06/21- Time to be decided

Curriculum and Standards: 01/07/21– 4pm

FGB: 14/07/21 – 4pm

The meeting closed at 5.45pm

Chair

Date