

Townley Primary School & Pre-School

Christchurch, Wisbech, Cambs. PE14 9NA



Email: office@townley.cambs.sch.uk

Tel/Fax: 01354 638229

Headteacher: Mrs Maria-Anne Higgins

Hybrid Meeting of the Full Governing Body Thursday 6th October 2022 at 6:30pm

Name	Initials	Role	Present / Apologies / Absent
Sarah Bayliss	SB	Vice Chair (VC)	Present
Yvonne Chenery	YC		Present
Simon Freeland	SF		Present
Maria Higgins	MH	Headteacher (HT)	Present
Nathan Lansdell	NL	LA Governor	Absent
Sue Rudge	SR	Chair	Apologies
Paul Simpson	PS		Apologies
Giles Thorlby	GT		Absent
Sophie Pheasant	SP	Clerk	Present

		Action	By whom
1. Opening formalities	1.1 <i>Those present and apologies for absence</i> VC opened the meeting and stated apologies on behalf of SR and PS.		

Signed by the Chair on

2021.....

	<p><i>1.2 Acceptance of apologies</i> Apologies for SR and PS accepted by those present.</p> <p><i>1.3 Update on annual declaration of pecuniary interest forms</i> Clerk explained she emailed the forms and dates for completion to all governors. All but two have completed and returned the forms.</p> <p><i>1.4 Declarations of interest relating to an agenda item</i> A governor declared that they will leave the room if/when discussing the Caretaker as they are relatives.</p>		
2. Minutes of previous meeting and matters arising	<p><i>2.1 See action points from previous meeting dated 08.12.2022</i> Letter of confirmation re/for NL - complete Email Pecuniary Interest forms to all governors - complete Complete and return Pecuniary Interest forms - awaiting two Check if proposals names/initials to be included in minutes - awaiting response Chase outstanding governor reports - Chair not present to update</p> <p><i>2.2 Agree the minutes</i> All present agreed to the minutes.</p> <p><i>2.3 Chair to sign the minutes</i> The Vice Chair signed the minutes.</p>	<p>AP1 - Chase up if names to be included in minutes</p> <p>AP2 - Chase up outstanding governor reports</p> <p>AP3 - Complete and return PI forms</p>	<p>Clerk</p> <p>Chair</p> <p>NL and PS</p>
3. Headteacher's report	<p><i>3.1 Staffing and school organisation (including pupil numbers)</i> HT said there are no changes to school organisation, although the three Year 4 children that were in the Year 5 & 6 class have now returned to the Year 3 & 4 class. Governor comment - The two student teachers were wonderful and had a positive impact on the school.</p>		

HT agreed, adding that even with student teachers teaching there was still progress with the children. She was very pleased with the students.

YC left the room.

HT explained that the Caretaker only works 38 weeks a year, which reduces to 34.3 weeks for holidays, but if the Caretaker were on a 52 week contract it would cost about £2,500 more. She proposed that the Pay Committee look into.

Governor Challenge - In the long term, can we financially sustain it?

HT replied that if the Caretaker knew she had these hours she would be able to deep clean, that there are two years of building work approaching that would require her to be present or available more if the Caretaker is not on a 52 week contract and that, as headteacher, she does need a break from time to time.

Governor Comment - It would be good to have someone local.

3.2 Attendance

Governor Challenge - Why did attendance drop in week 7?

HT replied that a child was on an approved holiday and that our attendance data is better than another school she supports. The data did drop but is still nearly always above national.

HT explained that if you miss 10 sessions, which is 5 days, you are considered a persistent absentee regardless of the reason.

Governor Challenge - Is that the same for the Year 6 child?

HT said no, as that child is Pupil Premium.

HT said that she cannot make children come to school. One family is on track for their second fine. She has asked for a parenting contract but the legal team would not agree to it because there is no history for this child as the older siblings are not in the same school.

3.3 Data and Pupil Progress

HT explained that they did the 2019 SATs paper and that she's really pleased with the reading results. 11 are on track, better than they did in Year 2. Unfortunately, there are some that are quite far off expected and may not get there. 1 has now applied for an EHCP. HT said she is concerned about writing, as only 3 are on track. HT will ask a known teacher to tutor where needed. However, the cost implication is not budgeted for. It must match 40%. HT said she can borrow from the new financial year if starting it in February as she could use the Pupil Premium fund. HT stated that many pupils did not access learning during Covid, although learning was provided. Longer writing exercises were set but parents were happy to accept shorter writing. HT has contacted another school for support and has discussed strategies to implement. Currently, it is difficult to get Year 6s to write a whole page without some tears, so something clearly needs to be done. HT is positive, adding that normally if you can improve reading then improvements in writing will follow. She knows of at least 5 that could improve with the proper strategies and resources. HT added that the level of need is high, and that 1 child is awaiting ADHD medication. Ear defenders and headphones will be purchased.

Governor Comment - I think my partner has a box of them you can have.

HT stated that Year 5s are mostly as expected but one is off school so she does not have full data.

In Year 4, only 7 are age related but 3 are greater depth. The year group has a high level of SEND and another she has applied for an EHCP for. There is one with severe learning difficulties, and it has taken a year for the educational psychologist to visit them.

Year 3 reading is dire but it is their first lot of assessments and the assessment included things that have not yet been studied on our curriculum.

Governor Challenge - Is it a generational thing?

HT said that due to the use of tablets and other devices motor coordination is affected. OA are going to be looking more closely at writing but as yet there are no clear answers. HT stated that Forest Schools should aid motor coordination and stamina.

HT said that Year 2 results are a little depressing, but there are a lot of children in the year group with EHCPs and/or SEND issues. A parent has requested a place in Year 2 but it would be detrimental because there's already 15 in that year group. The children took Year 1 tests and achieved greater depth so have made progress. Only 1 is not on track.

HT explained the first set of data for Year 1s. The one child that did not get the learning goals is already greater depth. This shows a big difference in the children that were not affected by Covid.

HT added that the school has inherited children from other schools and they are weak so that has affected our data. We are using the CUSP curriculum for writing which is evidence based and the best curriculum for children.

3.4 ISDR

No update.

3.5 Vulnerable Pupils

There is potentially a new child with needs starting in nursery in January.

4. School improvement and development plan	<p>HT said there is little to say, other than Acting HT has been fabulous and parents are used to talking to her.</p> <p>She is pleased with Forest Schools and has been offered free Level 3 training for a fourth person. Forest School pilot groups will likely run until March 2023, and the staff to pupil ratio needs to be 5:1.</p> <p>HT has observed that behaviour at Townley is calmer than at other schools. There is ongoing progress in reading, but writing is now our focus regarding development.</p>		
5. Safeguarding updates	<p><i>5.1 Updates</i> No updates to provide.</p> <p><i>5.2 SCR termly check</i> Clerk explained that she discussed this with the relevant staff member. The staff member explained that everything currently on the SCR is accurate but there is more to be added. However, the staff member needs to discuss it in person with the Chair prior to adding it to the SCR.</p>		
6. Finance updates	<p><i>6.1 Budget position as at November end, month 8</i> No update available.</p> <p><i>6.2 Feedback from Governor Pay Review Committee</i> HT explained that one member of teaching staff has received the expected pay rise and other staff will receive the union agreed backpay in this month's pay.</p> <p><i>6.3 Pupil premium spend/impact</i> No update.</p> <p><i>6.4 Sports premium spend/impact</i> No update.</p>		

	<p><i>6.5 SEND funding and cross county issues</i> HT explained that a school advisor said that a staff member approaching two years of employment cannot switch from a temporary to permanent contract. She contacted Jonathan Lewis, who subsequently resolved the issue. Jonathan Lewis stated that the school may receive money from the School Forums to cover the needs of children the school has with EHCPs. HT said that a full EHCP has £15,000 allocated but a TA working 32.5hrs a week is approximately £22,000 per annum. The school has not yet received any money from Norfolk for a nursery child with an EHCP.</p> <p>HT added that although she does not wish to lose any staff, she would rather lose support staff than TAs.</p> <p><i>6.6 Eastnet Broadband</i> HT stated that she tried to get cheaper quotes; the prices quoted were similar but did not offer the same level of care. All present agreed to the Eastnet quote.</p> <p>Governor comment - For the sake of £100, I'd rather stick with a company we know and that offers a higher level of care.</p> <p><i>6.7 Catering Contract</i> HT said the catering contract was due for renewal about two years ago but due to Covid the existing contract was put on a monthly rolling scheme. HT is not impressed with the current service but has invited them to tender.</p> <p><i>6.8 Financial Benchmarking</i> HT said that finances are skewed because of ICT needs during online learning through Covid. However, admin costs less than other schools.</p>		
7. Premises report	<p><i>7.1 Dining hall ongoing issues and AHU</i> HT said that the dining room door still leaks and there are issues with the AHU.</p>		

	<p><i>7.2 Proposed extension and school mobile</i></p> <p>HT stated that it looks like the plans are going ahead. She queried how to get water to the new toilets. The capacity for the internet will be a lot larger so a new box is needed and the contractors wanted to put it where the new sinks will go. They are now proposing that as the cables are fixed in the new box may be put on the other side of the office so HT may lose some of her office space.</p>		
8. Governor monitoring, training and CPD	<p><i>8.1 Link governor feedback</i></p> <p>No updates.</p> <p><i>8.2 Monitoring visits and issues raised</i></p> <p>A governor still has some reports to complete and upload. SF agreed to do a walk around soon.</p> <p><i>8.3 Training and CPD</i></p> <p>VC has provided certificates as proof of training.</p>	AP4 - Walk around visit	SF
9. Policies and procedures	<p>All policies listed below were agreed to:</p> <p>3 - Admissions - ours, no changes</p> <p>10 - Complaints - LA one, no changes as LA is writing a new one</p> <p>19 - Governor Allowances - ours, no changes</p> <p>41 - SRE (Sex and Relationships Education)</p> <p>45 - Mobile devices - new policy</p> <p>54 - Managing serial complaints - LA one, no changes as LA is writing a new one</p> <p>57 - ECT (Early Career Teacher) - No changes</p> <p>58 - LAC - no changes</p> <p>59 - Exclusions - New policy</p>		
10. Academisation	<p>HT said that academisation is inevitable and that she'd prefer the school to opt for LA academisation over other trusts. There are two types of academies. Standalone academies need permission to sponsor so she's not sure if an LA academy can sponsor.</p>	AP5 - Write to Jonathan Lewis for more info re. LA academisation	SB

	<p>Only schools requiring improvement can be sponsored. She stated that Active Learning Trust has three schools with termination warnings so she would prefer not to be involved with them at this time. Non LA academies are a profit making business but there is no obvious profit to be made with Townley. Pay Award costs are £60,000 and the supplementary grant is based on pupil numbers.</p> <p>Governor Comment - I would rather go with LA academisation as it would still allow us a voice.</p> <p>HT explained that if we agree to it and she joins early then we may have some control over the set-up and because we are a small school we may miss out or not be heard elsewhere.</p> <p>Governor Comment - The government proposal is that all schools should be academised by 2030.</p>		
11. Education news and correspondence	<p>Governor Challenge - With talks of potential strikes, how many staff would have to be out for the school to shut?</p> <p>HT explained that closure is dependent only on teachers, not all staff. If all teachers are in then the school remains open. However, the school may be closed to certain children with 1:1 and 2:1 if the trained staff are not present to support those children. It boils down to what HT believes to be safe.</p> <p>Governor Challenge - Is there any update on scarlet fever?</p> <p>HT said that there were 2 cases a few weeks ago. There is now chicken pox and scarlet fever. There is 1 case in EY and another in Emperor so overall risks are low. Parents have been informed.</p>		
12. Impact of meeting and impact of Townley on other schools	HT and other staff members are still supporting other schools.		

13. Any other business	None discussed.		
14. Future meetings	Thursday 2nd February 2023, 6:30pm Thursday 30th March 2023, 6:30pm Thursday 4th May 2023, 6:30pm (<i>Budget setting</i>) Thursday 18th May 2023, 6:30pm Thursday 13th July 2023, 6:30pm		