

Townley Primary School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

TEAMS Virtual Meeting of the Full Governing Body Thursday 3rd February 2022 at 6:30pm

Name	Initials	Role	Present / Apologies / Absent
Sarah Bayliss	SB		Present
Yvonne Chenery	YC		Apologies
Simon Freeland	SF		Technical Difficulties
Maria Higgins	MH	Headteacher (HT)	Present
Nathan Lansdell	NL	Associate Member	Present
Jeanette Redding	JR	Vice Chair	Present
Sue Rudge	SR	Chair	Present
Paul Simpson	PS		Present
Giles Thorlby	GT		Present from 19:35
Sophie Pheasant	SP	Clerk	Present
Jo Evans	JE	Acting Headteacher (AHT)	Present

		Action	By whom
1. Opening formalities	<p><i>1.1 Those present and apologies</i></p> <p>The Chair welcomed those present and stated apologies on behalf of YC and explained that GT would be present later. The Chair also welcomed acting headteacher JE.</p>		

Signed by the Chair on

2021.....

	<p><i>1.2 Acceptance of apologies</i> Apologies accepted by all present.</p> <p><i>1.3 Declarations of Interest relating to an Agenda item</i> None</p>		
2. Minutes of previous meeting and matters arising	<p><i>2.1 Action Points from meeting dated 02.12.2021</i></p> <p>AP1 - Safeguarding training - GT to complete via NGA AP2 - Profile photos - completed AP3 - Rewording of report - happy for wording to remain the same AP4 - FLEDGE update - completed AP5 - Contact Norfolk for support in SEN - completed AP6 - Adding SEF info about bagels - completed AP7 - Arrange Pay Committee meeting - completed AP8 - Arrange budget zoom meeting - to be done AP9 - Energy saving project feedback - completed</p> <p><i>2.2 Agree the minutes</i> A governor asked for a name to be removed. The Chair agreed.</p> <p><i>2.3 The Chair to sign the minutes</i> The Chair signed the minutes pertaining to the previous meeting.</p>		
3. Headteacher's report	<p><i>3.1 Headteacher's Report (Verbal)</i></p> <p><u>Email from concerned parent</u> JE explained that she had received an email from a parent who was concerned about an incident their child said they had witnessed in the playground. JE spoke to all children involved and viewed CCTV footage. There was no record of the incident on CCTV and nothing to suggest that the incident had occurred. CCTV showed that staff were looking at the children who were playing happily. JE said it is possible something</p>		

may have happened but not the incident as described in the parent's email. JE spoke twice to the parent that sent the email - before and after her investigation - and stated that the parent seemed happy with her approach.

Governor Challenge - A governor asked if there are any previous incidents with these particular children. HT replied that both children involved have SEN and that their behaviours can trigger each other. One child shrieks because they do not like something and the other is triggered by the noise.

Governor Challenge - A governor asked if the children can be kept apart. HT replied that we want to build a positive relationship between the children and that lego therapy and other strategies have now been put in place.

Fire Drill

Acting headteacher JE explained that she had led a fire drill yesterday and that as she entered the playground she was greeted by 3 quiet, calm lines of children. She added that some personal evacuation plans are in place for some EY children who may need to be picked up.

HT thanked governors and JE for the opportunity to support Spring Meadow. She stated that she received email summaries from JE and that people were happy to approach JE during her time as acting headteacher. HT added that every member of the teaching staff is now supporting staff at other schools.

Staff Wellbeing & Staff Absences

<p>3. Headteacher's report</p>	<p>HT stated that it had been a challenging half-term. There were staff absences due to illness, bereavement and (unpaid) personal reasons. The Headteacher expressed her gratitude that the other staff have been flexible in being moved around during these absences.</p> <p><u>Pupil Attendance and Absences</u></p> <p>HT stated that the year-to-date attendance for Year 1 - 6 children is 96%. A governor commented that the percentage is above average for Cambs.</p> <p>HT stated that one family is being issued a penalty notice for non-attendance and that another family has responded well to other interventions. Other absences were for authorised reasons.</p> <p>HT stated that you might expect children with an EHCP to have a lower attendance rate due to medical appointments and health issues but their percentage is at 87%, which is lower than we would expect, but some of this is due to Covid shielding at the start of the year.</p> <p><u>New Year 5 and 6 teacher</u></p> <p>HT recruited a new Year 5 and 6 as Mr Enstone leaved at half term. However, the teacher has just had surgery so will begin after Easter. MF has agreed to teach part-time interim and HT will teach on the other days. HT explained that she has not been able to secure supply staff, and does not want the class disrupted by too many substitutes and that other staff will assist where needed.</p>		
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4. Autumn progress data, including PSC	<p>HT stated that only two Y2 children did not pass the Phonics Screening Check in the Autumn Term, better than expected and that teaching is good. Progress data is understandably a concern showing gaps in learning and a large number of children regressing due to the covid disruptions. The HT explained that the school has accessed the NTP, but whilst this has improved the confidence of the children is has not brought achievement back in line with pre-pandemic targets.</p> <p>Governor Challenge - A governor stated that Covid has had an impact and that had teaching not been good, children may have fallen further behind. Another governor added that data is skewed because of Covid.</p> <p>HT stated that the school has a great system for online learning but it relies on parents accessing it and shorter isolation is positive. HT added that children are happy coming to school, and that children take pride in their work, even if they do not have the stamina for neat presentation because sometimes children learn outside so their books are moved around etc which can affect presentation.</p>		
5. SIDP & SEF	HT stated that the SEF has been updated, that the SIDP is on course and that another school has actually taken the SIDP to use it.		
6. Safeguarding Updates	<p><i>6.1 Receive report from Safeguarding Governor to include check on Single Central Record for amendments each term (including Safer Recruitment check)</i></p> <p>The Chair had a safeguarding visit with TC and they reviewed the Single Central Record. They are aware of new staff beginning at Easter and Tina is in the process of collating documentation. The Chair said that enough governors have completed safeguarding training and that some gaps on the Single Central Record regarding Governor training has been forwarded to Office from Teams logs. The Chair stated that everything else is up to date and compliant with additional information on there that is considered good practice.</p> <p>The Chair asked if for GT do the NGA safeguarding training and GT agreed.</p>	S'guarding Gov to recheck SCR after Easter to see updated staff information.	

		GT to complete NGA Safeguarding module	
7. Finance Updates	<p><i>7.1 Budget update and GB actions re. SEND funding</i></p> <p>HT stated that in December 2021 the deficit/overspend was £68,000 and that £53,911 will carry forward into next year. She explained that she met with the LA finance officer due to worries about budget and staffing. There maybe grants available next year for schools who are spending more than their notional SEN funding due to a high number of children with EHCPs. HT said that she needs to allow for the backdated 2% support staff increase. She added that broadband will be £3,000 next year, which is a 50% increase on this year, and that she cannot reduce certain items such as utilities.</p> <p><u>Norfolk review of SEND funding</u></p> <p>HT met with Norfolk for a funding review. She stated that Norfolk agreed that one child of the five discussed could claim exceptional circumstances. One child will be funded £560 in the Spring term.</p> <p>HT said that the cost of a TA on the cheapest banding is £7,000 per term and that Norfolk has agreed to fund only £3,000 per term; this is for children that cannot be left alone safely so must be topped up.</p> <p>Governor Challenge - A governor asked if Norfolk has explained the discrepancies between the cost of a TA and the funding offered. HT replied that Norfolk claimed there's no money and that she should contact the LA as it's the school's home county's job to ensure that the money is available for the children. HT added that some children require adults because of medical needs. HT stated that Norfolk said those without EHCPs can claim for top-up support as often we have to wait for assessments.</p> <p>A governor said they will draft letters to Jonathan Lewis and Norfolk and Waveney Health authority.</p>		

	<p>A governor noted that funding has consistently dropped over the last few years.</p> <p>HT said she will meet with Jonathan Lewis and that dates are set for a practice budget for the beginning of next term once indicative budgets are released.</p> <p><i>7.2 Sports Premium</i> No updates.</p> <p><i>7.3 Pupil Premium</i> HT stated that PP money funded three children to attend a residential meaning that all Y5/6 children were able to attend. She added that all children involved were well behaved.</p> <p><i>7.4 Energy Efficiency funding</i> HT said she has not yet received the report.</p>	<p>HT to share with GB once received</p>	
<p>8. Health & Safety</p>	<p>HT stated that the LA have arranged a visit to come and look at the new classroom, which is another step forward. HT added that it looks like Dining Hall Contractors will not be used as we still have issues with their work on a previous project.</p> <p>Governor Challenge - A governor asked HT about previous comments she had made regarding getting funding for the swimming pool roof. HT replied that two TAs and a governor has said they are willing to source funding for it.</p> <p>HT said she would like an outside sensory circuit for children that need it.</p> <p>HT said there is nothing to report on premises and that the handyman has not yet started because he is reviewing docs to ensure compliance.</p>	<p>HT to update GB at next FGB</p> <p>HT to report back on funding possibilities at next FGB</p>	

9. Website Compliance	A governor stated that items raised have been reported to the HT and CoG. He says that all statutory elements are in place and will publish a report shortly.	GT to share Website report	
10. Governor monitoring, training and CPD	<p><i>10.1 Monitoring visits - completed/scheduled Spring term</i> The Chair said there had not yet been many visits, most likely because there are fewer opportunities as there were no whole school activities, story cafes etc due to Covid. Governors are aware of the need to balance visits against teacher workload.</p> <p><i>10.2 Training and CPD - completed/scheduled Spring term</i> HT stated that all teachers are aware that they need to put in extra effort with phonics and reading as well as overall stamina. SR has said she will look at interventions and their impact with ESL later in the term.</p> <p><i>10.3 Issues arising from Governor visits</i> No issues were raised other than website queries referred to above.</p>	ALL to ensure that training opportunities and visit reports are logged onto Teams	
11.Policies and Procedures	<p>All policies mentioned below were agreed without change:</p> <p>12.Data Protection Policy</p> <p>40. SEND and Information report</p> <p>51. Staff Sickness</p> <p>61. DSL Support and Supervision</p>		
12. Governing Body Membership	<p>JR took over the Chair and reported that SR's term of office is due to come to an end (Co-Opted Governor). She proposed that Governors agree to renew the terms of office for a further 4 years.</p> <p>The Governors unanimously agreed for the Chair to continue at the end of her current term of office in April.</p> <p>SR thanked GB and took back the Chair.</p>	To inform Governor Services of decision (clerk)	

13. Communication with Stakeholders	<p><i>13.1 The Heron and Welney News</i> HT said that there are lots of new family houses being built in Welney so it might be worth advertising Townley in the Welney News and in the Lamb & Flag.</p> <p><i>13.2 Facebook</i> HT said there have been lots of lovely comments from parents who were grateful for the daily newsletter regarding the recent visit to Burwell House, all very positive.</p> <p><i>13.3 Newsletters</i> HT said that the newsletters are now set up to automatically for staff to add their class information and send out to parents.</p> <p><i>13.4 Parental Communications and ParentView</i> HT said that ParentView was at 29 when she viewed it last week. No updates regarding any other parental communication.</p> <p><i>13.5 Staff Communication</i> The Chair said she did a safeguarding survey for staff to complete. She has asked another governor to help upload it to Forms on Teams.</p>	<p>NL to produce a flyer for the Welney News and Lamb & Flag.</p> <p>Encourage parents to complete Parentview, HT</p> <p>SR to feed back findings when available</p>	
14. Education News and Correspondence	<p>The Chair said she wrote to Norfolk and Waveney Health and their reply is in Teams documents. HT said that a three year wait for diagnosis is not acceptable. CoG has written again in response to the letter from Health and copied in Liz Truss MP.</p> <p>A governor said that CHUMS has now been replaced by YoUNITED and that she received prompt replies from them. She explained that YoUNITED is only accessible if you are registered with a Cambs GP.</p>		
15. Impact of meeting & impact of	<p><i>12.1 Impact of meeting</i></p> <ul style="list-style-type: none"> ● School continued to do well while HT was away supporting another school 		

Townley on other schools	<ul style="list-style-type: none"> ● Governors felt dismayed by the lack of understanding by other professionals from cross county regarding the needs of certain children. ● Pleasing PSC results considering the pandemic effect on learning <p><i>12.2 Impact of Townley on other schools</i></p> <ul style="list-style-type: none"> ● Good experience of school staff supporting other schools ● Chair due to leave Sutton but LA have asked her to take on another school to support/Chair - nothing confirmed yet 		
16. Any other business	HT explained that Townley is one of 6 schools chosen for a forest project and had therefore been sent a tree. Two members of staff will be trained to be forest school leaders.		
15. Future meetings	Thursday 24 th March 2022, 6.30pm Thursday 5 th May 2022 – Budget setting Thursday 19 th May 2022, 6.30pm Thursday 7 th July 2022, 6.30pm The meeting closed at 8:04pm.		