

# Townley Primary School & Nursery

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Headteacher: Mrs Maria-Anne Higgins

## Full Governing Body Meeting Minutes, Thursday 13th July 2023, 6:30pm

Name	Initials	Role	Present / Absent / Apologies
Sarah Bayliss	SB	Vice Chair (VC)	Present
Simon Freeland	SF	Co-opted Governor	Present
Maria Higgins	MH	Headteacher (HT)	Present
Lorna Kirk	LK	Nominee	Present
Nathan Lansdell	NL	LA Governor	Absent
Sophie Pheasant	SP	Clerk	Present
Sue Rudge	SR	Chair	Present
Paul Simpson	PS	Co-opted Governor	Present
Shelley Steer	SS	Staff Governor	Present
Giles Thorlby	GT	Parent Governor	From 7:17pm

#	Action Point	Initials	Completed
1	Complete governor inductions	SP	
2	Provide brief profile for governor corner	LK/LP/SS	
3	Write to John Clayton about fencing	GT	
4	Write 'Townley School' on lights	HT/SF	
5	Get quote amended to include EPDM roofing	HT	
6	Complete LA Finance Audit report	HT	
7	Write end of year governor blog	Chair	

**HTAR Committee** - SB, LK and PS

**Pay Committee** - SR, PS and GT

### Link Roles

LK - SEND   LP - H&S   SR - Safeguarding, CUSP subjects, English, Leadership & Management   PS - SEND, H&S, Finance, Science   SS - EY, Attendance

GT - Website & Compliance, SP, Maths, Behaviour & Attitudes

Signed by ..... on ..... 2023

<p>1. Opening Formalities &amp; Welcome</p>	<p><i>1.1 Those present and apologies for absence</i>  The Chair welcomed all and introduced LK to all present.</p> <p><i>1.2 Acceptance of apologies</i>  GT is to arrive late by prior agreement. NL offered apologies at 7:53pm (during the meeting) so his apologies were not accepted.</p> <p><i>1.3 Governor resignation/election</i>  The Chair explained that it is SF's last meeting and presented him with a gift bag and card as a thank you for his many years of service to the school.</p> <p><i>1.4 Declarations of interest relating to an Agenda item</i>  SB declared that she is now a staff member and has a contract as a school employee, starting in September. SF declared that his spouse is a school employee. The Chair declared that she also sits on the governing body of another school.</p> <p><i>1.5 Appointment of Chair</i>  SF nominated SR as Chair and this was seconded by SB. All governors supported the nomination. SR agreed to continue as Chair.</p> <p><i>1.6 Appointment of Vice Chair, HTAR and Pay Committee</i>  SR nominated PS as Vice Chair. All governors supported the nomination. PS agreed to become Vice Chair.</p> <p>After some discussion, the following roles were agreed:</p> <p>HTAR Committee - SB, LK and PS (Chair)  Pay Committee - NL, SR, PS and GT (Chair)</p> <p><i>1.7 Link roles for 2023-2024 - SEND, Pupil Premium, H&amp;S, Finance etc</i>  After some discussion, the following roles were agreed:</p> <p>SEND - LK and PS  H&amp;S - LP and PS  Finance - PS</p>
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	<p>Safeguarding - SR  EY - SS  Website - GT  SP - GT  English - SR  Maths - GT  Science - PS  Attendance - SS  CUSP subjects - to be reviewed by SR  Leadership and Management - SR  Behaviour and Attitudes - GT</p>
<p>2. Minutes of Previous Meeting and Matters Arising</p>	<p><i>2.1 See Action Points from previous meeting</i></p> <p>AP1 - SF to do walk around visit - done  AP2 - SF/HT to fix exposed cable - done  AP3 - HT to decide on website format - done  AP4 - Clerk to complete governor inductions - part-done  AP5 - Clerk to change 'Pre-school' to 'Nursery' in Policy 21 - done  AP6 - Clerk to move visit report to correct folder - done  AP7 - Chair/SB to provide brief profile for Governor Corner - to be done  AP8 - HT to arrange plumber for swimming pool - done</p> <p><b>Governor Challenge -</b> Have you changed the name on the sign outside the school?  HT replied that she had looked into it but as there will be a cost implication it is not currently a priority.</p> <p><i>2.2 Matters arising</i>  None.</p> <p><i>2.3 Agree the Minutes</i>  All present agreed to the minutes.</p>

*2.4 Chair to sign the minutes*

The Chair signed the minutes.

3. Headteacher's Report

Staffing

HT explained current staff absence and that the HT will teach their class in September. If the absence is to be long term, HT will look into arranging a supply teacher. Another staff member has now returned following long term sick leave.

HT said that a staff member has now been accepted on a teaching internship program, and for the first year they will stay in their current role. In the second year they will need a teaching commitment.

Interviews

HT stated that she will be holding interviews for the office administration position tomorrow. HT and Chair will also be interviewing two people for a TA apprenticeship. HT added that there is enough funding for two apprentice TAs should both interviewees be impressive.

Pupils

HT said there have been three in-year admissions.

Wrap Around Care

HT explained that, with the increased cost of Start Active, wrap around care costs are still a challenge. Currently only four children want places, but 2 of those only want to attend for 3 days a week. It costs £15 per child each week. HT added that parents have asked about if they can pay for additional childcare as they drop off their children in the main school at 8:45am but then have to wait until 9am to drop off their nursery aged child/children. Governors agreed to charge £2.50 per child per session to enable staffing costs to be met.

**Governor Challenge -** Staff in the main school are contracted to start at 8:40am. Is that the same for EY?

HT replied that they start at 8:45am but they need time to set up before the children go in at 9am, to complete the daily risk assessments, top up water and sensory play.

**Governor Challenge -** How many would need to attend to cover the cost of staff?

HT said that about 10 children would need to attend each session to cover the cost.

## SEND

**Governor Challenge –** Regarding your most recent SEND Services involvement, in your HT report it says that you didn't feel the impact. Why?

SS and HT explained that there were not as many sessions in the classroom by the practitioner as were offered previously and no new strategies were offered. Discussions were around the needs of the pupil but there was a lack of actual support in the classroom to provide new strategies, different to those already in place by the school.

## Data

HT stated that Reception GLD is going to be low this year, due to the high levels of SEND Needs. One child did not achieve but there have been issues at home, but they should soon catch up.

In Year 1, every child achieved expected in maths. In phonics only two children did not pass the phonics screening check, one of the children has an EHCP and the other was homeschooled until this year.

Year 2 is a challenging cohort as a significant number of the children have needs. The phonics results in Y2 are the worst we have seen, but the children are being supported by SEND and the results are not a reflection on the quality of the teaching.

Year 3 results were low, but there are plans in place for maths to be taught differently from September. From September, years 3 and 4 will be taught maths separately. There have been changes to CUSP writing; it has been rewritten for September. Writing is being supported by engagement with the English Heritage Project.

SPAG is much better this year for Year 4.

**Governor Challenge -** I notice the new phonics scheme does not push for cursive handwriting. Are we still going to push for it? HT replied that she will discuss it with the subject leader and report back to governors at the next meeting.

HT explained that Year 5 is a tiny cohort and one of the children has an EHCP. One of the children only joined the school two years ago so there is no data available for them. HT added that MF has agreed to tutor children and tutoring is being discussed.

	<p>Year 6 reading (84%) is above the national average of 73%, and one child was 1 mark away from ARE. Another child that did not achieve fell asleep during the test. Regarding maths, a marking review has been submitted for one child and HT will know the outcome in September. HT has informed the child's secondary school. Writing results are low, as predicted.</p> <p><u>Attendance</u> HT stated that persistent absenteeism has decreased.</p> <p>HT explained that a parent was unhappy that she would not authorise leave for a holiday in term time for their reception child. The HT shared the school policy with the parent, who said he would contact the Chair of Governors directly.</p>
4. SIDP and SEF	Copies provided prior to the meeting. HT explained that staff spent a day in June doing new elements of the SIDP. HT added that she will finalise this during the summer holidays.
5. Safeguarding Updates	<p><i>5.1 Annual Safeguarding Report</i> HT completed the annual report to the LA and it is accessible to governors in the meeting folder.</p> <p><i>5.2 KCSiE - Filtering and Monitoring Standards</i> The Chair explained that the filtering and monitoring standards are new to KCSiE 2023. She added that she has sent an audit to NL to complete but has not yet received a reply.</p>
6. Health and Safety	<p><i>6.1 Premises and maintenance</i> HT and SF completed a health and safety walk-around. They noted some minor issues but assured governors that the new building works will address them.</p> <p>HT stated that there have been two incidents of a dog on the school field. The invacuation procedures were followed, nobody was harmed and the dogs were returned to their owners.</p> <p><b>Governor Challenge -</b> Has it been reported? HT explained that she can't get through to Fenland. However, she has put a request in to John Clayton for funding for more adequate fencing. A Governor swimming visit had noted that it wasn't possible to lock the door from the inside in the event of an invacuation.</p> <p>HT said that this will be corrected prior to the pool being used next summer.</p>

	<p><i>6.2 Planned building works</i> HT explained that the new build has gone to 'Phase 3' but it is not on the planning portal yet.</p>
7. Policies and Procedures	<p>All policies listed below were agreed to:</p> <ul style="list-style-type: none"> <li>4. Appraisals &amp; Capability</li> <li>7. Charging &amp; Remissions</li> <li>10 Complaints</li> <li>14. EYFS</li> <li>50. Staff Discipline</li> <li>60. CCTV and Surveillance</li> <li>63. Asthma</li> </ul>
8. Finance Updates	<p><i>8.1 Budget 2023-2024</i> No updates. HT explained that TC is happy with the new system, she has attended training but that the budget has not quite transferred over.</p> <p><i>8.2 Sports Premium</i> HT said she will provide an update in our next meeting.</p> <p><i>8.3 Pupil Premium</i> HT said she will provide an update in our next meeting.</p> <p><i>8.4 Energy efficiency updates</i> No updates</p> <p><i>8.5 Quotes for 2 sheds and base(s)</i> <b>Governor Challenge -</b> What's the urgency to replace these? HT stated that the current sheds are rotten and that before building work starts, they will need to be emptied out and taken down, so the new sheds will be needed by October.</p>

**Governor Challenge** - Instead of a concrete base, you could use an interlocking plastic base and/or you can insert metal spikes. This could be done for under £5,000 for a 6m x 3m log cabin.

**Governor Challenge** - Do we have a budget?

HT said that the estimated costs are £20,000 and that whoever we employ to build the sheds must have adequate public liability insurance. We have set aside money in devolved capital as we have known for some time they would need to be replaced, but couldn't do anything until we knew where the new classroom was going.

**Governor Challenge** - Based on the itemised quotes, I would advise using U-Wood.

**Governor Challenge** - Roofing felt has a lifespan, whereas rubber roofing will last longer so it might be worth asking if they could use that instead and see if / how that affects the quote given.

HT asked governors if they could agree to her asking U-Wood what it would cost to use rubber roofing and then agree to it in email. The Chair then asked governors, considering the existing quotes, if we could agree that HT could pay up to a total of £15,000 if that includes the rubber EPDM roofing. Governors agreed for HT to use her discretion within this remit.

#### *8.6 LA Finance Audit report*

The Chair explained that the LA had produced a report listing concerns in some schools about aspects such as separation of duties. HT was asked to complete the attached audit to demonstrate that for Townley there is already separation of duties, e.g. someone places an order, another signs for it etc. Agreed to bring this as an agenda item to autumn 1 meeting.

9. Governor Updates

#### *9.1 Monitoring visits*

The Chair reminded all present of the importance of completing governor visit reports. She explained that there is a shorter version of the form that can also be used for visits not relating to SIDP.

#### *9.2 Issues arising from monitoring visits*

None, other than lock on swimming area door.

#### *9.3 Training and CPD updates - using Governor Hub*

The Chair explained that NGA Learning Link has a number of free governance courses and that, being online courses, they are very flexible and can be completed at times that are most convenient for the individual.



	All CCC training must be booked via Governor Hub. The Chair and Clerk explained that, in future, Governor Hub will be used for recording certain things (such as declarations) but that collaborative documents will continue to be uploaded to Teams for ease of editing.
10. Education News and Correspondence	<p><i>10.1 Teacher strike updates</i></p> <p>HT explained that despite reports the latest offer is not exactly fully-funded so, if accepted, the school may still lose a TA. A governor explained that NEU has recommended that the latest offer be accepted.</p>
11. Communication with Stakeholders	<p><i>11.1 The Heron and Welney News</i></p> <p>HT said that both publications continue to be supportive. She explained that Cambs' maths team had arranged a trail but in locations not accessible so she arranged one with the support of The Heron. LK added that she hopes to improve links between The Heron and the school.</p> <p><i>11.2 Facebook</i></p> <p>HT stated that FOTS continue to support the school by sharing and posting information on Facebook. She added that parents do not need their own Facebook account to view the school's page.</p> <p><i>11.3 Newsletters</i></p> <p>The Chair offered to write an end of academic year governor blog for the newsletter.</p> <p><i>11.4 Parental communications and ParentView</i></p> <p>HT said that a Parent survey is to be sent out with end of year reports.</p> <p><i>11.5 Staff communications</i></p> <p>No updates</p>
12. Impact of Meeting	<p><i>12.1 Impact of meeting</i></p> <ul style="list-style-type: none"> <li>● New governors elected</li> <li>● New governor roles agreed</li> <li>● Detailed discussion on data</li> <li>● Agreement on shed quotes</li> <li>● Meeting dates for next academic year</li> </ul>

	<p><i>12.2 Impact of Townley on other schools</i></p> <ul style="list-style-type: none"> <li>● Chair is assisting Kinderley School and spending a lot of time working on a possible federation</li> <li>● HT assisted Kinderley School and made a great difference regarding EHCPs and medical forms</li> </ul>
13. Any Other Business	<p>HT invited all governors to the Year 6 leavers performance and subsequent leavers assembly.</p> <p>Meeting ended</p>
14. Future Meetings	<p>Thursday 28th September 2023 at 6:30pm</p> <p>Thursday 14th December 2023 at 6:30pm</p> <p>Thursday 8th February 2024 at 6:30pm</p> <p>Thursday 28th March 2024 at 6:30pm</p> <p>Thursday 2nd May 2024, <b>2:30pm - 3:30pm</b> (Budget with TC)</p> <p>Thursday 23rd May 2024 at 6:30pm</p> <p>Thursday 11th July 2024 at 6:30pm</p>