

Beaver Road Primary School

Local Governing Body Meeting

Date of meeting: Monday 4th October 2021

Quorum: 6 (met at this meeting)

Chair: Lynne Allan

Clerk: Jenny Adie

Venue: Beaver Road Junior School

pages: 7

signed: _____ **date** _____

1. Present

Name	Governor category	End of Term of Office	Present (P) 4/10	apols (Ap) 25/1	absent (o) 9/5	4/7
Lynne Allan Chair	Co-opted Governor	25/2/22	P			
Pauline Black Deputy	Co-opted Governor	11/9/24	P			
Anthony Boothman	Parent Governor	22/4/24	P			
Jane Carroll	Parent Governor	18/11/22	P			
Matthew Coupe	Parent Governor		P			
Michael Davenport	Staff Governor, Teacher	10/2/23	P			
Emma Forrester	Co-opted Governor	24/3/23	P			
Emma Foster	Co-opted Governor	24/1/25	P			
Louise Rifkin	Co-opted Governor (Staff)	25/2/22	P			
Sian Hanison	Co-opted Governor	3/10/25	P			
Liz Hardy	Headteacher	ex officio	P			
Rihula Mour	Staff Governor, Teacher	10/2/23	P			

In Attendance

Name	Role
Tina Smith	Finance Director
Jenny Adie	Clerk

Apologies: none

2. Pecuniary Interests

2.1 Pecuniary Interests Register for 2021/22

The Register was passed round for signature; all Governors were present so the Register was completed.

The Pecuniary Interests Register for 2021/22 was completed.

2.2 Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

AGM**3. Election of the Chair and Deputy for the 2021/22 school year**

Nomination were taken in advance, followed by a secret ballot by email.

Governors unanimously elected Lynne Allan as Chair, and Emma Forrester as Deputy Chair.

4. Full Governing Body

Papers on the google drive; Governors had read them in advance.

The Scheme of Delegation has been updated from last year but there are no changes.

4.1 Terms of Reference (from Scheme of Delegation)**4.2 Code of Conduct**

Governors agreed to accept the terms of Reference and the Code of Conduct.

(Emma Foster arrived)

5. Governing Body Committees membership and terms of reference

The Chair and Deputy elected for this year were last year the Chairs of the two Committees. Emma Forrester is also the present Local Governing Body link with the Trust Board. In line with policy, and the School's practice of distributed leadership, the Chairs of the Committees should be Governors who do not already have other roles. LA will approach other Governors to discuss Committee chairing and to have a handover process, then the Committees can meet and appoint their Chair, and the recommendation come back to the Local Governing Body.

LA would like the Trust link to be rotated, so other Governors have experience of the business of the Trust Board, and know the Trustees.

EForrester told Governors that attending the Trust Board meetings is very interesting; the link is not a member of the Trust Board, and only speaks when asked to do so, to give the Local GB views.

(Pauline Black arrived)

ACTION	Committee members	To elect the Committee Chairs at the first meeting.
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5.1 Buildings and Resources Committee

Membership: Lynne Allan, Anthony Boothman, Jane Carroll, Emma Forrester, Louise Garvey, Liz Hardy, Tina Smith.

5.2 Standards and Curriculum Committee

Membership: Lynne Allan, Pauline Black, Michael Davenport, Emma Foster, Sian Hanison, Liz Hardy, Rihula Mour.

Matthew Coupe will attend the first meeting of each Committee to find out which he would prefer to join.

5.3 Link Governors

LH would like Governors to come in to meet Staff links as soon as possible. Policies are on the shared drive.

Link Governors have a conversation with the Subject Lead about strengths, what is developing; Governors could ask to see policy in practice, and could ask about resourcing. Links are good for Governors strategic role; Governors can know that what is said to be happening in School, is happening, and that the School Improvement priorities are being addressed.

There is a reporting form on the drive. LH will email Governors with the reporting form together with the list of suggested questions Governors can ask on link visits, so Governors have them together.

Governors should hear from their Subject Lead before half term.

There are lists of questions for Governors to ask available on Governor support sites. LH and the Clerk will research and email to Governors.

Art	Michael Davenport
Assessment	Emma Foster
Design Technology	Anthony Boothman
Equality and Inclusion	Pauline Black and Anthony Boothman
Languages	Emma Forrester
English	Lynne Allan
Health and Safety	Jane Carroll
ICT	Matthew Coupe
Maths	Rihula Mour
Music	Michael Davenport
PE	Jane Carroll
PSHE	Pauline Black
Pupil Premium	Emma Foster
Rights Respecting	Pauline Black
Safeguarding	Jane Carroll
Science	Sian Hanison
SEND	Emma Forrester

ACTION	Clerk	To look on Governor support sites for information on Link Governor roles and questions to email to Governors.
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Ordinary business

6. Minutes of the previous Local Governing Body Meeting, on 5th July

The minutes were agreed as a correct record.

All children and Staff are currently involved in consultation on the Vision and Values. Staff are talking to the children in PSHE. There is information from last Thursday's Governor Development afternoon. When LH has all the information from classes she will send it out. This will come to the next GB meeting.

ACTION	Clerk	To put Vision and Values on the next agenda.
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6.1 . Matters arising from the minutes

None.

There was a request for minutes to be sent to Governors soon after the meeting, rather than with the papers for the next meeting. Minutes are not approved until after the next meeting, but the Clerk can send draft minutes to Governors, after first approval by the Chair and Headteacher.

ACTION	Clerk	To send draft minutes to Governors after first approval by the Headteacher and Chair.
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7. Follow-up to the Governor Development Day on 30th September

Notes from the Governors Development afternoon were added to the google drive in advance of this meeting.

7.1 A strategy to ensure that the Governing Body has diverse and inclusive representation

The Trust at their last meeting decided to have a Working Party on this.

TS told Gobs that there will be a Skills Audit for the Trustees, and then an application to Governors for Schools for a new Trustee.

It was suggested at a past Local GB meeting that PB and AB would look at Inclusion.

Staff have had Inclusion training, Governors and Trustees have not.

LA suggested a joint Working Party of Trustees and Local Governors. Diversity and Inclusion are important, Staff have had training, children and Staff are becoming more diverse; this is part of

Rights Respecting.

LH will take this suggestion to the Trust, with a supporting letter from the Chair.

The Local Governing Body is at capacity, with 12 members, but needs to take action to have better representation. The Working Party could look at the Constitution.

It is not easy to find appropriately skilled individuals. Maybe people could be involved at different levels in the structure, the formality of being a Governor imposes a very Western model, can offer other opportunities for inclusion could be offered.

A Governor from the community, without a link with the School, could be a useful addition. LH has seen the strength of this different perspective on the Trust Board, where some Trustees have no link with the School.

LH and TS can look for suitable candidates.

Increasingly on Annual Reports Trusts are expected to show how they recruit membership.

Pauline Black and Anthony Boothman can contact TS to link their work on Equality and Inclusion with recruitment for Trustees.

7.2 School Communications (impact on parental engagement)

Emma Forrester

Subject Leaders and Staff leading workstreams are very enthusiastic, but as a parent the amount of communication is overwhelming. EF is hearing a lot about this from parents. It may not have shown on the questionnaire; it has been more intense in the last 2 or weeks.

LH said that they are aware of this and it has come through in the questionnaire. On the questionnaire, some parents were saying communication was better, some were saying there is not enough. At the Governors Development Afternoon there was mention of a Marketing and Communications Manager; they have already looked at this but there is not money in the budget to afford it presently. Some Trustees at the Development Afternoon thought that marketing could be a Trust responsibility. Tina is working on a marketing strategy and policy.

A Parent Governor commented that information can be piecemeal; for example for After School Clubs the information all comes on different emails, it can be hard to know what is available when, and who the money should go to.

Another parent commented that she does not know which letter relates to which child.

LH explained that there are different types of clubs, some private, some School-run; they do not have someone with an overview to manage it, they know it could be better. Short-term they are just working on School Clubs information going out together; information from organisations hiring space in the School all comes separately, they know it needs to come together.

Q. Is there a Communications Policy? Does it cover communication by parents?

There is much information going out. They have a system since last week that letters have to be proof-read and checked. School Spider allows Staff to send messages directly.

A weekly email was suggested, parents could look out for it?

LH said that when they have a marketing and communications person, all information will go through one person and can be grouped.

Q. Are they hoping to have a Consultant to help with this?

Yes, to audit the current process, they cannot employ at present.

A similar issue is Homework, now called Learning at Home. What was said at Parents Evening was different from what EF had thought, and different from the grid; it is not clear what is most important. They were trying to tick off sections each week to get through it all, then heard that it was not compulsory.

A parent commented that her children do not all have an iPad. There are lots of websites children are asked to look at. She thinks for some parents, post-Covid, the thought of teaching at home again is traumatising.

LH told Governors that it is not compulsory, it is a 'nice to have'. Reading is a non-negotiable, also Times Tables Rock Stars

RH told Governors that Reading is essential, 1:1 daily reading. Other work depends on the child's Year Group; when the Year Group has the Times Tables check this work is essential.

Parent asked what reading? The School book or a child's own book. There are Spellings that go home, on SeeSaw, not called tests, but marked. RH said that children have word lists, there may be different practice in different years

ACTION	Rihula Mour	To look into spelling list/test practice in different Year Groups.
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8. **Headteacher's Report**

Report on google drive

School has very low Covid case numbers, 6 children when the Report was written plus 2 more children since

Q. Do they know what % of families are doing lateral flow tests? Picking up children who are asymptomatic but have Covid?

The children who have tested positive have been asymptomatic. There are very low numbers of Staff testing positive now, only two, though there is impact from children testing positive and parents having to isolate.

Q. Are they saying that Staff can come into school if there is a positive case in the household?

Yes, it is Government Policy if people are double-vaccinated.

Q. How is Staff morale?

People who were at home more may have found it difficult; it feels normal now, Staff are not in bubbles, they can see other Staff, go out together; it feels normal and Staff are happier, and the new Staff have brightened things, a breath of fresh air. Most Teachers did not like working from home, they are happy to be back teaching in person.

Q. Will Teachers, having spent so much time using e-learning, bring it into the classroom now?

Yes. They are using SeeSaw, incorporating skills learned, and the e-books are a useful additional resource.

Q. Are there any Staff or children going through bereavements?

There have been some bereavements. The Parent Engagement Officer has been working with families. There are more families living in poverty. When collecting for Harvest, they asked parents if they wanted any support, and more than they had expected have come forward. Bereavement has impacted on some Staff; they are being supported.

They are having classroom drop-ins, they thought this did not increase risk.

They are still not having parent tours, bringing new parents in. They are looking at getting a professional to come in to do a video tour.

Curriculum

School will get little Covid Recovery funding. They did Tutoring in the summer term. They have a long term approach to recovery, it will not happen overnight. The children most most affected are the youngest, Year 1 and Year 2. The children have not had regularity and consistency at School, and have learned less independence at home.

Q. Do they track who is on Universal Credit? With the end of furlough numbers could be increasing.

They are looking at doing this.

Q. With furlough ending, are they asking the families who came forward for food parcels? Families may not qualify for Pupil Premium.

Pupil Premium children have priority for Clubs, and do not pay for them. They are looking at the families who came forward.

Q. About Houses?

This is on its way, not yet launched. MD is writing a document to be shared with parents.

Q. How can the Governing Body use the Houses to link with the School Development Plan?

There are 5 houses, the children chose the theme of mythical creatures; the high quality artwork around School has been professionally printed and donated by a member of Staff's partner.

There will be House competitions, including a Writing competition; Houses will be linked with attendance; there will be 'feast days' through the year. They are drip feeding information, building-up anticipation

Q. They could put Governors into houses to help with links?

They have thought of this; all Staff are in a House.

Q. Are they looking at re-badging the School emblem?

No. A member of Staff has worked with children on design of all the creatures, taking elements from the drawings children have done. There are competitive elements but there is also a global goal for each house, and the wording 'stronger together'.

The vision is children having a wider vision of where they are in the school community, in a House as well as a Year Group. They will do Sports Days by Houses; days on the playground for one House together; different ways for children to associate. They are still working on it.

9. Trust Board feedback

Emma Forrester

There was a Trust Board meeting 2 weeks ago. This was the AGM, setting-up formalities; David Allan is Chair, Karen Walkden is Deputy. They discussed reviewing the Articles of Association. They went through Pupil Progress; they are looking for a new Trustee.

LH is meeting with Amanda Corcoran on 12th October to discuss growth of the Trust.

10. Policies for approval

Policies on google drive

The Policies except the EYFS Policy have been approved by the Trust.

10.1 Supporting Children with medical conditions**10.2 EYFS Policy****10.3 SEND Policy****10.4 First Aid Policy**

Q. There may be an operational policy that goes with, this? Point 4 emergency procedures, 4.4, sounds like the First Aider has to do all?

There is a procedure as well. There are many First Aiders in School, they would not work alone, others join in; the duties are not all for one person.

Q. There is a defibrillator at the First School, how about the Juniors?

There is one at the Medical Centre next door. There was discussion of time being very important, losing 2 minutes could make all the difference. Older children are more likely to be affected. The Medical Centre defibrillator could be indoors, and not accessible when the building is closed. If inside School it would not be accessible at weekends. There is one at TOC H, they could put that location too. Defibrillators are very expensive, around £2,000; the cost could be put in the budget for next year. They could fundraise, or ask the PTA.

TS and LH will look into this.

ACTION	Liz Hardy Tina Smith	To look into funding for a defibrillator for the Junior building.
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10.5 Complaints Policy**10.6 Designated Teacher for LAC and post LAC**

Q. There is no mention of support given for transition to High School? It can be a big jump.

Emma Foster told Governors that each school would have its own policy. There are systems schools use to share files, GDPR is a constraint. Passing-on of information would happen, but would not sit within that Policy.

It is in the SEND policy, but not all LAC children have SEND. It is done as part of transition, but depends where the child is going; it would be different for each school.

Ruth Byrne has LAC responsibility in School; she liaises with the LA Virtual Headteacher who has responsibility for Looked-After Children at the LA.

Governors agreed to ratify all the above Policies.

11. Governance**11.1 Training**

There was a Governors Development Afternoon on 30th September.

The Clerk sends information on webinars and other training.

The idea of a 'buddy' for new Governors was suggested.

There is a Register for Governors to fill in on the google drive, to list training done.

Q. Does this include relevant professional training?

Yes.

Q. About DBS checks?

TS will check that these have been done, and email Governors if their DBS is not on the Single Central Record.

ACTION	Clerk	To look for the OneEducation training offer and email information to Governors.
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11.2 Co-opted Governor appointment

Governors unanimously agreed to appoint Sian Hanison as a Co-opted Governor.

12. Any Other Business

None.

13. Meeting dates for the year

Monday 31st January 2022

Monday 9th May

Monday 4th July