



Minutes of Thirsk Community Primary School Governing Board held Online on Monday 12 October 2020 at 6.15pm

Present: David Duffey (DD) (Chair), Richard Chandler (RC) (Headteacher), Jason Tazzyman (JT) (Vice Chair), Stuart Mountford (SM), Jenny Buck (JB), Lucy Minican (LM), Gemma Wall (GW) Lisa Garthwaite (LG)

Apologies: None

In attendance: Becky Kaufman (BK) (Deputy Head), Kate Gloag (KG) (teacher), Beth Wilson (BW) (teacher), Sheila White (Clerk) Nicola Garnham (Trainee Clerk)

No 20/21	Item	Action
PART 'A' – Governance		
2.1	Welcome The Chair opened the meeting at 6.15pm and thanked all Governors for attending.	
2.2	Apologies and determine whether absences should be consented to There were no apologies.	
2.3	Terms of Office including succession planning DD confirmed that both he and JT are standing down next summer so a new Chair and Vice Chair are needed. Governors are requested to consider the posts and contact DD for further information and to declare interest. Length of time on the board is immaterial. The issue will return to the board in January 2021 in the hope that persons are identified and a smooth succession can be planned.	All Governors
2.4	Declaration of Interest There were no declarations of interest at this point in the meeting. All business interest forms have been completed and all but one returned to the school business manager. The one outstanding form will be returned shortly.	
2.5	Notification of any other urgent business None.	
2.6	Correspondence None.	
2.7	Approve the Minutes from 14 September 2020 <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 14 September 2020, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the following amendment and will be duly APPROVED and SIGNED by the Chair, DD. <u>Amendment</u> 1.9 SM be substituted for JT.	
2.8	Matters arising 1.14 Three quarters of the skills audit forms have been returned. The responses so far have been collated and there are no immediate issues. This item will be carried over to the next meeting. The outstanding governors to return their forms to the clerk as soon as possible.	

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	<p>1.16 The governors section on the school website has been updated and is much improved. There is a technical glitch whereby the names of the governors are not appearing although they have been inputted. RC will attend to this.</p>	Head
2.11	<p>School Improvement Plan (SIP)</p> <p>This was moved up the agenda to allow school teaching staff to leave the meeting soonest. An update of the SIP was circulated to governors prior to the meeting. The lead teachers and RC highlighted the main issues and invited questions.</p> <p><u>Maths</u></p> <p>KG introduced the baseline data for maths and advised that because they are in key stages, years 2 and 6 were measured against end of this year tests whereas years 3, 4 and 5 were measured against the previous year. It is to be expected that year 2 and 6 therefore will score less well. The year 1 results are based on teacher judgements. The baselines are low. This is to be expected as most children have been out of school for six months. There is a lot of work to be done. Covid bubbles have had an impact on McKie Mastery teaching. A comprehensive plan is in place to address the catch up:</p> <ul style="list-style-type: none"> -Three sessions a week of power tutoring will take place - After half term there will be extra maths for all year groups. - There is more staffing support for years 6 and 3 to enable McKie Mastery groups. - Staff training will focus on using practical maths resources. <p>GQ: Are there contingency plans in case there is a further lockdown? A. Yes. We will move straight to remote teaching. Parents and carers struggled more with maths than with say, reading. There will be a clear expectation that maths in the McKie Mastery way will be taught remotely and children will be expected to submit work and have it marked.</p> <p>GQ: Will the teaching be live? A. No, it has to be pre-recorded but there will be opportunity for live questions at the end where the teacher can ring back. Remote teaching embraces different skills and the previous lockdown experience means the school is better prepared for a future lockdown.</p> <p>GQ: Are the chrome books for children without access to a device? A. Yes although the main issue is printing. Currently only six families don't have access to a device.</p> <p><u>Key action 2 Reading</u></p> <p>BW highlighted the main issues in the plan. The baseline data for reading looks better than that for maths, possibly because reading is easier at home. 40% of year 6s have already achieved age related or above which is excellent. Catch up money will be used to achieve 100% in phonics.</p> <p><u>Key action 1 Writing</u></p> <p>BK explained that getting more writing throughout the curriculum is the aim. The curriculum has been changed to enhance progression and ensure greater depth.</p> <p>GQ: Does the extra maths provision impact on the rest of the curriculum? A. Not too much because the government says that it is not necessary to cover the whole curriculum currently so there is flexibility.</p> <p>A lead governor is required for developing the SIP in relation to writing. LM was proposed and agreed for this role.</p> <p><u>Key action 3 Wellbeing</u></p> <p>BK highlighted the main issues in the plan. The guardian angels scheme is working well. Drop down days enable staff to plan better for the following half term. Data</p>	Head

	<p>provided by Anthony Conlin (AC) of the school data company frees up staff time previously spent inputting data. There is a quick turnaround for data.</p> <p>GQ: Have drop down days been budgeted for? A. Yes this is something that was agreed at the end of last year to support staff and the curriculum and was budgeted for.</p> <p>It was agreed that LM be the lead governor in this area.</p> <p><u>Key action 5 Attendance</u></p> <p>Attendance was an issue last year. The school has worked hard to provide as covid secure an environment as possible and attendance is currently above the national average. A number of actions are being taken to ensure attendance is good including</p> <ul style="list-style-type: none"> -using external organisations, such as social workers, where needed - a system of rewards, possibly including a raffle, if sufficient good quality prizes can be secured. <p>DD agreed to be the lead governor for attendance.</p> <p>GQ: Would absence due to covid mean a child could not enter the attendance raffle. A. No, not as long as they do the work set for them at home.</p> <p>On behalf of all governors DD thanked the teachers for their hard work and concise extremely helpful presentations.</p> <p style="text-align: center;">BK KG and BW left the meeting</p> <p><u>Key action 4 Catch up plans</u></p> <p>RC highlighted how the catch up funds are to be used. Much of this was already discussed above. The school will receive £16k. There is a flat rate per pupil so it will vary from school to school.</p> <p><u>Tier 1 Support -Power Teaching</u> All pupils will have high quality teaching of English and Mathematics. This will be through McKie Mastery Power Teacher catch up program. Pupils in Key Stage One will have a phonic gaps analysis that will be revisited at the end of each 8 week teaching cycle to check for progress. All pupils progress will be reviewed at the end of each 8 week teaching cycle to check for progress. Adaptation of the curriculum to have an increased focus on Core Skills of Phonics, Reading, Writing and Maths.</p> <p><u>Tier 2 Support- Power Tutoring</u> Pupils will receive additional support through Power Tutoring. This will be carried out by teachers and adults in school. Funding will be used to provide pupils with additional tutoring outside of the school day or within the school day through the use of specialist staff. Priority will be given to those pupils where there is the greatest need –this is being identified through the analysis of baseline data on the return to school.</p> <p><u>Tier 3 Support- Power Practice@home</u> All pupils will receive additional practice through homework. This will include 'Everyone, every night' home school reading strategy. There will be a universal approach to this throughout the school.</p> <p>GQ: Is this costed and how will the funds be paid? If it is in stages, how do we ensure monies aren't spent before they are received? A. Yes, it is fully costed as shown in the report. Funds will be released in stages throughout the year. Money needs to be used now so there may inevitably be periods when the spend occurs before reimbursement. There will be no overspend.</p> <p>Governors agreed that JB be the lead in this area.</p> <p>Governors unanimously approved the SIP.</p> <p>RC will post an overview of the SIP on the school website.</p>	
2.9	<p>Governor Training</p> <p>LM has done the head teachers performance management training.</p>	

PART 'B' - School Improvement

2.10	<p>Coronavirus Update</p> <p><u>Coronavirus Update</u></p> <p>RC highlighted the main changes. Pleasingly all families have now returned children to school. The school attendance level is good compared to the national average and other schools.</p> <p>There have been no positive cases in school. Some children have been sent home after displaying possible covid symptoms but none has tested positive. Only a very few of the schools test have been used. So far the measures in place are working.</p> <p>GQ: What happens if there is a positive test? A. Advice would be sought from Public Health England and the local authority. Typically, all children in the bubble and adults who have had face to face contact with that bubble would be sent home and asked to isolate. In addition all parents and carers would be notified of the case and the action taken. The school is aware of all children who have had a flu vaccine.</p> <p>GQ: The exit for year 6 and 5 children is a little congested at times. Also around the gate near the community centre. A. RC will monitor it.</p>	Head
2.12	<p>Governor Led Nursery</p> <p>A Governor 'visit' took place and the ensuing report was shared with Governors prior to the meeting. Governors are reassured that the proposed model can be increased to accommodate extra children when and if required.</p> <p>All governors agreed to progress this model. The next stage is outside consultation.</p> <p>All governors agreed that further promotion of the nursery and excellent early years provision is necessary. Several ideas were discussed and RC will take this forward alongside staff within the school.</p>	Head
PART 'C' – Other		
2.13	<p>Policies</p> <p>The following policies were circulated to all Governors prior to the meeting:</p> <ul style="list-style-type: none"> • Child protection • Leave policy and summary charts • Use of CPOMS <p>With the following amendments</p> <ul style="list-style-type: none"> • Governors attendance at courses to be updated in child protection. • Leave policy requires the schools name and date to be added in plus a couple of typos. • There are some formatting issues with the CPOMS document which is to be reviewed annually. <p>All the above policies were approved by governors.</p>	Head
2.14	<p>Governor Vacancies</p> <p>The two vacancies need filling urgently as two governors will be leaving next year as mentioned above at 1.3. The rules on staff members on the governing board (GB) were clarified. The rules are that a staff member who works more than 500 hours cannot be a parent governor. However it is possible to co-opt a staff member onto the GB as long as the GB does not have more than 1/3 staff. The current vacancy is a co-</p>	

	option so this looks possible as it would mean three out of ten are staff members which is just under the third rule. LM knows someone who may be interested and will pursue.	
2.15	Safeguarding / Child Protection RC highlighted to governors the child protection cases and safeguarding concerns at the school. It was agreed to proceed with 'in house' safeguarding training for governors. RC will email governors with a choice of dates.	Head
2.16	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> • Governors reviewed and approved the SEF. • Governors discussed and agreed the governor led nursery model. • Governors reviewed the baseline data and approved decisions on targeting catch up funding. 	
2.17	AOB <u>Staff wellbeing</u> In the light of the covid restrictions on confidential meetings it was agreed this would not be discussed or recorded as confidential. Governors thanked GW for her work on this issue and the precis of the survey which was circulated to governors prior to the meeting. Governors had a detailed and careful consideration of each element raised. There was a common theme of covid procedures such as handwashing, cleaning and staggered arrival and departures taking up time that was previously available for teaching. This is inevitable. RC advised that the senior leadership team are constantly monitoring how to use the current flexibility within the curriculum to best advantage. Governors discussed the pros and cons of requesting parents and carers to wear masks when on school grounds. It was agreed that the current policy of requesting contact by non face to face means, for example telephone, continues to be the best approach. RC will send out a letter confirming this and advising that should the area or region be placed in a tier other than tier 1 this may change. GQ: Are staff undertaking the extra catch up sessions already in the same bubble? A. Yes all except RC who will socially distance. GQ: It can be hard for staff to suddenly switch to online videoing of teaching sessions should this be required again? A. Yes the school are aware of this. A lot of lessons were learned in the previous lockdown and most staff have experience of this and all will be fully supported if it is needed again. GQ: Would a pupil wellbeing survey be a good idea? A. This is being considered alongside a parental survey re the covid procedures. <u>Trees</u> GQ: Are we confident that the trees on the school estate do not pose a hazard? A. There is a legal obligation on the local authority to check trees on a regular basis. RC will double check this is happening. Governors agreed to rerun the staff welfare survey in three months' time.	Head
2.18	Confidential staffing/school updates No matters were discussed.	
2.19	Date of Next Meeting 9 November 2020 at 6.15pm 9 November 2020 14 December 2020 11 January 2021 8 February 2021	

	8 March 2021 12 April 2021 10 May 2021 14 June 2021 12 July 2021	
Please note: The colour coding above links to the three key roles of governance questioning; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money'.		

There being no other business the Chair closed the meeting at 8.31pm

Signed:

Date:

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