



Newnham Croft Primary School

Meeting of the Full Governing Body held on Wednesday 10 February 2021 at 6pm via Zoom

Governors present: Lucy Nethsingha (Chair –LN) ; Andy Matthews (Headteacher – AM); Dani Redhead (DR); Kirsty McDougall (KM); Hugh Clough (HC); Kate Fry (KF); Keren Sayir-Uziyel (KSU); Jason Palmer (JP); Rachel Rosborough (RR); Tom Kendon (TK); Simon Hill (SH); Jean Glasberg (JG)

Also in attendance: Helen Bracey (Clerk - HB)

The meeting was quorate.

1. Welcome and apologies for absence

The Chair welcomed members and introduced new governor, JG. Apologies had been received from Edward Ferguson (EF).

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 2 December 2020

The minutes were accepted as a true record and will be signed later by the Chair.

4. Matters arising and review of actions from the minutes of the meeting held on 2 December 2020

- F0710:01 – Ongoing
- F0710:02 – Ongoing (HB to follow this up)
- F0710:03 – Ongoing
- F0710:04 – Ongoing
- F0710:07 – Closed
- F0710:10 – Closed
- F0212:01 – Closed
- F0212:02 – Ongoing
- F0212:03 – Closed

5. Governance Matters

Governor document sharing - Using a shared screen AM demonstrated how Governors can access Google Classroom, which is where governor documents can be stored securely for members to access. Meeting papers will be uploaded by the Clerk instead of emailing them out, and archives of committee meetings will also be available. AM will provide members with written instructions on how to access the Governor folder in Google Classroom.

ACTION F0210:01 – AM to provide members with written instructions on how to access the Governor folder in Google Classroom.

School Development Plan – given that it has changed in recent years, LN expressed her desire that Governors should have a greater role in the SDP to give a broader view on the school's long term plans. She proposed that each Committee give it some thought before bringing it back for a longer discussion in the summer term. TK said that EPC had discussed it their last meeting, noting that the SDP was important for the committee now that the Long Term Plan was no longer operational. AM agreed that every stakeholder of the school should have input into how they want the school to progress, and proposed that to start with everybody (parents, children, staff, governors) submit 10 or so words they think best represent what the school should be about.

6. Reports from Committees

- **Eco and Premises** – Minutes of the last meeting had been previously circulated.
The following was highlighted:
 - An H&S walkabout had been conducted with no major issues highlighted.
 - The ongoing boiler and carpark issues were critical elements being discussed.
 - The Accessibility Plan has been reviewed and has now moved to TLC for discussion.
 - The new Lone Working Policy has been discussed and approved.
 - A future vision exercise is to be carried out by the Committee.
 - The Eco Committee will resume their input at the next EPC meeting.
 - Rainwater harvesting and alternative heating methods were discussed and are ongoing.
- **Personnel and Finance** – Minutes of the last meeting had been previously circulated.
The following was highlighted:
 - The year end revenue balance is £59K.
 - A sizeable amount of money (£17991) is sitting in Sports Premium.

In response to questions about the sports premium and how/when it will be spent, AM reported that some of the money would go towards relocating PE equipment storage, and secondly there was a proposal to install an all weather running track around the perimeter of the school grounds. AM was asked to keep governors updated with ideas for this proposal and was reminded that such a project would require 4 tenders. Any remaining funds would be carried into the next financial year.

A governor enquired how sport had been affected by Covid restrictions, and whether any of the money could be used to support more outdoor learning. AM said that PE sessions had continued as normal, and that because the playing field and areas of the playground have been partitioned/zoned, it meant sport and outdoor learning in class bubbles was working well and would continue.

A governor asked AM what sort of assurances he could give about how funds will support remote learning and learning loss. AM said that the performance data had helped identify those children who had fallen behind and that additional tutoring would be funded by Government catch-up money, which he believed is to be continued for another 2 years.

- **Teaching and Learning** – Minutes of the last meeting had been previously circulated.
The following was highlighted:
 - Teaching in school and remote learning and feedback from parents was discussed.
 - KF to contact some governors to discuss learning visits.
 - A draft Parent Survey response to parents has been drafted; comparable data from next year will be added to it before sending out.

7. Pupil Performance Data (Autumn assessments)

- A new model of termly assessments have been introduced.
- The classification hasn't changed, so the communication of results to parents will continue as it has in recent years.
- The Autumn term assessments have identified children who wouldn't ordinarily have been expected to score a low result, but have fallen behind due to the pandemic.
- Children close to achieving the expected standard will receive additional support.
- Children currently at expected are those children demonstrating expectation by the end of the year.

A governor asked AM to explain the discrepancy in scores between Years 5 and 6. He said they are very different cohorts in terms of standards, such as more SEN children in Year 6, and that assessments in Year 6 are very much standardised against the SATs by an experienced Year 6 teacher, who will be looking at every element of the standard.

A governor asked whether it would still be possible to carry out assessments at the end of the Spring term if children had to continue with remote learning from home. AM responded that this would be neither possible nor fair; children would be assessed in the summer term when they come back.

A governor asked for clarification that these results are based on how they would be assessed at the end of the school year. AM said that they are assessed on how they are performing against year group expectations for the end of the year, but just against the elements of the curriculum delivered so far.

A governor noted that it was great to understand how the school is using these assessments, but asked how challenging it was for the Year 3 and 4 teachers, for example, and how does the school intend to follow up those teachers to reflect on what they have done. Teachers and the HT have performance meetings looking at the data from previous terms and discussed individual children, and at the beginning of each term they look at different interventions that haven't worked and explore new ones. He also noted that Year 3 is a class of 35 with a number of children with additional needs.

8. Headteacher's Written Report and Key Facts (previously circulated)

In response to the written report, the following items were raised:

A governor asked how the school is supporting staff working from home, especially those who have their own children to support, and how can the school tell that its approach is going well. A team of 5 adults working across 2 classes has been established, so where someone has to work from home, another member can shoulder more of the burden. Staff morale is good.

In regards to child protection, a governor enquired how the 2 reported CP incidents had come to the school's attention, and what the school had done in response. The issues were reported to the school by the police and social services. A child who has had very little contact with the school since September has been visited at home by the HT.

A governor commented that having cross curricular topics was a good idea, and enquired what topics had been chosen so far. The topics are on a 2 year cycle with 7 whole school 3-4 week topics such as Healthy Me and Journeys. The subjects are intended to be interpreted in different ways depending on the age group.

A governor noted that there is a large discrepancy in class sizes between Year 2 and 3. To balance the different year group numbers the school intends to have 2 mixed Year 3/4 classes next year and Year 2 will return to a mixed Year 1/2 class. AM commented that there was a number of positive aspects to having mixed year groups, including broadening friendships.

Safeguarding

- 2 incidents of CP concerns.
- No LAC.
- 20 children in the CP register.
- No bullying incidents this term.
- No prejudice related incidents this term.
- No exclusions.

Pupil Premium

- No LAC and 14 pupils eligible for PP and 14 eligible for FSM.

Sports Premium

- Balance £17,991. Discussed above under item 6.

SEN

- The SEN register has been updated. All Pupil Passports established.

9. School Development Plan – update on progress

This item had been discussed in full earlier in the meeting. AM added that to make it clearer for governors, new developments and new aspects of development that arise mid year will be added in red.

10. Policies for Review:

Responding to Critical Incidents – subject to a correction to be made on page 7, the policy was approved.

Data Protection – Questions were raised about who in school is responsible for data protection compliance and monitoring of IT equipment. The DPO (a paid for service provided by IT Services) monitors and advises on data protection and the HT is the data manager. The DPO carries out an annual audit of IT equipment and the school has a record of the laptops that individual staff use. If there has a data breach it would be subject to an investigation and would be reported to the DPO. The annual GDPR audit by the DPO has not happened in the last year due to Covid. AM will remind staff of the risks. Governors approved the policy.

11. Any other business

With no further business, the Chair thanked governors for their attendance.

The meeting closed at 7.45pm.

ACTION LOG:

Minute Item no.	Action ref	Action	Owner	Deadline	Status
4. Matters arising	F0710:01	LN/DR to organise a joint thank you card for LR from the school/governors/PTA.	LN/DR	Jan 2021 Mar 2021	Ongoing

5. Governance Matters	F0710:02	SB to add an amendment to Associate Member letter to include "associate members must sign to say they have read the Code of Practice".	SB/HB	Oct 2020 Mar 2021	Ongoing
5. Governance Matters	F0710:03	LN/AM to draft a letter to parents advertising the co-opted governor vacancies	LN/AM	Oct 2020 Mar 2021	Ongoing
6. Governance 2021	F0710:04	Members to send written confirmation to the Clerk that they have read the Governor Code of Practice, KCSIE and Safeguarding and CP Policy.	HB	Oct 2020 Mar 2021	Ongoing
6. Reports from Committees	F0212:02	TLC to analyse the results of the parent/carer survey and formulate a response to parents for delivery before the end of term.	KF	Jan 2021 Mar 2021	Ongoing
5. Governance Matters	F0210:01	AM to provide members with written instructions on how to access the Governor folder in Google Classroom	AM	Mar 2021	Open

Signed: _____

Position: _____

Date: _____