

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.15pm via Video Conference on, Tuesday 6 July 2021

PRESENT

Mr C Bull, (Chair), Mr A M Blakeley, Mrs K Bates, Mrs C Peel, Mrs T Grooby, Mr R MacDonald, Mrs L Stubbs, Ms E Howell, Mr A Dickens, Mrs S Render, Mrs H Edwards

In Attendance

Judy Clavin (Minute Clerk)
Ms Neeta Daly (Observer)
Ms Ifzal Parveen (Observer)

106. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were recorded from Ms N Cliffe and Mr Martin Pelan (Observer) with consent. Mr M D'Rozario was absent without consent.

There were no declarations of interest.

107. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No other business would be raised.

108. MINUTES OF THE MEETING HELD ON 4 MAY 2021

RESOLVED: That the minutes of the meeting held on 4 May 2021 be approved and signed by the Chair as a correct record of the meeting.

109. MATTERS ARISING

There were no matters arising.

110. MINUTES OF THE MEETING HELD ON 22 JUNE 2021

RESOLVED: That the minutes of the meeting held on 22 June 2021 be approved and signed by the Chair as a correct record of the meeting.

111. MATTERS ARISING

There were no matters arising.

112. REPORTS FROM COMMITTEES**Standards and Effectiveness Committee**

Mr Bull had looked at the teachers' assessments and explained the report. He compared it with 2018/19 results which were the last full year before lockdown started (from a different cohort of children).

10 months progress was looked for on the assessments and 76% of children have achieved this. Some have achieved further and are now ahead.

The assessments showed a good level of progress at Expected level Reading whilst Writing was very good and Maths was very much where it was expected to be. Greater depth had not yet been achieved for most but was difficult to achieve in any Situation, but may still improve

Year 2 had more red areas (lower results) on the assessment and this was understandable with the number of lockdowns and isolation numbers. It was possible that the younger years have suffered most of all from the lockdowns. Constant absence from school had made a big difference with some also isolating due to family members having Covid.

Reading standards in Y6 are felt to be high. This will hopefully be evidenced through the mock SATs tests.

The PUMA and PIRA tests will be carried out next week, and this together with the mock SATS for Y6 will allow validation of the teacher assessments

The catch-up money had been used to help those children who needed it.

113. SCHOOL IMPROVEMENT PLAN

The report was available for governors on Google Drive.

It was acknowledged that this had been a tough year for everyone and the staff have worked really hard

Relationship education would continue next year. No pupils have been withdrawn from this and if they are then this will be discussed with the parents.

Parents workshop - this still needs to be held and will now be in September.

Parent consultation - a draft format is ready for the Governing Body to sign off.

Intervention

Puma and Pira may be continued, there is money in the budget to renew the licenses if needed. The assessments will be validated and form the basis for next year.

School Environment

Staff are trying to keep themselves safe; class bubbles will soon no longer be required. Tests would still to be carried out but the Government did not want to see children going home to isolate frequently.

The following events would also be held:

Sports Day
Leavers Assembly
Years 6 Play

These will all go ahead but possibly over more days to keep number down - parents would be able to attend using bays to allocate numbers.

Online learning

Hopefully online learning would not be needed again. Fiona and James have done some work teaching Maths and for the new curriculum. Staff as a whole have worked with them which will continue in the new year and the excel spreadsheets are ready to complete to assess progress.

Staff Wellbeing

The 'Tree' in the staff room had been fantastic supporting morale. The Tree Fairy had been kept busy.

Mrs Stubbs had done a great job with mental health.

Katrina will look at prevention.

Suzanne will look at support. The aim was to deal with any issues before they need support.

Staff

Nicola had been trying to keep everyone happy although staff were exhausted.

There would be new plans to replace the old ones in September, however some points would continue

114. HEAD TEACHER'S REPORT / SCHOOL DEVELOPMENT REPORT AND GOVERNORS' QUESTIONS

The Head Teacher spoke to his report which was circulated prior to the meeting and highlighted the following items:

Buildings and Premises

Dave was absent and most probably not be back until September.

The cleaning schedule for the holiday would need preparing.

The portakabin would need decorating.

The wall was being taken down for the EHD children.

Broadband was ongoing there was a date of 12/8/21 to install it and the providers would come out and scope the premises before that.

Staffing

Lunchtime supervisors - 2 more to be appointed.

Office worker - 2 days per week were needed.

The Head Teacher and Mrs Bates had shortlisted the applicants for the CSA jobs and 2 out of 3 will start in September.

There may be further staffing required but nothing was confirmed at this time.

Attendance

Attendance was currently 95.72% which was a really good achievement.

Clubs

More clubs will be added in September.

Number on Role

The number on roll had been fairly static. Nursery places for September would be 17 in the mornings and 12 children in the afternoons.

Parents and the Community

With regard to class allocation, some concerns had been raised over the class allocation and not all parents are happy. The process has been used to allocate children in line with policy.

Breakfast club demand had exceeded places and this had now been increased. Parents needed to be informed of how places were offered but the solution was not easy.

Q: What concerns are there for places? Physical space or adults to supervise?

A: There must be 1 adult to 8 children for supervision and there must be a certain space allocation.

Discussion points raised were as follows:

- How can this be resolved as first come first served excludes parents who work and may not see the offer straight away if they are working
- There needs to be 120 square metres and space available is getting near to that - another kitchen would be needed if this was exceeded
- We cannot turn our backs on the ones who have used it and any siblings that start school
- Normally existing children are offered a place first and siblings too
- Places have not been offered to the new F2's as places had nearly run out
- There are only 40 spaces
- Families can withdraw when friends leave as they may not want to come without them. This could reduce income
- Could other schools be consulted to see how they manage?

Q: Would dry food help?

A: No a kitchen would still be needed.

Q: Can it go onto Parent Pay?

A: That would generate a need for more management and admin time.

A 2-tier system could possibly be introduced in September on a first come first served basis. Block bookings could be made and the club should be run as a business. Further discussion and consultation was needed.

Miscellaneous

Cycle Ride - now beating the 1K barrier

Transition day went well
 Lateral flow tests were given to parents as they came into school
 Tickets are on sale for the hamper
 Ice cream sales have brought in £350 - £400 in profit
 A sponsored skip/ jump was being organized.

Pupil Premium

This was noted as the amount of money the school received for children who are disadvantaged (i.e. free school meals).

Q: How was this used last year?

A: Last years can't be shown but the figure from 2 years ago can.

Q: How will this year's funding be used?

A: The money will be used to close the gap between disadvantaged and non disadvantaged children. (Puma and Pira costs). Ofsted will look at this when the visit.

No further questions were raised from the Head Teacher's report.

115. FINANCIAL MANAGEMENT AND MONITORING

The school was yet to receive funding for the 2 EHC children due in September. This is likely to be the highest tier and another Year 1 child will also need funding.

Q: How do we apply for funding?

A: The family can apply for this, although there is a child in school who applied though Mrs Bates after discussion with the family. An application form needs completing and evidence through psychology reports is needed. Checks are carried out to see if a plan is in place. Funding is the last part of the process and the LA pay this.

116. SAFEGUARDING

The report had been added to Google drive for governors to access.

Mr Bull would arrange to check the Single Central Record. A new safeguarding policy would be in place next school year.

117. SEN REPORT

The report had been added to Google drive for governors to access. The following points were noted:

EHC for Year 1 - will need staff for this now
 Transition for the new children went well and positive feedback had been received from the parents
 Training will take place to support their medical needs
 Physio training will be needed for one child
 Outside agencies have started to come into school again
 Mrs Bates Certificate for completing SENCO training had arrived

Q: What is the difference between SEN and SEND?

A: SEN - Special Educational Needs / SEND - Special Educational Needs and Disability.

A total of 4 EHC plans are being supported in school including one new one and 2 more which are pending. There are other needs in KS1 so there may potentially be more.

118. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Peel - Safeguarding report.
Mrs Stubbs and Ms Daly attended courses.
Mrs Render had rebooked her course.

119. CHAIR/HEAD TEACHER MEETING

The Chair and Head Teacher had met and covered the following:

Preparation for an Ofsted visit had been discussed.

Guidance for inspectors - this is a book for Governors to read; to make this more manageable the book would be divided into sections of 20 pages and each Governor would then review to see where the areas of efficiency are. Mrs Grooby explained this was to fill in the gaps in understanding.

Effects of the Covid changes will be as follows:

Bubbles will disappear

Masks not needed - some may choose to continue wearing them

School will start and finish at the same time

Assembly, lunch and other events can be done together

From 16.8.21 - children under 18 won't need to isolate if they have had contact with someone with Covid and close contacts of positive cases will be contacted by track and trace

Those people who are double vaccinated -won't need to self-isolate

120. ANY OTHER BUSINESS

Mr MacDonald asked for clarification on the different support teacher terminology.

CSA - Classroom Support Assistant

LSA - Learning Support Assistant

ETA - Educational Teaching Assistant

HLTA - High Level Teaching Assistant - cover supervisors can take a class

At this point Neeta and Ifzal left the meeting.

There would be 1 place available on the Governing body when Nicola Cliffe left, this being her last meeting.

Proposed changes to the Governing Body were noted as Martin Pelan to replace Nicola Cliffe. The Teacher Appraisal Committee was due to meet and Mr Pelan is experienced in this area and could provide support.

Neeta Daly would also be joining the Governing Body as a further place was Available. Neeta also has experience in appraisals and could provide support.

RESOLVED: That Ifzal Parveen be appointed as an Associate Member until a further vacancy becomes available.

RESOLVED: The Governors unanimously agreed to the changes.

121. DATES OF NEXT MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at 7.15 pm at the school on:

Tuesday 5th October 2021
Tuesday 7th December 2021
Tuesday 8th February 2022
Tuesday 29th March 2022
Tuesday 3rd May 2022
Tuesday 5th July 2022

122. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy made available at school in accordance with the freedom of information Act