

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.15 pm at the School on, Tuesday, 1 December 2020

PRESENT

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

In Attendance

Judy Clavin (Minute Clerk)

27. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were apologies for absence from Mr M D'Rozario (with consent)

There were no declarations of interest

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

The following item was notified to be brought under Any Other Business:

- Governors Handbook.

29. REPRESENTATION

(a) The following matter of representation was noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Sofia Render	Parent	02.11.2020

This will be for a period of 4 years

(b) Vacancies for the following on the Governing Body:

- 1 Co Opted Governor Seat

30. MINUTES OF THE MEETING HELD ON 6 OCTOBER 2020

RESOLVED: That the minutes of the meeting held on 6 October 2020 be approved and signed by the Chair as an accurate record of the meeting with a minor amendment on minute 14(a). This should be 2021 not 2022.

31. MATTERS ARISING

Change to Link Governor Role

Looked after Children - Sofia Render

32. REPORTS FROM COMMITTEES

There was a report from the Teacher Appraisal Committee which would be covered later in minute 43.

33. SCHOOL IMPROVEMENT PLAN

This was added to Google Drive

(a) Assessments

Strengths and weaknesses had been identified after completing the analysis. Dynamo Maths and Nesy had been used

(b) Remote Learning in Place by October 2020

This was in place and usable

Ofsted - sending out a summary of a 1 day visit on how school's were coping with the virus.

The school was ahead of plan and not missing anything.

Catch up work on the budget was needed but no real issues with learning.

Standards were in the Committee file to read on Google Drive.

Next Meeting would be Friday, 4 December 2020 and another in January.

(c) Standards

Teacher assessments had been completed.

The position from last year was established, however it was a different situation last year and some areas were ahead, others were the same. So, the position looked better than expected.

Staff had performance related targets as part of their appraisals. These were:

Matching previous years.

Making sure that key stage assessments were demonstrating progress etc.

Keeping the 3-year average gap between school and national scores.

Looking at the progress of children and adding on months from the start tests to the end tests.

Children had been missing time at school due to isolation from possible Covid contact in bubbles and family (some more than one occurrence).

School was hopeful that standards could be maintained

Nesy and Dynamo had been used for work but some children appeared not to have done any work, but had been observed doing work onto the system. There had also been some log in/out problems

Year 6 pupils had also completed practice papers and the results were comparable with last year's.

(d) School Environment - Covid Safe

Parents had called to check what procedures to follow as further restrictions had been considered and zoning would be applied, restricting some staff to certain areas.

Access to toilets etc. would not be restricted.

The wearing of masks outside was on a voluntary basis however staff would be asked to wear them as they moved around the school, unless they had an exemption.

F1 was just as it was and lovely to see.

(e) Online Learning

Not all online learning could be uploaded as it needed printing off then returning.

Intergris was the database for teachers for class details.

This system only allowed 2 teachers in a class then logged out any other teachers that may be using it which was causing unnecessary work

This was not much better than it was in March but staff were persevering with it. Instructions on how to use this was being rolled out and homework was starting to be sent out on the platform.

There was still work to do to identify why some children were not performing as well as others.

Mrs Etheridge had started Mastery of Maths.

Planning time at home was available for teachers.

Mrs Peel, Mrs Grooby, Mr Bull and Mr Blakeley would meet again next week.

34 HEAD TEACHERS 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

The report had been added to Google drive

(a) Covid-19

91% of the LA had suspected or confirmed cases of Covid which was very worrying.

(b) Buildings and Premises

Dave the Caretaker was doing a fantastic job.

More hand gel was provided.

More surfaces and items had been wiped down.

More frequent cleaning of the toilet areas had taken place.

(c) Staffing

Presently there were two temporary office staff positions.
Supply teachers were covering this and one had indicated interest in this position.

3 supply teachers were working well with Suzanne.

Recently appointed staff - 2 lunchtime classroom support assistants.

Training was being provided to support as required.

(d) Roll

There were 346 children on roll.

(e) Attendance

Overall - 97.15%

Absence is 56.9% for Covid related absence

(f) Clubs

Clubs were currently not running.

(g) Parents and the Community

Some parents/carers had raised issues about behaviour in Y6 – a number of strategies to help support children towards better behaviour had been put in place.

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

35. SAFEGUARDING

The report was on Google Drive.

Mrs Stubbs had added her report in with SEN and safeguarding.

There were some severe and sad occurrences and children have had time with Suzanne so that they had a 'constant'.

There were a number of children on the waiting list for Northorpe Hall, the waiting list was 6 months and the children had little resilience.

There had been a noted upturn in domestic violence.

Mr Bull would arrange to view the SCR (Single Central Record) remotely with Suzanne.

36. SEN

The report was on Google Drive.

Ms Bates was awaiting her exam results.

It was getting harder to make referrals to outside agencies due to backlogs. Schools were being advised to pick this up in school.

EPA and EHC work was done 1-1 with children and there were insufficient staff to pick up any extra work.

Makaton would be needed to support a pupil in September.

Existing EHC would continue and progress had been made due to having a 1-1 relationship with a support worker.

Mrs Stubbs asked a question about transitioning to school and funding
Ms Cliffe confirmed that reading reports showed how hard this was in school.

37. FINANCIAL MANAGEMENT AND MONITORING

This was an unknown position and there would be a projection on how much in deficit the different sections could be.

These amounts could be put into the main school funding this year.

Funding for each child - £3750 – 4000

Increase in pensions - £63000

38. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

RESOLVED: That Governors agreed unanimously to adopt the LA policy.

39. GOVERNOR TRAINING & GOVERNOR VISITS

Website checks had been completed by Mr Bull and he had noted the areas that need attention, covering Pupil premium and Sports premium.
Links had been added for financial performance.

The Health and Safety Report had been completed by Mrs Grooby.
Covid Safeguarding Report – resources were stretched and school had been making do as best they could.
Suzanne was the DSL. The Head Teacher and Fiona were deputy DSL.
Domestic violence had increased and cases were taking time to process, catching people/external support sources at the right time had also been difficult.

Training Log – this was complete with a 6-month summary.

Safeguarding was covered well with Prevent, Safeguarding/Onboarding and GLAD Courses.

Mrs Grooby – Role of Chair

Mrs Stubbs – attending a data course in the coming weeks

Mrs Render – attending and induction course in January

Classroom visits were not possible at the moment however the LA modules were recommended for Governors.

40. CHAIR/HT MEETING

A one-hour meeting took place with Mrs Grooby in attendance.

41. PTA UPDATE

A request was made by the Head Teacher for a contribution of £5 from each Governor for the Christmas Hampers – M&S and Betty's.
Tickets to the value of £540 had already been purchased and cash in envelopes to school was requested.

A daily raffle of a selection box for a 20p raffle ticket had also been successful.

42. **Deletion – See Minute 46**

At this point Mrs Bates left the meeting

Mrs Bates re-joined the meeting.

43. TEACHER APPRAISAL COMMITTEE

Further consideration had been given to proposals for objectives for 2021 – 2022, the objectives for the Head Teacher and the staff would be aligned so that the Head Teacher's would be reviewed and in place before the end of July and the teachers objectives would then follow.

Assistant Head – this was a Senior Leadership role so there would be 3 objectives.

Finance – the total cost for the 10 increases - £18125 (salary and pension).

The increase had been agreed by the Finance Committee and was planned for in the budget.

Deletion – See Minute 46

At this point the Head Teacher left the meeting

The Head Teacher rejoined the meeting.

44. ANY OTHER BUSINESS

Not discussed under this point

45. DATES OF NEXT MEETINGS

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

Tuesday, 2 February 2021

Tuesday, 23 March 2021

Tuesday, 4 May 2021

Tuesday, 16 July 2021

46. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minutes 42 and 43 be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff governors and observers.