

**MINUTES OF A MEETING OF THE GOVERNORS OF HIGHWOOD PRIMARY SCHOOL HELD virtually via Teams
ON Monday 22nd February 2021 at 5.15pm**

PRESENT

Mr Matt Hickey	Head teacher
Mrs Wendy Sabaroche	Parent Governor
Dr Lois Beaver	Co-opted Governor
Mr Nick Allaway	Staff Governor
Mr Rehan Kamal	Co-opted Governor
Mrs Beth Rowland	LA Governor
Mrs Kay Bridges	Co-opted Governor
Mrs Zahida Younis	Co-opted Governor
Mr Dharmesh Modi	Parent Governor
Mrs Claire Vaux	Deputy Head

CLERK

Mrs H Westall

		Action
001 20/21	<u>Welcome and school news</u> Governors were welcomed.	
002 20/21	<u>Apologies and acceptance for absence</u> There were no apologies.	
003 20/21	<u>Declaration of any business interest relating to the agenda and annual declaration</u> There were no declared business interests.	
004 20/21	<u>Items for AOB – if declared previously</u> <ul style="list-style-type: none"> • Mr Modi’s parent governor term had expired. <p>It was agreed that a parent election would be delayed until a full election could be carried out. The suggestion was for Mr Modi to be co-opted onto the governing body initially until a full election could be carried out.</p>	

	<p>Mr Modi advised that he was happy to continue. Mr Modi left the meeting to allow for discussion. Mrs Sabaroche suggested co-option of Mr Modi for a year to ensure the stability of the governing body. Mrs Rowland suggested until the next election could be carried out. Governors approved the co-option of Mr Modi to the governing body. Mr Modi returned to the meeting.</p> <p>Following the meeting it was found that the minimum term was a year for a co-opted governor.</p>	
005 20/21	<p><u>Minutes of previous meeting and matters arising – 07.12.20</u> The minutes of the last meeting were circulated with the agenda.</p> <p>All actions had been completed.</p> <p>The minutes were duly approved.</p>	<u>Approved</u>
006 20/21	<p><u>Headteacher report</u> Mr Hickey highlighted the following;</p> <ul style="list-style-type: none"> • 400 pupils on roll • 20% of pupils join outside the normal times • The number of pupils requiring SEN support is below the national average • The number of children with EHCP (Education Health Care Plans) is above the national average • The number of pupils eligible for free school meals is below the national average • Persistent absence is based upon the number of children who had missed 10% of school sessions • Year 6 had increased by 1 to 32 children due to a request from the local authority to accommodate a child of a frontline key worker. There were now 2 classes of 16. <p>Mr Modi asked about the impact of persistent absence due to Covid. Mr Hickey explained that this would have an impact to the percentage due to the required coding for absence during lockdown but this would impact all schools. Mr Modi asked about the addition to Year 6 on the waiting list. Mr Hickey advised that the pupil was top of our waiting list and had been offered a school much further away.</p>	

Wellbeing

Mr Hickey advised that Mrs Vaux and Miss Capp were carrying out check-ins with all staff. A reflection with all teachers would take place on the Inset day. Positive messages from the School Improvement Board (SIB) had been shared with staff. The 5 ways of wellbeing have also been shared and an anxiety workshop had taken place for parents with had been attended by 10 families. A follow up session was taking place this week and further sessions would be run if there was interest.

Mr Hickey suggested getting feedback from the parents who attended so this could be put in the newsletter. Mrs Vaux said that she would get the parents to complete a feedback form.

Mr Modi advised that he had only seen the information on the workshop on twitter.

Mrs Vaux said that a letter had been emailed to parents and tweeted the next day and the following week.

Mr Modi suggested adding information on Teams as well for parents to see.

Mr Modi said that it had been a good idea to run on the Wellbeing Wednesday.

Mr Hickey said that he had wanted to reach as many parents as possible and some parents had been targeted by the Parent Support Advisor or flagged up during the phone calls made by the TA's if anxiety had been mentioned.

School Improvement Board (SIB)

The SIB meeting had taken place before half term and there had been good feedback. Majid Ali will be taking over as School Improvement Officer for the school and will provide advice as required. Feedback from the meeting had been shared with governors.

Mrs Sabaroche asked if the meeting notes could be added to Teams.

Remote education

Mr Hickey talked through the format for remote education which was split into remote teaching and remote learning. There were two-week cycles with one teacher doing face to face teaching and one overseeing the remote learning. The senior leadership team (SLT) supported with planning and giving ideas prior to delivery. The SLT did not drop into live sessions.

The monitoring sheet was explained and the weekly phone calls to the children and their parents who were not in school. Mr Hickey explained the process if the TA was unable to contact a parent after 2 tries. Concerns were logged on CPOMs. If no contact was made after escalation then a risk assessed home visit would be carried out. A text message was sent prior to the visit. If contact was not maintained then the child would be offered a place in school.

**SIB meeting minutes
would be added to
Teams (MH/WS)**

The work provided at school was the same as that provided for home.

Mr Hickey explained that the work submitted from home was reviewed and if this work had the same issues from several children then planning would be reflected upon and changed.

Mrs Sabaroche asked whether this indicated the different techniques used by being in school rather than at home.

Mr Hickey explained that if the children were in school issues with learning would be picked up quickly and changed but this took longer due to waiting for the work to be submitted.

Mr Modi asked how parents would see feedback.

Mr Hickey explained that children would expect to see work acknowledged. 75% of the children were learning at home so this was a challenge. The focus was on engagement and picking up any misconceptions. Mr Hickey said that this is the same process as would occur in school where the key pertinent mistakes were picked up.

Mrs Sabaroche said that feedback from parents on wellbeing Wednesdays had been good and was good that there was a break from screens. The twitter pages contained suggestions and posts of what the children were doing.

Mrs Sabaroche asked about additional support for SEND children.

Mr Hickey explained that the SEND TA's would contact the SEND children and go through the assignments and then ask them to try them and then follow up on them.

Mrs Sabaroche asked whether there was still challenge for the more able children.

Mr Hickey explained that mastery was still used for additional work for the children. The teachers would follow up with the children if the work was not being completed to the usual standard.

Mrs Sabaroche asked whether governors could see some examples of work and the monitoring grids.

Mr Hickey said that this could be provided for the next Quality of Education meeting. Mr Hickey suggested governors could investigate this and present to the meeting.

Mrs Bridges suggested it would be useful for governors to see some work beforehand.

Mrs Sabaroche said she would discuss this at her weekly catch-up meeting with Mr Hickey.

Mr Modi said that after the previous lockdown some additional maths catch-up work was done.

Mr Hickey said that following the children's return on 8th March there would be a 4-week teaching cycle and then gaps in learning would be identified and resources pooled to the most appropriate gaps. Currently gaps in maths were not being seen. The school had been registered with a maths tutoring programme.

Mrs Sabaroche suggested that governors review the Remote Education document and put together some questions which will evidence governor's knowledge of the document.

Mrs Bridges asked if a parent governor was able to evidence a good lesson as governors were unable to come into school.

Mrs Sabaroche said that parent governors could not judge a lesson but could say if the children were engaged in the lesson.

Dr Beaver suggested that governors could view the planning.

Mrs Bridges said that she was concerned of being able to provide evidence for Ofsted if governors were unable to visit.

Mr Hickey suggested governors could look at examples of the work produced by pupils in school and those at home to make comparisons and look to see the learning objectives and success criteria.

Mr Allaway suggested that governors could view the YouTube videos and presentations as the videos were the teaching.

Mrs Sabaroche asked how children are being read to.

Reading took place in assemblies.

Schools Learning Alliance (SLA)

Mr Hickey advised that there were two action research projects taking place.

1. Phonics
2. Reading

Shared practice is being shown to be beneficial. Data will be provided once the children were back in school. A CPD package was being put together for Deputy Heads and 15 Deputy Heads from the SLA including Miss Capp were taking part.

The school was part of the Early Hub and deep dives for each of the schools would be carried out when the children were back in school. This was supportive scrutiny of the schools.

	<p>The school had withdrawn from the reactive maintenance contract with WBC a while ago and as part of the School Business Manager network the schools were looking into savings through bulk contracts.</p> <p>The schools were looking into combined procurement for speech and language provision.</p> <p>Mrs Rowland advised that 2 of the governors from the SLA were looking into finance. The SLA were talking to some secondary schools about joining the SLA so the SLA may require its own finance system.</p>	
<p>007 20/21</p>	<p><u>Governing Body Matters</u></p> <p><u>SEF review</u> The SEF had been circulated to governors. Mr Hickey advised that the SEF would require updating and asked for Governors to provide feedback.</p> <p>Mrs Sabaroche noted how well the curriculum had been integrated into the remote education and was a strength of the school.</p> <p><u>Governor action plan</u> Governors were reminded to complete the Code of Conduct form.</p> <p>Mr Kamal advised that he would check the CFR.</p> <p><u>Committee updates</u></p> <p><u>Resources meeting – 19.01.21</u> Mr Modi advised that a budget review had been carried out in January.</p> <p>Mr Kamal advised that he had almost completed his review of the Schools Financial Value Standard (SFVS).</p>	<p><u>WS and MH to update SEF to review for next FGB meeting on 26.04.21</u></p> <p><u>Governors to complete Code of conduct form</u></p> <p><u>RK to check CFR.</u></p>

QE meeting – 08.02.21

Dr Beaver advised that the committee had discussed the reading review and the remote education provision.

Monitoring updates – reading

Dr Beaver advised that she had met with Mrs Vaux and discussed assemblies and remote and in school reading provision.

Mrs Sabaroche asked whether Dr Beaver had looked at the MyON and Get Epic reading schemes.

Dr Beaver advised that the schemes had been discussed and examples seen.

Mrs Bridges asked whether governors could have access to the online reading schemes.

Mrs Vaux said that this should be possible.

School Improvement Board (SIB) meeting

Mrs Sabaroche highlighted that the board had reiterated the need for governors to have evidence.

The parent survey had been looked at and the board questioned the question on the visibility of governors to parents. It was suggested that the governor section of the newsletter was moved to the page following the Headteacher page and a link to the governor's website page put in the newsletter.

The board had also suggested that FGB minutes were put on the school website.

Development and training

Mrs Sabaroche advised that she had carried out catch-ups with all the governors. A refresher Ofsted session would be arranged with Majid Ali, the School Improvement Officer (SIO), who had previously been an Ofsted inspector.

Training course details would be circulated to governors and recommendations made for attendance.

Mr Kamal agreed to do the Governor's page for the next newsletter. This would be due by the start of the last week of term.

Website

Mrs Sabaroche advised that she had fortnightly catch-ups with the clerk.

WS to circulate training details

Governors to review website (ALL)

	Mrs Sabaroche advised that she will carry out a review of the website and governors' section. Governors were asked to review the website as well to see if they spotted anything that required updating.	
008 20/21	<u>Policies for review and approval</u> There were no policies that required review.	
009 20/21	<u>Any other business</u> <u>FGB minutes</u> Mrs Sabaroche asked if governors had any views on putting the Part 1 minutes on the website. Mr Modi said that he was happy to if these could be readily asked for. Mrs Rowland highlighted that the full name of acronyms should be included in the minutes. Mrs Sabaroche advised that there was now 1 co-opted governor and 1 Parent governor vacancy. It was suggested that it would be useful to have a governor who could be responsible for wellbeing. Mr Hickey said that Miss Capp was taking on the role a wellbeing champion in school. <u>Date of next meeting</u> The next FGB meeting is due to take place on Monday 26 th April 2021 at 5.15pm.	<u>FGB minutes to be reviewed and put on the school website (HW)</u>
010 20/21	<u>Any items deemed confidential</u> There were Part II minutes.	
	The meeting ended at 6.58pm	

Minutes prepared by dated

Minutes agreed by dated

Actions to be completed;

- SIB meeting minutes would be added to Teams (MH/WS)
- WS and MH to update SEF to review for next FGB meeting on 26.04.21
- Governors to complete Code of conduct form (All)
- RK to check CFR.
- WS to circulate training details
- Governors to review website (ALL)
- FGB minutes to be reviewed and put on the school website (HW)