



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
CHILDREN'S COMMITTEE MEETING HELD ON
WEDNESDAY 21st OCTOBER 2020 AT 5.30PM
MINUTES
REMOTE MEETING**

Part 1

ATTENDANCE	
<p><i>Governors Present:</i> *Cordelia Brown, (CB) Geraldine Gallagher, Ex Officio Head Teacher (HT) Reverend Kunle Ayodeji Ex Officio Foundation (KA) Charlotte Allen Cttee Chair, (CA) Lisa Maguire (LM) Stephen Bethel (SB)</p> <p>*not present at the meeting</p>	<p><i>Also present:</i> Chris Lambert, Clerk - HEP</p>

Item No.	Subject/Decision	Action by
1. 1.1	Welcome and Apologies for Absence The Vice Chair, SB, welcomed everyone to the meeting. Apologies were received and accepted from Cordelia Brown. The meeting was quorate.	
2. 2.1	Declaration of Interests in Respect of Items on this Agenda None.	
3. 3.1	Election of Chair SB asked for nominations for the role of Committee Chair. SB nominated Charlotte Allen; LM seconded this nomination. No other nominations were received. Charlotte Allen was duly elected Chair for the academic year 2020/21 and continued to chair the meeting.	
4. 4.1	Committee Terms of Reference The Committee shared the Terms of Reference on screen to support a visual and aural review. After review it was agreed that the Terms were still fully relevant and no changes were required. Action: the Terms of Reference were APPROVED	
5. 5.1	Minutes of the Previous Meeting held on 8 July 2020 and Matters Arising The Minutes of the previous meeting were AGREED . They will be electronically signed by the Committee Chair and returned to the HT for filing.	



5.2	<p>Matters arising from previous meeting:</p> <p>6.6 SB and CB will review the SCR on 23 October.</p> <p>13.1 – GG thanked the Y6 teachers for compiling the letter and to CA for her support in completing the task of Thank You letters for children.</p> <p>14.2 – The Medical Policy has been reviewed and will have a further review with parents in Spring term 2021.</p>	HT
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p>	<p>Headteacher’s verbal report</p> <p>GG reported that item 10 on Pupil Progress would be included in her report. It was reported that most children had settled well into the new school routines; the few who were finding it a bit more challenging were being supported. To date there have been no positive cases of Covid-19 although absence was occurring for other reasons of illness.</p> <p>Governors were pleased and encouraged to note that attendance was at 97%.</p> <p>The Risk Assessment is monitored each Friday and revised according to events and outcomes recorded in the previous few days.</p> <p>Base line assessments had been completed for Reception pupils. This supports curriculum planning which is also based on the children’s interests. Nursery base line assessments will be completed on 6 November.</p> <p>Reception Class Teachers have had telephone conferences with parents. As parents could not come onto site staff had made a video for Reception pupil parents of life at the school past the school gates.</p> <p>The focus for Y1-Y6 pupils was on their wellbeing and in particular emotional needs with an emphasis towards reading and maths. This enabled teachers to start planning work for those pupils with an early focus on reading.</p> <p>The Black History month provided an opportunity for pupils to focus on significant black Britons as a means of raising awareness of the Black history agenda.</p> <p>It was noted that most KS2 pupils are recorded as being at or above age related expectations in reading; pupil at KS1 lagged a little but pupils were being assessed and planned group work would commence to encourage and enhance performance. In Maths the attainment gap between below and at expected levels is wider. This information was supporting teacher planning. All other subjects are being taught including PE which has been held outside since September. After half term PE would also come inside and this would incur additional cleaning costs. Governors were pleased to note the high uptake in peripatetic music lessons (180 of 440 pupils) although singing was not possible under Covid conditions. Given the high intake and to avoid cross contamination after half term peripatetic music lessons would be for KS2 pupils only.</p> <p>Following interviews Brass Architecture had been commissioned to prepare the Library plans; they were due on site on 23 October and the aim is to complete the</p>	



<p>6.10</p> <p>6.11</p> <p>6.12</p> <p>6.13</p> <p>6.14</p>	<p>project by January 2021. Nominated staff were preparing grant applications to fund the purchase of new library books. Governors noted that there was still a prevalent mood of uncertainty; to manage there was a regular review of operational issues to ensure the school can fully support all its pupils under the Covid restrictions. This review process would continue into Spring and Summer term to ensure the school was fully prepared for Autumn 2021. Remote learning procedures were in place and to reinforce them pupils were being set home learning each Friday to ensure that they understood the process and procedures and could move to remote learning should need arise at short notice. It was noted that pupil engagement in this approach had broadly been very positive and those less inclined to use the on-line resources were quickly contacted to understand reasons and determine options for additional support. A self-audit of the BAME agenda has been completed last year and a review will take place next half term. A facilitator, Marva, had been engaged to support the review through the stages and the development of an action plan. GG expressed her thanks to all staff, Pupils and parents for their support and contributions in this initial half term helping all to settle into school routines. CA for the Governors, thanked GG, SLT and the staff for their efforts in re-establishing the focus on education whilst keeping attention to safeguarding and wellbeing issues. Governors asked how the school was managing should someone present with Covid symptoms. They were satisfied by the explanation as to how the school used the Risk Assessment as the framework for decisions required to send pupils or staff home. Governors were pleased at the evident vigilance of the school in managing in the context of Covid-19</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Self Evaluation Form and Learning Improvement Plan Both documents – the SEF and LIP – had been circulated prior to the meeting and Governors were asked for comments. It was noted that while Ofsted inspections were on hold Inspectors were making visits to ensure that process and procedures were in place and staff trained to manage in these changed times. The visit agenda could include a review of staff training relevant to Covid, issues of managing staff wellbeing, any changes required to Safeguarding procedures, the implementation of a remote learning programme, and the approach being taken to address any attainment gaps. It was noted that post visit a report would be issued though no judgement made. Governors noted that the school was due an Ofsted inspection and this could come in January 2021. It was noted that most of the specialist teachers and the subject leaders were still on the staff which was supporting curriculum development. More CPD was being provided to staff. Governors asked how gaps in pupil performance would be managed. It was noted that interventions, based on data tracking, would apply to specific groups and individual children. In reading (where girls have generally higher attainment) the</p>	



7.5	<p>accelerated reader programme would be used to help KS2 boys raise their levels, with assessments plus a close look at texts used in English to encourage reading across different texts. To support girls in maths Inspire Maths had been introduced and was being used</p> <p>Governors noted that pupil data of Reception and Y6 had been issued to the Fisher Family Trust to get a comparative report on pupil progress against national averages for higher and middle attainers. Governors were pleased to note the positive outcomes from this FFT report.</p> <p>Action: The SEF is approved, to be submitted to the FGB for ratification</p>	
7.6	<p>In a review of the LIP Governors questioned the means of informing parents of the range of remote learning options. It was noted that the wide range of scenarios by which the school would have to implement some form of change in learning could not be set out in one letter. Governors were satisfied by this explanation and asked that the LIP describe the expected school actions to enable parents to engage in the remote learning offer.</p> <p>Action: The LIP to be revised to inform parents of the minimum expected school actions.</p> <p>Action: The LIP was Approved (subject to the minor amendments), to be submitted to FGB for ratification.</p>	
8	<p>Pay and Performance Update</p>	
8.1	<p>Governors were informed of the performance review process as it applied to teaching staff. It was noted that the review process had to be completed by 31 October 2020.</p> <p>This year teacher performance would be assessed for the period to date of closure in March 2020. Providing performance was at the required levels at that date with no concerns then the recommendation would be made to the Pay Committee. Once confirmed by FGB the pay award would be backdated to 1 September 2020.</p>	
8.2	<p>It was noted that most staff had been retained for the new academic year; one was on maternity leave, one new teacher had been employed and one NQT. Some new mid-day meal supervisors had been recruited. All new staff had settled in well. Some non Covid illness had occurred resulting in short term absences.</p> <p>Staff training was held each Wednesday on issues such as Safeguarding, Wellbeing, Unconscious bias and Curriculum.</p> <p>Governors were pleased that new staff had settled in well.</p>	
9	<p>Pupil Attainment and Progress</p>	
9.1	<p>PE Statement: it was noted that this was a work in progress and once agreed would be posted to the website. It was noted that swimming was not permissible under the present situation and there had to be a different focus on the delivery of competitive sports, so virtual competitions were being devised.</p>	
9.2	<p>Pupil Premium: it was noted that the school expected to receive the same PP funding as in the previous year. The Governors asked if the school was able to</p>	



	access the catch up funding it had been reported the Government had been promising schools. The HT confirmed that the Government were making an additional £80 per child available for the academic year and the school would use this grant to fund the appointment of an additional TA to support interventions.	
10 10.1	Resources Governors noted that additional costs might be incurred in providing resources to support staff to enable them to work remotely, should need arise. A review of options and costs was in progress.	
11 11.1	Chair's Verbal Report The Chair had nothing to report	
12 12.1 12.2	Link Governor Reports It was noted that the following Governors were assigned link roles to the school: SEND and CP – CB, Safeguarding – CB & SB Ethos – Rev KA BAME – Adele and KA H&S – Adele Wellbeing – LM Remote learning – SB Governors suggested that a Governor should be assigned as a link on the issue of remote learning – a key aspect of the LIP. The Governor would meet with IT lead and GG to challenge and monitor and provide another perspective to the Remote Learning programme. SB offered to take on this link role which was accepted.	
13. 13.1	Any Other Business There was no further business and no Part 2 confidential items.	
14.	Date of Next Meeting Tuesday 12 January 2021 at 5.30pm	

There being no further Part 1 business and no Part 2 business the meeting closed at 18.40pm

Signed

Chair.....Date.....



List of agreed Actions – 21 October 2020

Item No.	Agreed Action	By whom
4.1	Committee Terms of Reference were Approved	Committee
5.2	14.2 – The Medical Policy will be reviewed with parents in Spring term 2021.	HT
7.5	The SEF is approved, to be submitted to the FGB for ratification	HT
7.6	The LIP to be revised to inform parents of the minimum expected school actions. The LIP was Approved (subject to the minor amendments), to be submitted to FGB for ratification.	HT